

CHAPTER 2

VILLAGE BOARD

(with amendments through 4-8-2021)

- 2.01 Meeting Time and Date
- 2.02 Order of Business
- 2.03 Presiding Officer
- 2.04 Committees
- 2.05 Ordinances and Resolutions
- 2.06 Parliamentary Rules
- 2.07 Suspension of Rules
- 2.08 Officers' and Employees' Expenses

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.

(6) **REMOTE PARTICIPATION AT BOARD AND COMMITTEE MEETINGS.** (Adopted 6-11-2020; Ord. 20-03)

(a) Policy. It is the general expectation that the Village Board, standing committees, special committees, boards, and commissions of the Village (each, a “governmental body”) meet in person and that remote participation is the exception rather than the rule.

(b) Meetings Held Remotely.

i. The presiding officer of a governmental body may elect at least 24 hours, but preferably 48 hours, in advance of a meeting to hold that meeting remotely, by video or audio conferencing system.

ii. A meeting of a governmental body may be held remotely when circumstances exist in which personal attendance of a quorum of members of the governmental body is not feasible because of a declared public health or other emergency, extreme temperature or weather

conditions or when personal attendance would create an undue hardship on at least a quorum of the members.

(c) Remote Participation By Members.

i. A member of a governmental body may request in writing or by email at least 24 hours, but preferably 48 hours, in advance of the meeting permission from presiding officer to participate in the meeting remotely by video or audio conferencing system (“remote participation”).

ii. Remote participation for individual members of a governmental body may be permitted in cases where the member would not otherwise be able to attend the meeting due to illness or injury, extreme temperature or weather conditions, lack of available childcare, employment, or other circumstances beyond the member’s control where in person attendance would create an undue hardship. No member shall participate remotely under this Section 2.01(6)(c) more than two (2) times during a calendar year, however, the presiding officer may allow a member to participate remotely more than two times per calendar year when circumstances exist to justify such added remote participation.

iii. In circumstances in which remote participation is sought by one or more individuals, a quorum of the governmental body must be physically present in person at the meeting. This requirement does not apply to meetings held remotely at the option of the presiding officer under Section 2.01(6)(b).

(d) Remote Participation By Non-Members. Remote participation at meetings of governmental bodies by Village officials, agents, and staff may be allowed with prior consent of the presiding officer.

(e) Procedure. In the event one or more members participates remotely in a meeting of a governmental body, the following shall occur:

i. The fact that the member(s) participated remotely shall be noted in the meeting minutes.

ii. The meeting must occur in a meeting room where all member(s) can hear and be heard by all those who are present and/or participating remotely, which shall be confirmed by the presiding officer and noted in the meeting minutes.

iii. The public has the ability to see and/or hear all of the open session proceedings and to access any documents referred to in those

VILLAGE BOARD 2.01

proceedings. This shall be confirmed by the presiding officer and noted in the meeting minutes.

iv. The meeting is appropriately noticed for such remote participation in accordance with the Wisconsin Open Meetings law and current enforcement guidance of the Department of Justice.

v. The remotely participating members have access to all materials available to other members regarding agenda matters under consideration. This shall be confirmed by the presiding officer and noted in the meeting minutes.

vi. The remotely participating member(s) shall be allowed to participate and vote to the fullest extent possible, except that if the proceeding requires direct observation, such as viewing exhibits not previously provided or observing the demeanor of a witness, the member(s) shall abstain from voting unless the remote participation is occurring by video conference.

vii. All voting during the meeting shall be conducted by roll call vote.

viii. If at any time during the meeting one or more of the elements of the technology allowing the remote participation malfunctions resulting in one or more of the participants being unable to hear or fully communicate, the presiding officer shall call a recess until such time as communication is reestablished. If communication is not restored within five (5) minutes, the presiding officer may entertain a motion to continue the meeting in absence of the remotely participating member(s). If the meeting continues without the remotely participating member(s) and there is a loss of a quorum, the meeting shall adjourn.

ix. If the members vote to go into closed session, all state and local laws related to closed session apply. Member(s) appearing remotely shall affirm that no other person is able to see, hear, or otherwise observe the closed session through access from the member. Such affirmation shall be noted in the closed session minutes.

x. Remote participation for closed sessions will not be permitted for agenda items which require the members to assess the credibility of an individual(s) related to the agenda item or for any employment-related hearings.

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).
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.

(4) The Village President shall have all powers as outlined in state law. In addition, the Village President shall confer with the Clerk/Treasurer to develop board agendas and to serve as the conduit between board members and Village staff and consultants. (Adopted 4/9/2021; Ord. 21-02)

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

(a) Finance/Personnel Committee. The Finance/Personnel Committee shall review the proposed budget, insurance, and other financial matters developed by the Clerk/Treasurer for board approval. The Committee shall receive reports from the Clerk/Treasurer with respect to Village personnel matters and shall approve suspensions, demotions or terminations recommended by the Clerk/Treasurer or the Director of Public Works. (Amended 4/8/2021; Ord. 21-02)

(b) Public Safety and Health Committee. The Public Safety and Health Committee shall be responsible for all safety, health, police, fire and ambulance service matters. (Amended 4/8/21; Ord. 21-02)

(c) Public Works/Parks Committee. The Public Works/Parks Committee shall review the operational plans submitted by the Director of public Works regarding village buildings, streets, parks, sewers, water and lighting for consideration for approval by the Village Board. The Committee shall adopt such policies as necessary for the legal and efficient operation of the Village Public Works department. (Amended 4/8/21; Ord. 21-02)

(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 employee 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.

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.