



## Office of the Mayor

Paul R. Soglin

Room 403  
210 Martin Luther King, Jr. Boulevard  
Madison, Wisconsin 53703-3345  
PH 608 266 4611  
FAX 608 267 8671  
TTY/Textnet 866 704 2340  
[mayor@cityofmadison.com](mailto:mayor@cityofmadison.com)

August 31, 2011

TO: Board, Commission and Committee Members

FROM: Paul R. Soglin, Mayor

**SUBJECT: COMMITTEE MEMBER TRAINING; NEW OR REFRESHER TRAINING**

Thank you for serving on one or more of the many City boards, commissions and committees. To ensure that you are able to carry out your membership duties, we will be providing training to all new and existing committee members. Your training will include the following:

- An overview of your role as a committee member
- How a bill becomes a law
- The role of alders
- Ethics Rules for Public Officials
- Code of Ethics
- Robert's Rules of Order
- Open Meetings and Public Records Regulations

**For your convenience, two training sessions have been scheduled, however, you need only attend one.**

**The first training session will be held on Saturday, September 17<sup>th</sup> from 9:30 a.m. to 12:00 p.m. at the Madison Public Library, 201 W. Mifflin Street in Room 202.**

**The second training session will be held on Thursday, October 6<sup>th</sup> from 6:30 p.m. to 9:00 p.m. in the City County Building, 210 Martin Luther King, Jr. Blvd in Room GR 22 (Police Dept. Community Room.)**

For those unable to attend, Madison City Channel will cablecast the meetings on Charter Digital Cable Channel 994, Charter Analog Channel 98 and AT&T U-Verse Channel 99. Please check the channel schedule for replay dates and times. The training session is also available on the City's committee website at: [www.cityofmadison.com/mayor/CommTraining/CMTIndex.htm](http://www.cityofmadison.com/mayor/CommTraining/CMTIndex.htm) as a streaming video. The materials used in the presentations can be viewed and/or printed from this website.

Please RSVP to Lisa Olmsted in the Mayor's Office at 266-4611 or [lolmsted@cityofmadison.com](mailto:lolmsted@cityofmadison.com) only if you plan to attend one of the sessions, or if you have any questions.

Once again, thank you for the time and expertise you share with City staff, your fellow committee members and the citizens of the City of Madison. Your dedication and hard work are appreciated!

PRS:lao

Cc: Common Council President and Council Members  
City Department/Division Heads  
Committee Staff Persons  
City Clerk (for meeting schedule)