

Joint Campus Area Committee Governing Rules

December 11, 2025 Joint Campus Area Committee Meeting

1. The Committee shall be known as the “Joint Campus Area Committee” and be made up of members as defined in Section 33.32 of City ordinances.
2. City Planning staff will present an annual meeting schedule to the Committee for discussion and approval before or at the final meeting of the calendar year. Meetings shall be virtual, unless otherwise decided by the Committee in accordance with City policy.
3. If no quorum is present 15 minutes after a noticed meeting start time, then no actions may be taken at the meeting. However, information may be presented to those in attendance at the meeting so long as the meeting was properly noticed. All meetings will be publicly noticed as required by State law and City ordinances.
4. Meeting participants will actively listen and participate in discussions with respect of their colleagues and recognize potentially varying views on the topic at hand.
5. Meeting agenda and minutes links will be sent out a minimum of 48 hours prior to each meeting via e-mail.
6. All new members will receive an orientation to the group’s work by City of Madison staff to the Committee prior to their attendance at meetings. All City-appointed members will fill out the necessary nomination paperwork to sit on a City committee. All City-appointed committee members are also required to fill out any necessary annual conflict of interest forms with the City and abide by the City’s Code of Ethics.
7. All members will take the initiative to systematically inform their constituents in a timely manner of issues being considered before the Joint Campus Area Committee to provide an accurate representation of their constituents’ views on any given agenda item.
8. Robert’s Rules of Order will be used by the Committee as its standard operating procedure.
9. All meetings of the Committee are public meetings and a time for public comment will be provided per City protocols. All speakers must register to speak. Members of the public have up to three minutes to speak on the item(s) for which they have registered to speak. Members of a project team may speak for longer than three minutes on their agenda item. Public testimony for items on the agenda will be taken with the agenda item.
10. The officers of the Committee shall consist of a Chair and Vice Chair. Nominations for the Chair and Vice Chair shall be made from the floor by Committee members. A vote shall be called once nominations are closed, with separate votes for each officer. Election shall be by simple majority vote. Under MGO 3.01(7)(a) the terms for the Chair and the Vice Chair shall be for one year, and may be extended by a majority vote of the Committee. In the event that a vacancy occurs in either office, a successor shall be elected at the next Committee meeting. The primary duty of the Chair is to preside at all Committee meetings. The Vice Chair shall preside at all Committee meetings in the absence of the Chair. In the absence of both the Chair and Vice Chair, those present shall elect a chair pro tem to preside at the meeting. The Chair may cast votes on action items and participate in discussion of all agenda items.
11. The Committee shall appoint one member from the City of Madison that is not currently affiliated with the UW-Madison to serve on the UW-Madison Design Review Board (DRB) established by the University of Wisconsin-Madison Campus Master Plan adopted by City ordinance ORD-17-00074 to meet the standards established under Section 28.097 of City ordinances. Nominations for the DRB appointee shall be made from the floor by Committee members. A vote shall be called once nominations are closed. Election shall be by simple majority vote. The term for the DRB appointee shall be for three years, and may be extended by a majority vote of the Committee.
12. The Committee’s powers and duties are as defined in Section 33.32 of City ordinances.