

# Boards, Commissions and Committees: A SOURCE OF INFLUENCE IN CITY GOVERNMENT

## WHY DOES THE CITY HAVE BOARDS, COMMISSIONS AND COMMITTEES?

The committee system is one of the most effective ways for residents to influence City policies and activities.

## WHAT ARE THE ROLES OF BOARDS, COMMISSIONS AND COMMITTEES?

Madison's boards, commissions and committees play a major role in shaping the critical decisions regarding priorities, scope and levels of City services. They conduct most of the preliminary work for the Common Council as it relates to public issues, and serve as an intricate part of policy development, implementation and review.

## WHO ARE BOARDS, COMMISSIONS AND COMMITTEES RESPONSIBLE TO?

Except for some boards mandated under state and federal laws, it is the Common Council which creates committees and outlines their tasks. While the Mayor gathers and recommends appointments to committees, it is the Common Council which confirms those appointments. Many of the City's boards, commissions and committees work closely with a particular department or with the Mayor's Office, although each is ultimately responsible to the Council for its conduct and product.

## HOW BOARDS, COMMISSIONS AND COMMITTEES CAN HAVE INFLUENCE

All of these bodies work in the challenging atmosphere of City Hall, these bodies often have input on City ordinances, policies and resolutions. Most of the work of a committee is channeled through its staff person or chairperson.

The Common Council meets on the first and third Tuesday of the month throughout the year to consider issues referred to it by committees, City staff or its own members. Since there are several routes for the introduction of Common Council business and several types of decisions on which the Common Council takes action, committees need to choose one of several strategies for presenting concerns to the Common Council. The Common Council may consider an issue in the form of a general report, a resolution, an ordinance or a public hearing. By voting to accept to place on file or approve a resolution or ordinance, the Common Council determines the course of committee, commission and/or board actions.



## APPOINTMENT OF MEMBERS

From time to time, members resign or committees find themselves with vacant positions. While a committee may suggest the names of interested people to the Mayor for consideration, most appointments are made in the following manner:

An interested individual may request an application for membership from the Mayor's Office, (608) 266-4611, or visit [www.cityofmadison.com/mayor/mycommit](http://www.cityofmadison.com/mayor/mycommit). Completed application materials are filed with the Mayor's Office.

The Mayor selects his/her nomination from the list of submitted and recruited names and recommends an appointee to the Common Council for confirmation. Nominees are required to file the "Statement of Interests" form prior to their nomination being submitted to the Common Council.

After your name has been confirmed by the Common Council, you will be contacted by the appropriate city staff.

For additional information, visit [www.cityofmadison.com/mayor/mycommit](http://www.cityofmadison.com/mayor/mycommit).

## WHO CAN APPLY?

- Residents of the City of Madison who are
- 18 years of age and older, and
- Available to attend meetings as scheduled

*Minorities and women are encouraged to apply.*

## HOW DO I GET APPOINTED TO A CITY COMMITTEE?

- Step 1: Request an application from the Mayor's Office by calling (608) 266-4611 or stopping by the office, 210 Martin Luther King, Jr. Blvd., Room 403. Application materials are also available online: [www.cityofmadison.com/mayor/mycommit](http://www.cityofmadison.com/mayor/mycommit).
- Step 2: Turn in application materials including information about your background and reasons for wanting to participate on the committee. Questions about the application can also be directed to the Mayor's Office.
- Step 3: If nominated by the Mayor to serve on the committee, your name will be given to the Common Council for their consideration and approval.
- Step 4: Once confirmed, the City staff person assigned to the committee will notify you of the committee meeting schedule. You will have the opportunity to go through an orientation process.

## HOW DO I GET MORE INFORMATION?

The City's website lists the committees, current members and contact information for the City staff assigned. You can contact the City staff person(s) to find out specific information—such as meeting schedules, current issues, and expectations about membership—about the boards, commissions, and committees that interest you. Visit: [www.cityofmadison.com/mayor/mycommit](http://www.cityofmadison.com/mayor/mycommit).

## City Boards, Commissions and Committees

- » ADA Transit Subcom to the Transit and Parking Comm
- » Administrative Review Board
- » Affirmative Action Commission
- » Alcohol License Review Committee
- » Board of Health for Madison and Dane County
- » Broadband Telecommunications Regulatory Board
- » Building Code, Fire Code, Conveyance Code and Licensing Appeals Board
- » Canvassers, Board Of
- » Common Council Organizational Committee Subcommittee on Committee Creation and Committee Rules
- » Community Development Authority
- » Community Development Block Grant Commission
- » Community Services Commission
- » Disabilities, Commission on People with
- » Downtown Coordinating Committee
- » Early Childhood Care and Education Board
- » Economic Development Commission
- » Environment, Commission on the
- » Equal Opportunities Commission
- » Erlanger, Jeffrey Clay, Civility in Public Discourse Award Committee
- » Ethics Board
- » Gardens, Committee On Community
- » Heating & Electrical Licensing Com.
- » Housing Committee
- » Landmarks Commission
- » Madison Arts Commission
- » Madison Development Corporation Board of Directors
- » Madison Election Advisory Committee
- » Madison Housing Authority
- » Madison Public Library Board
- » Monona Terrace Community and Convention Center Board
- » Park Commissioners, Board of
- » Parking Council for People with Disabilities
- » Pedestrian/Bicycle/Motor Vehicle Commission
- » Personnel Board
- » Plan Commission
- » Police and Fire Commission
- » Public Safety Review Board
- » Public Works, Board of
- » Review, Board of
- » Senior Center Board of Directors
- » Senior Citizens Advisory Committee
- » Sister City Collaboration Committee
- » Solid Waste Advisory Committee
- » Sustainable Design and Energy Committee
- » Sweatfree Purchases Committee
- » Transit and Parking Commission
- » Urban Design Commission
- » Vending Oversight Committee
- » Water Utility Board
- » Zoning Board of Appeals

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# Make a Difference City of Madison Boards, Commissions and Committees



MAYOR'S OFFICE  
210 MARTIN LUTHER KING JR BLVD RM 403  
MADISON WI 53703  
Phone: (608) 266-4611  
Fax: (608) 267-8671  
TTY/Textnet: (866) 704-2340  
[www.cityofmadison.com/mayor/mycommit](http://www.cityofmadison.com/mayor/mycommit)

If you need an accommodation in order to access this service or need materials in Braille, large print or an alternate format, please contact our office.