

2007 - 2008 Meeting Ground Rules

Anyone who would like to request a reasonable modification of these rules may do so by making that request to CPD staff or to the CPD Chair before, during or after a meeting.

1. Meetings start precisely at 4:30 p.m. Members should be there by 4:25 p.m. Commission members should notify the Chair or staff if unable to attend, or if they will be late. Members should make every effort to arrive on time, as being late is disruptive and disrespectful to fellow commission members.
2. Members should limit their remarks to 2 minutes. If members haven't made their point within the allotted time, they'll have an opportunity to speak after all members have spoken on an issue.
3. Commission members will be asked to limit themselves to one question and one follow-up question per topic, and then allow other members to speak. If members still have questions, they may make additional inquiries only after everyone has had an opportunity to participate in the discussion (time permitting).
4. A commission member must be recognized by the chair in order to speak. Only one commission member should be speaking at a time. Members should refrain from having side conversations during meetings.
5. All members should feel comfortable expressing their thoughts and ideas.
6. The commission invites a wide variety of guests ranging from City staff, to representatives of community groups, to individual citizens; these individuals provide technical assistance and advice, and educate commission members on issues of concern to Madison's citizens with disabilities. Many of these individuals come on their own time to assist the commission to fulfill its mission. It is essential that commission members welcome and respect our guests.