

**Madison Election Advisory Committee**  
Meeting Procedures Update

It has come to the attention of the City Clerk's Office that due to the now-quarterly convening of the committee, a more formal approach to the running of the meetings is needed. Therefore, effective immediately, MEAC meetings will employ the following:

1. Only committee members and staff will be seated at the table, identified by a table tent nameplate provided by the Clerk's Office representative. All others will be seated in the gallery unless invited to the table by the Chair.
2. Should a member of the public wish to speak on a topic on the agenda, he or she will register to speak, be invited to take a seat, and asked by the Chair to make comment when the agenda item is taken up by the committee. Members of the public may make general comments at the Public Comment time of the meeting or on a specific item for which they have registered to speak.
3. Committee Chair or designee will call the meeting to order.
4. Clerk's Office representative will call the roll.
5. When an item is taken up for a vote, the Chair will ask for a motion and a second, then request a voice vote of 'aye' or 'nay' on the motion. This procedure is also used to approve the minutes from a previous meeting, and to adjourn the meeting.