

November 20, 2015

Dear Valued Committee Member,

Your position as a City of Madison board, commission or committee member requires the filing of a Statement of Interests form with the City Clerk's Office. The filing deadline for this year is **January 5, 2016**. This annual filing is in accordance with Section 3.35(9)(b) of the Madison General Ordinances.

Statement of Interests forms must be submitted electronically at the following link:
www.cityofmadison.com/statementofinterests.

If you have not previously created a "My City of Madison" account, instructions on how to do this can be found at the same link. If you filed electronically last year, your account is already set up and your UserID is your email address.

If you do not have access to a computer, we invite you to visit the City Clerk's Office and use the dedicated workstation for submitting your electronic form. The City Clerk's Office is open Monday through Friday from 8:00 a.m. to 4:30 p.m. Computers are also available at all City of Madison Public Library locations. **The deadline for filing your 2016 Statement of Interests form is January 5, 2016.**

According to Section 3.35(9) of the Madison General Ordinances, if the form is not filed in a timely manner, you will not be allowed to participate in or vote on any matter before the body and the Common Council is authorized to revoke the appointment.

If you have questions or need additional information, please contact the City Clerk's Office by email at clerk@cityofmadison.com or phone at (608) 266-4601.

Thank you in advance for your timely submission and for your service to the City of Madison.