

## Joint Campus Area Committee Governing Rules

DRAFT: February 27, 2020

1. The Committee shall be known as the “Joint Campus Area Committee” and be made up of 19 voting members, and 1 non-voting member being the District 13 alder. Quorum is defined to be one over half the voting members, or 10 members physically present. Neighborhood representatives shall serve a 3-year term and may be reappointed.
2. City Planning staff will present an annual meeting schedule to the Committee for discussion and approval at the final meeting of the calendar year or at the first meeting of the calendar year.
3. If no quorum is present 15 minutes after a noticed meeting start time, then no actions may be taken at the meeting. However, information may be presented to those in attendance at the meeting so long as the meeting was properly noticed. All meetings will be publically noticed as required by State law and City ordinances.
4. Meeting participants will actively listen and participate in discussions with respect of their colleagues and recognize potentially varying views on the topic at hand.
5. Meeting agendas, minutes and appropriate support documents will be sent out a minimum of 48 hours prior to each meeting via e-mail, if not before.
6. All new members will receive an orientation to the group’s work prior to their attendance at meetings. Typically, this would be by the FP&M staff lead member and/or the City of Madison staff lead person. All City-appointed members will fill out the necessary nomination paperwork to sit on a City committee. All committee members are also required to fill out any necessary annual conflict of interest forms with the City and abide by the City’s Code of Ethics.
7. All members will take the initiative to systematically inform their constituents in a timely manner of issues being considered before the Joint Campus Area Committee in order to provide an accurate representation of their constituents’ views on any given agenda item.
8. Robert’s Rules of Order will be used by the committee as their standard operating procedures. All meetings of the committee are public meetings and a time for public comment will be provided per City protocols. All speakers must register to speak.
9. The officers of the Committee shall consist of a Chair and Vice Chair. Nominations for the Chair and Vice Chair shall be made from the floor by Committee members. A vote shall be called once nominations are closed, with separate votes for each officer. Election shall be by simple majority vote. The terms for the Chair and the Vice Chair shall be for three years, and may be extended by a majority vote of the Committee. In the event that a vacancy occurs in either office, a successor shall be elected at the next Committee meeting to serve out the unexpired term. The primary duty of the Chair is to preside at all Committee meetings. The Vice Chair shall preside at all Committee meetings in the absence of the Chair. In the absence of both the Chair and Vice Chair, those present shall elect a chair pro tem to preside at the meeting. The Chair may cast votes on action items and participate in discussion of all agenda items.
10. The Committee shall appoint one member from the City of Madison that is not currently affiliated with the UW-Madison to serve on the UW-Madison Design Review Board (DRB) established by the University of Wisconsin-Madison Campus Master Plan adopted by City ordinance ORD-17-00074 to meet the standards established under Section 28.097 of City ordinances. Nominations for the DRB appointee shall be made from the floor by Committee members. A vote shall be called once nominations are closed. Election shall be by simple majority vote. The term for the DRB appointee shall be for three years, and may be extended by a majority vote of the Committee.

**Potential Addition for Consideration:**

Per the discussion at the last meeting, our official meeting minutes can't be as detailed as they have been, but we can have meeting notes. These would not be officially voted upon for approval and posting, but would be retained for future reference if needed. The Committee can move forward with an informal policy of having meeting notes (which I would continue to record), or could memorialize that in the committee rules if desired. Potential language could be: *"City staff to the Committee shall take detailed notes of meeting discussion, which shall be made available to Committee members prior to the subsequent meeting. These notes will be maintained as public records by the City and subject to the City's records retention policy."*

## Powers & Duties

Per MGO 33.32(5) the committee shall:

1. Provide feedback on the UW-Madison projects to the DRB established under the UW-Madison Campus Master Plan at the thirty-five percent (35%) and sixty percent (60%) stages of the project planning/design process within (the) Campus-Institutional District zoned areas. Other informational presentations may be made to the Committee at other stages of the project development.
2. Identify, discuss, and summarize community-wide and neighborhood impact(s) of UW-Madison infrastructure and development projects, city/village-initiated infrastructure and development projects, and private sector development projects inside the campus boundary and within a quarter-mile of the campus boundary. When relevant, make recommendations on whether a project should be approved, and/or recommended strategies to mitigate negative impacts to applicable City, Village or UW-Madison committee(s), commission(s), or other governing bodies.
3. Summarize City/Village, UW-Madison, and neighborhood comments concerning current and planned pedestrian networks, bicycle routes, vehicular traffic, traffic analyses, parking, and transit service, and provide those comments to (the) relevant governing bodies.
4. Review and provide comments to the appropriate City of Madison or Village of Shorewood Hills committee(s)/commission(s) on development projects, rezoning requests, and Planned Development alterations that are inside the UW-Madison campus development plan boundary but not covered by the Campus-Institutional District zoning.