

## CHAPTER 2

### The Governing Body

- 2.01 [Rule 1. Regular Meetings](#)
- 2.02 [Rule 2. Special Meetings](#)
- 2.03 [Rule 3. Adjourning](#)
- 2.04 [Rule 4. Order of Business](#)
- 2.05 [Rule 5. Presiding Officer](#)
- 2.06 [Rule 6. Acting President](#)
- 2.07 [Rule 7. Presiding Officer Speaking on Questions](#)
- 2.08 [Rule 8. Committees](#)
- 2.09 [Rule 9. Ordinances & Resolutions to be in Writing](#)
- 2.10 [Rule 10. Action on Appropriation Ordinances & Resolutions](#)
- 2.11 [Rule 11. Minutes to be Supplied Trustees](#)
- 2.12 [Rule 12. Suspension of Rules](#)
- 2.13 [Rule 13. Open Meetings](#)
- 2.14 [Rule 14. General Rules of Order](#)

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 held on the second and fourth Tuesday evening of each calendar month at 7:00 P. M. 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 trustee of the time, place and purpose of such meeting by causing a written notice thereof to be delivered to each trustee personally if he can be found, and if he cannot be found, then by leaving a copy of such notice at the home of such trustee in the presence of an adult member of the family of the trustee. The Clerk 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 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 trustees shall be a regular meeting for the transaction of any business that may come before such meeting.

**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) Consideration of any preliminary plat or any final plat which may be submitted pursuant to CH. 236, Wis. Stats.
- (10) Action on any ordinance, resolution, report or recommendation already pending before the Village Board.
- (11) Adjournment.

In the absence of the Clerk, the President shall appoint a Clerk pro tem.

**2.05 RULE 5. PRESIDING OFFICER.** The President 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, 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 his 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, he shall vacate the chair and designate a trustee to preside temporarily.

**2.08 RULE 8. COMMITTEES.** The following committees shall be appointed by the Village President, subject to confirmation of the Village Board, at the reorganizational meeting on the third Tuesday in April:

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

(2) Committee on Public Works. Said Committee will be responsible for making recommendations concerning all streets, sidewalks, lighting, storm drainage, sewers and sewer plant.

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

Each committee shall consist of three Village Trustees, plus one Village Resident, plus one alternate Village Trustee. The alternate members 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. The Village President may serve as one of the three Trustees. Each member and alternate member(s) 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.

The term of all Village Trustees for these Committees shall be one (1) year beginning at the organizational meeting on the third Tuesday 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 at the organizational meeting on the third Tuesday in April of each even numbered year through the second week of April in the next 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 Board unless presented by a trustee, which shall be in writing.

**2.10 RULE 10. ACTION ON APPROPRIATION ORDINANCES AND RESOLUTIONS.** 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, provided that 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.

**2.11 RULE 11. MINUTES TO BE SUPPLIED TO TRUSTEES.** Within not more than 10 days after each meeting of the Board the Clerk shall supply to each trustee 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 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 open to the public, except where closed sessions are permitted.

(1) **NOTICE OF MEETINGS.** The Village Administrator shall give notice of all regular and special meetings of the Village Board and all committee meetings.

(2) **TIME OF NOTICE.** Except for emergencies, in which 2 hours' notice shall be given, all other meetings shall be preceded by at least 24 hours advance public notice.

(3) **COMMITTEE MEETINGS FOLLOWING BOARD MEETING.** Committee meetings may be called immediately after a regular Village Board meeting to discuss a topic which was discussed at the Board meeting without requiring public notice.

(4) **CLOSED MEETINGS.** (a) Closed meetings may be held to discuss the following topics:

1. Deliberate after a judicial or quasijudicial hearing (Board of Review, appeals boards, etc.).
2. Consider dismissal, demotion, licensing or disciplining an employee or person being licensed or investigating charges against such person. If this is a hearing on such dismissal, etc., the employee has a right to be there and the right to demand an open meeting.
3. Consider employment, promotion, compensation or performance evaluation of any public employee.
4. Consider applications of probation or parole, strategy for crime detection or prevention.
5. Negotiate or deliberate purchase of public property, investment of public funds or other public business where competition or bargaining reasons require a closed session.
6. Consider financial, medical, social or personal history or disciplinary data of a specific person, preliminary consideration of specific personal problems or the investigation of charges against a specific person which, if discussed in public, would be likely to have a substantial adverse effect on the reputation of any person referred to in such history or data or investigation.
7. Confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.
8. Consider requests for confidential or written advice from the Ethics Board or any local governmental ethics board.

(b) **Procedure for Closed Meeting.** 1. A closed meeting shall be announced by the Village President at an open meeting.

2. The closed meeting may be held only immediately after an open meeting.

3. Roll call vote shall be held to adjourn to closed session.

(c) Reconvening Open Meeting After Closed. No open meeting may be reconvened within 12 hours of a closed meeting unless the Board gives public notice of that reconvened public session.

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

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

(7) 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.