

# CITY OF MADISON TRANSPORTATION PLANNING AND POLICY BOARD

## ACTION ITEM DETAIL – NOVEMBER 15, 2021

**ACTION TITLE:** Adopt 2022 TPPB Meeting Format

**PRESENTER:** Tom Lynch

### **ACTION SUMMARY**

Adopting meeting format (virtual or in person) for the TPPB for 2022.

### **BACKGROUND**

Council leadership has requested that each Board, Commission, and Committee formally adopt their meeting format for 2022.

### **DESCRIPTION**

The following message was sent to staff and chairs:

*I'm writing with an update on your meetings in 2022. As you know, we've been operating on the assumption that all meetings will be virtual through the end of 2021 unless a body affirmatively votes to change that. After discussions with Council Leadership, we have decided that we would like each body to vote on what they want their default mode to be for 2022 – in person or virtual. Please place an item on one of your upcoming agendas to decide what is best for your group. Committee staff will then be able to move forward with reserving rooms or scheduling zoom meetings.*

*As a reminder, once a default method is established, the body should continue regularly meeting that way. This will help avoid any misunderstandings from the public about how to attend meetings of that body. If a BCC needs to change their meeting method from their default method, they should update the location of that meeting occurrence in the Legistar calendar at least two weeks – preferably a month – in advance.*

*Also, if you chose to meet in-person, those meetings must be held in buildings open to the public. At the moment, that includes the Madison Municipal building (MMB), the first and second stories of the City-County Building (CCB), our libraries, and possibly other City facilities.*

*For in-person meetings, the City will continue to use the online registration form.*

### **EQUITY GOAL IMPACTS**

Virtual meetings often provide greater access to persons of color, in that they do not have to arrange for childcare or travel downtown. However, some without access to technology have greater difficulty attending and testifying at meetings.

### **FISCAL & PROCUREMENT DETAILS**

Not applicable