

CHAPTER 2

VILLAGE BOARD

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2.01 MEETING TIME AND DATE.

(1) **REGULAR MEETINGS.** Regular meetings of the Village Board shall be held on the second Thursday of each calendar month at 7:00 p.m. Any regular meeting falling on a legal holiday shall be held on a day designated by the Village Board and at the same hour and place.

(2) **SPECIAL MEETINGS.** Special meetings of the Board may be called by the Village President or 2 Trustees by filing a written request with the Village Clerk-Treasurer at least 24 hours prior to the time specified for such meeting. The Clerk-Treasurer shall immediately post a notice of the meeting, together with the agenda, and seasonably notify each Trustee of the time and purpose of such meeting.

(3) **PLACE OF MEETINGS.** All meetings of the Board, including special and adjourned meetings, shall be held in the Village Hall.

(4) **MEETINGS TO BE PUBLIC; PUBLIC NOTICE.** Except as provided in S. 19.85, Wis. Stats., all meetings of the Village Board, committees thereof, and Village Boards and Commissions shall be open to the public and public notice given as required by S. 19.84, Wis. Stats.

(5) **QUORUM.** Four Village Board members, including the Village President, shall constitute a quorum, but a lesser number may adjourn from time to time or compel the attendance of absent members. A Call of the house may be ordered by a majority vote if 3 Trustees are present.

2.02 ORDER OF BUSINESS. The business of the Village 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 shall be adjourned, which may be to a specified date.)
3. Report by the Village President, or his designee, regarding compliance with the Open Meeting Law.
4. Reading, correction and approval of minutes of previous meeting.
5. Public appearances (15 minutes).

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6. Communications.
7. New business, including introduction of ordinances and resolutions.
8. Unfinished business from previous meeting.
9. Payments of claims.
10. Reports of Village officers.
11. Committee reports.
12. All other matters legally authorized.
13. Adjournment.

2.03 PRESIDING OFFICER.

(1) **CONTROL OF MEETING.** The Village President shall preserve order and conduct the proceedings of the meeting. A member may appeal from the decision of the presiding officer. Such appeal is not debatable and must be sustained by a majority of the members present, exclusive of the presiding officer.

(2) **ABSENCE OF VILLAGE PRESIDENT.** If the Village President is absent at any meeting, the Clerk-Treasurer shall call the meeting to order and preside until the 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.

2.04 COMMITTEES.

(1) **COMMITTEES AND APPOINTMENTS.** At the first regular Village Board meeting in May, the Village President shall appoint 3 Trustees to each of the following standing committees. The Village President shall be ex officio chairman of the Finance Committee and shall designate the chairmen of the other committees. He 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 Board. The standing committees and their jurisdiction are as follows:

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(a) Finance Committee. The Finance Committee shall be responsible for finance matters, reviewing license and permit applications, insurance and personnel matters.

(b) Public Safety and Health Committee. The Public Safety and Health Committee shall be responsible for all health, police, fire and ambulance service matters.

(c) Public Works Committee. The Public Works Committee shall be responsible for all matters regarding buildings, streets, parks, sewers, water and lighting.

(2) COMMITTEE REPORTS. Each committee shall, at the next regular meeting, submit a written or oral report on all matters referred to it. Such report shall recommend a definite action on each item. Any committee may require any Village officer or employe to confer with it and supply information in connection with any matter pending before it.

2.05 ORDINANCES AND RESOLUTIONS. Ordinances, resolutions, bylaws, communications and other matters submitted to the Board shall be read by title and author. No ordinance, resolution or bylaw shall be considered unless presented in writing by a Trustee. Unless requested by a Trustee before final vote is taken, no ordinance, resolution or bylaw need be read in full.

2.06 PARLIAMENTARY RULES.

(1) MOTIONS. When a motion is made, it shall be stated by the chair, or, if in writing, shall be read by the Clerk-Treasurer.

(2) MEMBER CALLED TO ORDER. When a member is called to order by the presiding officer, he shall not proceed without leave of the Village Board.

(3) ROBERT'S RULES. Meetings of the Village Board shall be conducted according to Robert's Parliamentary Rules of Order, revised, except as otherwise provided herein.

(4) VOTING. The presiding officer may call for a voice vote on any matter requiring a roll call vote by law. The presiding officer may direct or any member may call for a division.

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2.07 SUSPENSION OF RULES. The foregoing 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.

2.08 OFFICERS' AND EMPLOYEES' EXPENSES. The Village President, when required to leave the Village on business of the Village, and also other Village officials and department heads given leave for such purpose by the Village Board or by the Village President, shall be reimbursed for their actual expenses, e.g. travel, meals and hotel, upon the filing of a regular and itemized voucher.