



Department of Planning & Community & Economic Development
Economic & Community Development Division
Office of Community Services

Email: commserv@cityofmadison.com

Enis Ragland - Interim Supervisor

Madison Municipal Building, Room 225
215 Martin Luther King, Jr. Boulevard
Send U.S. Mail to: P.O. Box 2627
Madison, Wisconsin 53701
(Phone) 608 266 6520
(TTY/TEXTNET) 866 704 2318
(FAX) 608 261 9626

Community Services Commission
Elections and the Role of CSC Chair and Vice Chair
Staff Recommendations
12/26/07

Role of the Chairperson

- To work with City staff in the creation of the meeting agendas
- To call the meeting to order
- To ensure there is a quorum of the members present
- To ensure with the help of City staff that the meeting was properly noticed in accordance with open meetings law
- To facilitate the meeting in a smooth and efficient manner using Roberts Rules of Order
- To represent the Commission in annual budget meetings with the Mayor
- To facilitate public hearings on behalf of the Community Services Commission
- The chairperson does not vote unless there is a need to break a tie vote
- The chairperson generally does not enter into discussion. If they want to enter into discussion, they first relinquish the chair to the vice chair, provide their comments on the specific topic and then take back the chair.
- The Chairperson should have a thorough knowledge of Roberts Rules of Order

The role of the Vice-Chairperson

- To work with City staff in the creation of the meeting agendas when the Chairperson is unable
- To call the meeting to order when the when the Chairperson is absent
- To ensure there is a quorum of members present when the Chairperson is absent
- To ensure with the help of City staff that the meeting was properly noticed in accordance with open meetings law when the Chairperson is absent.
- To facilitate the meeting in a smooth and efficient manner using Roberts rules of Order when the Chairperson is absent
- To represent the Commission in annual budget meetings with the Mayor when the Chairperson is unable
- To facilitate public hearings on behalf of the Community Services Commission when the chair is unable
- Participates in all discussion and voting unless serving in the Chairpersons absence
- To temporarily serve as the Chairperson if the Chairperson wants to enter into the discussion of an item
- Should have a thorough knowledge of Roberts Rules of Order

Suggested Election Process:

Timing:

At the end of the two- year funding process, (October 2008 meeting) an election will be held to fill the offices of Chair and Vice Chair. Elections will be held every two years after that date.

Election Process:

1. The intent to select Chair and Vice Chair must be noticed in compliance with Open Meeting's Act as an agenda item.
2. Commission members may self nominate to a stated office with a brief explanation of interest, and stated commitment to serve a two year term.
3. Commission members may nominate other Commission members for offices. Nominees shall give a brief statement of interest, and a stated commitment to serve a two-year term.
4. The Chair and Vice Chair will be elected by a majority vote of members present in separate votes. A secret ballot is allowable as per email consult with City Attorney Michael May: "The only exception to public voting is for officers of the body, and you may vote by paper ballot that does not designate who voted for whom. The Open Meetings Law explicitly allows this in sec. 19.88(1), Wis. Stats."