



Office of the City Manager
312 W. Whitewater Street, P.O. Box 178
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MEMORANDUM

To: Common Council
From: John Weidl, City Manager
Date: June 25, 2024
Re: Designated Alternate Policy

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Alternates serve an important role as they help many committee groups adhere to quorum requirements. The following committees have alternates:

- Board of Zoning Appeals (BZA)
- Plan and Architectural Review Committee (PARC)
- Ethics Committee
- Park and Recreation Board
- Urban Forestry Commission

The majority of these committees have one alternate, with the exception of the PARC and BZA. At times when an alternate is needed there is no question the alternate to move forward. However, this same clarity is not extended to the PARC and BZA. The PARC and BZA have a total of three alternates. Absent policy, there is confusion when the PARC has a known absence and several alternates attend the meeting in hopes to fill the vacancy.

To avoid this uncertainty and in hopes to establish transparency staff is suggesting that alternates for the PARC and BZA be ranked in order of who would join the Committee first. Attached to this memo is suggested policy that outlines steps to take to solve this anticipated issue. It may also be appropriate to ask that the PARC voting members decide which alternate is moved forward, however we have encountered situations where the meeting could not be called to order without the use of an alternate, preventing this as an option in all circumstances.

This potential conflict was presented to the Common Council at the June 18th, 2025 meeting. The Common Council gave staff direction to come up with policy that promotes a round robin like structure for alternates. Attached to this memo is a revised policy suggestion.

The goal is clarity, transparency, and clear guidance. Thank you for your time and attention to these matters.

Warm regards,

A handwritten signature in black ink that reads "John S. Weidl".

John S. Weidl, City Manager

JSW/TKZ

Proposed Round-Robin Policy for Alternates

Round-Robin Assignment: Alternates for the PARC and BZA will participate in a round-robin rotation to ensure that each alternate has an equal opportunity to serve as a voting member. The rotation order will be determined by the Council President and City Manager and reviewed annually. "New alternates will be added to the end of the current round-robin rotation cycle regardless of their alphabetical position. This ensures that the existing rotation order is maintained, and the new alternate will have their turn in the subsequent cycle."

Assignment of Round-Robin Order: The round-robin order shall be determined alphabetically via the persons first name. In the instance where multiple alternates have the same name what will determine the order is the initial of the persons last name.

Procedure: Initially, alternates will be assigned a position in the round-robin order. When a voting member is absent, the next alternate in line according to this order will assume the voting position. Once an alternate has served in a meeting, they will move to the end of the rotation list, allowing the next alternate to be up for the subsequent absence.

Rotation Management: The City Clerk or designated staff will maintain a log to track the order of alternates and their participation in meetings. Alternates will be notified of their upcoming turn in the rotation to ensure they are prepared for potential participation. This notification will be done by the designated staff member via phone twenty (20) days prior to the scheduled meeting.

Exceptions: If an alternate cannot attend when it is their turn, they will be passed over, and the next alternate in line will be selected. The absent alternate will retain their current position in the rotation for the next available opportunity.

Annual Review and Adjustment: The round-robin order and the effectiveness of this policy will be reviewed annually or as necessary to accommodate changes in committee composition or council directives. This review will be conducted by the designated staff member, City Clerk and the City Manager.

Criteria for Annual Review: The Criteria for the success of this policy will be determined by the rate of adherence to the round-robin rotations without deviations and analyze feedback and suggestions for policy enhancements or adjustments from staff.

Application: This round-robin policy applies specifically to the Plan and Architectural Review Committee (PARC) and the Board of Zoning Appeals (BZA) as outlined in their respective ordinances.

By adopting this round-robin approach, the city promotes fairness and transparency in the selection of alternates, thereby enhancing the organization and functionality of committee meetings.