



# Navigating a Council Agenda

New Alder Onboarding

# Meeting Order At a Glance (“Order of Business”)

## ALWAYS on an agenda

- Meeting call to order/roll call
- Opening remarks
- Present consent agenda
- Public comment
- Reports of officers
- Announcements & introduction of items from the floor
- Adjournment

## SOMETIMES on an agenda

- Honoring resolutions
- Petitions, Communications, Informational hearings
- Business presented - Mayor
- Business presented - Council Pres.
- Ordinances & resolutions (re-refer)
- Introduction of new ordinances and resolutions (refer without debate)
- Presentation of claims against City
- Late items and addenda
- Any items for closed session

# MORE INFO - Public Comment

- Public comment is only allowed for items on the agenda
- Not allowed for new items introduced for referral without debate or re-referral items
- 3 minutes allowed per speaker
- All registration taken [online](#)

# MORE INFO - Reports of Officers

- All of the items coming back to the Common Council for action
- This section often makes up bulk of the agenda
- Legislative items sorted by BCCs, departments/divisions

**REPORT OF ALCOHOL REVIEW COMMITTEE**

**REPORT OF PLAN COMMISSION**

**REPORT OF BOARD OF PUBLIC WORKS**

**REPORT OF CITY CLERK**

**REPORT OF RISK MANAGER**

# CLOSE UP: Parts of an Agenda Item

78.

75561

Create a new classification of Streets Operations Leadworker in CG15, R09. Recreate 2 new 1.0 FTE positions identified as Public Works Leadworker in the 2023 Streets Division budget as Streets Operations Leadworker in the new CG and Range.

**Sponsors:** Satya V. Rhodes-Conway

**Attachments:** [PB Memo Streets Public Works Laborer program.pdf](#)

**Legislative History**

1/11/23	Human Resources Department Finance Committee (1/30/23), Common Council (2/7/23)	Referred for Introduction
1/17/23	COMMON COUNCIL Additional referral to Personnel Board.	Refer to the FINANCE COMMITTEE
1/17/23	FINANCE COMMITTEE	Refer to the PERSONNEL BOARD
1/30/23	FINANCE COMMITTEE	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER

**AGENDA NOTE:** Personnel Board did not take up this at the 1/18/23 meeting; recommended action is to adopt.

## KEY PARTS to each item

- TITLE
- LINK to Legistar file
- SPONSORS
- ATTACHMENTS
- LEGISLATIVE HISTORY
  - ✓ Introduction
  - ✓ Referrals
  - ✓ Return to Council date
  - ✓ Committee actions
- AGENDA NOTE with recommended action

# REVIEW - Example Agenda

<https://madison.legistar.com/View.ashx?M=A&ID=998695&GUID=4662A49D-6B46-4974-800C-09722DABFDC7>

<https://madison.legistar.com/View.ashx?M=A&ID=892694&GUID=0170FC5F-B69F-4D6A-9C7F-04D348D352E5>

# AGENDA TIMELINE: Week Before Meeting

## BY WED noon

All items in Legistar (& fiscal notes complete). Agenda then enters review and Council President approval process.

## TH

Agenda is published Thursday afternoon. An email is sent to notify all alders.

**NOTE:** In rare cases – an AMENDED agenda is published and posted (at least 24 hours before meeting)

# AGENDA TIMELINE: Meeting Day

## On TUESDAY Council meeting day:

- **Noon:** deadline to exclude items from the consent agenda
- **1 pm (or soon after):** Consent agenda document released and attached in Legistar

**Key Staff for Council Agendas: Liz Windsor, Legislative Management System Specialist**