

CHAPTER 2

THE GOVERNING BODY

(CHAPTER AMENDED 7/2/01, 8/2/05, 11/1/05, 11/6/07, 10/14/09, 12/2/13,
5/12/14)

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2.01 **THE VILLAGE BOARD.** (Am. 10/14/09) The Village Board shall consist of the Village President and 4 trustees, who shall be elected for two year terms.

2.02 **MEETINGS.**

(1) OPEN MEETING LAW REQUIREMENTS. Notice of every meeting of the Village Board, and every board, commission and committee thereof, shall be given to the public, to those news media who have filed a written request for such notice, and to the official newspaper, or to a news medium likely to give notice in the area, at least 24 hours prior to commencement of the meeting. If such notice is impossible or impractical, shorter notice may be given for good cause shown, but in no case may notice be given less than 2 hours in advance of the meeting. Every public notice of meeting shall contain the time, date, place and subject matter of the meeting. See §19.84, Wis. Stats.

(2) REGULAR MEETINGS. (Amended 12/4/02, 08/02/05, 11/06/07 & 5/12/14) Regular meetings of the Village Board shall be held on the second Monday of each calendar month at 7:00PM. Any regular meeting falling on a holiday shall be held on a date determined by a majority vote of the Village Board. All meetings of the Board, including special and adjourned meetings, shall be held at the Village Office, unless otherwise posted due to special circumstances.

(3) 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/Treasurer at least 48 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, or by personal telephone contact. Any special meeting attended by all the trustees shall be a regular meeting for the transaction of any business that may come before such meeting.

(4) ADJOURNMENTS. The Board may, by a majority vote of those present, but not less than 3 affirmative votes, adjourn from time to time to a specific date and time.

(5) MEETING TO BE PUBLIC. All meetings of the Board and subunits thereof shall be open to the public as provided in Subchapter IV Chapter 19, §19.81-19.89, Wis. Stats. Public notice of all such meetings shall be given as provided in §19.84, Wis. Stats.

2.03 **PRESIDING OFFICER.**

(1) DESIGNATED. The Village President shall preside. In the absence of the President, the Clerk/Treasurer shall call the meeting to order and the trustees present shall elect one of the trustees as President pro tem for the meeting.

(2) DUTIES. The presiding officer shall preserve order and decorum, decide all questions of order and conduct the proceeding of the meeting in accordance with the parliamentary rules contained in Robert's Rules of Order, Revised, unless otherwise provided by statute or by these rules.

(3) DECISIONS, APPEALS FROM. Any member may appeal from a decision of the presiding officer. An appeal shall be sustained by a 2/3 vote of the members excluding the presiding officer.

2.04 **ROLL CALL; QUORUM.**

(1) ROLL CALL; PROCEDURE WHEN QUORUM NOT IN ATTENDANCE. As soon as the Board is called to order, the Clerk/Treasurer shall precede to record in the proceedings of the Board the names of the members who are present and who are absent. If there is not a quorum present, the fact shall be entered in the proceedings of the board and the Board may adjourn; or the President, or in his absence, the Clerk/Treasurer may issue a process to the Police Chief commanding him forthwith to summon the absentees.

(2) QUORUM. A majority of the members shall constitute a quorum. The President shall be counted in computing a quorum.

2.05 **ORDER OF BUSINESS:**

(1) Call to order by President.

(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 §2.02(3) or the absentees may be summoned as provided by §2.04(1).

(3) Reading the minutes of the preceding meeting(s), and approving the same if correct or rectifying mistakes if any exist.

(4) Public appearances.

(5) Communications and miscellaneous business.

(6) Committee reports, including introduction of resolutions and ordinances.

2.06 **CLERK PRO TEM.** In the absence of the Clerk/Treasurer, the Village Board shall appoint an acting clerk for that meeting. The Utility Clerk shall serve as Clerk Pro Tem if available or a Village Trustee.

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

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

(2) Except as provided in §2.05(4), 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 until it has been seconded unless the rules permit one trustee to initiate action. No motion shall be withdrawn 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 the following motions, which shall have precedence in the order listed:

(a) To adjourn;

- (b) To lay on the table;
- (c) To move the previous question;
- (d) To postpone to a certain day;
- (e) To refer to a committee;
- (f) To amend; or
- (g) To postpone indefinitely.

(5) Any member desiring to terminate debate may move the previous question, in which event the presiding officer shall announce the question as, "Shall the main question now 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 any 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 excuses him for special cause. A majority vote of all members of the Board in favor on any proposed ordinance, resolution or appointment shall be necessary for passage or approval unless a larger number is required by statute. Except as otherwise provided by these rules, a majority vote of those present shall prevail in other cases.

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

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

2.09 **CALL OF THE BOARD**. In the event that two board members recognize the emergent need of a board as a whole to meet, they may put a call of the board out for the sole purpose of taking action on a specific matter, which otherwise may not be appropriate to wait for action to be taken on at the next regular board meeting. At no time may a call be made on a previously made motion, and no motion can be made until a quorum of the board as a whole is in session. Only the emergent matter may be acted upon at the call of the board meeting. Such call of the board meeting because emergent in nature, does not require notice of meeting.

2.10 **DISTURBANCES AND DISORDERLY CONDUCT**. Whenever any disturbance or disorderly conduct occurs at any meeting of the Board, the presiding officer may cause the room to be cleared of all persons guilty of such disorderly conduct except the trustees. If any trustee is guilty of disorderly conduct, the presiding officer may order the police to take him into custody for the time being or until the meeting adjourns. Such member may appeal from such order to the Board as in other cases.

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

2.12 **STANDING COMMITTEES.** (Am. 10/14/09)

(1) APPOINTMENT. The following committees shall be appointed by the Village President, subject to the approval of a majority of the members of the Village Board, at the first regular meeting in May each year, or a special meeting after the third Tuesday of April:

- (a) Finance (Including Personnel, License and Insurance)
- (b) Public Works (Including Streets, Sidewalks and Public Utilities)
- (c) Public Safety (Including Police, Fire EMS and Building Regulations)
- (d) Public Welfare (Including Health, Parks, Recreation and Nuisances)

(2) COMPOSITION OF COMMITTEES. Each committee shall consist of two members. The chairperson of the committees shall be designated by the Village President. Each member shall serve as appointed unless excused by a majority of the members of the Board.

2.13 **LEGAL POSTING & OFFICIAL NEWSPAPER.**

(1) LEGAL POSTING. (Amended 12/2/13 & 5/12/14) It is the intent of the Village Board that to the extent allowable by law, posting under Section 985.02, Wis. Stat., and Section 985.05, Wis. Stat., shall be used and substituted for publication in a newspaper for purposes of all legal notices. Pursuant to Section 985.05(1), Wis. Stat., the Village Board elects and directs to post notices in lieu of publication to the greatest extent allowed by law. The Village Board hereby designates the following as the three designated posting locations:

- (a) Valders Village Office, 207 South Liberty Street
- (b) Valders Post Office, 505 Christel Drive
- (c) Bank First National, 167 Lincoln Street

(2) PUBLICATION. Whenever publication is required by law, the official newspaper of the Village of Valders shall be the Valders Journal.

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

2.15 **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.