

33.13 - COMMON COUNCIL EXECUTIVE COMMITTEE, OFFICE AND CHIEF OF STAFF.

- (1) Committee Composition. There is hereby created a Common Council Executive Committee (CCEC) which shall consist of seven (7) members of the Common Council who shall serve for terms of one year. The President of the Common Council shall serve as Chair. At the annual organizational meeting of the Common Council, held on the third Tuesday of April of each year, the President shall appoint five (5) other members of the Council to serve on the Executive Committee. The Vice President of the Council shall serve as the seventh member of the Committee, and the immediate past President shall, if s/he is a member of the Common Council, serve as an alternate member of the Committee. If the immediate past President is not a member of the Common Council, or has been elected to serve another term as President or a term as Vice President, the President of the Common Council shall appoint an alternate member. The alternate member may act with full power and authority when any other member is absent or refuses to act. The alternate member may participate in Committee discussion and serve on subcommittees at any time. The President may appoint any Council members to serve on a subcommittee. (Am. by Ord. 12,037, 3-2-98; ORD-14-00107, 6-16-14; ORD-16-00080, Pub. 9-15-16, Eff. 4-18-17)
- (2) Office of the Common Council.
  - (a) There is hereby created the Office of the Common Council which shall be managed and directed by the Common Council President with the advice and support of the City's Human Resources Director. Common Council staff shall be appointed by the Common Council after nomination by the Common Council Executive Committee, shall serve under civil service, shall prepare and review the Council office budget, and shall perform those duties assigned by members of the Common Council. (Am. by ORD-09-00054, 4-2-09)
  - (b) Common Council Chief of Staff. There shall be a Common Council Chief of Staff authorized by the Common Council.
    1. The Common Council Chief of Staff shall be appointed by the Common Council and report to the Common Council Executive Committee. The Common Council Chief of Staff is subject to the authority of the Common Council Executive Committee to impose discipline or discharge as provided in section (9) of the City of Madison Personnel Rules.
    2. The Common Council Chief of Staff shall have supervisory authority over other Common Council Staff and the Common Council Legislative Analyst.
  - (c) Pursuant to Sec. 3.53(1)(h), MGO, the Common Council Chief of Staff is exempt from the civil service system. Instead, the Common Council Chief of Staff will serve for a term of five (5) years under a written employment agreement said agreement to be renewed at the pleasure of the Common Council. This position is also exempt from the provisions of Sec. 3.54(9), MGO, governing compensation of

managerial employees. Annual cost of living increases will be equivalent to increases for members of Compensation Group 18.

- (d) For purposes of benefits only, the Common Council Chief of Staff shall have the same benefits as non-represented professional employees in Compensation Group 18 as may be provided and/or modified by the Madison General Ordinances, Resolution of the Common Council, Administrative Procedure Memoranda or other official City action."

(Sec. 3.55(2) R. and Sec. 3.55(3) Renumbered to Sec. 3.55(2) by Ord, 12,037, 3-2-98; Sec. 33.13 Am. by ORD-17-00058, 6-19-17)

- (3) Common Council Rules and Procedures. The Common Council Executive Committee shall be responsible for recommending rules and procedures to be followed by all standing committees of the Common Council and at Council meetings. The Committee shall also establish rules and guidelines for use of the Council office facilities. Such rules and procedures shall be approved by the Common Council. (Renumbered by Ord. 12,037, 3-2-98)

- (4) Duties of the Committee.

- (a) Review and Recommendation of City Policy. The Common Council Executive Committee shall have the authority to:

1. Receive referrals of ordinances, resolutions and reports from the Common Council, hold public hearings thereon, and make reports and recommendations on matters so referred. Ordinances or resolutions relating to the structure of other City committees should routinely be referred to the Committee.
2. Determine by motion of the Committee to discuss topics that may form the basis of future legislation to be introduced to the Council.
3. Determine by motion of the Committee to discuss topics of broad concern to the City that may not be considered in any other committee or that cross the authorities of several committees.
4. Discuss, develop and recommend to the Council, in dialogue with interested parties, a work plan for Council action during the next year and track the plan as approved by the Council.

(Am. by [ORD-18-00106](#), 10-23-18)

- (b) Review of Legislation. The Committee shall:

1. Participate in the development of a City of Madison state legislative agenda and make recommendations to the Council and the Mayor as to agenda priorities. The legislative agenda would identify the City's legislative goals for

the session, some of which may be submitted for introduction to the Legislature.

2. Study proposed legislation affecting the City and make recommendations to the Council and the Mayor for positions to be taken by the City on selected legislation. In those instances where prompt action is required and time and circumstances do not permit adoption of a position on specific legislation, the Mayor is authorized to act in a manner consistent with the City's legislative agenda.
  3. Design strategies and make recommendations to the Council to directly involve the Council members in communicating Council positions to the Dane County State Legislative delegation on specific issues or legislation.
  4. Receive reports from the City's Legislative Analyst regarding the status of the City's legislative agenda and other legislation.
  5. Make periodic reports to the Council pertaining to legislative matters.
  6. Conduct studies and make recommendations to the Council and the Mayor relative to state or federal legislative issues which may have an impact on City government.
  7. Examine federal legislation or issues which might have significant direct impact on City government.
  8. Review proposed legislative agenda from Special Committees.
- (c) The Common Council Executive Committee shall serve as the Administrative Review Board under Sec. 9.49, MGO. (Cr. by ORD-11-00161, 12-6-11)
- (d) Other Duties. The Common Council may assign other duties to the Common Council Executive Committee. (Renum. by ORD-11-00161, 12-6-11)

(Cr. by Ord. 12,037, 3-2-98; Am. by ORD-16-00079, Pub. 9-15-16, Eff. 4-18-17)

(Am. by [ORD-18-00107](#), 10-23-18)