

CHAPTER 2: TOWN MEETINGS

2.01. Title/Purpose.

This chapter is entitled “Town Meetings.” The purpose of Chapter 2 is to establish and confirm the authority and proceedings of Town meetings.

2.02. Authority.

The regular, special, and annual Town meetings of the residents of the Town have statutory authority, powers, and duties, pursuant to Wis. Stat. ch. 60, to manage and direct certain affairs of the Town.

2.03. Adoption of Ordinance.

The Town Board has, by adoption of this chapter, confirmed and established the special statutory authority, powers, and duties noted above as to regular, special, and annual meetings of the residents of the Town.

2.04. Annual Meeting.

A. **Date.** There shall be an annual meeting of the Town in April of each year at which all business shall be transacted which is by law required or permitted to be transacted by Wisconsin Statutes at such meeting. At the annual Town meeting, the electors may set the date of the next annual Town meeting, which shall be within 10 days after the third Tuesday in April, and notice shall be given of the meeting under Wis. Stat. § 60.12(3).

B. **Time.** The hour for holding succeeding annual Town meetings may be fixed at any such meeting.

C. **Place.** Any annual or special Town meeting may be held in the Town or in any village or city within or adjoining the Town.

D. **Adjournment.** The annual Town meeting may be recessed to a time and date certain if the resumed meeting is held within 30 days after the date of the meeting originally scheduled under subsection 2.04.A., above.

E. **Order of Business.** No reconsideration of any vote shall be had at any Town meeting unless it be taken by a majority vote within one hour from the time such vote shall have been passed, or if taken later than one hour, unless a special Town meeting is convened under Wis. Stat. §§ 60.12(1)(b) or (c), and the written request or the call for the meeting states that a purpose of the meeting is reconsideration of the action.

F. **Presiding Officer.** At any annual Town meeting held in April of a year where office of the Town Chairperson is filled by election, the person holding that office

on the day prior to the date of the election held to fill said office shall be the presiding officer. If said person is absent or refuses to serve, one of the other supervisors of the Town shall serve as presiding officer; but if no supervisor is present, the qualified electors at such meeting may choose a presiding officer.

G. **Procedure**. The presiding officer shall conduct the Town meeting proceedings in observance of proper parliamentary procedure.

H. **Enforcement Authority**. The presiding officer shall maintain order and decorum and may order any disorderly person to leave a Town meeting when the disorderly person has continued to act disorderly after being told by the presiding officer to cease the improper conduct. If the disorderly person refuses to leave, the presiding officer may order a constable or other law enforcement officer to take the disorderly person into custody until the meeting is adjourned.

I. **Clerk of Meeting**. The Town Clerk shall be clerk of such Town meeting; but if absent, then the presiding officer shall appoint a clerk for the meeting.

2.05. Special Town Meetings.

A. A special Town meeting may be convened if:

(1) Called by a Town meeting.

(2) A written request, signed by a number of electors equal to not less than 10 percent of the votes cast in the Town for governor at the last general election, is filed with the Town Clerk.

(3) Called by the Town Board.

B. A special Town meeting request or call shall contain the time, date, and purpose of the special Town meeting. The Town Clerk shall publish the notice pursuant to Wis. Stat. § 60.12. A special Town meeting shall follow the provisions of Wis. Stat. § 60.12.