

**Emerson-Eken Park-Yahara Neighborhood Planning Process**  
**Steering Committee Members,**  
**Committee Roles, Responsibilities, and Procedures**

<b>Steering Committee Members</b>	<b>Area of Representation</b>	<b>Neighborhood Association and Contact Info if Applicable</b>	<b>Meetings</b>
Adrienne Sella David Albino	Emerson East Neighborhood	Emerson East Neighborhood Association Meredith Lowe, 2509 Hoard Street, Madison, WI 53704, eenachairs@yahoo.com	Place: Bashford United Methodist Church Address: 329 North Street Date: First Wednesday of the month Time: 6:30 p.m. - 8:00 pm Please contact neighborhood association to confirm meeting date, location, and time.
Amy L. Klusmeier Arthur M. Hackett Keely M. Merchant	Eken Park Neighborhood	Eken Park Neighborhood Association Art Hackett, 522 McCormick Ave, Madison, WI 53704, (H)608-244-0627, arthackett@yahoo.com Jody Werzinske, jwerzinske@gmail.com	Place: Bashford United Methodist Church Address: 529 North Street Date: First Thursday of every month Time: 6:30 p.m. Please contact neighborhood association to confirm meeting date, location, and time.
Aaron Onsrud	Yahara Area – Briarwood Apartments		
Douglas J. Buege	Yahara Area (Sherman Terrace)	Sherman Terrace Association Dan Wakerhauser, 7 Sherman Ter # 6, Madison, WI 53704, <a href="mailto:dwakerhauser@shermanterrace.org">dwakerhauser@shermanterrace.org</a> , <a href="mailto:board@shermanterrace.org">board@shermanterrace.org</a> Mike Landon, 25 Sherman Ter Office, Madison, WI 53704, (H)608-244-7171, <a href="mailto:management@shermanterrace.org">management@shermanterrace.org</a>	Place: Lower Level of Building 19 Address: 19 Sherman Terrace Date: Second Tuesday of Month Time: 6:30 p.m. Please contact neighborhood association to confirm meeting date, location, and time.
Open	Superior Street Area	Sherman Neighborhood Association Dolores Kester, 1818 Winchester St, Madison, WI 53704, (H)608-249-1218, <a href="mailto:dakester@sbcglobal.net">dakester@sbcglobal.net</a> Lesleigh Luttrell, 1906 Kropf Ave, Madison, WI 53704, (H)608-244-4905, <a href="mailto:lesleigh.luttrell@gmail.com">lesleigh.luttrell@gmail.com</a>	Place: Warner Park Community Recreation Center Address: 1625 Northport Drive Date: First Monday of January, March, May, July, September, November Time: 6:30 p.m. Please contact neighborhood association to confirm meeting date, location, and time.
Daniel S. Grubb	Business 1		
Open	Business 2		

## **Composition of Neighborhood Advisory Steering Committee**

Steering committee members have been selected to represent geographic areas on the east side and/or to solicit input from various stakeholder groups of interest within the planning study area. Eight steering committee members have been appointed by the Mayor and confirmed by the Common Council (See Emerson East-Eken Park-Yahara (see attached EEPY Steering Committee Roster).

### **Role of Neighborhood Advisory Steering Committee**

1. Serve as representative of and liaison to neighborhood stakeholder groups for the period of developing neighborhood plan, approximately 12 months.
2. Plan and implement outreach in the neighborhood to enhance participation of stakeholders in the development of a neighborhood plan.
3. Assist in identifying stakeholder concerns, issues, and possible strategies to address those concerns and issues.
4. Assist in bringing together the various stakeholder groups to participate cooperatively in developing a neighborhood plan.
5. Participate in regular steering committee meetings and other related decision-making and educational activities.
6. Actively participate in group reviews/discussions of neighborhood plan recommendations.

### **Role of City Staff**

1. To develop agendas, define meeting goals, and guide discussion during meetings including key decision points.
2. To develop planning process framework and establish work plan, timeline, and monitor steering committee progress to achieve outcomes.
3. To provide professional expertise in substantive areas or coordinate with city or non-city staff to provide pertinent information.

### **Role of Alder**

1. To inform steering committee of political and budgetary processes, to provide rationale for city policy and procedures, and to coordinate communication between steering committee and city staff or other pertinent partners.
2. To be a liaison from steering committee to city council in discussing and championing plan recommendations through the political and budgetary processes.

### **Meeting Procedures**

The EEPY SC will be required to follow city policies/procedures for appointed Board, Commissions, and Committees. Agendas and minutes will be prepared and published prior to scheduled meetings. Below are frequently asked questions regarding some meeting procedures:

1. Can you discuss subjects that do not appear on the agenda? No. The issue to be discussed should be added to a future agenda.
2. A quorum must be secured within fifteen (15) minutes of the officially scheduled meeting time. If not, the meeting shall adjourn without taking any action, except that the committee may set a date and time for its next meeting. Meeting quorum for this steering committee is 6.
3. Can the steering committee establish task forces? Appointed steering committee members can create subcommittees. No steering committee may appoint to any of its committees or

subcommittees any person who is not a member unless the person has been nominated by the steering committee and approved by the Common Council.

### **Process for Meetings**

The EEPY SC will conduct its meetings with the following in mind:

1. Conduct meetings according to Robert's Rule of Order unless otherwise adopted rules of procedures are agreed upon (Note: Such rules of procedures may not conflict with ordinances or resolutions of the Common Council). See handout of Robert's Rule of Order.
2. Provide registration forms for citizens who want to speak or register their support/opposition for an agenda item.
3. Provide time at the beginning of each agenda for public comment and establish a fixed-time for public remarks.

### **Summary Sheet (Most frequently used motions by steering committee members)**

<b>About Motions</b>	<b>Purpose of Motions</b>	<b>To Enact Motions</b>
Main Motion	To take action on behalf of the body	Debatable; requires majority vote
Amend Pending Motion	To amend main motion	Debatable; requires majority vote
Motion to Limit or Extend Debate	Limits or extends debate	Not debatable; requires 2/3's majority vote
Motion to Rescind	To change the results of a vote	Requires 2/3's majority vote to reverse results of earlier vote
Call for Orders of the Day	Asks to stick to the agenda	Not debatable; requires 1/3 majority to sustain
Call to Question	Closes debate and forces vote	Not debatable; requires 2/3's majority vote
Point of Information	To ask about the process or particular motion	Automatic
Point of Order	Is a question about the process or a particular motion	Automatic if granted by Chairperson
Adjournment	End of meeting	Not debatable; immediately voted upon and requires majority vote