

Chapter 82

VILLAGE BOARD

§ 82-1. Membership and powers.

§ 82-2. Trustees.

§ 82-3. Village President.

§ 82-4. Standing committees.

§ 82-5. General powers.

§ 82-6. Cooperation with other municipalities.

§ 82-7. Salaries.

§ 82-8. Meetings.

§ 82-9. Special meetings.

§ 82-10. Open meetings.

§ 82-11. Quorum.

§ 82-12. Presiding officer.

§ 82-13. Order of business.

§ 82-14. Introduction of business.

§ 82-15. Conduct of deliberations.

§ 82-16. Reconsideration of questions.

§ 82-17. Call of the board.

§ 82-18. Disturbances and disorderly conduct.

§ 82-19. Amendments.

§ 82-20. Suspension of rules.

[HISTORY: Adopted by the Village Board of the Village of Genoa City Title 2 Ch.2 of the 1984 Code. Amendments noted where applicable.]

GENERAL REFERENCES

Ethics -- See Ch. 35.

Government and elections—See Ch. 47.



Village Of Genoa City Organizational Chart



§ 82-1. Membership and powers.

The Trustees of the Village of Genoa City shall constitute the Village Board. The Village Board shall be vested with all the powers of the Village not specifically given some other officer, as well as those powers set forth elsewhere throughout this Code.

§ 82-2. Trustees.

- A. Election; term; number.** The Village of Genoa City shall have six Trustees in addition to the President, who is a Trustee by virtue of his or her office as President. The six Trustees shall constitute the Village Board. Three Trustees shall be elected at each annual spring election for a term of two years, commencing on the third Tuesday of April in the year of their election.
- B. Appointment as president.** A Village Trustee shall be eligible for appointment as Village President to fill an unexpired term.
- C. Residency.** Members of the Village Board shall be residents of the Village of Genoa City at the time of their election and during their terms of office.

§ 82-3. Village President. [Amended 5-9-2013]

- A. Election.** The Village President shall be elected at the annual spring election in odd-numbered years for a term of two years, commencing on the third Tuesday of April in the year of his or her election.
- B. Duties.** The Village President shall by virtue of his office be a Trustee and preside at all meetings of the Board and sign all ordinances, rules, bylaws, regulations and commissions adopted or authorized by the Board and all orders drawn on the treasury. He shall maintain peace and good order, see that the Village ordinances are faithfully obeyed and, in case of disturbance, riot or other apparent necessity, appoint as many special marshals as he shall deem necessary, who for the time being shall possess all the powers and rights of constables.

§ 82-4 Standing Committees. [Amended 5-11-2017]

- A. Committee Appointments.** At the organizational meeting of the Village Board the Village President shall appoint three Trustees to each of the following standing committees:
 - (1) Finance.** All matters, as required, pertaining to financial responsibility and financial welfare of the Village, including but not limited to contracts and agreements between any parties and the Village, taxes and levy collection, bond issues, loans, Village indebtedness, purchasing oversight, the fiscal well-being of Village property and assets, grant and monies research, insurance, fiscal budget,

departmental spending reviews, operational efficiencies, and any other matters as deemed necessary.

- (2) **Human Resources.** All matters, as required, pertaining to Village employees and employment, including but not limited to staffing, employee relations, employee policies, annual employee reviews, ethical and disciplinary reviews, guidance for departmental management, procedures for future Village officials, employee handbook, and any other matters as deemed necessary.
- (3) **Parks and Recreation.** All matters, as required, pertaining to recreation programs, Village historical preservation and beautification, including but not limited to the planning and maintenance of Village parks and memorials, the Village Library, Hillside Cemetery, with the exception of properties owned and controlled by the Municipal Water and Sewer Utilities. It shall also be responsible for recreational development, acting as liaison to independent recreations programs and any other matters deemed necessary.
- (4) **Community Relations and Communications.** All matters, as required, pertaining to the community relations and awareness, including but not limited to Village publicity, Village newsletter, Community Message Board, Village Website, Village Facebook Page, Village Blogs, Education and Honor Roll elections, liaison to School Boards, Intergovernmental relations, promotion of citizen involvement, support and promotion of local businesses, support of community organizations, Village-sponsored events, assistance to senior residents, and any other matters deemed necessary.
- (5) **Public Safety and Licensing Committee.** All matters, as required, pertaining to Public Safety, Licensing and Regulations, and Ordinance/Code Enforcement, including but not limited to the Police Department, Health Officer, Building Inspector, Code Enforcement Officer, Joint Fire Department Representative, public health and wellness, licensing and regulations, ordinances, emergency and disaster plans, animal control, and any other matters deemed necessary.
- (6) **Economic Development and Zoning Committee.** All matters, as required, pertaining to the Planning and Development of the Village, including but not limited to Zoning and Land Use ordinances, property acquisition, planned community growth, Developer's Agreements, prospecting for new businesses, long term planning, vision for the future of the Village and any other matters deemed necessary.
- (7) **Public Works Committee.** All matters, as required, pertaining to the Village Public Works Department and the daily operations of such department, including but not limited to providing public utilities, streets and alleys, sidewalks, curbs, culverts, drainage, weed control, snow and ice control, street lighting, environmental issues, liaison to the Wisconsin Department of Natural Resources, and any other matters deemed necessary.

- B. President to designate chairmen.** The President shall be ex- officio chairman of the Finance Committee and shall designate the chairmen of other standing committees. He shall appoint all special committees and designate the chairman of each. All committee appointments, except designation of chairmen, shall be subject to confirmation by a majority vote of the Board.
- C. Committee reports.** Each committee shall, at the next regular Board meeting, submit a report on all matters referred to it. Such report shall recommend a definite action on each item and shall be approved by a majority of the committee. Any committee may require any Village officer or employee to confer with it and supply information in connection with any matter pending before it.

§ 82-5. General powers.

- A.** The Village Board shall be vested with all the powers of the Village not specifically given some other officer. Except as otherwise provided by law, the Village Board shall have the management and control of the Village property, finances, highways, streets, navigable waters and the public service and shall have the power to act for the government and good order of the Village, for its commercial benefit and for the health, safety, welfare and convenience of the public and may carry its powers into effect by license, regulation, suppression, borrowing, taxation, special assessment, appropriation, fine, imprisonment and other necessary or convenient means. The powers hereby conferred shall be in addition to all other grants and shall be limited only by express language.
- B. Acquisition and disposal of property.** The Village Board may acquire property, real or personal, within or without the Village, for parks, libraries, historic places, recreation, beautification, streets, waterworks, sewage or waste disposal, harbors, improvement of watercourses, public grounds, vehicle parking areas and for any other public purpose; may acquire real property within or contiguous to the Village, by means other than condemnation, for industrial sites; may improve and beautify the same; may construct, own, lease and maintain buildings on such property for instruction, recreation, amusement and other public purposes; and may sell and convey such property. Condemnation shall be as provided by the Wisconsin Statutes.
- C. Acquisition of easements and property rights.** Confirming all powers granted to the Village Board and in furtherance thereof, the Board is expressly authorized to acquire, by gift, purchase or condemnation under the Wisconsin Statutes, any and all property rights in lands or waters, including rights of access and use, negative or positive easements, restrictive covenants, covenants running with land, scenic easements and any rights for use of property of any nature whatsoever, however denominated, which may be lawfully acquired for the benefit of the public or for any public purpose, including the exercise of powers granted under §§ 61.35 and 62.23, Wis. Stats., and may sell and convey such easements or property rights when no longer needed for public use or protection.

- D. Village finances.** The Village Board may levy and provide for the collection of taxes and special assessments; may refund any tax or special assessment paid, or any part thereof, when satisfied that the same was unjust or illegal; and generally may manage the Village finances. The Village Board may loan money to any school district located within the Village or within which the Village is wholly or partially located in such sums as are needed by such district to meet the immediate expenses of operating the schools thereof, and the board of the district may borrow money from such Village accordingly and give its note therefore. No such loan shall be made to extend beyond August 30 next following the making thereof or in an amount exceeding 1/2 of the estimated receipts for such district as certified by the State Superintendent of Public Instruction and the local school clerk. The rate of interest on any such loan shall be determined by the Village Board.
- E. Construction of powers.** Consistent with the purpose of giving to villages the largest measure of self-government in accordance with the spirit of the home rule amendment to the Constitution, the grants of power to the Village Board in this section and throughout this Code shall be liberally construed in favor of the rights, powers and privileges of villages to promote the general welfare, peace, good order and prosperity of the village and its inhabitants.

§ 82-6. Cooperation with other municipalities.

The Village Board, on behalf of the Village, may join with other villages or cities in a cooperative arrangement for executing any power or duty in order to attain greater economy or efficiency, including joint employment of appointive officers and employees.

§ 82-7. Salaries. [Amended 2-9-2017]

The President and other Trustees who make up the Village Board, whether operating under general or special law, may by majority vote of all the members of the Village Board pass a resolution establishing the annual salary to be paid to the President and Trustees. Salaries so established shall remain so until changed by resolution of the Village Board and shall not be increased or diminished during the terms of office.

§ 82-8. Meetings. [Amended 5-13-2010]

- A. Regular meetings.** Regular meetings of the Village Board shall be held on the second Thursday of each calendar month at 7:00 p.m. local time or at such other times as the Board may direct. Any regular meeting falling on a legal holiday shall be held the next following secular day at the same time and place. All meetings of the Board shall be held at the Village of Genoa City Municipal Building unless specified otherwise in the minutes of the preceding meeting or by written notice posted at the regular meeting place at least three hours prior to any meeting. In any event, all Board meetings shall be held within the boundaries of the Village of Genoa City. All seven Trustees must consent to any change in the place of any meeting of the Board.

- B. Annual organizational meeting.** The Village Board shall hold an annual meeting on the third Tuesday of April for the purpose of organization.
- C. Order.** The Village Board has the power to preserve order at its meetings, compel attendance of Trustees and punish nonattendance.

§ 82-9. Special meetings.

Special meetings of the Board may be called by the Village President or by two Trustees by filing a written request with the Clerk-Treasurer at least 24 hours prior to the time specified for such meeting. The Clerk-Treasurer shall immediately notify each Trustee of the time and purpose of such meeting. The notice shall be delivered to each Trustee personally or left at his usual place of abode. The Clerk-Treasurer shall cause an affidavit of such notice to be filed in his office prior to the time fixed for such special meeting. Special meetings may be held without notice when all members of the Board are present or consent in writing to the holding of said meeting. Unless a quorum of Trustees is in attendance, no business shall be transacted at a special meeting except for the purpose stated in the notice thereof. Notice to the public of special meetings shall conform to the open meeting requirements of § 61.32 and Ch. 19, Subchapter V, Wis. Stats.

§ 82-10. Open meetings.

All meetings shall be open to the public, unless falling within a lawful exception of the Wisconsin Open Meetings Law¹.

§ 82-11. Quorum.

Four members of the Village Board shall constitute a quorum, but a lesser number may adjourn or compel attendance of absent members if a majority is not present. The President shall be counted in computing a quorum.

§ 82-12. Presiding officer.

- A. The Village President shall preside.** In case of absence of the President, the Clerk-Treasurer shall call the meeting to order and preside until the Trustees present select a Trustee to preside temporarily.
- B. Duties.** The presiding officer shall preserve order and decorum, decide all questions of order, and conduct the proceedings of the meeting in accordance with the parliamentary rules contained in Robert's Rules of Order, unless otherwise provided by statute or by these rules. Any member shall have the right to appeal from a decision of the presiding

1. Editor's Note: See §19.81et seq., Wis Stats.

officer. Such appeal is not debatable and must be sustained by a majority vote of the members present, excluding the presiding officer.

- C. **Participation in debate.** The presiding officer may speak upon any question or make any motion if he vacates the Chair and designates a Trustee to preside temporarily².

§ 82-13. Order of business.

- A. At all meetings, the following order may be observed in conducting the business of the Village Board:

- (1) Call to order by presiding officer.
- (2) Roll call. (If a quorum is not present, the meeting shall thereupon adjourn, which may be to a specified date.)
- (3) Reading, correcting and approval of the minutes of the last preceding meeting or meetings.
- (4) Communications and miscellaneous business.
- (5) Treasurer's report
- (6) Public forum.
- (7) Committee reports.
- (8) Building Inspector's report.
- (9) Village Attorney's report.
- (10) Old business.
- (11) New business.
- (12) Adjourn.

- B. **Order to be followed.** No business shall be taken up out of order unless authorized by the Village President or by majority consent of all Trustees and in the absence of any debate whatsoever.

- C. **Roll call; procedure when quorum not in attendance.** As soon as the Board shall be called to order, the Clerk-Treasurer shall proceed to call the names of the members in

2. Editor's Note: Original § 2-2-13(d), Absence of President, which immediately followed this subsection, was deleted at time of adoption of Code (see Ch.1, General Provisions, Art. II).

alphabetical order, noting who is present and who is absent, and record the same in the proceedings of the Board. If it shall appear that there is not a quorum present, the fact shall be entered on the journal and the Board may adjourn, or the presiding officer or, in

case of his absence, the Clerk-Treasurer may issue a process to any police officer commanding him forthwith to summon the absentees.

§ 82-14. Introduction of business.

All ordinances, resolutions, bylaws or other communications submitted to the Board shall be in writing and shall include at the outset a brief statement of the subject matter, a title and the name of the Trustee introducing the same and shall be referred to the appropriate committee by the President. Unless requested by a Trustee before a final vote is taken, no ordinance, resolution or bylaw need be read in full.

§ 82-15. Conduct of deliberations.

A. The deliberations of the Board shall be conducted in the following manner:

- (1) When a motion is made and seconded, it shall be stated by the President or read by the Clerk-Treasurer previous to debate.
- (2) When the question is under discussion no action shall be in order, except:
 - (a) To adjourn;
 - (b) To lay on the table;
 - (c) To move the previous question;
 - (d) To postpone to a certain day;
 - (e) To refer to a committee;
 - (f) To amend; or
 - (g) To postpone indefinitely.
- (3) These motions shall have precedence in the order listed.
- (4) Any member desirous of terminating the debate may move the previous question, in which event the presiding officer shall announce the question as "Shall the main question now be put?" If a majority of the members present vote in the affirmative, the main question shall be taken without further debate and to bring the Board to a direct vote, first upon any pending amendments and then upon the main question.
- (5) A motion to adjourn shall always be in order, and a motion to adjourn or to lay on the table and a call for the previous question shall be decided without debate.
- (6) A roll call shall not be necessary on any questions or motions except as follows:

- (a) When the ayes and noes are requested by any member.
 - (b) On confirmation and on the adoption of any measure assessing or levying taxes, appropriating or disbursing money or creating any liability or charge against the Village or any fund thereof.
 - (c) When required by the state statutes of Wisconsin.
- (7) All aye and nay votes shall be recorded in the official minutes.
- B. The Board shall in all other respects determine the rules of its procedure, which shall be governed by Robert's Rules of Order Revised, which is hereby incorporated by reference, unless otherwise provided by ordinance or statute³.

§ 82-16. Reconsideration of questions.

When a question has been once decided, any member of the majority or, in case of a tie, any member voting in the affirmative may move a reconsideration thereof, but if a motion to reconsider is made on a day subsequent to that on which the ordinance question was decided, a vote of the majority of the entire Board shall be required to sustain it.

§ 82-17. Call of the Board.

A call of the Board shall be ordered at any time by the request of three or more members and absent members shall be sent for, but a call cannot be made after voting has commenced.

§ 82-18. Disturbances and disorderly conduct.

Whenever any disturbance or disorderly conduct shall occur in any of the meetings of the Board, the President may cause the room to be cleared of all persons guilty of such disorderly conduct except the Trustees.

§ 82-19. Amendments.

The rules of this chapter 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 2/3 of all the members of the Board.

§ 82-20. Suspension of rules.

These rules shall not be suspended except by a two-thirds vote of all the members of the Board

3. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).