

## CHAPTER 2

### THE GOVERNING BODY

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## 2.01 THE TOWN BOARD.

(A) **General.** The Town Board shall be composed of five (5) Supervisors who shall be elected as provided by §60.21(2)(B), Wis. Stats. The Chairperson of the Town Board of Supervisors shall preside at all meetings of the Town Board. In the absence of the Chairperson, the Town Clerk/Treasurer shall call the meeting to order and preside until the members present select a Supervisor to preside at that meeting.

## 2.02 MEETINGS OF THE TOWN BOARD.

All meetings of the Town Board shall be conducted in compliance with Section V Chapter 19, Wis. Stats. (Wisconsin Open Meetings Law) as may be amended or renumbered from time to time.

(A) **Regular Meetings.** Regular meetings of the Town Board shall be held on the second and fourth Tuesdays of each calendar month at 7:00 p.m., unless changed by a majority vote of the Board for a good reason. Any regular meeting falling on a legal holiday may be held at any other secular day at the same hour and place as determined by the Town Board.

(B) **Special Meetings.** Special meetings of the Town Board may be called by the Chairperson or a majority of the Supervisors by requesting the Clerk/Treasurer to call such meeting, stating the time and place for such meeting, which notice may be in writing or by telephone. No business shall be transacted at a special meeting except for the purpose which was stated in the notice thereof.

(C) **Place of Meetings.** Meetings of the Town Board, including special and adjourned meetings, shall be held at the Town Hall. However, a meeting of the Town Board may be held at any designated place upon proper public notice of such meeting at least twenty-four (24) hours prior to the time for such meeting.

(D) **Quorum.** Three (3) Supervisors shall constitute a quorum and the only business to be undertaken in the absence of a quorum shall be to adjourn from time to time or to compel the attendance of absent members.

## 2.03 CONDUCT OF MEETINGS.

(A) **Order of Business.** The business of the Town Board shall be conducted in the following order:

- (1) Call to order by the presiding officer.
- (2) Pledge of allegiance to the flag.

- (3) Additions or corrections and approval of the minutes of previous meetings.
- (4) Board's audit of general funds and allowance or disallowance of accounts presented for payment.
- (5) Audit of other special, agency or utility district accounts.
- (6) Monthly reports.
- (7) Petitions and communications.
- (8) Citizens' comments.
- (9) Supervisors' comments.
- (10) Reports of standing, special or select committees and Plan Commission and other official advisory bodies.
- (11) New business.
- (12) Unfinished business.
- (13) Miscellaneous matters to come before the Board.
- (14) Adjournment.

(B) **Agenda.** The Clerk/Treasurer shall prepare a written agenda for each meeting and distribute the same in accordance with Chapter 19, Wis. Stats. (Open Meetings Law) as may be amended or renumbered from time to time.

## **2.04 ORDINANCES AND RESOLUTIONS.**

No ordinance, resolution or by-law shall be considered unless presented to the Board in writing. Ordinances, resolutions, by-laws, communications and other matters submitted to the Board shall be read, except that if requested by a Supervisor before the final vote is taken, no ordinance, resolution or by-law need be read in full.

## 2.05 RULES OF ORDER.

(A) **General Rules.** The deliberations of the Board shall be conducted in accordance with the parliamentary rules contained in ROBERT'S RULES OF ORDER, NEWLY REVISED, except as otherwise provided herein.

(B) **Addressing Board.** Except under "CITIZENS COMMENT", no person other than a member shall address the Board except by recognition of the Chairperson or upon request of a Board member with the Board's consent.

(C) **Discussion And Withdrawal of Motions.** No ordinance, resolution or other motion shall be discussed unless it has been moved and seconded. No motion shall be withdrawn without the consent of the person making the same and the person seconding it.

(D) **Members to Vote.** Every member shall vote when a question is put, unless the Board shall excuse him. The Chairperson, who is by virtue of his or her office a Supervisor, is entitled to vote on every issue. The Clerk/Treasurer shall call the names of the members of the Board in alphabetical order on the roll call votes. Roll call votes may be requested by any member prior to the vote.

(E) **Precedence of Motions.** When a question is in debate, no action shall be in order except the following motions which shall have precedence in the order in which they stand:

- (1) To adjourn.
- (2) To lay on the table.
- (3) The previous question.
- (4) To postpone to a certain date.
- (5) To refer to a standing, select or special committee.
- (6) To amend.
- (7) To postpone indefinitely.

(F) **Reconsideration of Votes.** Any member in the majority may move for the reconsideration of any vote in question at the same meeting. A motion to reconsider being put and lost shall not be renewed.

(G) **Call For The Previous Question.** Any member desirous of terminating the debate may call the previous question when the question announced by the chair shall be "shall the main question be put?" If a majority of the members present vote in the affirmative, the main question shall be put without further debate, and its effect shall be to put an end to all debate and bring the Board to a direct vote, first upon the pending amendment, and then upon the main question.

(H) **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.

## **2.06 COMMITTEE.**

(A) **Committee Reports.** Each committee or commission shall report to the Board with a written report of all matters referred to it or considered by it. Such report shall recommend action to be taken by the Board. The Board may adopt, reject or modify any recommendation of any committee or commission reporting to the Board.