# CITY OF MADISON TRANSPORTATION COMMISSION
# ACTION ITEM DETAIL – DECEMBER 8, 2021

**ACTION TITLE:**    Adopt 2022 Meeting Format for the Transportation Commission (TC)

**PRESENTER:**    Ann Kovich, Justin Stuehrenberg

## ACTION SUMMARY
Adoption of the TC meeting format (virtual or in person) for 2022

## BACKGROUND
City Leadership has requested that each Board, Committee and Commission formally adopt their default meeting format for 2022 (i.e., virtual or in person).

## DESCRIPTION
It is important to provide the best access to TC meetings for TC members, the general public, staff, and other presenters. Virtual meetings can provide greater access to those who may have issues regarding transportation, scheduling, childcare, etc.  Improved access through virtual meetings for TC members in the event of travel, inclement weather, etc., can positively impact attendance and help avoid quorum issues.  In addition, in our current environment virtual meetings can provide greater access for people who are considered high risk and need to avoid potential exposure to COVID-19.  Virtual meetings can also help parents keep their unvaccinated young children safer by avoiding potential exposure to COVID-19.  There are also environmental benefits of virtual meetings, as trips can be avoided and VMT reduced.  Some believe relationship building among BCC members can be more difficult in the virtual meeting format.  In addition, there can be technical glitches during virtual meetings.  However, there can also be technical or other glitches during in-person meetings as well.

Message from the Mayor's Office and Council Leadership is attached.

## EQUITY GOAL IMPACTS
Equity concerns apply relative to access for people of color, low-moderate income individuals and people with disabilities, with greater accessibility often offered through the virtual meeting format.  In addition, transportation, childcare, and perhaps other costs could be avoided if attending meetings virtually.  There is some concern that not everyone has access to the technology to attend meetings virtually.  However, people can call into the meetings via telephone.  In addition, there have been some discussions about offering the public access to City meetings through City owned computers at a City building(s) (potentially with staff assistance and supervision) in the future.

## FISCAL & PROCUREMENT DETAILS
Information on the relative costs of holding virtual meetings versus in person meetings is not available.

Dear Board, Commission and Committee Chairs and Staff –

I'm writing with an update on your meetings in 2022. As you know, we've been operating on the assumption that all meetings will be virtual through the end of 2021 unless a body affirmatively votes to change that. After discussions with Council Leadership, we have decided that we would like each body to vote on what they want their default mode to be for 2022 – in person or virtual. Please place an item on one of your upcoming agendas to decide what is best for your group. Committee staff will then be able to move forward with reserving rooms or scheduling zoom meetings.

As a reminder, once a default method is established, the body should continue regularly meeting that way. This will help avoid any misunderstandings from the public about how to attend meetings of that body. If a BCC needs to change their meeting method from their default method, they should update the location of that meeting occurrence in the Legistar calendar at least two weeks – preferably a month – in advance.

Also, if you chose to meet in-person, those meetings must be held in buildings open to the public. At the moment, that includes the Madison Municipal building (MMB), the first and second stories of the City-County Building (CCB), our libraries, and possibly other City facilities.

For in-person meetings, the City will continue to use the online registration form. The instructions from IT regarding this form are copied below as a reminder.

Thank you for your leadership.

**Managing Registration at In Person Meetings**

For any in-person meetings, committee staff should make sure to have the following at the "Welcome Table":

1. At least two printed copies of the Registration Sign, which has a QR code and a link to the online registration form. Staff can pick up laminated copies of this sign from the Clerk's Office, CCB 103.
2. Copies of the paper registration form for any attendees without smart phones.
3. Printed copy of the meeting agenda.
4. A City computer or other device to view and manage the online Registration Report.
   *Note: Committee staff should bring their City device. IT cannot provide additional computers for in-person meetings. It is also important to note that under no circumstances should you allow the public to use your computer to register, nor should it be left unattended.*

Attendees can go to the online registration form on their phone (by scanning the Registration Sign or entering the URL), or they can fill out the paper registration form.

If any attendees use the paper registration form, committee staff should **immediately** enter the registrant's information into the online registration form. This will make it easier for staff to address any missing or incorrect information with the registrant. It is also important for proper management of the meeting as juggling online registrations with slips of paper is impractical.

If you are expecting significant public interest in any agenda items, consider having two staff people present. One staff person can help public registrants, while the other clerks the meeting.

**Note:** These changes are only for in-person meetings. There will be no hybrid (i.e. combination of virtual and in-person attendance) meetings until June 2022 at the earliest, and this is dependent on budget support for the necessary resources.