

TOWN OF PRIMROSE

RESOLUTION NO. 2025-12-01

A RESOLUTION ADOPTING A MEETING DECORUM POLICY FOR THE TOWN OF PRIMROSE

WHEREAS, the Town Board of the Town of Primrose has the authority under Wis. Stat. § 60.22(1) to manage and direct the affairs of the Town; and

WHEREAS, meetings of the Town Board and all other governmental bodies of the Town must comply with Wis. Stat. §§ 19.81–19.98, the Wisconsin Open Meetings Law, and must be conducted in an orderly, efficient, and respectful manner; and

WHEREAS, the Town Board Chair possesses authority under Wis. Stat. § 60.24(2)(a) to preserve order at meetings and to direct individuals to leave a meeting if their conduct disrupts or interferes with the business of the Town; and

WHEREAS, Wis. Stat. § 19.84(2) authorizes the Town to conduct meetings according to properly noticed agendas, and limits discussion and action to those items that have been lawfully posted; and

WHEREAS, Wis. Stat. § 947.01 (Disorderly Conduct) and Wis. Stat. § 968.07(1)(d) (law enforcement removal of individuals interfering with governmental functions) provide additional authority to ensure the orderly and safe operation of public meetings; and

WHEREAS, the Town Board finds it necessary and appropriate to adopt a written policy establishing clear expectations for meeting conduct and ensuring that Town business may be conducted without disruption;

NOW, THEREFORE, BE IT RESOLVED by the Town Board of the Town of Primrose, Dane County, Wisconsin, that the following Meeting Decorum Policy is hereby adopted:

TOWN OF PRIMROSE – MEETING DECORUM POLICY

1. Purpose and Authority

The purpose of this Meeting Decorum Policy is to establish clear expectations for the conduct of all participants in meetings of the Town Board and all other governmental bodies of the Town of Primrose. The Town Board adopts this policy under its authority granted by Wis. Stat. § 60.22(1), which provides broad powers for the administration of

town affairs; **Wis. Stat. § 60.24**, governing the powers and duties of the Town Board Chair; and **Wis. Stat. §§ 19.81–19.98**, Wisconsin's Open Meetings Law. This policy also recognizes the applicability of **Wis. Stat. § 947.01**, relating to disorderly conduct, and **Wis. Stat. § 968.07(1)(d)**, which permits law enforcement officers to remove individuals interfering with governmental functions.

This policy applies to board members, staff, committee and commission members, and all members of the public attending meetings.

2. Conduct of Meetings and Authority of the Presiding Officer

The Town Board Chair, or another presiding officer acting under their authority, is responsible for conducting meetings in an orderly and efficient manner. The presiding officer has the authority to maintain order, recognize speakers, regulate discussion, enforce time limits, rule individuals out of order, and take any reasonable steps necessary to prevent disruptions to the meeting. Under **Wis. Stat. § 60.24(2)(a)**, the presiding officer may order individuals to leave the meeting room if their conduct substantially interferes with the business of the Town.

Meetings will follow the agenda properly noticed in compliance with **Wis. Stat. § 19.84**, and discussion and action will be confined to those items listed. Only business that has been posted according to law may be addressed.

3. Standards of Conduct

All individuals attending Town meetings are expected to conduct themselves in a manner that allows the meeting to proceed efficiently and respectfully. Attendees shall refrain from interrupting others, speaking out of turn, or engaging in behavior that disrupts the meeting or prevents the Board from conducting its business. Behavior that is hostile, aggressive, threatening, or profane is strictly prohibited. Individuals may not obstruct access points, engage in loud conversations, or otherwise create conditions that hinder the meeting.

Recording of meetings is permitted under **Wis. Stat. § 19.90**, provided the recording is done silently and in a manner that does not disrupt the proceedings. Any conduct that meets the definition of disorderly conduct under **Wis. Stat. § 947.01** is prohibited.

4. Public Participation

Public comment is permitted only when designated on the agenda or when permitted by the presiding officer. The Board is not required to allow public comment at every meeting or on every agenda item. When comment is permitted, individuals must speak only after being recognized by the presiding officer. Comments must be addressed to the Board as a whole, must relate to the noticed topic or the designated comment period, and must be

delivered respectfully. The presiding officer may limit the length of individual comments to ensure fairness and efficiency.

The Board will not engage in dialogue with speakers or engage in debate with members of the public during the comment period. If a group wishes to present a position, the presiding officer may request that a single spokesperson speak on behalf of the group.

5. Conduct of Board Members

Members of the Town Board and other Town bodies shall conduct themselves professionally and respectfully. Members of the Town Board and other Town bodies shall conduct themselves professionally and respectfully to the highest standards of civility and professionalism during meetings. Members shall speak only after being recognized by the presiding officer and must avoid personal attacks, arguments with members of the public, or conduct that undermines the orderly transaction of public business. Members must comply with applicable ethics standards under **Wis. Stat. § 19.59** and should focus their discussion on the merits of the matter before the body.

6. Enforcement

If an individual engages in conduct that violates this policy, the presiding officer will first issue a verbal warning and request that the individual cease the disruptive behavior. If the conduct continues, the presiding officer may declare the individual out of order and direct the individual to leave the meeting room. Should the individual decline to leave voluntarily, the presiding officer may request assistance from law enforcement to remove the person pursuant to **Wis. Stat. § 968.07(1)(d)**.

If disorder or disruption prevents the Board from safely or effectively conducting the meeting, the presiding officer may temporarily recess the meeting until order is restored, or, if necessary, adjourn the meeting.

7. Application to All Town Bodies

This policy applies to the Town Board, Plan Commission, committees, subcommittees, and all governmental bodies created by the Town Board. Chairs of those bodies shall have authority to enforce decorum consistent with this policy.

8. No Retaliation Based on Viewpoint

Nothing in this policy shall be interpreted to limit or penalize a person for expressing dissenting opinions or criticism, provided such expression is delivered in a respectful and orderly manner. This policy addresses conduct, not the content of speech.

9. Effective Date

This policy shall take effect upon approval by the Town Board of the Town of Primrose and shall remain in effect until amended or repealed.

BE IT FURTHER RESOLVED, that the Town Clerk is directed to include this policy in the Town's official records and make it available to the public.

Adopted this 5th day of January, 2025, by the Town Board of the Town of Primrose.

2026

Dale Judd

Chairperson

Mark Brown

Supervisor

Alex Elkin Alex Elkin 1-6-2026

Supervisor

Attest:

Matthew Waite

Matthew Waite, Town Clerk