

## CHAPTER 2

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## THE GOVERNING BODY

- 2.01 VILLAGE BOARD POWERS ADOPTED. (Am. MSC '85) The Town Board has Village Board powers pursuant to 60.22(3), Wis. Stats., by resolution of the annual Town meeting dated April 2, 1935.
- 2.02 MEETINGS.
- (1) OPEN MEETING LAW. All meetings of the Town Board, committees, boards and commissions shall be open to the public and preceded by public notice as provided in §19.84, Wis. Stats.
  - (2) REGULAR MEETINGS. (Rep. & rec. 98-456) Regular meetings of the Town Board shall be held on the 2<sup>nd</sup> and 4th Tuesdays at 7:00 p.m. Any regular meeting falling upon a legal holiday shall be held on the day designated by the Board. All meetings of the Board shall be held in the Town Hall, including special and adjourned meetings, unless otherwise designated. Notice of a substitute meeting place shall be given the public by posting a written notice of the substitute meeting place and time thereof on the outer door of the Town Hall at least 8 hours prior to such meeting.
  - (3) SPECIAL MEETINGS. (Rep. & rec. 2013-09) Special meetings of the Town Board may be called in one of the following ways: (a) by the Town Chair, with oral or written notice to the Town Clerk; or (b) by duly adopted motion of the Town Board, made and adopted at a properly noticed preceding Town Board meeting; or (c) by any 2 Supervisors in writing, filed with the Clerk at least 36 hours prior to the time specified for such meeting. When a special Town Board meeting is called, by any such method, the Town Clerk shall immediately notify each Supervisor of the time and purpose of such meeting by causing a written notice thereof to be delivered to each Supervisor personally, if such Supervisor can be found, and if such Supervisor cannot be found, then by leaving a copy of such notice at the home of such Supervisor in the presence of an adult member of the family of the Supervisor. Only the business for which such special meeting was called shall be transacted at the special meeting.
- 2.03 ADJOURNMENT TO SPECIFIC DATE. The Board may by a majority vote adjourn any regular or special meeting from time to time to a specific date and hour.
- 2.04 CONDUCT OF MEETINGS.
- (1) The business of the Board shall be conducted in the following order: (Am. #187)(Am. #95-374)
    - (a) Call to order by presiding officer.
    - (b) Pledge of allegiance.
    - (c) Roll Call. (If a quorum is not present, the meeting shall thereupon adjourn, which may be to a specific date pursuant to §2.03).
    - (d) Reading the minutes of the preceding meeting, and approving the same if correct, and rectifying mistakes if any exist.
    - (e) Reports of committees and officers.
    - (f) Unfinished business from previous meetings.
    - (g) New business, including introduction of ordinances and resolutions.
  - (2) In the absence of the Clerk the Chairman shall appoint a Clerk pro tem.
- 2.05 DUTIES OF PRESIDING OFFICER. The Chairman at the stated hour shall call the meeting to order. He 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 Roberts' Rules of Order, current edition, unless otherwise provided by statute or by these rules. Any member shall have the right of appeal from a decision of the presiding officer. No appeal shall be debatable, and the appeal may be sustained by a majority of the members present, exclusive of the Chairman.
- 2.06 ABSENCES. If the Chairman is absent at the designated time for any meeting, the Clerk or, in his absence, the senior Supervisor present, based on date of original elections as Supervisor, shall call the meeting to order and preside until the Board shall by motion select an acting Chairman for that meeting.
- 2.07 VACATION OF CHAIR. Whenever the presiding officer shall desire to speak upon any question, or to

make any motion, he shall vacate the chair and designate a Supervisor to preside temporarily.

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

- (1) No Supervisor shall address the Board until he has been recognized by the presiding officer. He shall thereupon address himself to the Chairman 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 shall address the Board except under order of business as provided in §2.04.
- (4) No motion shall be discussed or acted upon unless and until it has been seconded, unless the rules permit one Supervisor 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 to adjourn, to lay on the table, move the previous question, to postpone to a certain day, to refer to a committee, to amend, to postpone indefinitely. These motions shall have precedence in the order listed.
- (6) Any member desirous of terminating the debate may move the previous question, in which event the Chairman 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.
- (7) Any Supervisor 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 shall excuse 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 a majority vote of those present shall prevail in other cases.
- (8) A motion to adjourn shall always be in order, and a motion to adjourn, to lay on the table, and a call for the previous question shall be decided without debate.
- (9) No member of the Board, whether he be a Supervisor or the Town Chairman, shall vote on any question involving his own character or conduct, his right as a member or his pecuniary interest.

2.09 APPROPRIATION ORDINANCES OR RESOLUTIONS. All ordinances or resolutions appropriating money or creating any charge against the Town 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, provided this provision may be suspended by affirmative action of all members of the Board. A roll call vote shall be taken and recorded on all appropriations.

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

2.11 TRANSCRIPTION OF MINUTES. Within 10 days after each meeting of the Board, the Clerk shall supply to each Supervisor at his residence a typewritten copy of the proceedings thereof which is perforated for insertion in a ring binder. By majority action of those present the Board may dispense with the reading of the minutes at the ensuing meeting.

- 2.12 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.
- 2.13 PROCEDURES AT PUBLIC HEARINGS. (Cr. #95-392) The Board shall be responsible for preparing written procedures for the conduct for all public hearings before the Board and the Plan Commission. A copy of the written procedures shall be maintained at all times in the Clerk's office and those procedures shall be made available to the general public for review.