

CHAPTER 2

THE GOVERNING BODY

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2.01 THE VILLAGE BOARD. The Village Board shall consist of the Village President and six trustees, who shall be elected for 2-year terms.

2.02 MEETINGS. (1) REGULAR MEETINGS. Regular meetings of the Village Board shall be held on the second Wednesday of each calendar month, at 7:00 p.m. Any regular meeting falling on a legal holiday shall be held on the next following secular day, at the same hour and place. All meetings of the Board, including the special and adjourned meetings, shall be held in the Conference Room of the Municipal Offices Building. **REV 186-15: 05/13/2015**

(2) SPECIAL MEETINGS. (a) Special meetings of the Village Board may be called by the Village President or any two trustees with notice filed with the Clerk/Treasurer at least 24 hours prior to the time specified for such meeting. The Clerk/Treasurer shall immediately notify each trustee of the time and purpose of such meeting by causing a notice thereof to be delivered to each trustee personally, if he can be found, or, if he cannot be found, then by leaving a copy of such notice at the home of such trustee. The Clerk/Treasurer shall cause an affidavit showing service of such notice as herein provided to be filed in his office prior to the time fixed for such special meeting. Special meetings may be held without such notice when all members of the Village Board are present in person or consent in writing to the holding of such meeting, such written consent to be filed with the Clerk/Treasurer prior to the beginning of the meeting. Any special meeting attended by all the trustees shall be a regular meeting for the transaction of any business that may come before such meeting.

(b) If a special meeting shall be called at the special request of a resident, or any other person, (not an officer of trustee), solely for the purpose of obtaining action on a building permit, satellite T.V. Dish permit, or any other permit or license required under the Village Ordinances, a fee shall be charged to such person and paid to the Clerk/Treasurer before the Clerk/Treasurer shall give notice of such meeting to the trustees.

See fee schedule.

(3) ADJOURNMENTS. The Board may, by a majority vote of those present, but not less than three affirmative votes, adjourn from time to time to a specific date and hour.

(4) MEETINGS TO BE PUBLIC. All meetings of the Village Board and subunits thereof shall be open to the public as provided in subchapter V of chapter 19. 81-19.98. Public notice of all such meetings shall be given as provided in Section 19.84, Wis. Stats.

2.03 PRESIDING OFFICER (1) DESIGNATED. The Village President shall preside. In the absence of the President, the Clerk/Treasurer shall call the meeting to order and the trustees present shall elect one of the number President pro tem.

(2) DUTIES. The presiding officer shall preserve order and decorum, decide all questions of order and conduct the proceedings of the meeting in accordance with the parliamentary rules contained in Robert's Rules of Order, Revised, unless otherwise provided by statute or by these rules.

(3) DECISIONS, APPEALS FROM. Any member may appeal from a decision of the presiding officer. An appeal shall be sustained by a 2/3 vote of the members excluding the presiding officer.

2.04 ROLL CALL; QUORUM. (1) ROLL CALL; PROCEDURE WHEN QUORUM NOT IN ATTENDANCE. As soon as the Board is called to order, the Clerk/Treasurer shall proceed to call the names of the members in alphabetical order, noting which members are present and which are absent, and record the same in the proceedings of the Board. If there is not a quorum

present, the fact shall be entered on the journal and the Board may adjourn; or the President or, in his absence, the Clerk/Treasurer may issue a process to any constable or policeman commanding him forthwith to summon the absentees.

(2) QUORUM. A majority of the members shall constitute a quorum. The President shall be counted in computing a quorum.

2.05 ORDER OF BUSINESS. The Business of the Board shall be conducted in the following order:

(1) Call to order by President.

(2) Roll call. If a quorum is not present, the meeting may thereupon adjourn, which may be to a specific date and hour pursuant to §2.02(3) or the absentees may be summoned as provided by §2.04(1).

(3) Reading the minutes of the preceding meeting, and approving the same if correct or rectifying mistakes if any exist.

(4) Public appearances.

(5) Reports of Village officers.

(6) Unfinished business from the previous meeting.

(7) New business, including the introduction of ordinances and resolutions.

(8) Communications and miscellaneous business.

2.06 CLERK/TREASURER PRO TEM. In the Absence of the Clerk/Treasurer, the Deputy Clerk/Treasurer shall act as Clerk/Treasurer pro tem.

2.07 CONDUCT OF DELIBERATIONS. The deliberations of the Village Board shall be conducted in the following manner:

(1) When 2 or more members simultaneously seek recognition, the presiding officer shall name the member who is to speak first.

(2) Except as provided in §2.05(4), no person other than a member shall address the Board, except by vote of a majority of the members present.

(3) No motion shall be discussed or acted upon until it has been seconded unless the rules permit one trustee to initiate action. No motion shall be withdrawn without the consent of the person making the same and the person seconding it.

(4) When a question is under discussion, no action shall be in order except the following motions, which shall have precedence in the order listed:

(a) To adjourn;

(b) To lay on the table;

(c) To move the previous question;

(d) To postpone to a certain day;

- (e) To refer to a committee;
- (f) To amend; or
- (g) To postpone indefinitely.

(5) Any member desiring to terminate debate may move the previous question, in which event the presiding officer shall announce the question as, "Shall the main question now be put?" If a majority of the members present vote in the affirmative, the main question shall be taken without further debate, its effect being to put an end to all debate and bring the Board to a direct vote, first upon any pending amendments and then upon the main question.

(6) Any trustee may demand an aye and nay vote on any matter, and such vote shall be entered in the proceedings. Every member shall vote when a question is put unless the Board by a Majority vote of those present excuses him for special cause. A majority vote of all members of the Board in favor of any proposed ordinance. Resolution or appointment shall be necessary for passage or approval unless a larger number is required by statute. Except as otherwise provided by these rules, a majority vote of those present shall prevail in other cases.

(7) A motion to adjourn shall always be in order; and a motion to adjourn or to lay on the table and a call for the previous question shall be decided without debate.

2.08 RECONSIDERATION OF QUESTION. Any member voting with the majority may move for a reconsideration of the vote on any question at that meeting or at the next succeeding regular meeting. A motion to reconsider being put and lost shall not be renewed. A trustee may not change his vote on any question after the result has been announced.

2.09 CALL OF THE BOARD. A call of the Board may be requested at any time by 2 or more members, and absent members shall be sent for; but a call shall not be made after voting has commenced. When a call of the Board has been requested and ordered, the door shall be closed until the report of the policeman has been received and acted upon, or until further proceedings under the call are dispensed with by a majority of the entire Board.

2.10 DISTURBANCES AND DISORDERLY CONDUCT. Whenever any disturbance or disorderly conduct occurs in any meeting of the Board, the presiding officer may cause the room to be cleared of all persons guilty of such disorderly conduct except the trustees. If any trustee is guilty of disorderly conduct, the presiding officer may order the police to take him into custody for the time being or until the meeting adjourns. Such member may appeal from such order to the Board as in other cases.

2.11 APPROPRIATIONS AND ACCOUNTS. All demands or accounts shall be acted upon at the time of presentation unless one or more members demand a reference.

2.12 STANDING COMMITTEES. (1) APPOINTMENT. The following committees shall be appointed by the Village President, subject to the approval of a majority of the members of the Village Board, at the first regular meeting in May of each year:

- (a) Finance
- (b) Ordinance
- (c) Parks
- (e) Police Advisory
- (e) Street

(f) Swimming Pool

(g) Utility

(2) **COMPOSITION OF COMMITTEES.** Each standing committee shall consist of three (3) members appointed annually; two (2) members shall be trustees and one (1) shall be a citizen appointed by the Village President subject to confirmation by the Village Board. Additional citizen members may be appointed as necessary to provide additional input to the committee. The chairman of the committees shall be designated by the Village President. Each member shall serve as appointed unless excused by a majority of the members of the Board.

2.13 **PUBLICATION AND EFFECT OF ORDINANCES.** (1) All general ordinances of the Village and all regulations imposing a penalty shall be posted in three public places in the Village and shall be immediately recorded, with the affidavit of publication, by the Village Clerk, in a book kept for that purpose. See Wis. Stats. 61.50.

(2) **EFFECTIVE DATE.** Unless otherwise provided, all ordinances shall take effect and be in force the day after the proof of posting has been filed and recorded by the Village Clerk.

2.14 **AMENDMENT OF RULES.** These rules shall not be rescinded or amended unless the proposed amendment or motion to rescind has laid over from a regular meeting, and then it shall require a vote of 2/3 of all the members of the board.

2.15 **SUSPENSION OF RULES.** These rules or any part thereof may be temporarily suspended in connection with any matter under consideration by a recorded vote of 2/3 of the members present.