

**SUBJECT: COMMON COUNCIL, BOARDS COMMISSIONS AND OFFICES
MEETING DATES: SUBMISSION, PREPARATION AND
COORDINATION OF ORDINANCES, RESOLUTIONS AND
REPORTS TO THE COMMON COUNCIL**

Meetings:

Common Council

Common Council meetings shall be held the first and third Tuesdays of every month effective with the meeting of May 4, 1982, except in August and December when the Common Council will meet only on the first Tuesday, and in November when the Council shall schedule a meeting for purposes of adopting the Capital and Operating budgets.

Boards, Commissions and Offices

All meetings shall be scheduled to avoid last minute reports to the Common Council. There are two types of reports that can be submitted. The first type of report shall contain items for Council action and will be sent out prior to the Common Council meeting. If necessary, the other report type is for informational items and the Clerk's Office will distribute copies to the Mayor, City Attorney, City Comptroller and Common Council members.

Registration Statement Form:

The Registration Statement form (see attached) is the official form approved by the City Attorney's Office to be used by citizens wishing to speak at boards, commissions and committees meetings. In order to register in support or opposition to legislation, this Registration Statement form must be completed prior to the discussion of the agenda item.

Blank registration forms shall be available at each board/commission/committee meeting 30 minutes prior to the start of the meeting. Citizens shall not submit forms on behalf of others. Please refer to Section 2.29 of the Madison General Ordinances for specific procedures to be followed.

Committee staff shall also provide a notebook/3-ring binder with a copy of each agenda item and staff shall post the agenda at each meeting.

Legistar:

Legistar Mission Statement: Track City of Madison legislative workflow.

Boards, commissions and committees that meet the following criteria shall use Legistar and shall follow all procedures contained herein.

1. The board/committee/commission is created by Common Council legislation (ordinance, resolution or report). The purpose of the body shall be outlined in the adopted city legislation, and in some cases, may even be mandated by federal and/or state laws.
2. The members are appointed by the Mayor and confirmed by the Common Council.

3. The body shall meet on a regular basis or as prescribed in the adopted legislation, and shall produce agendas and minutes as dictated by Legistar guidelines and shall report back to Council any legislation referred to its board, committee or commission.

Criteria for a customized agenda:

1. Council Referred Public Hearing Items.
2. Custom Legislative Types

Proper Recording of Votes in Minutes:

1. Unanimous Aye Vote:
Choose “Voice Vote” within Voting Actions.
2. Other than a Unanimous Aye Vote:
Choose “Roll Call Vote” within Voting Actions.
Indicate: Absent, Abstain, Aye, Excused, No, Non-Voting, Present, Recused
3. When the Result of a Vote is “Fail”:
Choose “Roll Call Vote” within Voting Actions.
Indicate: Absent, Abstain, Aye, Excused, No, Non-Voting, Present, Recused,
AND
Add the language “Motion Failed” to the “Action Note” field. (This allows the Common Council agenda to reflect appropriate voting results from the minutes.)

Drafting Ordinances and Resolutions:

1. Ordinances, resolutions and reports will be submitted as legislative files and shall be entered into Legistar using the standard Arial 10 font.
2. Indicate in the “Type” field whether you are entering an ordinance, resolution or report. Enter a brief explanation stating the purpose of the ordinance, resolution or report in the “Title” of the Text File Editor. Also enter an abbreviated title in the “Name” field of the Legislative Files screen.
3. Indicate the name of the person responsible for drafting the ordinance, resolution or report in the “Prepared By” field (located in the Extra Information tab). This will assist others in obtaining background information, clarification or additional information about the legislation.
4. All proposed ordinances and resolutions must carry an appropriate Fiscal Note (even if there is not any fiscal impact) approved by the Comptroller or his/her designated representative prior to submission to the City Clerk. (See Administrative Procedure Memorandum No. 1-3 for a more complete discussion of Fiscal Notes.)
5. The “Sponsors” field must include the name of the mayor (if sponsor, list first) and/or alders who have agreed to sponsor the legislation. This shall also apply to substitute ordinances and resolutions.

6. Enter the date when the ordinance, resolution or report is to be presented to the Common Council in the “Agenda Date” field (located in the Extra Information tab).
7. Ordinances and resolutions shall carry a recommended referral to appropriate boards, committees, commissions or offices in the “Action Note” field (located in the History tab). The lead referral agency shall be listed first in the “Action Note” field, and shall also be listed in the “Requestor” field. The President and President Pro Tem of the Council and the City Clerk will be guided by these recommendations.
8. Please note that a “Substitute” is created when presented legislation has been changed by the board, committee, commission or office. “Amended” legislation is created when legislation has been amended by the Common Council during a Common Council meeting. “Alternate” legislation offers a competing interest to the original proposal. For more specifics regarding substitutes or alternates, please contact the City Attorney’s Office.
9. Ordinance text files can only be edited by the City Attorney’s Office. Ordinances must be approved as to form by the City Attorney prior to submission. Ordinances revised by committees or boards must be approved by the City Attorney and City Comptroller before being returned to the Council for action. The City Clerk will not accept ordinances which have not been so approved.
10. It is the drafter’s responsibility to ensure that the “Action Note” field is used on legislation that requires specific instruction (i.e., holding for public inspection before adoption, public hearing required, votes required, no publication necessary, etc.).
11. All attachments in Legistar will be imported as a PDF file type. Files must be renamed if the description of the attachment does not clearly describe what the attachment is (i.e., if the attachment is a report, the attached would be renamed as Report.pdf.). Contact the City Attorney’s Office for ordinance attachments.

Submission of Council Agenda Items:

1. All Council business shall be submitted by noon on the Wednesday prior to the following Tuesday’s Council meeting. An addendum will only be prepared if there are emergency items preapproved by the Council President or President Pro Tem. Any items not submitted by the deadline will be included on the agenda for the next scheduled Common Council meeting.
2. Attachments to ordinances and resolutions shall be submitted as PDF file types whenever possible.
3. Communications and/or petitions must be given to the City Clerk’s Office by the Wednesday noon deadline in order to be included on the Common Council agenda. There will be no debate on petitions, communications or new business items for referral unless they are separated and moved to the end of the agenda.

Referrals and Reports:

1. Unless otherwise noted, referral agencies have 45 days to act on an item referred to them by the Common Council. The 45-day limit applies to all referral agencies, and each referral

agency must report their recommendation to the lead agency so the final report can be made in the 45-day time limit unless otherwise noted. The 45-day referral date can only be changed by the Common Council. Committees needing more than 45 days must resubmit their legislation as a rereferral request to the Common Council.

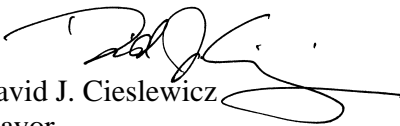
2. To improve coordination and to avoid multiple reports on an individual item, the person drafting the legislation will designate a lead referral if there are multiple referrals. The lead referral must be listed in both the "Requester" field of the Legislative Files screen, and as the first body in the "Action Note" field (located in the History tab). Additional referral agencies will follow the lead referral in the "Action Note" field (located in the History tab).

Referral agencies must act on the referred legislation and make their recommendations to the lead referral. The lead referral is responsible for contacting the other referral agencies, boards, commissions, and committees, and providing the final report to the Common Council.

It is important that referral agencies record their actions for Common Council legislation immediately after their meeting. The last action listed will be the lead referral's recommendation to Common Council.

Council Amendments

Any amendments made by an Alderperson during a Common Council meeting shall be submitted in writing to the City Clerk at the time the amendment is made. Amendment forms are available in each Alderperson's Council folder, in the Office of the City Clerk and in the Council Office.


David J. Cieslewicz
Mayor

APM No. 3-1
June 30, 2006

Original APM dated 4/28/1982

(Revised 8/16/1990, 3/1/1993, 5/27/1997, 8/23/2005, 1/3/2006)