



# Boards, Commissions, & Committees (BCCs)

New Alder Onboarding 2023

# City of Madison's BCC Structure

- Nearly 80 BCCs
- Approximately 700 total members made up of community members and Council members
- Supported by City staff, who schedule meetings, create agendas, provide public notice, maintain minutes, and supply substantive information BCCs need to make decisions/recommendations

# Types of City Boards, Commissions and Committees (BCCs)

Authorizing Authority	Number	Examples
<b>Wisconsin state statute</b>	14	Plan Commission (WI ST 62.23) Water Utility Board (WI ST 66.0805)
<b>City ordinance (including Parks Board subcommittees)</b>	45	Alcohol License Review Committee (MGO 33.02) Transportation Commission (MGO 33.56) Police Civilian Oversight Board (MGO 5.10)
<b>Non-City BCCs with City appointments</b>	16	Sewerage District Commission Overture Center Board Capital Area Regional Planning Commission
<b>Workgroups and Taskforces</b>	Varies	Farmland Preservation Task Force

# Membership & Appointments

## Membership Composition

- Alders only: Common Council Executive Committee (CCEC), most Presidential Ad-Hoc Workgroups or Taskforces
- Community members and alders: Most BCCs
- Alders & the mayor only: Finance Committee
- Only community members: Some BCCs (ex. Police Civilian Oversight Board)

## Appointment Processes

- Mayoral appointments, confirmed by Council (most BCCs)
- Council President appointments, confirmed by Council (President's Workgroups, CCEC)
- Appointment by resolution (Ad Hoc Taskforces)
- Exception: Police Civilian Oversight Board

# Roles of Boards, Commissions, and Committees

**Boards and Commissions** tend to have more decision-making authority (Ex. Board of Park Commissioners, Plan Commission)

## MISSION

Governs, manages, controls, improves and cares for all public parks, parkways, greenways, planning and construction, ice arenas, golf courses, conservation, cemetery, mausoleum, Mall/ Concourse, boat landing and concessions, Warner Park Community Recreation Center, the Irwin and Robert Goodman Municipal Pool, Mall/Concourse special events, beaches, general recreation (summer and winter activities), Botanical Gardens, forestry, shorelines, boulevards and pleasure drives located within the city limits, and secures the quiet, orderly and suitable use and enjoyment thereof; adopts rules and regulations to promote those purposes.

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## MISSION

It is the function and duty of the Plan Commission to make and adopt a master plan for the physical development of the municipality. The commission makes reports and recommendations to the Common Council related to the plan and physical development of the city and on the location and architectural design of public buildings and other public projects. The commission also reviews and makes recommendations on any sale or lease of land, rezoning requests, annexations of land, subdivision plats and ordinance text amendments. The Plan Commission has final approval authority on land divisions (certified survey maps), conditional use requests and appeals of certain Urban Design Commission decisions.

**Committees** tend to be advisory bodies, providing recommendations and reports to Council, receiving updates, and discussing relevant issues (Ex. Committee on Aging, Housing Strategy Committee)

## MISSION

There is hereby created a Committee on Aging to serve as an advisory body to the Community Services Committee and the Community Development Division, as well as other City Departments, the Mayor and the Common Council.

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## MISSION

MGO 33.34 - The Housing Strategy Committee shall serve as a forum for discussion & communication about housing strategies; shall establish a schedule for the Dept. of Planning & Community & Economic Development to prepare and submit a biennial housing report to the Mayor and the Common Council, which will include the following: current data on Madison and regional housing supply and trends, strategies for maintaining a broad range of housing choices for all households and income levels; and strategies for maintaining & increasing affordable owner-occupied and rental housing in Madison and the region.

# BCC Meeting Formats

- Virtual (Zoom)
  - Type 1: Supported by IT Media Team and broadcast on City Channel
    - Individual invitation emails with unique Zoom panelist links sent prior to meeting
    - Ex. Plan Commission, Finance Committee, Common Council Executive Committee (CCEC)
  - Type 2: Committee staff hosts meeting
    - One Zoom link sent to members, often in Outlook meeting invitation
    - Ex. Police Civilian Oversight Board, Housing Strategy Committee, Sustainable Madison Committee
- In-Person (City meeting rooms)
  - Room reserved
  - Video recording requires IT Media Team support, requested in advance
- All BCC meetings are now required to be recorded
  - Virtual meetings will be video recorded
  - In-person meetings will be audio or video recorded

# Serving on BCCs as an Alder

## **Your role:**

- Attend meetings
- Inform committee staff & chair if you will be absent (MGO 33.01-attendance rules)
- Be prepared
- Understand and maintain focus on committee's charge
- Serve as communication link between committee & Council
- Explain City processes
- Sponsor of legislation related to committee's charge

## **Remember:**

- You are a Council liaison on the committee- attendance, etiquette, preparation, inclusiveness
- Don't monopolize speaking time-make sure resident member voices are heard

# Finding Information about BCCs

## Internal Committee Center (using City login)

The screenshot shows the City of Madison website's internal committee center. The header includes navigation links for Accounts, Services, Jobs, Agencies, Data, and Contact, along with a search bar. A red navigation bar contains links for Coronavirus (COVID-19), City Services, Public Health, Vaccination, Testing, and Español. Below this is a banner for City of Madison City Hall. The main content area is titled "INTERNAL CITY COMMITTEE CENTER" and includes a description: "This internal committee site includes rosters of the city's boards, commissions and committees (sub-units) with contact information for members (address and phone number). Committee information on the city's website includes only the incumbent's name and email address." Two links are provided: "Boards, Commissions & Committees" and "Mayoral Appointments to Non-City Committees". A sidebar on the left contains "Internal - City Committee Center Home", "Boards, Commissions & Committees", "Mayoral Appointments to Non-City Committees", and a "Logout cnkpp" button.

## Clerk's online meeting schedule

The screenshot shows the City of Madison Clerk's online meeting schedule page. The header is identical to the previous screenshot. The main content area is titled "Meeting Schedule" and lists meetings for Monday, February 20, 2023; Tuesday, February 21, 2023; and Wednesday, February 22, 2023. A calendar for February 2023 is displayed, showing the days of the week and the dates. The calendar is a grid with columns for S, M, T, W, T, F, S and rows for the days of the month. The meetings are listed as follows:

Day	Time	Meeting Name	Format
Monday, February 20, 2023	5:00 pm	Transportation Commission - Ad Hoc Subcommittee	Virtual
Tuesday, February 21, 2023	12:30 pm	Madison Metropolitan Sewerage District - Employee Leadership Council	Virtual
Tuesday, February 21, 2023	1:00 pm	Building Code, Fire Code, Conveyance Code and Licensing Board	Virtual
Tuesday, February 21, 2023	1:00 pm	Deferred Compensation Committee	Virtual
Wednesday, February 22, 2023	10:00 am	Street Use Staff Commission	Virtual, virtual
Wednesday, February 22, 2023	2:00 pm	Greater Madison Metropolitan Planning Organization (MPO) Technical Coordinating Committee	Virtual, Virtual
Wednesday, February 22, 2023	2:30 pm	Committee on Aging	Virtual

Below the calendar, there is a "Committees" section with a "Meeting Schedule" link, "Virtual Meetings", "Watch Meetings Online", and "Apply for a Committee" options.



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# Identifying BCC Scope and Charge

## Madison General Ordinances (MGO) Chapter 33: Boards, Commissions and Committees:

[https://library.municode.com/wi/madison/codes/code\\_of\\_ordinances?nodeId=COORMAWIVOIICH11--19\\_CH33BOCOCO](https://library.municode.com/wi/madison/codes/code_of_ordinances?nodeId=COORMAWIVOIICH11--19_CH33BOCOCO)

### 33.02 - ALCOHOL LICENSE REVIEW COMMITTEE.



- (1) Creation. The Operator's License Review Committee is hereby renamed the Alcohol License Review Committee, which is hereby created for the City of Madison.
- (2) Composition. The Alcohol License Review Committee shall consist of nine (9) members, three (3) of whom shall be alderpersons and six (6) who shall be adult residents of the City. The President of the Dane County Tavern League, the Chief of Police, the chair of the Student Council of the Associated Students of Madison, and the University of Wisconsin Chancellor, or their designees, shall serve as technical advisors to the Committee. The City Clerk, the City Attorney, or their designees, and the city of Madison Alcohol Policy Coordinator (or other Mayoral designee) shall serve as staff to the Committee. Technical advisors to the Committee, upon proper recognition by the Chair, may question witnesses who appear before the Committee and may take part in debate, but shall not have a vote and shall not take part in any deliberations held in closed session.

All aldermanic appointees shall hold office for a term expiring on the third Tuesday in April in the second year following their appointment or until their successors are appointed and qualified, except that alderpersons appointed to fill an unexpired term shall only serve the remainder of such unexpired term. Resident appointments shall be made by the third Tuesday in April and such appointees shall hold office for a term expiring on the third Tuesday in April in the second year following their confirmation by the Common Council or until their successors are appointed and qualified, except that residents appointed to fill an unexpired term shall only serve the remainder of such unexpired term. Resident appointments shall all be for a term of three years. (Am. by Ords. 10,238, 4-12-91 and 10,248, 5-15-91; Am. by Ord. 13,566, 4-21-04; ORD-05-00192, 12-20-05; ORD-09-00068, 4-17-09; ORD-09-00152, Eff. 11-1-09, Pub. 11-20-09; ORD-12-00054, 4-25-12)

- (3) Duties. The Alcohol License Review Committee shall be charged with the responsibility and duty to review and examine all applications for the granting of all fermented malt beverage licenses, intoxicating liquor licenses, and operator's licenses, to receive all recommendations relating thereto from staff personnel and to review and make recommendations as to the subsequent granting of all such licenses by the Common Council, and be further charged with the responsibility and duty to review the triennial "Alcohol License Problem Reports" submitted by the Chief of Police and may conduct such additional review of problems reported therein with the licenses affected and make such further recommendations or take such further action as they may deem appropriate. The committee is further charged with providing a reason to the Common Council whenever the committee recommends that a new Chapter 38 license or permit not be approved. (Am. by Ord. 9430, 3-11-88)

# When Does Your BCC Meet?

You can find information about meeting times for the year in Legistar: <https://madison.legistar.com/Calendar.aspx>  
 (Please refer to the training video on finding information in Legistar for further instructions)

Legislative Information Center Home   Legislation   Meetings   Common Council   Boards, Commissions and Committees   Members

List View   Calendar View

Search:    This Month   All Boards, Commissions and Committees    notes    closed captions

Search Meetings   Help

69 records   Group   Export

Boards, Commissions and Committees	Date	Time	Location	Meeting Details	Agenda	Agenda Packet	Minutes	Watch
<a href="#">MADISON PUBLIC LIBRARY BOARD</a>	3/30/2023	5:00 PM	201 W. Mifflin St. Rm 104	Meeting details	Not available	Not available	Not available	Not available
<a href="#">VENDING OVERSIGHT COMMITTEE</a>	3/29/2023	5:00 PM	Virtual Meeting	Meeting details	Not available	Not available	Not available	Not available
<a href="#">URBAN DESIGN COMMISSION</a>	3/29/2023	4:30 PM	Virtual	Meeting details	Not available	Not available	Not available	Not available
<a href="#">WATER UTILITY BOARD</a>	3/28/2023	4:30 PM	119 E. Olin Ave.	Meeting details	Not available	Not available	Not available	Not available
<a href="#">POLICE AND FIRE COMMISSION</a>	3/28/2023	12:15 PM	Virtual Meeting via Zoom <i>Special Meeting</i>	<a href="#">Meeting details</a>	<a href="#">Agenda</a>	Not available	Not available	Not available
<a href="#">PLAN COMMISSION</a>	3/27/2023	5:30 PM	Virtual Meeting	Meeting details	Not available	Not available	Not available	Not available
<a href="#">FINANCE COMMITTEE</a>	3/27/2023	4:30 PM	Virtual Meeting	Meeting details	Not available	Not available	Not available	Not available
<a href="#">HOUSING STRATEGY COMMITTEE</a>	3/23/2023	5:00 PM	Virtual Meeting	Meeting details	Not available	Not available	Not available	Not available
<a href="#">DISABILITY RIGHTS COMMISSION</a>	3/23/2023	5:00 PM	Virtual Meeting	Meeting details	Not available	Not available	Not available	Not available
<a href="#">POLICE CIVILIAN OVERSIGHT BOARD</a>	3/23/2023	5:00 PM	Virtual	Meeting details	Not available	Not available	Not available	Not available
<a href="#">JOINT CAMPUS AREA COMMITTEE</a>	3/23/2023	4:45 PM	Virtual Meeting	Meeting details	Not available	Not available	Not available	Not available
<a href="#">COMMUNITY SERVICES COMMITTEE</a>	3/22/2023	5:30 PM	Virtual Meeting	Meeting details	Not available	Not available	Not available	Not available
<a href="#">TRANSPORTATION COMMISSION</a>	3/22/2023	5:00 PM	Virtual	Meeting details	Not available	Not available	Not available	Not available
<a href="#">BOARD OF PUBLIC WORKS</a>	3/22/2023	4:30 PM	Virtual Meeting	Meeting details	Not available	Not available	Not available	Not available
<a href="#">TASK FORCE ON FARMLAND PRESERVATION</a>	3/22/2023	3:00 PM	Virtual Zoom	Meeting details	Not available	Not available	Not available	Not available
<a href="#">COMMITTEE ON AGING</a>	3/22/2023	2:30 PM	Madison Senior Center 330 W. Mifflin St.	Meeting details	Not available	Not available	Not available	Not available
<a href="#">PERSONNEL BOARD</a>	3/22/2023	1:30 PM	Virtual	Meeting details	Not available	Not available	Not available	Not available
<a href="#">STREET USE STAFF COMMISSION</a>	3/22/2023	10:00 AM	Virtual	Meeting details	Not available	Not available	Not available	Not available
<a href="#">COMMON COUNCIL</a>	3/21/2023	6:30 PM	210 Martin Luther King, Jr. Blvd. Room 201 (City-County Building)	Meeting details	Not available	Not available	Not available	Not available
<a href="#">BUILDING CODE, FIRE CODE, CONVEYANCE CODE AND LICENSING APPEALS BOARD</a>	3/21/2023	1:00 PM	Virtual	Meeting details	Not available	Not available	Not available	Not available
<a href="#">POLICE AND FIRE COMMISSION</a>	3/21/2023	12:15 PM	Virtual Meeting via Zoom <i>Special Meeting</i>	<a href="#">Meeting details</a>	<a href="#">Agenda</a>	Not available	Not available	Not available
<a href="#">TRANSPORTATION POLICY AND PLANNING BOARD</a>	3/20/2023	Canceled		<a href="#">Meeting details</a>	<a href="#">Agenda</a>	Not available	Not available	Not available
<a href="#">FACILITIES PROGRAMS AND FEES SUBCOMMITTEE (Parks)</a>	3/20/2023	4:00 PM	Olin Facility 330 E Lakeside St	Meeting details	Not available	Not available	Not available	Not available
<a href="#">TIF REVIEW BOARD</a>	3/17/2023	12:00 PM	Via Virtual Meeting	<a href="#">Meeting details</a>	<a href="#">Agenda</a>	Not available	Not available	Not available
<a href="#">DOWNTOWN COORDINATING COMMITTEE</a>	3/16/2023	5:30 PM	215 Martin Luther King, Jr. Blvd. Room 215 (Madison Municipal Building)	<a href="#">Meeting details</a>	<a href="#">Agenda</a>	Not available	Not available	Not available

# Where Can You Find Even More Details?

Using your City login, you can access the Internal Committee Center to find even more details about a BCC: <https://www.cityofmadison.com/employeeenet/mayor/mycommit/index.cfm>

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Internal - City Committee Center Home

Boards, Commissions & Committees

Mayoral Appointments to Non-City Committees

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### BOARDS, COMMISSIONS & COMMITTEES

**ROSTER & MISSION:**

- [ADMINISTRATIVE REVIEW BOARD](#)
- [AFFIRMATIVE ACTION COMMISSION](#)
- [ALCOHOL LICENSE REVIEW COMMITTEE](#)
- [BUILDING CODE, FIRE CODE, CONVEYANCE CODE AND LICENSING APPEALS, BOARD OF](#)
- [CITY-COUNTY HOMELESS ISSUES COMMITTEE](#)
- [CITY-COUNTY LIAISON COMMITTEE](#)
- [COMMITTEE ON AGING](#)
- [COMMITTEE ON EMPLOYEE RELATIONS](#)
- [COMMON COUNCIL EXECUTIVE COMMITTEE](#)
- [COMMUNITY DEVELOPMENT AUTHORITY](#)
- [COMMUNITY DEVELOPMENT BLOCK GRANT COMMITTEE](#)
- [COMMUNITY DEVELOPMENT DIVISION CONFERENCE COMMITTEE](#)
- [COMMUNITY SERVICES COMMITTEE](#)
- [DISABILITY RIGHTS COMMISSION](#)
- [DOWNTOWN COORDINATING COMMITTEE](#)
- [EARLY CHILDHOOD CARE AND EDUCATION COMMITTEE](#)
- [ECONOMIC DEVELOPMENT COMMITTEE](#)
- [EDUCATION COMMITTEE](#)
- [EQUAL OPPORTUNITIES COMMISSION](#)
- [ERLANGER, JEFFREY CLAY, CIVILITY IN PUBLIC DISCOURSE AWARD COMMITTEE](#)
- [ETHICS BOARD](#)
- [FACILITIES PROGRAMS AND FEES SUBCOMMITTEE](#)
- [FINANCE COMMITTEE](#)
- [GOLF SUBCOMMITTEE](#)
- [HABITAT STEWARDSHIP SUBCOMMITTEE](#)
- [HEALTH BOARD OF-FOR MADISON AND DANE COUNTY](#)
- [HO-CHUNK NATION/CITY OF MADISON JOINT PLANNING COMMITTEE](#)
- [HOUSING STRATEGY COMMITTEE](#)
- [HUMANITARIAN AWARD COMMISSION, REVEREND DOCTOR MARTIN LUTHER KING, JR.](#)
- [JOINT CAMPUS AREA COMMITTEE](#)
- [LAKE MONONA WATERFRONT AD HOC COMMITTEE](#)
- [LANDLORD AND TENANT ISSUES COMMITTEE](#)
- [LANDMARKS COMMISSION](#)
- [MADISON ARTS COMMISSION](#)

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Internal - City Committee Center Home

Boards, Commissions & Committees

Mayoral Appointments to Non-City Committees

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### ALCOHOL LICENSE REVIEW COMMITTEE

Information current as of: 03/10/23

#### DETAILS

<b>APPOINTMENT DATE:</b>	3rd Tuesday in April
<b>MEETS:</b>	3rd Wednesday of month; 5:30 PM; 210 MLKJ Blvd., Rm 201
<b>STAFF:</b>	Jim Verbick
<b>AGENCY:</b>	City Clerk's Office
<b>LOCATION:</b>	210 MLKJ Blvd., Room 103
<b>PHONE:</b>	(608) 266-4601
<b>EMAIL:</b>	<a href="mailto:jverbick@cityofmadison.com">jverbick@cityofmadison.com</a>
<b>AUTHORITY:</b>	MDSN GNRL ORD 33.02
<b>MEMBERS:</b>	16
<b>VOTING MEMBERS:</b>	9
<b>NON-VOTING MEMBERS:</b>	7 (*)
<b>QUORUM:</b>	5
<b>CHAIRPERSON:</b>	Michael S. Donnelly

#### MISSION

Guiding Values: Fair, Consistent, Proactive, Balanced, Cooperative, Efficient, Preventative, Inclusive, Deliberative. Mission: Serve City's residents, businesses & visitors by thoroughly & conscientiously reviewing license applications, establishing & maintaining standards, addressing violations, developing alcohol-related policies, & making recommendations to the Common Council. Goals: Promote responsible alcohol-selling -serving practices; enhance public safety & quality of life; consistently apply pertinent laws & conditions; educate citizenry/business community about the ALRC mission & processes; modernize existing business & governmental systems and reduce expenditures on alcohol-related issues; improve overall service delivery.

#### ROSTER

Position Title	Alder District	Term	Date Appointed	Expiration Date
<b>COMMON COUNCIL MEMBER - 1</b>	Dist 18	2 YEARS	04/20/2021	04/18/2023
Charles Myadze <a href="mailto:district18@cityofmadison.com">district18@cityofmadison.com</a> 1509 Drewry Ln Madison WI 53704 2103 (608) 266-7200				