



**MADISON  
PARKS**

# **Legislative Procedures & Policies Updates & Reminders**

**Board of Park Commissioners**

**January 14, 2026**

# Code of Conduct of Elected & Appointed Officials

# Code of Ethical Conduct

- Applies to All Elected & Appointed Officials (Leg File ID #[70642](#))
- Consistent with City Policies for staff
  - APM 3-5: Prohibited Harassment and/or Discrimination Policy
  - APM 2-33: Standard Expectations & Rules of Conduct
  - Encourages informal conflict resolution
  - Provides formal process for reporting/investigating complaints
  - Outlines sanctions for violations

# Implementation of Code of Ethical Conduct

- Copy of Code provided at time of appointment
- Official must acknowledge receipt
- Must be reviewed by Commission Annually
  - President to provide overview
  - Code will be provided as informational item
  - Will be done at same time as elections moving forward

# Conduct During Meetings

- Conduct toward Staff during meetings
  - Refer to staff by title or formal salutation and last name when first introduced
- Conduct toward Members of the Public
  - Treat with care and respect, commit full attention
  - Questions to public should to clarify or expand information presented
- Conduct toward Media
  - Clearly differentiate between personal opinion & official CITY position
  - Do not discuss personnel or other individual staff matters with media

# City-Wide Policies/Procedures Governed by MGO

# Election of Officers

- Governed by MGO [33.01\(7\)\(a\)](#)
  - BPC & Subcommittees responsible for choosing chair & vice chair
  - Officer elections to be conducted annually
  - Must be done no later than June 30

# Procedures & Policies

- MGO [33.01\(9\)\(b\)](#)
  - BCC's may establish own rules of procedure
  - Review & revisions required every 2 years
  - Rules must be filed by July 1 of even-numbered years

# BPC Procedures and Policies

- BPC's Procedures & Policies last updated August 2025
- Revisions are needed based on recent reminders from City Attorney
- Anticipated Timing of Revisions: April 2026

# Upcoming Revisions Required

- Address term of elections for BPC & Subcommittees
  - President and Vice President currently 2-year terms
- Adjust Term of Subcommittee appointments
  - Discuss moving to annual appointments of BPC Member Appointments, expectation of at least 2 years service
  - Appointment of BPC members to Subcommittees in March, May, Other?
- Review current Procedures & Policies – provide suggestions for other revisions