

# Transportation Commission Handbook

Orientation, Training, and Special Rules

## I. Introduction

The City of Madison established the Transportation Commission on June 29, 2018. The organization, purpose, composition, and powers of the Commission are contained in Sec. 33.56, Madison General Ordinances.

The purpose of this Handbook is to provide Commission members and the public with a concise explanation of the role of the Commission and duty of the Commissioners.

The Handbook will also explain the basic rules of procedure that apply to all City of Madison boards, commissions, and committees, including those contained in Sec. 33.01 Madison General Ordinances, Wisconsin's Open Meetings and Public Records laws, and Robert's Rules of Order. Finally, the Handbook will specifically list any Special Rules or procedures specifically adopted by the Transportation Commission.

New Commission members are required to complete orientation training on this Handbook within six (6) months of becoming a member of the Commission. All commission members are required to attend an annual refresher training to be held in conjunction with a regularly scheduled Commission meeting.

- II. Purpose, Role, and Authority of the Transportation Commission.
- III. Role of the Commissioners.
- IV. Role of the Chair of the Transportation Commission.
- V. Relationship of the Transportation Commission to the City of Madison Department of Transportation.
- VI. Relationship of the Transportation Commission to the City of Madison Transportation Policy and Planning Board.
- VII. Relationship of the Transportation Commission to other city boards, commissions, and committees.

VIII. Rules of Procedure.

- a. Standing Rules of Procedures Applicable to all City Boards, Commissions, and Committees.
  - i. Sec. 33.01, Madison General Ordinances.
  - ii. Wisconsin Open Meetings Law.
  - iii. Wisconsin Public Records Law.
  - iv. Robert's Rules of Order.
  - v. Administrative Procedure Memoranda applicable to commission procedures.

b. Special Rules Adopted by the Transportation Commission.

- i. The Transportation Commission shall create and periodically update a Transportation Commission Handbook.
- ii. New Commission members shall receive the Transportation Commission Handbook and complete new member orientation and training within six (6) months of becoming a member. All Commission members shall complete an annual refresher training in conjunction with a regularly scheduled Commission meeting.
- iii. The Commission shall create a work plan and schedule for each calendar year that includes, if possible, at least one joint meeting with the Transportation Policy and Planning Board.
- iv. Annually, in July, following the election of aldermanic members and the appointment of resident members, the Commission shall select a Chair and a Vice Chair.
- v. The Chair may participate in the discussion of agenda items after all other commission members wishing to participate have had an opportunity to do so. Nothing in this rule changes the other restrictions contained in Sec. 33.01(9)(c), limiting the ability of the Chair to vote or make motions on an agenda item.
- vi. Members of the public providing comments at Public Hearings shall be permitted up to five (5) minutes to speak. Individuals who require an interpreter may be allowed up to six (6) minutes to speak.