

## Hogendorn, Bennett

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**From:** Hogendorn, Bennett  
**Sent:** Thursday, July 1, 2021 9:54 AM  
**To:** Carter, Sheri; Claude Gilmore; Evers, Tag; Gregory Reed; Kelda Roys; Mary Strickland; Sariah Daine  
**Subject:** City Guidance on Virtual Meetings

CDA Board,

The City has been working on how CDA Board meetings will continue into the future. The Mayor's Office and City IT staff have heard from a number of staff and committee members - some eager to resume in-person meetings and others just as eager to continue meeting virtually. The City has made some excellent strides improving certain aspects of our CDA Board meetings process and would like to maintain and build upon those improvements. With that in mind, City leadership has developed the following plan:

1. **All CDA Board meetings will continue meeting virtually through the end of August.** Meanwhile, IT staff are working on updating and improving the registration system to make it easier for registrants to use. More details on what will change, and how this impacts testimony at CDA Board meetings will be shared in the coming weeks.
2. **Beginning September 1, 2021, CDAs default meeting method will be to continue meeting virtually, unless specific steps are taken.** The CDA Board can choose to change their default method from virtual to in-person by obtaining approval from the Mayor and Common Council leadership. The members of the body would need to vote (at a meeting) on whether they want to request to switch their default method to in-person meetings prior to asking for approval. This vote will need to occur at least a month before the first in-person meeting. (As an example, if the CDA board wished to resume in-person meetings by September 20, we'd need to hold a vote on the matter on August 9.)
3. **Once a default method is established, the body should continue regularly meeting that way.** This will help avoid any misunderstandings from the public about how to attend meetings of that body. If the CDA Board wants or needs to change their meeting method from their default method, they should again vote and if the outcome is a change from the default, the CDA Board would update the location of future meetings at least two weeks – preferably a month – in advance.

There will be an agenda item on the 7/8/21 CDA Board Meeting in regards to this and the future of virtual meetings. Thus, to comply with Robert's Rules with quorum, I would avoid any discussion amongst commissioners until the 7/8/21 CDA Board meeting next week.

All the best-

***Bennett Hogendorn***

Program Assistant  
CDA Housing Central Office  
[BHogendorn@cityofmadison.com](mailto:BHogendorn@cityofmadison.com)  
P: 608-242-6495  
C: 608-228-2487

Madison Municipal Building  
215 Martin Luther King Jr Blvd Suite 161