

TOWN OF COTTAGE GROVE - CODE OF ORDINANCES

CHAPTER 02 - THE GOVERNING BODY

02.01 FIVE MEMBER TOWN BOARD

(1) AUTHORITY

Pursuant to § 60.21(1), Wis. Stat., the number of supervisors on the Town Board for the Town of Cottage Grove, Dane County, Wisconsin shall be five.

(2) DESIGNATION AND ELECTION

(a) The current Town Board consists of five supervisors, whose designation shall be: Town Chair, Supervisor 1, Supervisor 2, Supervisor 3 and Supervisor 4. NOTE: The terms chairman, chairperson, and chair may be used interchangeably throughout the code of ordinances of the town, when referring to the person having the powers and duties specified in § 60.24, Wis. Stat.

(b) The Town Chair, Supervisor 1 and Supervisor 2 shall be elected at the spring election, held the first Tuesday of April in the odd numbered years.

(c) Supervisor 3 and Supervisor 4 shall be elected at the spring election, held the first Tuesday of April in the even numbered years.

(3) EFFECTIVE DATE

(a) The original ordinance was adopted July 6, 1981.

(b) This section shall take effect upon passage and publication.

02.02 RULES OF ORDER

(1) INCORPORATION BY REFERENCE

(a) The provisions of Roberts Rules of Order; are hereby adopted and made a part of this ordinance as the guide for parliamentary procedure for all municipal proceedings, with the same force and effect as if they were fully reprinted herein; with the exception of any municipal proceeding which has another format specified by law.

(b) The Town Clerk shall maintain a copy of the current edition of Roberts Rules, which shall be available for reference in the event a question arises regarding the orderly conduct of any meeting or other proceeding of the town.

(2) EFFECTIVE DATE

(a) The Town Board has referred to Roberts Rules of Order since its inception.

(b) This section shall take effect upon passage and publication.

02.03 TOWN BOARD MEETINGS.

(1) All meetings of the Town Board shall be on proper notice under § 19.84, Wis. Stat. and s. TCG § 22.08. The notice of any Town Board meeting shall include the open meeting agenda and shall be given at least 24 hours prior to the meeting of the Town Board, unless for good cause such notice is impossible or impractical, in which case shorter notice may be given, but in no case may the notice be provided less than two hours in advance of the meeting. The Town Chair, or his or her designee, shall be responsible for proper posting or publication of the meeting notice and

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agenda. In the event of the unexpected incapacitation of the Town Chair, the senior most Town Supervisor shall be responsible for proper posting or publication of meeting notices and agendas. If two Supervisors have the same tenure, the one with the lowest Supervisor number will be responsible for meeting notices and agendas.

(2) All meetings of the Town Board shall be held at the Town Hall, except that a different location may be designated by the Town Chair, or his or her designee, by giving proper written notice of the meeting and agenda, and of the substituted location, in conformance with § 19.84, Wis. Stat.

(3) Regular meetings of the Town Board shall be held on the first and third Mondays of each month beginning at 7:00 p.m.

(4) SPECIAL MEETINGS OF THE TOWN BOARD.

(a) A special meeting of the Town Board may be called by the Town Chair by written or verbal notice to the Town Clerk at least 24 hours prior to the proposed special meeting of the Town Board.

(b) A member of the Town Board, other than the Town Chair, may request that a special meeting of the Town Board be called by filing with the Town Clerk in writing a request for the calling of a special meeting of the Town Board, designating the agenda item or items for the special meeting.

(c) Special meetings of the Town Board may be held without filing the written notice under paragraph (b) when a quorum of members of the Town Board are present at a prior Town Board meeting at which oral notice of the special meeting is given.

(d) Special meetings of the Town Board attended by a quorum of the members shall be considered a regular meeting of the Town Board for the transaction of any Town Business that may come before the Town Board if the business considered was so noted in the written meeting notice and agenda.

(e) Where special meetings of the Town Board are held at the request of an individual other than a member of the Town Board, the individual shall pay a fee to reimburse the town for the cost of the meeting. The fee shall be set by resolution of the town board and shall include per diems for the five Town Board members; an estimate for staff costs; and, other expenses as determined by the Town Board.

(5) EFFECTIVE DATE

(a) The original ordinance was adopted December 5, 2016 and amended on September 15, 2025.

(b) This section shall take effect upon passage and posting or publication as required by law.

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