

## CHAPTER 2

### VILLAGE BOARD

- 2.01 Meetings
- 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 MEETINGS.** (1) **REGULAR MEETINGS.** Regular meetings of the Village Board shall be held on the second Monday of each calendar month at 7:00 PM in the Village Municipal Building. Any regular meeting falling on a legal holiday shall be held on a day designated by the Village Board.

(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 Clerk at least 24 hours prior to the time specified for such meeting. The Clerk shall immediately post a notice of the meeting, together with the agenda, and notify each Board member of the time and purpose of such meeting. Emergency meetings may be called upon no less than 2 hours notice, pursuant to §19.84 (3), Wis. Stats.

(3) **ANNUAL ORGANIZATIONAL MEETING.** The Village Board shall hold an annual organizational meeting on the second Monday of May.

(4) **MEETINGS TO BE PUBLIC; PUBLIC NOTICE.** Except as provided in §19.84, 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 §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.

**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. Corrections and approval of minutes of previous meeting.
4. Comments by Public.
5. New Business, including introduction of ordinances and resolutions.
6. Unfinished Business from previous meeting.
7. Committee and Village officers' reports.
8. Payments of Claims
9. Adjourn

**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 shall call the meeting to order and preside until the Board selects a Trustee to preside for that meeting.

**2.04 COMMITTEES. STANDING COMMITTEES AND APPOINTMENTS.** At the first regular Board Meeting following the spring election, the Village President shall, subject to confirmation by the Village Board, appoint 3 Trustees to each of the standing committees. The Village President shall designate committee chairpersons. The standing committees are as follows:

- (a) Public Works Committee
- (b) Governance
- (c) Personnel and Finance Committee

(2) **COMMITTEE OF THE WHOLE.** The Village President may declare the entire Village Board a committee of the whole for informal discussion at any meeting or for any other purpose and shall be ex officio Chairperson.

(3) **SPECIAL COMMITTEES.** The Village President may appoint special committees and designate the chairperson of each.

(4) **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 request 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 or resolution shall be considered unless presented in writing by a Trustee. Unless requested by a Trustee before final vote is taken, no ordinance or resolution need be read in full.

**2.06 PARLIAMENTARY RULES.** (1) **SPEAKING BEFORE THE VILLAGE BOARD.** Every member, previous to his speaking, shall address the presiding officer and shall not be interrupted except by a call of order.

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

(3) **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.

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

(5) **VOTING.** (a) **Voice Vote.** The presiding officer may call for a voice vote on any matter not requiring a roll call vote by law. The presiding officer may direct, or any member may call for, a roll call vote.

(b) **Aye and No Vote.** The ayes and noes may be required by any member and the Clerk shall call the roll. On confirmation and on the adoption of any measure assessing or levying taxes, appropriating money, or creating any liability or charge against Village or any fund thereof and final action on all ordinances, the vote shall be by ayes and noes. All aye and no votes shall be recorded in the minutes.

(c) **Reconsideration.** It shall be in order for any member, if in the majority, to move for the reconsideration of any vote in question at the same meeting or at the next succeeding regular or adjourned meeting. A motion to reconsider having been put and lost shall not be renewed.

**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 with the Finance Committee.