

CHAPTER 1

VILLAGE BOARD MEETINGS

- 1.01 Meeting Time and Date
- 1.02 Quorum and Roll Call
- 1.03 Presiding Officer
- 1.04 Order of Business
- 1.05 General Rules
- 1.06 Ordinances and Resolutions
- 1.07 Committees
- 1.08 Open Meetings
- 1.09 Suspension of Rules

1.01 MEETING TIME & DATE

(1) Regular Meetings

Regular meetings of the Village Board shall be held on the second Monday of each calendar month at 7:00 p.m. Any regular meeting falling on a legal holiday shall be held the next following secular day at the same hour.

(2) Special Meetings

Special meetings of the Village Board may be called by two (2) Trustees by filing a written request with the Clerk at least twenty-four (24) hours prior to the time specified for such meeting. The Clerk shall immediately notify each Trustee of the time and purpose of such meeting. The notice shall be delivered to each Trustee personally or left at the Trustee's usual place of abode. The Clerk shall cause an affidavit of service of such notice to be filed in the office prior to the time fixed for such special meeting. Special meetings may be held with shorter notice for good cause when twenty-four (24) hour notice is impossible or impractical, but in no case may the notice be provided less than two (2) hours prior to the time specified for such special meeting.

(3) Place of Meetings

All meetings of the Village Board, including special and adjourned meetings, shall be held in the Village Municipal Building.

1.02 QUORUM & ROLL CALL

A majority of the Trustees shall constitute a quorum. If a quorum is not present when roll call is taken, the meeting shall thereupon adjourn, which may be to a specific date. The Village President is a Trustee and shall be counted for purposes of determining a quorum.

1.03 PRESIDING OFFICER

(1) Control of Meeting

The Village President shall preserve order and conduct the proceedings of the meeting. A Trustee may appeal from the decision of the presiding officer. Such appeal is not debatable and must be sustained by a majority of the Trustee's present, excluding the presiding officer.

(2) Absence of President

If the Village President is absent from any meeting, the Clerk shall call the meeting to order and preside until the Village Board selects a Trustee to preside for that meeting.

(3) Participation in Debate

The presiding officer may speak upon any question or make any motion if he vacates the chair and designates a Trustee to preside temporarily.

1.04 ORDER OF BUSINESS

The business of the Village Board shall be conducted in the following order:

- I. Call to Order
- II. Roll Call
- III. Public Comment
- IV. Approval of minutes of previous meeting
- V. Approval of vouchers presented for payment
- VI. President's Report
- VII. Committee Reports
- VIII. Department Reports
- IX. Clerk-Treasurer's Report
- X. Business for Board consideration
- XI. Board Comments
- XII. Adjournment

1.05 GENERAL RULES

(1) Village Board

The deliberations of the Village Board shall be conducted in accordance with the parliamentary rules contained in *Robert's Rules of Order*, which is hereby incorporated in this section by reference. No person other than a Trustee shall address the Village Board except by invitation of a Trustee. No ordinance, resolution or other motion shall be discussed or acted upon unless it has been seconded. No motion shall be withdrawn or amended without the consent of the person making the same and the person seconding it.

All motions shall be stated by the presiding officer or be read by the Clerk before a vote thereon. Every Trustee, including the Village President, shall vote. Ordinances, resolutions, and all substantial appropriations, as determined by the Village Board, shall be determined by roll call vote. All other matters may be determined by simple voice vote. However, any Trustee may request and receive a roll call vote for any matter.

(2) Public Comments

Community members are allowed to provide input on matters important to them. Speakers will be allotted no more than 5 minutes. Under parliamentary rules, no action can be taken by the Board during the meeting in which the matters are initially discussed, however the matter of interest can be added to a future meeting agenda for discussion with action.

1.06 ORDINANCES & RESOLUTIONS

Ordinances, resolutions, communication and other matters submitted to the Village Board shall be read by title and author. If the Village President so elects or if any Trustee requests, the matter shall be referred to the appropriate committee. No ordinance shall be considered unless presented in writing, if any Trustee requests that such ordinance be presented in writing. Unless requested by a Trustee before a final vote is taken, no ordinance, resolution or bylaw need be read in full.

1.07 COMMITTEES

(1) Committee Appointment

At the first regular Village Board meeting in May, the Village President shall appoint three (3) Trustees to each of the following standing committees: Water and Sewer; Park; Recreation; Streets; Buildings; and Zoning, Licensing and Ordinances. The Police Committee shall be composed of the entire Village Board sitting as a committee of the whole. The Village President shall name a police sub-committee of three (3) persons to which the Police Committee may from time to time refer matters for consideration. The Village President shall designate the chairman of all standing committees. The Village President shall appoint all special committees and designate the chairman of each. All committee appointments except designation of chairmen shall be subject to confirmation by a majority vote of the Village Board.

(2) Committee Reports

Each committee chairman shall at each regular meeting submit a report on all matters before the committee. Such report shall recommend a definite action on each item. Any committee may require a village officer or employee to confer with it and supply information in connection with any matter pending before it.

1.08 OPEN MEETINGS

All meetings of the Village Board and committees thereof shall be open to the public and held in compliance with the Wisconsin Open Meeting Law provided in Sections 19.81 through 19.98 of the Wisconsin Statutes.

1.09 SUSPENSION OF RULES

The provisions of this section or any part thereof, with the exception of Section 1.08, may be temporarily suspended in connection with any matter under consideration by a roll call vote of two-thirds (2/3) of the Trustees present.