



MEMORANDUM

Date: October 29, 2025
To: Water Utility Board
From: Patrick Delmore, Water Board President
Subject: 2026 Board Officer Elections

BACKGROUND

Each year at the board meeting in October, the board elects its own officers from among its members. A brief description of the Water Utility Board and the various officers is given below for ready reference.

Water Utility Board

The Water Utility Board is constituted in accordance with City of Madison ordinance (MGO Sec. 13.01). It is made up of seven voting members and the Director of Public Health (or their designee) as a non-voting ex-officio member. The board is charged with authority for managing and operating the Madison Water Utility, subject to the general control and supervision of the Mayor and the Common Council. The Mayor appoints and the Common Council confirms board members for terms of five years for citizen members (with staggered appointment dates) and one year for the alder members. The Director of Public Health's appointment is ongoing. A quorum of the board consists of four members.

Roles of the Board Officers

Board President – The President of the board is responsible for ensuring the integrity of the board's processes and representing the board as needed to outside parties. The President will chair the board meetings. The President will only vote on matters before the board in order to break a tie.

Board Vice-President – The Vice-President shall serve in the absence of the President and perform such other duties as may be assigned by the President or the board.

Board Secretary – The Secretary's role is to ensure the integrity of the board's documents, serve in the absence of the President and Vice-President, and perform such other duties as may be assigned by the President or the board.

Election procedures

The Board President will call for nominations for the position of Board President, Board Vice President, and the Board Secretary at the October meeting. After each nomination is made, another board member must second the nominated board member. Subsequently a voice vote is conducted, and a majority vote is required for the nomination to succeed. In the event of



multiple nominations for a position, the nominee with the highest number of votes will be declared successful. The outcome of the elections of the board officers is recorded in the minutes of the meeting.

In recent years, it has been the practice of the Water Board to keep the same set of officers for 2-3 years for continuity. As part of an orderly succession process, typically, the Vice President is chosen to be the next President, and the Secretary is chosen to be the next Vice President, assuming the persons concerned desire to do so. Rotation begins at the Secretary level.

At the meeting I plan to call for nominations for the position of Board President, Board Vice President, and the Board Secretary and conduct the Board Officers elections for 2026. It is up to the Board to determine whether to follow the general practices of recent years as described above