

To - Board, Commission and Committee Members

From - Paul R. Soglin

COMMITTEE MEMBER TRAINING

Thank you for serving on one or more of the many City boards, commissions and committees. To help you succeed in your role as a committee member, city staff will be providing committee member training. Whether you are a new member or have served for several years, I encourage all committee members to attend.

Your training will include the following:

- Your role as a committee member
- How a bill becomes a law
- The role of alders
- Ethics Rules for Public Officials
- Code of Ethics
- Robert's Rules of Order
- Open Meetings and Public Records Regulations

For your convenience, we have scheduled two training sessions; however, you need only attend one. I strongly encourage you to attend one of these sessions.

The first training session will be held on Thursday, October 10 from 6:30 p.m. to 9:00 p.m. in the Madison Police Department Community Room located at 211 S. Carroll Street (City County Building).

The second training session will be held on Saturday, October 19 from 9:30 a.m. to 12:00 p.m. at the Madison Senior Center located at 330 W. Mifflin Street.

For those unable to attend, Madison City Channel will cablecast one of the meetings on Charter Digital Cable Channel 994, Charter Analog Channel 98 and AT&T U-Verse Channel 99. Please check the channel schedule for replay dates and times. The training session is also available on the City's committee website at:

<http://www.cityofmadison.com/CityHall/legislativeInformation/training.cfm> as a streaming video. The materials used in the presentations can be viewed and/or printed from this website.

Please RSVP to Lisa Olmsted in the Mayor's Office at 266-4611 or lolmsted@cityofmadison.com only if you plan to attend one of the sessions, or if you have any questions.

Once again, thank you for the time and expertise you share with City staff, your fellow committee members and the citizens of the City of Madison. Your dedication and hard work are appreciated!

Cc:
Common Council President and Council Members
City Department/Division Heads
Committee Staff Persons