

POWERS AND DUTIES OF THE TOWN BOARD CHAIRPERSON

The town board chairperson is the presiding officer of the town board and town meetings. The chairperson is also a member of the town board and has a vote like other town supervisors. In addition to the powers and duties exercised as a town supervisor, the chairperson has numerous powers and duties of an executive and administrative nature.

General powers and duties. The town board chairperson shall:

1. *Preside at board meetings.* Preside over meetings of the town board. Responsible for:
 - a) Preparation of meeting notice and agenda.
 - b) Compliance with open meetings law.
 - c) Conducts meetings following rules of parliamentary procedure.
 - d) May limit the length of public comments, cut short repetitive comments and must maintain order.
2. *Preside at town meetings.* Preside over town meetings.
3. *Sign documents.* Sign all ordinances, resolutions, bylaws, orders, regulations, commissions, licenses and permits adopted or authorized by the town board unless the town board, by ordinance, authorizes another officer to sign specific types of documents in lieu of the chairperson. Counter-sign all drafts, order checks and transfer orders.
4. *Assure administration of statutes.* Supervise the administration of statutes relating to the town and town operations to see that they are faithfully executed.
5. *Act on behalf of board.* Act, on behalf of the town board, to:
 - a. See that town orders and ordinances are obeyed.
 - b. See that peace and order are maintained in the town.
 - c. Obtain necessary assistance, if available, in case of emergency, except as provided under Wis. Stats., ch. 166.
6. *Act on authorization of board.* If authorized by the town, act on behalf of the board, to:
 - a. *Bids.* Direct, as appropriate, the solicitation of bids and quotations for the town's purchase of equipment, materials and services and submit the bids and quotations to the town board for approval.
 - b. *Representation.* Represent, or designate another officer to represent, the town at meetings of, and hearings before, governmental bodies on matters affecting the town.

Administer oaths. The town board chairperson may administer oaths and affidavits on all matters pertaining to the affairs of the town.

Other responsibilities. In addition to the powers and duties under this section, the town board chairperson has the following responsibilities:

1. *Election officials.* Nominate individuals for service as election officials to the town board whenever the town board disapproves the nominee of a party committee and the names of additional nominees are not available.
2. *Official bonds.* Sue on official bonds.
3. *State trust fund loans.* Execute and sign a certificate of indebtedness in connection with obtaining a state trust fund loan.
4. *Fire warden.* Serve as town fire warden under Wis. Stats., §§ 26.13 and 26.14.

5. *Noxious weeds.* Appoint, at his or her discretion, one or more commissioners of noxious weeds.
6. *Tax appeals.* If authorized by the town board, represent the interests of the town in connection with appearances before the state tax appeals commission.
7. *Treasurer's bond.* Approve the bond of the town treasurer delivered to the county treasurer.
8. *Highway work vouchers.* Sign orders for payment of work performed and materials furnished on town highways.
9. *Tunnels.* See that all tunnels in the town are constructed under Wis. Stats., § 82.37 and that they are kept good repair.
10. *County highway committee.* Serve as a member of the county highway committee.
11. *Close county highways.* Close county trunk highways when rendered dangerous for travel and notify the county highway commissioner.
12. *Emergencies.* May apply to governor for activation of the national guard in the event of a public disaster.
13. *Fireworks.* Enforce regulation of fireworks.
14. *Strays; lost goods.* Perform the town chairperson's duties related to stray animals and lost goods.
15. *Distraigned animals.* Perform the town chairperson's duties related to distraigned animals.
16. *Damage by animals.* Perform the town chairperson's duties related to animals that have caused damage in the town.
17. *Town forfeitures.* Cause actions to be commenced for recovery of forfeitures for violations of town ordinances that can be recovered in municipal court. Notify the district attorney of forfeitures which may not be recovered in municipal court.
18. *Contractors' bonds.* Approve bonds furnished by contractors for public works.
19. Any other responsibilities required by law, but not specifically enumerated herein.

(Wis. Stats., § 60.24)

Duties under town resolution or ordinance:

1. Appoint members to the Town Plan Commission and advisory committees, subject to confirmation of the town board.
2. Review and sign bank reconciliations.
3. Other duties as authorized by the town board.