



# City of Madison

City of Madison  
Madison, WI 53703  
www.cityofmadison.com

## Master

File Number: 04544

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File Type: Ordinance

Status: Passed

Version: 2

Reference:

Controlling Body: Attorney's Office

Requester: COMMON COUNCIL  
ORGANIZATIONAL  
COMMITTEE

Cost:

Introduced: 09/13/2006

File Name: notice of absence

Final Action: 10/17/2006

**Title:** AMENDED - Amending Section 2.025 of the Madison General Ordinances to require that alders notify the Common Council President and the Common Council Office Administrative Assistant staff when they will be absent from the City for any period of five (5) days or longer.

Notes: 4014absence/MPM

MAYOR APPROVAL DATE: 10/18/06

Code Sections:

Agenda Date: 10/17/2006

Indexes:

Agenda Number:

Sponsors: Austin W. King and Paul J. Van Rooy

Enactment Date: 11/02/2006

Attachments: 04544 Admendment.pdf

Enactment Number: ORD-06-00145

### History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Attorney's Office/Approval Group	09/13/2006	Approved As To Form				
1	Attorney's Office	09/13/2006	Fiscal Note Required / Approval	Comptroller's Office/Approval Group	09/13/2006	09/13/2006	
1	Comptroller's Office/Approval Group	09/13/2006	Approved Fiscal Note By The Comptroller's Office	Attorney's Office		09/13/2006	
	Notes: <i>Simon</i>						
1	Attorney's Office	09/13/2006	Refer for Introduction				
	Notes: <i>Common Council Organizational Committee</i>						
1	COMMON COUNCIL ORGANIZATIONAL COMMITTEE	09/19/2006	Refer	COMMON COUNCIL ORGANIZATIONAL COMMITTEE		10/03/2006	
1	COMMON COUNCIL ORGANIZATIONAL COMMITTEE	10/03/2006	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER				Pass

**Verbose Action:**

Lisa Veldran, Administrative Assistant, explained that she had requested the amendment to the ordinance. The amendment would codify a practice of alder absence notification that is currently being done by Council staff to alders, mayor and committee staff. An alder had questioned the practice. The alder had determined that it was not required by ordinance that she notify staff or alders if she were out of town, only if she were missing a Common Council meeting.

2 COMMON COUNCIL 10/17/2006 Adopt With Amendment(s) Pass

**Verbose Action:** as follows: strike "Common Council Office Administrative Assistant" and replace with "the Common Council Office Staff" in the title and the last paragraph in the body of the ordinance.

Excused: 2 Rosas and Van Rooy

Aye: 16 Sanborn, Konkkel, Cnare, Verveer, Webber, Olson, Brandon, King, Skidmore, Golden, Gruber, Benford, Knox, Jr., Bruer, Compton and Radomski

No: 2 Palm and Thomas

Non Voting: 1 Cieslewicz

2 Attorney's Office/Approval Group 10/18/2006 Approved As To Form

**Notes:** Amended.

2 Attorney's Office 10/18/2006 Fiscal Note Required / Approval Comptroller's Office/Approval Group 10/18/2006 10/18/2006

2 Comptroller's Office/Approval Group 10/18/2006 Approved Fiscal Note By The Comptroller's Office (SUBSTITUTES) Attorney's Office 10/18/2006

**Notes:** Simon

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**Text of Legislative File 04544**

**..Fiscal Note**

No expenditure required.

**..Title**

AMENDED - Amending Section 2.025 of the Madison General Ordinances to require that alders notify the Common Council President and **the** Common Council Office ~~Administrative Assistant~~ **staff** when they will be absent from the City for any period of five (5) days or longer.

**..Body**

DRAFTER'S ANALYSIS: This ordinance adds an additional notification for Alders when they will be absent from the City for five or more days. Under such circumstances, the Alder is to notify the Common Council Administrative Assistant and the Council President of the absence.

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The Common Council of the City of Madison do hereby ordain as follows:

Section 2.025 entitled "Notification of Absence of Members" of the Madison General Ordinances is amended to read as follows:

"2. 025 **NOTIFICATION OF ABSENCE OF MEMBERS.** Every alderperson who for whatever reason cannot attend a regularly scheduled meeting of the Common Council shall file with the City Clerk a notification of absence by 9:00 a.m. the Thursday prior to the meeting in question. All such excused absences shall be entered in the record of the Common Council. In cases where unavoidable circumstances make such advance notice of absence impossible, the notification of excused absence shall be filed with the City Clerk within one week of the absence and entered in the record of the Common Council. Any alderperson who because of an emergency cannot file prior notification of absence may be excused by orally notifying at any time prior to or during the meeting an alderperson or the City Clerk who shall so advise the Common Council.

Any alderperson who will be absent from the City for five (5) or more consecutive days shall notify **the** Common Council ~~Administrative Assistant~~ **Office staff** and the Common Council President of the length of their absence."