

CHAPTER 2

THE GOVERNING BODY

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The following rules of order and procedure shall govern the deliberations and meetings of the Village Board and of Committees thereof:

2.01 RULE 1. REGULAR MEETINGS. Regular meetings of the Village Board shall be as set forth by resolution of the Village Board with at least one regular meeting per month. Any regular meeting falling upon a legal holiday shall be held on the next following secular day, at the same hour and place. All meetings of the Board shall be held in the Village Hall including special and adjourned meetings.

2.02 RULE 2. SPECIAL MEETINGS. Special meetings of the Village Board may be called by the Village President or any two trustees in writing, filed with the Clerk at least 24 hours prior to the time specified for such meeting. The Clerk shall immediately notify each Board member of the time, place and purpose of such meeting by causing a written notice thereof to be delivered to each Board member personally if they can be found, and if they cannot be found, then by leaving a copy of such notice at the home of such Board member in the presence of an adult member of the family of the Board member. The Clerk shall cause an affidavit showing service of such notice as herein provided to be filed in their office prior to the time fixed for such special meeting. Special meetings may be held without such notice when all Board members are present or consent in writing to holding such meeting, such written consent to be filed with the Clerk prior to the beginning of the meeting. Any special meeting attended by all Village Board members shall be a regular meeting for the transaction of any business that may come before such meeting to the extent action items are properly noticed for the same.

2.03 RULE 3. ADJOURNING. 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.

2.04 RULE 4. ORDER OF BUSINESS. The business of the Board shall be conducted in the following manner:

(1) ROLL CALL. If a quorum is not present, the meeting shall thereupon adjourn, which may be to a specific date pursuant to Rule 3.

(2) CONSIDERATION OF MINUTES. Considering minutes of the preceding meeting or meetings, approving the same if correct and rectifying mistakes, if any.

(3) COMMUNICATIONS.

(4) COMMITTEE REPORTS.

(5) REPORT OF ADMINISTRATOR.

(6) PERSONS DESIRING TO BE HEARD.

(7) OLD BUSINESS.

(8) NEW BUSINESS.

~~(9)~~ ADJOURNMENT.

In the absence of the Clerk, the Administrator shall set forth a staff person responsible for taking minutes and performing other necessary functions of the Clerk at the meeting.

2.05 RULE 5. PRESIDING OFFICER. The President at the stated hour shall call the meeting to order. They shall preserve order and decorum, decide all questions or order, and conduct the proceedings of the meeting in accordance with the parliamentary rules contained in Roberts Rules of Order, revised, 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 President.

2.06 RULE 6. ACTING PRESIDENT. If the President is absent at the designated time for any meeting, the Clerk, or in their absence, the senior trustee present based on date of original election as trustee, shall call the meeting to order and preside until the Board shall by motion select an acting President for that meeting.

2.07 RULE 7. PRESIDING OFFICER SPEAKING ON QUESTIONS. Whenever the Presiding Officer shall desire to speak upon any questions, or to make any motion, they shall not be required to vacate the chair unless objection is raised from another member of the Village Board, in which case the presiding officer shall designate a trustee to preside temporarily.

2.08 RULE 8. COMMITTEES.

(1) The following committees shall be appointed by the Village President, subject to confirmation of the Village Board, at the reorganizational meeting in April:

(A) Committee on Finance and Personnel. Said Committee will be responsible for making recommendations concerning policy matters on all financial and personnel matters of the Village, including budget, bills, claims, licenses, taxes, assessments, personnel evaluation reports and records.

(B) Committee on Public Works. Said Committee will be responsible for making recommendations concerning policy matters on all streets, sidewalks, lighting, sanitation, cemetery, stormwater utility, sewer utility, and water utility issues.

(C) Committee on Public Welfare and Safety. Said Committee will be responsible for making recommendations concerning policy matters on all law enforcement, fire protection, traffic control, emergency government, health, rubbish disposal, public properties, building inspection and regulation.

(2) COMMITTEE MEMBERSHIP AND TERMS.

(A) Each committee shall consist of three Village Trustees not including the Village President, plus one Village Resident, plus one alternate Village Trustee including the Village President. The alternate Trustee shall act with full power when one member is absent, refuses, or is otherwise unavailable to serve. The chairman of these committees shall be designated by the Village President. Each member and alternate member shall serve as appointed by the Village President, subject to confirmation by the Village Board. Minutes of each committee meeting shall be available within not more than 10 days after each meeting.

(B) The term of all Village Trustees for these Committees shall be one (1) year beginning at the organizational meeting in April and expire at the end of the second week of April in the following year. The term of all Village Residents for these Committees shall be two (2) years beginning July 1 of each even numbered year. All vacancies on these Committees shall be filled for the unexpired term in the same manner as appointed for the full term.

2.09 RULE 9. ORDINANCES AND RESOLUTIONS TO BE IN WRITING. No ordinance or resolution shall be considered by the Village Board unless presented in writing. Ordinances and Resolutions should whenever determined feasible by the Village Board be reviewed by an appropriate recommending Authority, Board, Commission, or Committee prior to Village Board consideration, but such procedure is not required.

2.10 RULE 10. CODES OF CONDUCT. Annually the Village Board shall set forth its rule of conduct for Village Board members and the members shall follow those rules of conduct during meetings and in carrying out the duties of their office.

2.11 RULE 11. MINUTES TO BE SUPPLIED TO VILLAGE BOARD. Within not more than 10 days after each meeting of the Village Board the Clerk shall make available copies of the minutes.

2.12 RULE 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 RULE 13. OPEN MEETINGS. All regular and special meetings of the Village Board as well as all committee meetings shall be held in compliance with the Wisconsin Open Meetings Law, Chapter 19, subchapter V, Wisconsin Statutes.

(1) **SECRET BALLOTS.** Secret ballots shall not be used for any election or decision except for the election of presiding officers of Village Board.

(2) **ROLL CALL VOTE.** If requested by any Trustee or Village President, the Clerk shall call the vote by roll.

(3) **EXCLUSION OF VILLAGE PRESIDENT OR TRUSTEE.** No duly elected member of the Village Board may be excluded from any Board or Committee meeting.

2.14 RULE 14. GENERAL RULES OF ORDER. The deliberations of this board, while in session, shall be governed by the manual of parliamentary practice commonly known as "Roberts' Rule of Order", current edition, except where otherwise limited or modified by the code.