

## CHAPTER 2

### THE GOVERNING BODY

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## THE GOVERNING BODY 2.01

2.01 THE VILLAGE BOARD. The Village Board shall consist of the Village President and 4 trustees who shall be elected for 2-year terms.

### 2.02 MEETINGS.

- (1) **REGULAR MEETINGS.** Regular meetings of the Village Board shall be held on the second Monday of each calendar month, at 6:00pm. 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.  
4/8/13
- (2) **SPECIAL MEETINGS.** Special meetings of the Village Board may be called by the Village President or any 2 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 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. 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 meetings. Special meeting may be held without such notice when all members of the Village Board are present on person, or consent in writing to the holding of 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.
- (3) **ADJOURNMENTS.** The Board may by a majority vote of those present but not less than 2 affirmative votes, adjourn from time to time to a specific date and hour.

### 2.03 PRESIDING OFFICER.

- (1) The Village President shall preside. In case of absence of the President, the Clerk shall call the meeting to order and the trustees present shall elect one of their number President pro tem.
- (2) **DUTIES.** The presiding officer 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 Robert's Rules of Order, revised, unless otherwise provided by the statute or by these rules. Any member shall have the right to appeal from a decision of the presiding officer. An appeal shall be sustained by a 2/3 vote of the members excluding the President.

THE GOVERNING BODY 2.03(3)

- (3) **PRESIDING OFFICER MAY VACATE CHAIR.** Whenever the presiding officer shall desire to speak upon any question or make any motion, he shall vacate the chair and designate a trustee to preside temporarily.

2.04 ROLL CALL: QUORUM.

- (1) **ROLLCALL; PROCEDURE WHEN QUORUM NOT IN ATTENDANCE.** As soon as the Board shall be called to order, the Clerk shall proceed to call the names of the members in alphabetical order, noting who are present and who are absent and record the same in the proceedings of the Board. If it shall appear that there is not a quorum present the fact shall be entered on the journal and the Board may adjourn, or the president officer or, in case of his absence, the Clerk may issue a process to any constable or policeman commanding him forthwith to summon the absentees.
- (2) **QUORUM.** A majority of the members shall constitute a quorum. The President shall be counted in a computing quorum.

2.05 ORDER OF BUSINESS. The business of the Board shall be conducted in the following order;

- (1) Call to order by presiding President.
- (2) Roll call. (If a quorum is not present, the meeting shall thereupon adjourn, which may be to a specific date and hour pursuant to §2.03(3) of this chapter.
- (3) Reading the minutes of the preceding meeting, and approving the same if correct, and rectifying mistakes if any exist.
- (4) Unfinished business from previous meeting.
- (4) New business, including the introduction of ordinances and resolutions.
- (5) Reports of Village officers.
- (6) Communications and miscellaneous business.

In the absence of the Clerk, the Deputy Clerk shall act as Clerk pro tem.

2.06 CONDUCT OF DELIBERATIONS. The deliberations of the Village Board shall be conducted in the following manner:

THE GOVERNING BODY 2.06(1)

- (1) When 2 or more members simultaneously seek recognition the presiding officer shall name the member who is to speak first.
- (2) No person other than a member shall address the Board, except by vote of a majority of the members present.
- (3) No motion shall be discussed or acted upon unless and until it has been seconded, unless the rules permit one trustee to initiate action. No motion shall be withdrawn or amended without the consent of the person making the same and the person seconding it.
- (4) When a question is under discussion, no action shall be in order, except:
  - (a) To adjourn;
  - (b) To lay on the table;
  - (c) The previous question;
  - (d) To postpone to a certain day;
  - (e) To refer to a committee;
  - (f) To amend;
  - (g) To postpone indefinitely.

These motions shall precedence in the order listed.

- (5) Any member desiring to terminate debate may move the previous question, in which event the President shall announce the question, as "Shall the main question no be put?" If a majority of the members present vote in the affirmative, the main question shall be taken without further debate, its effect being to put an end to all debate and bring the Board to a direct vote, first upon pending amendments, and then upon the main question.
- (6) Any trustee may demand an aye and nay vote on any matter, and such vote shall be entered in the proceedings. Every member shall vote when a question is put unless the Board by a majority vote of those present shall excuse him from special cause. A majority vote of all members of the Board in favor of any proposed ordinance, resolution or appointment shall be necessary from passage or approval, unless a larger number is required by statute. Except as otherwise provided by a majority vote of those present shall prevail in other cases.

THE GOVERNING BODY 2.06(7)

- (7) A motion to adjourn shall always be in order, and a motion to adjourn, to lay on the table, and a call for the previous question shall be decided without debate.

2.07 RECONSIDERATION OF QUESTION. Any member voting in the majority may move for a reconsideration of the vote on any question at that meeting or at the succeeding regular meeting. A motion to reconsider being put and lost shall be renewed. A trustee may not change his vote on any question after the result has been announced.

2.08 CALL OF THE BOARD. A call of the Board shall be ordered at any time by the request of 2 or more members and absent members shall be sent for, but a call cannot be made after voting has commenced. When a call of the Board has been requested and ordered, the door shall be closed until the report of the policeman has received and acted upon, or until further proceedings under the call are dispensed with by a majority of the entire Board.

2.09 DISTURBANCES AND DISORDERLY CONDUCT. Whenever any disturbances or disorderly conduct shall occur in any of the meetings of the Board, the President may cause the room to be cleared of all persons guilty of such disorderly conduct except the trustees. IF any trustee shall be guilty of disorderly conduct, the President or presiding officer may order the police to take him into custody for the time being or until the meeting shall adjourn. Such member may appeal from such order to the Board as in other cases.

2.10 APPROPRIATIONS AND ACCOUNTS. Allowance of Accounts. All demands or accounts shall be acted upon at the time of presentation, unless one or more members shall demand a reference.

2.11 STANDING COMMITTEES.

- (1) Appointment. The following standing committees of the Village Board shall be appointed by the Village President annually at the first regular meeting of the Board in April:
- (a) Roads and Streets.
  - (b) Police and Fire.
  - (c) Sewer and Water.
- (2) COMPOSITION OF COMMITTEES. Each committee shall consist of 3 members, the Village President and 2 trustees. The Village President shall preside as chairman of each of the standing committees. Each member shall serve as appointed unless excused by a majority of the members of the Board.

2.12 PUBLICATION AND EFFECT OF ORDINANCES.

- (1) All general ordinances of the Village and all regulations imposing any penalty shall be published in the official paper of the Village once and shall be immediately recorded, with the affidavit of publication, by the Village Clerk in a book kept for that purpose. A printed copy of such ordinance or resolution in any book, pamphlet or newspaper and published or purporting to be published therein by direction of the Village Board shall be prima facie proof of due passage, publication and recording thereof.
- (2) All ordinances shall take effect and be in force from and after passage and publication, unless otherwise provided and published copies thereof shall have appended the date of first publication.

2.13 AMENDMENT OF RULES. These rules shall not be rescinded or amended unless the proposed amendment or motion to rescind has laid over from a regular meeting, and then it shall require a vote of 2/3 of all the members of the Board.

2.14 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.

2.15 RECEIPT OF GIFTS AND GRATUITIES.

- (1) No Village employee or official shall receive or offer to receive, either directly or indirectly, any gift, gratuity or anything of value which he is not authorized to receive from any person, if such person:
  - (a) Has or is seeking to obtain contractual or other business or financial relationship with the Village or the Village Board; or
  - (b) Conducts operations or activities which are regulated by the Village or the Village Board; or
  - (d) Has interest which may be substantially affected by the Village or the Village Board.
- (2) CONTRARY TO POLICY. The receipt of any gift, gratuity or anything of value as denoted above is contrary to the public policy of the Village and is punishable as provided in §942.12, Wis. Stats. Such conduct shall also be punishable under §25.04 of this code.