

CHAPTER 2
THE GOVERNING BODY

Adopted by Town Board on June 28, 2022

- 2.01 Village Powers Directed
- 2.02 Meeting Time and Date
- 2.03 Order of Business
- 2.04 Presiding Officer
- 2.05 Ordinances, Resolutions and Motions
- 2.06 General Rules
- 2.07 Suspension of Rules
- 2.08 Ad Hoc Committees
- 2.09 Official Town Seal

2.01 VILLAGE POWERS DIRECTED. Pursuant to §60.12(2)(c), Wis. Stats., the Town Board has been directed by the annual Town Meeting to exercise all powers relating to villages and conferred on village boards by Ch. 61, Wis. Stats., except such powers, the exercise of which conflict with the statutes relating to towns and town boards.

2.02 MEETING TIME AND DATE. (1) **REGULAR MEETINGS.** Regular meetings of the Town Board shall be held once a month. Any regular meeting falling on a legal holiday or the Wisconsin Towns Association convention dates shall be held on a day designated by the Town Board. The Board may also change the meeting date for other good cause.

(2) **SPECIAL MEETINGS.** Special meetings of the Board may be called by the Town Chairperson or 2 Supervisors by filing a request with the Town 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 Supervisor of the time and purpose of such meeting.

(3) **PLACE OF MEETINGS.** All meetings of the Board, including special and adjourned meetings, shall be held in the Town Hall or a location designated by the Town Board.

(4) **QUORUM.** Two Supervisors, including the Town Chairperson, shall constitute a quorum.

2.03 ORDER OF BUSINESS (Am Ord. #4-08). The business of the Town Board shall be conducted in the following order:

- (1) Call to order by presiding officer.
- (2) Report by the Town Chairperson or his designee regarding the official meeting notification.
- (3) Approval of minutes of previous meeting.
- (4) Public input.
- (5) Discussion and possible action items, including introduction of ordinances and resolutions; payment of claims.
- (6) Reports of Officers and Committees.
- (7) Other business, including correspondence.
- (8) Adjournment.

2.04 PRESIDING OFFICER. (1) **CONTROL OF MEETING.** The Town Chairperson shall preserve order and conduct the proceedings of the meeting. A member may appeal 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 TOWN CHAIRPERSON.** If the Town Chairperson is absent at any meeting, the Town Clerk shall call the meeting to order and preside until the Board selects a Supervisor to preside for that meeting.

2.05 ORDINANCES, RESOLUTIONS AND MOTIONS. Ordinances, resolutions, bylaws, communications and other matters shall be submitted to the Town Board in writing. Unless requested by a Supervisor before final vote is taken, no ordinance, resolution or bylaw need be read in full. 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.

2.06 GENERAL RULES. The deliberations of the Board shall generally be conducted in accordance with the parliamentary rules contained in Robert's Rules of Order, Newly Revised.

2.07 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.

2.08 AD HOC COMMITTEES. The Town Board may, from time to time, create ad hoc committees for specific purposes and appoint members thereto.

2.09 OFFICIAL TOWN SEAL. The Town shall have an official Town seal to be imprinted upon all papers of the Town requiring the seal of the Town. The Town Clerk shall have the custody of the official Town seal.