

Chapter 2

The GOVERNING BODY

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2.01 THE VILLAGE BOARD. The Village Board shall consist of the Village President and 6 trustees. See S 1.01.

2.02 MEETINGS.

- (1) REGULAR MEETINGS. The Village Board shall normally hold its regular meetings on the first Monday evening of each calendar month except that, if that day falls on a legal holiday or presents scheduling difficulties for those attending, the meeting may be held on an alternate date chosen by the Board but within one week's time. All meetings of the Board, including special and adjourned meetings, are held in the Village Hall.
- (2) SPECIAL MEETINGS. Any 2 trustees may call a special meeting of the Village Board by filing a written request with the Clerk-Treasurer at least 24 hours before the time for such meeting. The Clerk-Treasurer shall immediately notify each trustee of the time and purpose of the meeting by having a written notice thereof delivered to each trustee personally, or, if a trustee cannot be found, a copy of the notice shall be left at the home of such trustee with an adult member of the trustee's family. 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.
- (3) OPEN MEETING LAW. All meetings of the Village Board, committees, boards and commissions are open to the public and shall be preceded by public notice as provided in S 19.84, Wis. Stats.
- (4) ADJOURNMENTS. The Board may, by a majority vote of those present, but not less than 3 affirmative votes, adjourn from time to time to a specific date and hour.

2.03 ORDER OF BUSINESS. The business of the Board shall be conducted in the following order:

- (1) Call to order by presiding officer.
- (2) Roll call. If a quorum is not present, the meeting may adjourn. The adjournment may be to a specific date and hour pursuant to S 2.02(4).
- (3) Comments and suggestions from citizens present.
- (4) Committee reports.
- (5) Unfinished business from previous meetings.
- (6) New business, including the introduction of ordinances and resolutions.
- (7) Reports of Village officers.
- (8) Communications and miscellaneous business.

2.04 PRESIDING OFFICER.

- (1) DESIGNATED. The President at the stated hour shall call the meeting to order. If the President is absent at the designated time of any meeting, the Clerk-Treasurer or, in her absence, the senior trustee present, based on date of original election as trustee, shall call the meeting to order. The trustees present shall then elect one of their number presiding officer for that meeting.
- (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, Newly Revised, unless otherwise provided by statute or by these rules. The presiding officer may make any motion, speak on any question and vote on all matters before the Village Board (8/97).
- (3) DECISIONS, APPEALS FROM. Any member may appeal a decision of the presiding officer. An appeal shall be sustained by a 2/3 vote of the members excluding the presiding officer.

2.05 QUORUM. A majority of the members of the Village Board shall constitute a quorum.

2.06 Standing Committees. (1) APPOINTMENT. The President shall appoint the following committees at the first regular meeting in May:

- (a) Committee on Finance.
 - (b) Committee on Public Works.
 - (c) Committee on Police.
 - (d) Committee on Ordinances and Bylaws.
- (2) Composition. Each committee shall consist of 3 members. The Village President shall also be considered a member of each committee. The President shall designate the Chair of all committees. Each member shall serve as appointed unless excused by a majority of the members of the Board.

2.07 ORDINANCES, RESOLUTIONS AND COMMITTEE REPORTS.

- (1) All ordinances, resolutions, communications and other matters submitted to the Village Board shall be read by title and author and referred to the appropriate committee by the President. The Clerk/Treasurer shall read and record each such reference by title. Any trustee may require the reading in full of a matter at any time it is before the Board. All bills and other financial claims against the Village shall upon receipt thereof be immediately referred by the Clerk/Treasurer to the Committee of Finance and reported thereon at the ensuing meeting of the Board. Each committee shall at the next regular meeting submit a written report on all matters referred to it, unless a longer time be granted by vote of the Board and such report shall be entered in the proceedings. Such report shall recommend a definite action of the committee and shall be filed with the Clerk/Treasurer prior to each meeting. Minority reports may be submitted. Previous notice of each committee meeting shall be filed with the Clerk/Treasurer and each meeting shall be open to the public. Any committee may require any Village officer to confer with it and supply information needed in connection with any matter pending before the committee.
- (2) An aye and nay vote shall be taken on each committee report immediately following its submission, provided that any trustee may require a separate vote on any ordinance, resolution or other matter in any report. Action upon a specific matter included in any committee report shall be deferred until the next regular meeting following the submission of the report upon the request of any 2 trustees. The approval of a committee report in which the adoption of an ordinance or resolution is recommended shall comprise final action or such ordinance or resolution and likewise for other actions recommended by the committee on any matter.
- (3) No ordinance or resolution shall be considered by the Board unless presented by a trustee in writing.

2.08 CONDUCT OF DELIBERATIONS.

- (1) No trustee may address the Board until he has been recognized by the presiding officer. He shall then address himself to the President and confine his remarks to the question under discussion and avoid all personalities.
- (2) When 2 or more members simultaneously seek recognition, the presiding officer shall name the member who is to speak first.
- (3) No person other than a member may address the Board, except by vote of a majority of the members present.
- (4) 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.
- (5) 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.
- (6) Any trustee may demand an aye and nay vote on a matter. The Clerk/Treasurer shall enter this vote in the record of the proceedings. 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 is always in order and a motion to adjourn, to lay on the table and a call for the previous question is decided without debate.

2.09 APPROPRIATIONS AND ACCOUNTS.

All ordinances or resolutions appropriating money or creating any charge against the Village other than the payment of claims for purchases or work previously authorized by the Board shall only be acted upon by the Board at the next regular meeting. This provision may be suspended by affirmative action by 3/4 of all members of the Board. A roll call vote shall be taken and recorded on all appropriations.

2.10 RECONSIDERATION OF QUESTION.

Any member voting with the majority may move for a reconsideration of the vote on any question at that 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.

2.11 ABSENTEES.

Any person required to attend regular meetings of the Village Board who is absent from such meeting at least 3 times in succession without good reason will be subject to a deduction in wages.

2.12 PERMISSION TO LEAVE REQUIRED.

No person shall leave any meeting of the Village Board while in session without first asking permission of the presiding officer.

2.13 PUBLICATION AND EFFECT OF ORDINANCES.

- (1) PUBLICATION. All general ordinances of the Village and all regulations imposing a penalty shall be published in the official paper of the Village once and shall be immediately recorded with the affidavit of publication, by the Clerk/Treasurer in a book kept for that purpose. A printed copy of such ordinance or resolution in any book, pamphlet or newspaper and published or purporting to be published therein by direction of the Village Board shall be prima facie proof of due passage, publication and recording thereof.
- (2) EFFECTIVE DATE. Unless otherwise provided, all ordinances shall take effect and be in force from and after passage and publication; and published copies thereof shall have appended the date of first publication.

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.