

2.04 ORDER OF BUSINESS.

- (1) At all stated meetings, the following order shall be observed in disposing of business before the Council:
 - (a) Opening remarks.
 - (b) Suspension of rules. (Cr. by ORD-05-00015, 2-15-05)
 - (c) Honoring resolutions.
 - (d) Early Public Comment. (Cr. by ORD-07-00128, 10-5-07; Am. by ORD-08-00115, 10-7-08)
 - (e) Petitions and communications.
 - (f) Modification of prior Common Council proceedings (upon request of a Common Council member).
 - (g) Presentation of consent agenda as special order at 6:45 p.m.
 - (h) Public hearings as special order at 6:45 p.m.
 - (i) Informational hearings as special order immediately following public hearings.
 - (j) Business presented by the Mayor, including appointments and confirmations.
 - (k) Business presented by the President of the Common Council.
 - (l) Reports of officers, departments and divisions, committees, boards and commissions presented in continuous rotation, alphabetically, including re-referrals according to the provisions of Sec. 2.05(1).
 - (m) Ordinances and resolutions referred to this meeting and not included in sub. (1)(l).
 - (n) Introduction of new ordinances and resolutions for referral without debate.
 - (o) Presentation of accounts and other claims against the City of Madison.
 - (p) Late items and addenda.

- (q) Announcements and introduction of items from the floor.
- (r) Any items for closed session.
- (s) Adjournment.
- (2) No business shall be taken up out of said order, except by either unanimous consent and without debate or by a two-thirds (2/3) vote.
- (3) The President of the Council with the consent of the President Pro Tem may defer consideration of any item on the agenda, provided that:
 - (a) the deferral is for one meeting only other than by consent of all sponsors,
 - (b) the item is not under Business Presented by the Mayor, and
 - (c) the President notifies the item's sponsors in writing of his/her intention to defer the item.
- (4) Before each regularly scheduled meeting of the Common Council, the City Clerk shall, by 2:00 p.m. on the third business day before the meeting, prepare a draft meeting agenda for review by the Common Council President. The Council President shall approve the agenda by the close of business that same day. In the absence or unavailability of the Council President, the order of approval shall be the Council President Pro Tem, the council administrative assistant, and the City Clerk.

(Sec. 2.04 Am. by Ord. 10,558, 12-30-92; Ord. 12,503, 11-19-99; Ord. 12,985, 12-24-01; Ord. 13,129, 8-28-02; ORD-05-00015, 2-15-05; Sec. 2.04(5)-(16) Renumbered by ORD-07-00128, 10-5-07; Am. by ORD-07-00194, 12-20-07; ORD-10-00085, 9-15-10)

2.05 INTRODUCTION OF BUSINESS.

- (1) (a) All ordinances, resolutions or communications shall be in writing with a brief statement of their contents endorsed thereon, together with the name of the member presenting the same, and shall be delivered to the Clerk. The committee to which any matter is referred shall report thereon in writing within a period of forty-five (45) days unless by favorable motion a different time is set by the body.
- (b) Any business to be referred may be introduced from the floor, and if no fiscal note is prepared, will be referred to the Finance Director for a fiscal note. Introduction of any matters by title only or without a fiscal note shall require a two-thirds (2/3) majority vote. Any matter introduced from the floor shall be either (i) referred to the next Common Council meeting for action or (ii) automatically referred to the next Common Council and be placed on the agenda as if for introduction, solely for the purpose of additional referrals. (Am. by ORD-11-00037, 3-8-11)

(Am. by Ord. 10,683, 6-25-93; Ord. 13,129, 8-28-02; ORD-05-00046, 3-16-05; ORD-07-00194, 12-20-07)

- (2) The requirements of Subsection (1) above do not apply to resolutions recommended by the Board of Public Works which
 - (a) award public works contracts,
 - (b) accept identified public works improvements,
 - (c) approve plans and specifications and authorize the Board of Public Works to advertise and receive bids for identified public works contracts,
 - (d) accept identified improvements by private contracts,
 - (e) accept identified street improvements by private contracts,
 - (f) approve plans and specifications for public improvements for identified subdivisions,
 - (g) authorize construction to be undertaken, and
 - (h) authorize amendments to previously executed contracts.

(Cr. by Ord. 13,129, 8-28-02)

- (3) Except when introduced from the floor, before an ordinance or resolution is introduced, or a report of an officer or committee is considered, a copy of the ordinance, resolution, or report, or title of same shall be filed in the office of the City Clerk by 12 noon on the Wednesday preceding the meeting at which it is to be introduced. Upon request, the City Clerk shall prepare copies of the ordinance or resolution and furnish such copies to each alderperson. (Am. by Ord. 8671, 9-6-85; Am. and Renumbered by Ord. 13,129, 8-28-02; ORD-07-00194, 12-20-07)
- (4) Appointments of citizens, other than Common Council members, to boards, committees, or commissions by the Mayor, shall be submitted to the Common Council and referred to the next regular Council meeting for action. Appointments of Common Council members shall be acted upon at the meeting the appointments are introduced.
When appointing a citizen, the following shall be noted:
 - (a) Any persons who are not City of Madison residents and the reasons for such appointment, pursuant to Sec. 3.30(2), Madison General Ordinances (MGO).
 - (b) Other committees the individual serves on.
 - (c) Initial date of the appointment.(Cr. by Ord. 11,768, 1-21-97; Am. by Ord. 11,791, 3-4-97; Renumbered by Ord. 13,129, 8-28-02; Am. by ORD-07-00194, 12-20-07; ORD-09-00004, 1-24-09)
- (5) Unless otherwise provided in these ordinances, no ordinance or resolution, having once been defeated, rejected or placed on file, may again be introduced in the same or in substantially similar form, until the expiration of sixty (60) days from the date when such ordinance or resolution was defeated, rejected or placed on file, except for matters placed on file without prejudice. (Am. by Ord. 12,050, 3-13-98; Renumbered by Ord. 13,129, 8-28-02; Am. by ORD-07-00194, 12-20-07)

- (6) Unless otherwise provided in these ordinances, no ordinance or resolution shall be introduced unless it is sponsored by a member of the Common Council or the Mayor or both. Use of a Common Council member's name as sponsor must be with his or her knowledge and consent. This provision shall apply not only to ordinances and resolutions, but also to all substitutes and amendments. The provisions of this subsection shall not apply to the following:
- (a) Recommendations of the City Attorney or Risk Manager relating to claims.
 - (b) Recommendations and advice of the City Attorney relating to litigation in which the City is or is going to become involved.
 - (c) Changes to ordinances and resolutions which may be mandated by state or federal law.
 - (d) Recommendations of the Personnel Board relating to the classification of positions.
 - (e) Changes to ordinances and resolutions which may be required by the adoption of the annual City Budget.
 - (f) Petitions for direct legislation pursuant to the provisions of Wis. Stat. § 9.20.
 - (g) Ordinances and resolutions necessary to implement Public Works projects previously approved in the annual City Budget or allowed under sub. (2) of this ordinance.
 - (h) Zoning map or text amendments allowed under Sec. 28.182(2), MGO, certified survey maps, or subdivision plats to be sponsored by the Plan Commission or Planning Division. (Am. by ORD-12-00134, 1-2-13; ORD-13-00056, 4-24-13)
 - (i) Changes to ordinances recommended by the City Attorney which are intended to correct errors, omissions or inconsistencies therein.
- (Renum. by Ord. 11,768, 1-21-97; Renum. by Ord. 13,129, 8-28-02, Am. by ORD-05-00167, 11-8-05; Am. by ORD-07-00194, 12-20-07)
- (7) For any matters not sponsored by a member of the Common Council, the sponsoring officer or body shall be indicated by name. (Cr. by ORD-07-00194, 12-20-07)
- (8) Citizen petitions or communications may be introduced in the same manner as ordinances or resolutions, or may be presented to the Clerk for inclusion on the agenda. (Cr. by ORD-07-00194, 12-20-07)