

**CHAPTER 2  
THE GOVERNING BODY**

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**2.01 THE TOWN BOARD.** The Town Board shall consist of the Town Chairperson and four (4) Supervisors.

**2.02 MEETINGS.** (1) **ANNUAL TOWN MEETINGS AND SPECIAL TOWN MEETINGS.** The annual Town meeting and special Town elections shall be held at The Town Hall.

(2) **REGULAR TOWN BOARD MEETINGS.** Regular meetings of the Town Board shall be held on the 1st and 3rd Tuesdays of each month at 7 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.

(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 §19.84, Wis. Stats.

(4) **ADJOURNMENTS.** The Board may, by a majority vote of those present, but not less than two (2) affirmative votes, adjourn from time to time to a specific date and hour.

**2.03 ORDER OF BUSINESS.** The business of the 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 may thereupon adjourn, which may be to a specific date and hour pursuant to §2.02(4).
- (3) Comments and suggestions from citizens present.
- (4) Committee reports.
- (5) Unfinished business from previous meetings.
- (6) New business, including the introduction of ordinances and resolutions.
- (7) Reports of Town officers.

(8) Communications and miscellaneous business.

**2.04 PRESIDING OFFICER.** (1) **DESIGNATED.** The Chairperson, at the stated hour, shall call the meeting to order. If the Chairperson is absent at the designated time of any meeting, the Clerk or, in his or her absence, the senior supervisor present, based on date of original election, shall call the meeting to order and the supervisors present shall elect one of their number acting Chairperson for that meeting.

(2) **DUTIES.** The presiding officer shall preserve order and decorum, decide all questions of order and conduct the proceedings of the meeting. Whenever the presiding officer shall desire to speak upon any question or make any motion, he shall vacate the chair and designate a supervisor to preside temporarily.

(3) **DECISIONS, APPEALS FROM.** Any member may appeal from a decision of the presiding officer. An appeal shall be sustained by a 3/4 vote of the members excluding the presiding officer.

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

**2.06 ORDINANCES, RESOLUTIONS AND COMMITTEE REPORTS.** (Recreated: 08/07/01)

(1) **ORDINANCES.** (a) No ordinance shall be acted upon on the same day on which it was introduced unless approved by a majority vote of the Town Board, in which case a formal, separate motion is required to dispense with the "first reading" of the ordinance.

(b) No ordinance shall relate to more than one subject, which shall be clearly expressed in its title, and no ordinance, or section thereof, shall be amended or repealed unless the new ordinance contains the title of the ordinance or section amended or repealed. When practicable, all ordinances shall be introduced as amendments to existing ordinances or sections thereof.

(2) **RESOLUTIONS AND COMMITTEE REPORTS.** All resolutions, communications, and other matters submitted to the Town Board shall be read by title and author and referred to the appropriate committee by the Chairperson. The Clerk shall read and record each such reference by title. Any supervisor may require the reading in full of any matter at any time it is before the Board. Each committee shall, at the next regular meeting, submit a written report on all matters referred to it, unless a longer time is granted by vote of the Board, and such report shall be entered in the proceedings. Such report shall recommend a definite action of the committee and shall be filed with the Clerk before each meeting. Minority reports may be submitted. Previous notice of each committee meeting shall be filed with the Clerk and each meeting shall be open to the public. Any committee may

require any Town officer to confer with it and supply information needed in connection with any matter pending before the committee.

**2.07 GENERAL RULES.** The deliberations of the Town Board shall be conducted in accordance with the parliamentary rules contained in Robert's Rules of Order Revised, which is hereby incorporated in this section by reference.

**2.08 CONDUCT OF DELIBERATIONS.** As presented in Robert's Rules of Order, deliberations of the Town Board shall be conducted in the following manner:

- (1) No person other than a member shall address the Board except by majority vote of the members present.
- (2) No ordinance, resolution or other motion shall be discussed or acted upon unless it has been seconded. No motion shall be withdrawn or amended without the consent of the person making the same and the person seconding it.
- (3) No supervisor shall address the Board until he has been recognized by the presiding officer. He shall then address himself to the Chairperson, confine his remarks to the question under discussion, and avoid all personalities.
- (4) The presiding officer shall name the member who is to speak first when two (2) or more members simultaneously seek recognition.
- (5) No person other than a member shall address the Board, except by vote of a majority of the members present.
- (6) No motion shall be discussed or acted upon until it has been seconded unless the rules permit one supervisor to initiate action. No motion shall be withdrawn without the consent of the person making the same and the person seconding it.
- (7) 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 call the previous question.
  - (d) To postpone to a certain day.
  - (e) To amend; or
  - (f) To postpone indefinitely.
- (6) **ROLE CALL VOTE.** Any supervisor may demand an aye and nay vote on any matter, and such vote shall be entered in the proceedings. A majority vote of all members of the Board in favor of 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, to lay on the table and a call for the previous question shall be decided without debate.

**2.09 APPROPRIATIONS AND ACCOUNTS.** All ordinances or resolutions appropriating money, or creating any charge against the Town other than the payment of claims for purchases or work previously authorized by the Board, shall only be acted upon by the Board at the next regular meeting. This provision may be suspended by affirmative action by 3/4 of all members of the Board. A roll call vote shall be taken and recorded on all appropriations.

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

**2.11 PERMISSION TO LEAVE REQUIRED.** No person shall leave any meeting of the Town Board while in session without first asking permission of the presiding officer.

**2.12 PUBLICATION AND EFFECT OF ORDINANCES.** All ordinances and by-laws shall be signed by the Town Board and countersigned by the Clerk; and, if any penalty or forfeiture is thereby imposed, shall be published as a class 1 notice, under Ch. 985, and shall take effect on the day after its publication or a later date if expressly prescribed. If there is no newspaper published in the Town, the Town Board may, in lieu of newspaper publication, post copies of ordinances and bylaws in at least three (3) public places in the Town. Proof thereof shall be filed and recorded by the Town Clerk. Said ordinances or bylaws shall take effect the day after the proof of posting has been filed and recorded, or later if expressly provided in the ordinance or bylaw.

**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 4/5 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 3/5 of the members present.