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CHAPTER 2

THE GOVERNING BODY

2.01..... Town Board

2.02.....Meetings

2.03.....Order of Business

2.04.....Presiding Officer

2.05..... Quorum

2.06..... Ordinances, Resolutions and Committee Reports

2.07..... Conduct of Deliberations

2.08..... Appropriations and Accounts

2.09.....Reconsideration of Question

2.10..... Publication and Effect of Ordinances

2.11..... Amendment of Rules

2.12.....Suspension of Rules

19 **2.01 THE TOWN BOARD.**

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- (1) The Town Board shall consist of five members. The supervisors shall be designated Chair, Supervisor 1, Supervisor 2, Supervisor 3 and Supervisor 4.

2.02 MEETINGS.

- (1) ANNUAL TOWN MEETING AND SPECIAL TOWN ELECTIONS. The annual Town meeting and special Town elections shall be held at the Town Hall, or other location as designated by the Town Board.

- (2) REGULAR MEETINGS. Regular meetings of the Town Board shall be held on the 1st and 3rd Mondays of each month at 8:00 p.m. Any regular meeting falling on a legal holiday shall be held on the next secular day at the same hour and place. All meetings of the Board, including special and adjourned meetings, shall be held in the Town Hall, or other location as designated by the Town Board. If there is no regular business to come before the Town Board, one monthly meeting may be canceled by prior notice to the public as provided by the Wisconsin Statutes.

- (3) OPEN MEETING LAW. All meetings of the Town Board, its committees, boards and commissions shall be open to the public and preceded by public notice as provided in Wis. Stat. §19.84.

- (4) ADJOURNMENTS. The Board may, by a majority vote of those present, adjourn from time to time to a specific date and hour.

2.03 ORDER OF BUSINESS. The business of the Board shall normally be conducted in the following order:

- (1) Call to order by presiding officer.
- (2) Roll call. If a quorum is not present, the meeting may thereupon adjourn, which may be to a specific date and hour pursuant to Section 2.02(4) of the General Code.
- (3) Approval of Minutes
- (4) Financial Reports
- (5) Communications
- (6) Comments and Requests
- (7) Committee Reports

- 65 (8) Unfinished business from previous meeting
- 66
- 67 (9) New Business
- 68
- 69 (10) Future Agenda Items
- 70
- 71 (11) Audit and Pay Bills
- 72

73 **2.04 PRESIDING OFFICER.**

- 74
- 75 (1) DESIGNATED. The Chair shall call the meeting to order. During the absence or
- 76 inability of the Chair to serve at the meetings or otherwise, the Chair Pro Tem
- 77 shall serve in place of the Chair. In the absence of the Chair and Chair Pro Tem,
- 78 the Town Clerk shall call the meeting to order and shall preside until the
- 79 supervisors present have selected a supervisor to preside at the meeting.
- 80
- 81 (2) DUTIES. The presiding officer shall preserve order and decorum, decide all
- 82 questions of order, and conduct the proceedings of the meeting.
- 83
- 84 (3) DECISIONS, APPEALS. Any member may appeal a decision of the presiding
- 85 officer. An appeal shall be sustained by a majority vote of the members,
- 86 excluding the presiding officer.
- 87

88 **2.05 QUORUM.** A majority of the members of the Town Board shall constitute a

89 quorum.

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91 **2.06 ORDINANCES, RESOLUTIONS AND COMMITTEE REPORTS.**

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93 All ordinances, resolutions, communications and other matters submitted to the Town

94 Board shall be read by title and author and referred to the appropriate committee by the

95 Chairman. The Clerk shall read and record each such reference by title. Any supervisor

96 may require the reading in full of any matter at any time it is before the Board. At the

97 next regular meeting, unless extension is granted by vote of the board, each committee

98 shall submit minutes and/or a written report on all matters referred to that committee, and

99 such report shall be entered in the proceedings of the Board. Such report shall

100 recommend a definite action of the committee and shall be filed with the Clerk prior to

101 each meeting. Minority reports may be submitted. Previous notice of each committee

102 meeting shall be filed with the Clerk and each meeting shall be open to the public. Any

103 committee may require any Town officer to confer with it and supply information needed

104 in connection with any matter pending before the committee.

105

106 **2.07 CONDUCT OF DELIBERATIONS.** Deliberations of the Town Board shall be

107 conducted according to Roberts Rules in the following manner:

- 108
- 109 (1) When two (2) or more members simultaneously seek recognition, the presiding
- 110 officer shall name the member who is to speak first.
- 111

- 112 (2) No person other than a member shall address the Board, unless recognized by the
113 Chair.
114
- 115 (3) No motion shall be discussed or acted upon until it has been seconded, unless the
116 rules permit one supervisor to initiate action. No motion shall be withdrawn
117 without the consent of the person making the same and the person seconding it.
118
- 119 (4) When a question is under discussion, no action shall be in order except the
120 following motions, which shall have precedence in the order listed:
121
- 122 (a) To adjourn.
123
- 124 (b) To lay on the table.
125
- 126 (c) To move the previous question.
127
- 128 (d) To postpone to a certain day.
129
- 130 (e) To refer to a committee.
131
- 132 (f) To amend.
133
- 134 (g) To postpone indefinitely.
135
- 136 (5) Any supervisor may demand an aye and nay vote on any matter and such vote
137 shall be entered in the proceedings. A majority vote of all members of the Board
138 in favor of any proposed ordinance, resolution or appointment shall be necessary
139 for passage or approval unless a larger number is required by statute. Except as
140 otherwise provided by these Rules, a majority vote of those present shall prevail
141 in other cases.
142
- 143 (6) A motion to adjourn shall always be in order and a motion to adjourn, to lay on
144 the table and a call for the previous question shall be decided without debate.
145

146 **2.08 APPROPRIATIONS AND ACCOUNTS.** 147

148 All ordinances or resolutions appropriating money or creating any charge against the
149 Town other than the payment of claims for purchases or work previously authorized by
150 the Board shall only be acted upon by the Board at the next regular meeting. This
151 provision may be suspended by affirmative vote of three (3) members of the Board. A
152 roll call vote shall be taken and recorded on all appropriations.
153

154 **2.09 RECONSIDERATION OF QUESTION.** 155

156 Any member voting with the majority may move for a reconsideration of the vote on any
157 question at that meeting. A motion to reconsider being put and lost shall not be renewed.

158 A supervisor may not change his vote on any question after the result has been
159 announced.

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161 **2.10 PUBLICATION AND EFFECT OF ORDINANCES.**

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163 All ordinances shall be signed by the Town Chair or designee, countersigned by the
164 Clerk, and if any penalty or forfeiture is thereby imposed, shall be published as a Class 1
165 notice, under Wis. Stat. Chapter 985, and shall take effect on the day after publication or
166 a later date if expressly prescribed. Publication under this Section shall refer to
167 publication in a newspaper designated from time to time by the Town Board as one likely
168 to give notice in the area.

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170 **2.11 AMENDMENT OF RULES.**

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172 These rules shall not be rescinded or amended unless the proposed amendment or motion
173 to rescind has received a second notice and then it shall require a vote of 2/3 of all the
174 members of the Board.

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176 **2.12 SUSPENSION OF RULES.**

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178 These rules or any part thereof may be temporarily suspended in connection with any
179 matter under consideration by affirmative vote of three (3) members of the Board.