

To: MEMBERS OF THE SPECIAL COMMITTEE ON AFFIRMATIVE ACTION

From: Senator Glenn Grothman, Chairperson

Re: Committee Procedures and Other Information for the June 4, 2007 Meeting of the Special Committee on Affirmative Action

Date: May 31, 2007

I would like to inform you of certain committee procedures that will be implemented at the June 4, 2007 meeting of the committee in order to complete our assignment.

I have received complaints at prior meetings that I have not moved the committee along fast enough. Against my wishes this will have to be the last meeting of the committee. In an effort to complete the committee's charge, I will reluctantly have to use my position as chair more aggressively than in the past. While I wish a longer period could be allotted for discussion, I remind you that any proposals recommended by the committee will have to be approved for introduction by the Joint Legislative Council and follow the usual legislative process before they become law. There will be many more opportunities for discussion of these proposals.

At the previous meetings of the committee, too much time was spent on procedural issues. This greatly reduced the amount of time available to the committee members to discuss substantive issues. To enable discussion of the substantive issues before the committee, I will not entertain discussion of procedural matters. I will be happy to discuss any such decisions after the meeting.

To allow for all viewpoints to be heard, I intend to limit comments on each draft to six minutes for the author of the proposal and three minutes per committee member. This decision is necessary due to the limited the time available to the committee.

Please consider these additional guidelines in preparation for the meeting:

- While all times shown on the enclosed Preliminary Agenda are approximate, it is my intention to allow 15 to 25 minutes of discussion on each bill draft before the committee. The duration of discussion on each draft will depend on the complexity of the particular draft.
- Reasonable amendments to the proposals, either in writing or made verbally, may be considered. The extent to which proposed amendments will be acknowledged will depend on the whether committee members have had the opportunity to discuss each original bill draft in its allotted time without interruption.
- Discussion by committee members will be organized in a limited and formal manner in order to allow each committee member to express his or her point of view. If the discussion takes this form, it is my expectation that each committee member will respect the time allotted to other members.

- Committee members must be present to vote. The Joint Legislative Council specifies that votes will not be allowed by mail ballot.
- The roll will be held open until the adjournment of the meeting so that members who arrive late will be able to vote on preceding items.
- Ten votes (a majority of the membership of the Committee) will be needed to adopt any proposal.

In order to facilitate discussion, I encourage committee members to e-mail any comments they have on the drafts to the committee staff: mary.matthias@legis.wi.gov or scott.grosz@legis.wi.us . All comments received by noon, on Friday June 1, will be e-mailed to all members and to everyone on the committee's mailing list, as well as posted on the Committee's website.

Finally, Dr. Frank Wu will not be appearing before the committee. However, pursuant to my instructions, staff e-mailed Dr. Wu a set of questions on topics relevant to the proposals that are before the committee. Dr. Wu's responses will be shared with the committee and posted on the committee website.

Thank you for your service on this committee.

SG:ty