

Chapter 1

Town Board Meetings

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1.01 Meeting Time and Date.

- (1) Regular Meetings. Regular meetings of the Town Board shall be held on the first Thursday of each calendar month at 7:30 PM any regular meeting falling on a legal holiday shall be held as determined by the Town Board and posted accordingly.
- (2) Special Meetings. Special meetings of the board may be called by two Supervisors by filing a written request with the Clerk at least 24 hours prior to the time specified for such meetings. The Clerk shall immediately notify each supervisor of the time and purpose of such meeting. The notice shall be delivered to each Supervisor personally or left at this usual place of abode. The Clerk shall cause an affidavit of service 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 all Supervisors are in attendance, no business shall be transacted at a special meeting except for the purpose stated in the notice thereof.
- (3) Place of Meetings. All meetings of the board, including special and adjourned meetings, shall be held in the Town Hall.
- (4) Quorum. Two Supervisors shall constitute a quorum but a lesser number may adjourn from time to time or compel the attendance of absent members. A call of the house may be ordered by majority vote if two Supervisors are present.

1.02 Order of Business.

The business of the Town Board shall be conducted in the following order:

- (1) Call to order by presiding officer.
- (2) Reading, correction and approval of minutes of previous meeting.
- (3) Adoption of the agenda.
- (4) Unfinished business from previous meeting.
- (5) New business, including introduction of ordinances and resolutions.
- (6) Committee Reports.

- (7) Communications and miscellaneous business.
- (8) Any additional items as is authorized by law.

1.03 Presiding Officer.

- (1) Control of Meeting. The Town chairperson shall preserve order and conduct the proceedings of the meeting. A member may appeal from 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 Chairman. If the Chairperson is absent at any meeting the Clerk shall call the meeting to order and preside until the Board selects a Supervisor to preside for that meeting.
- (3) Participation in Debate. The presiding officer may speak upon any question or make any motion if he vacates the chair and designates a Supervisor to preside temporarily.

1.04 Committees.

The Chairperson shall be ex officio chairman of the Committee of Finance 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.

- (1) Committee Reports. Each committee may at the next regular meeting submit a written report on all matters referred to it. Such reports shall recommend a definite action on each item and shall be signed by a majority of the committee. Any committee may require any Town officer to confer with it and supply information in connection with any matter pending before it.

1.05 Ordinances and Resolutions.

Ordinances, resolutions, by-laws, communications and other matters submitted to the Board shall be read by title and author and referred to the appropriate committee by the Chairperson. No ordinances, resolution or by-law shall be considered unless presented in writing by a Supervisor. Unless requested by a Supervisor before final vote is taken, no ordinance, resolution or by-law need be read in full.

1.06 General Rules.

The deliberations of the Board shall be conducted in accordance with the parliamentary rules contained in ROBERT'S RULES OF ORDER Revised (2011), which is hereby incorporated in this section by reference. No person other than a member shall address the Board except by majority vote of the members present. 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.

1.07 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 two-thirds (2/3) of the members present.

1.08 Official Newspaper.

For the purpose of giving all notices required by State Statute or by these Ordinances, the official newspaper for the Town of Hustisford shall be the Dodge County Independent News and or Watertown Daily Times.