

City of Madison, Wisconsin
Water Utility Board

BOARD RESOLUTION ADOPTING OPERATING RULES

Legistar Number 14824

Presented May 26, 2009

Adopted June 23, 2009

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

WHEREAS, the Madison Water Utility Board desires to conduct its business fairly, effectively, and efficiently; and

WHEREAS, the Madison Water Utility Board must comply with MGO 33.01 "Boards, Commissions, and Committees Procedures"; and

WHEREAS, the Madison Water Utility Board 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 Madison Water Utility Board adopts the following operating rules:

1. *Robert's Rules of Order* shall be the general rules and guidelines for Board proceedings. Notwithstanding these general rules, however, other rules contained in this resolution and adopted by the Board shall apply.
2. The President shall be responsible for establishing Board meeting agendas. The President shall solicit input from all Board members, may solicit input from others, and shall transmit agenda items to the General Manager, who shall prepare a draft agenda for the President's approval no later than the Friday of the week prior to a Board meeting.
3. Agendas shall contain a period for public comment following the call to order and roll call of Board members.
4. The President shall not vote unless the President's vote would affect the outcome of the matter before the Board, and shall not participate in making motions. However, the President shall be allowed to ask questions and participate in discussion of items that come before the Board.
5. The Board shall act on items referred to it by the Common Council by voice vote and, where the votes are contested, by roll call vote in accordance with MGO 33.01(11)(a). In the case of a roll call vote, the Board's report to the Council shall include a list of members who voted and the vote of each.

6. The Board is not required to act on informational items; however, the Board may accept informational items on the Board's agenda.
7. The Board may, from time to time, establish subcommittees to accomplish specific objectives. Such subcommittees and their membership shall be created and dissolved through a resolution. No person may be a member of a subcommittee who is not a member of the Board unless that person has been nominated by the Board and confirmed by the Common Council.
8. At any Board meeting with only four members present, if two members have discussed an agenda item outside of a publicly noticed meeting, that item should be referred for the next meeting. When a non-Board meeting conducted by Water Utility staff may reasonably be expected to be attended by Board members, the text "A quorum of the Water Utility Board may be present" shall be included at the top of the meeting notice. In the case of a subcommittee meeting, the Chair of the subcommittee shall establish the agenda and see that meeting minutes are taken. This rule does not apply to purely social events, provided that Water Utility business is not discussed. Staff shall be given a minimum of three business days to notice meetings and post the agenda.
9. These operating rules shall be reviewed and approved by the Board 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.