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To: [Committee Staff List](#)
Cc: [Berg, Elena](#); [Christianson, Eric](#); [Lund, Thomas](#); [Phelps, Jean](#); [Rodriguez, Rachel](#); [Tretow-Schmitz, Jean](#)
Subject: MGO 33.01 Reminders
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Reminders from Madison General Ordinances 33.01

This is your annual reminder from the City Clerk's Office regarding MGO 33.01. Please forward this reminder to the chair of your committee/commission/board.

Reporting Meeting Absences

When a member of your committee/commission/board is absent from three consecutive meetings or five of twelve meetings, you must report the absences to the Mayor and Common Council Office.

MGO 33.01(8)(b) requires: The chair of each board, commission, and committee (or staff if delegated by the Chair) shall report to the Mayor and Common Council Office each instance in which a member is absent from three consecutive meetings or five (5) meetings out of twelve (12). For purposes of this reporting only, a called meeting that is not held due to lack of a quorum shall count toward a missed meeting by any member not present. The Mayor shall take appropriate action to secure the attendance of such members including, in the Mayor's discretion, requesting their resignation or requesting that the Council remove the person from the Sub-unit.

Roll Call Votes

Roll call votes recorded in your committee minutes do not automatically show up on the Common Council agenda. If your committee makes a **recommendation to the Common Council with anything other than a unanimous vote**, you will need to summarize the roll call in the CC Note field of your minutes. The CC Note field will print on the Common Council agenda along with the legislative file history. See Legistar file 13981 for an example.

MGO 33.01(11)(a) requires: Every Sub-unit, whether created by ordinance, resolution, or order shall act on items the Council refers to it, where the votes are contested, by roll call vote. Its report to the Council shall include a list of members who voted and the vote of each. In case any report of a board, committee, or commission shall fail to contain the list of members and votes, the City Clerk shall reject the report and shall return it to the board, committee or commission. Any Sub-unit, which fails to act upon any matter referred to it by the Common Council, within the deadline for such action as may be set by the Common Council, shall have been deemed to have waived the opportunity to report to the Common Council on the matter referred. The Common Council may then take up the referred item notwithstanding the board, committee or commissions failure to file a report.

Maribeth Witzel-Behl
Madison City Clerk
WI Certified Municipal Clerk

We exist to assist.

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