

**Committee on the Environment  
Operation Rules – DRAFT 8/13/2009**

WHEREAS, the Committee on the Environment is authorized under Section 13.01(3) of the Madison General Ordinances (MGO) to make rules for its own proceedings; and

WHEREAS, the Committee on the Environment desires to conduct its business fairly, effectively, and efficiently; and

WHEREAS, the Committee on the Environment must comply with MGO 33.01 “Boards, Commissions, and Committees Procedures”; and

WHEREAS, the Committee on the Environment desires to conduct its business openly, transparently, and with maximum opportunity for public involvement and participation for the people of Madison,

NOW THEREFORE BE IT RESOLVED that the Committee on the Environment adopts the following operating rules:

1. Robert's Rules of Order shall be the general rules and guidelines for Committee proceedings. Notwithstanding these general rules, however, other rules contained in this resolution and adopted by the Committee shall apply.
2. The Chair and staff shall be responsible for establishing Committee meeting agendas. Committee members may request meeting agenda items and transmit agenda items to the staff, who shall prepare a draft agenda for the Chair’s approval no later than the Thursday of the week prior to a Committee meeting.
3. The Chair shall not vote unless the Chair’s vote would affect the outcome of the matter before the Committee, and shall not participate in making motions. However, the Chair shall be allowed to ask questions and participate in discussion of items that come before the Committee.
4. These operating rules may be reviewed and approved by the Committee annually at a meeting following the election of officers, allowing new officers to suggest revisions. These rules and any subsequent revisions shall be filed with the City Clerk.