

Chapter 2.08

MEETINGS

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2.08.010 Meetings generally.

A. Annual Town Meeting and Special Town Elections. The annual town meeting and special town elections shall be held at the Town Hall.

B. Regular Meetings. Regular meetings of the town board shall be held on the second Thursday of each month at 6:30 p.m. If the regular meeting day falls on a legal holiday, the meeting shall be held at such time and place as may be designated by the town board. All meetings of the board, including special and adjourned meetings, shall be held in the Town Hall or at such other place as may be designated by the town board. (Ord. dated 5/10/07)

C. 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 Section 19.84, Wis. Stats.

D. Adjournments. The town board may, by a majority vote of those present, but not less than three affirmative votes, adjourn from time to time to a specific date and hour. (Editorially amended during 2001 codification; prior code § 2.02)

2.08.020 Order of business.

The business of the board shall include the following:

- A. Call to order by presiding officer;
- B. Roll call. If a quorum is not present, the meeting may thereupon adjourn, which may be to a specific date and hour pursuant to Section 2.08.010(D);
- C. Minutes;
- D. Consideration of bills;
- E. Communications and miscellaneous business;
- F. Reports of town officers;
- G. Unfinished business from previous meetings;
- H. New business, including the introduction of ordinances and resolutions;
- I. Comments and suggestions from citizens present. (Prior code § 2.03)(Ord. dated 5/10/07)

2.08.030 Presiding officer.

A. Designated. The chairman, at the stated hour, shall call the meeting to order. If the chairman 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 chairman for that meeting.

B. 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.

C. Decisions--Appeals From. Any member may appeal from a decision of the presiding officer. An appeal shall be sustained by a two-thirds vote of the members excluding the presiding officer. (Prior code § 2.04)

2.08.040 Quorum.

A majority of the members of the town board shall constitute a quorum. (Prior code § 2.05)

2.08.050 Ordinances, resolutions and committee reports.

All ordinances, 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 chairman. 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. 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. (Prior code § 2.06) (Ord. dated 5/10/07)

2.08.060 Conduct of deliberations.

Deliberations of the town board shall be conducted in the following manner:

A. No supervisor shall address the board until he has been recognized by the presiding officer. He shall then address himself to the chairman and confine his remarks to the question under discussion and avoid all personalities.

B. When two or more members simultaneously seek recognition, the presiding officer shall name the member who is to speak first.

C. 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.

D. When a question is under discussion, no action shall be in order except the

following motions, which shall have precedence in the order listed:

1. To adjourn;
2. To lay on the table;
3. To move the previous question;
4. To postpone to a certain day;
5. To refer to a committee;
6. To amend; or
7. To postpone indefinitely.

E. 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.

F. 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. (Prior code § 2.07)(Ord. dated 5/10/07)

2.08.070 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 two-thirds of all members of the board. A roll call vote shall be taken and recorded on all appropriations. (Prior code § 2.08)

2.08.080 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. (Prior code § 2.09)

2.08.090 Permission to leave required.

No board member shall leave any meeting of the town board while in session without first asking permission of the presiding officer. (Prior code § 2.10)(Ord. dated 5/10/07)

2.08.100 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 two-thirds of all the members of the board. (Prior code § 2.12)

2.08.110 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 two-thirds of the members present. (Prior code § 2.13)