

When action is to be taken on an item, only members from the body with the quorum present may offer a motion and vote on same.

(D) **Agenda** - All agendas shall be prepared by the Executive Secretary.

Items for the agenda and accompanying resolutions, ordinances, staff reports, etc. shall be received by the Executive Secretary no later than five days prior to the scheduled meeting.

All agendas shall be mailed to Commission members no later than four days in advance of the scheduled meeting. Additionally, the members of Subcommittees and representatives of the Commission on People with Disabilities will receive copies of the agenda if they so desire. A mailing list for the agendas and minutes based on requests for same will be maintained by the Recording Secretary.

Per City procedure "agenda and attachments are to be made available to the public in a three-ring binder at every public meeting. (It is not necessary to make copies of attachments for distribution.)" (12/28/04 CCOC Memo re. "Standard Board, Commission and Committee Meeting Procedures.)

Order of Business: for PBMVC Agenda

- Call to Order and Roll Call
- ~~Public Comment [Introduction of items by the public for consideration at a future meeting; 3 minute limit per speaker].~~
- Approval of Minutes
- ~~Public Comment [Introduction of items by the public for consideration at a future meeting; 3 minute limit per speaker].~~
- Disclosures and Recusals
- Madison Police Report on Traffic Related Matters [Generally on a quarterly basis, but may be more often]
- Public Hearings (A set time is to be noticed -- generally one hour after meeting start - 6 p.m.)
- Special Presentation (Used when special presentations by City and outside agencies and firms have been requested) or for Appeals
- Old Business Items—Items may require action. [Old Business items include items carried over from previous meeting(s).]
- New Business Items. All items listed under "New Business" shall be presented to members of the commission with at least one of the following: a staff report, a Common Council resolution, Legistar cover sheet, or the relevant ordinance(s). Unless these rules are suspended by a 2/3 majority of the members present⁶, no item shall be considered by the Commission unless it is presented with the required information and said information has been mailed to the members of the Commission with the agenda as required by these rules.
- Reports of Other Committees – Summary of Activity. Reports of Plan Commission, LRTPC, Joint West Campus Area Committee, Joint SE Campus Area Committee or PBMVC Subcommittees and/or Ad Hoc Subgroups, if any
- Reports of Officers and/or Members for Information/Discussion: (including Executive Secretary Report, Chair, and Items for Referral and/or Announcements)
- Addendum - An addendum will be prepared if items are submitted such that the addendum can be noticed with the City Clerk at least 24 hours prior to the meeting. A statement is to accompany the addendum items indicating the reasons for immediate Commission consideration.

⁶Standard Parliamentary procedure.