

CHAPTER 2
VILLAGE BOARD

(Adopted 9/4/21)

(Adopted 9/10/24)

(Adopted 3/12/25)

(Adopted 10/8/25)

- 2.01 Meetings
- 2.02 Order of Business
- 2.03 Presiding Officer
- 2.04 Committees
- 2.05 Ordinances and Resolutions
- 2.06 Parliamentary Rules
- 2.07 Suspension of Rules
- 2.08 Officers' and Employees' Expenses

2.01 MEETINGS.

- (1) REGULAR MEETINGS. Regular meetings of the Village Board shall be held on the second ~~Tuesday~~ ~~Wednesday~~ of each calendar month at 7:00 P.M. in the Village Municipal Building. Any regular meeting falling on a legal holiday shall be held on a day designated by the Village Board and at the same hour ~~and place~~.
- (2) SPECIAL MEETINGS. Special meetings of the Board may be called by the Village President or ~~2-Trustees a~~ ~~Standing Committee~~ 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 post a notice of the meeting, together with the agenda, and notify each Trustee of the time and purpose of such meeting. Emergency meetings may be called upon no less than 2 hours notice, pursuant to §19.84(3), Wis. Stats.
- (3) ANNUAL ORGANIZATIONAL MEETING. The Village Board shall hold an annual organizational meeting on the ~~first Tuesday~~ ~~Wednesday~~ after the ~~third Tuesday~~ of April. ~~The agenda for this meeting will include onboarding for all new Trustees, the reassignment of committee membership and chairman, guidance for the new year by the president and a strategic planning session for all to include key civic leaders with topics to be determined by the Board, President and Administrator.~~
- (4) MEETINGS TO BE PUBLIC; PUBLIC NOTICE. Except as provided in §19.85, Wis. Stats., all meetings of the Village Board, committees thereof, and Village boards and commissions shall be open to the public and public notice given as required by §19.84, Wis. Stats.
- (5) QUORUM. Four Village Board members, ~~including the Village President~~, shall constitute a quorum, but a lesser number may adjourn from time to time or compel the attendance of absent members.

2.02 ORDER OF BUSINESS.

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

1. Call to order by presiding officer.
2. Roll call. If a quorum is not present, the meeting shall be adjourned, which may be to a specified date.
3. Correction and approval of minutes of previous meeting.
4. Comments by public.
5. Communications.
6. Committee and Village officers' reports.
7. New business, including introduction of ordinances and resolutions.
8. Unfinished business from previous meeting.
9. ~~Payments of claims.~~ ~~Trustee Comments.~~
10. ~~Setting of next meeting dates and times.~~
11. Adjournment.

2.03 PRESIDING OFFICER.

- (1) CONTROL OF MEETING. ~~Subject to any other provisions of this section,~~ The Village President 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 VILLAGE PRESIDENT. If the Village President is absent at any meeting, ~~or is otherwise unable to carry out the duty of a presiding officer, the Vice President the Clerk-Treasurer~~ shall call the meeting to order and preside ~~for that meeting. If both are absent a designated trustee shall chair the meeting. until the Board selects a Trustee to preside for that meeting.~~

- (3) **SELECTION OF VILLAGE VICE PRESIDENT.** The Vice President of the Village Board shall be chosen by the Village Trustees, excluding the Village President, at the annual organizational meeting of the Village held on the third Wednesday of April. Such election shall be made by secret paper ballot, be conducted by the Village Clerk, and be exclusive of the President. If the Vice President is unable to serve the capacity of Vice President for any reason, a special election may be held at any open meeting upon proper notice or at any emergency meeting called specifically for that purpose.

2.04 COMMITTEES.

- (1) **STANDING COMMITTEES AND APPOINTMENTS.** At the ~~first regular~~ annual organizational Board meeting ~~Board meeting~~ following the spring election, the Village President shall, subject to confirmation by the Village Board, appoint 3 Trustees to each of the standing committees. The Village President shall designate committee chairmen. The standing committees are as follows:
- (a) Public Works Committee
 - (b) ~~Protective Service~~ Public Safety Committee
 - (c) Parks and ~~Cemetery~~ Recreation Committee
 - ~~(d) — Property and Insurance Committee~~
 - ~~(e)~~ (d) Planning, Property & Legislative ~~and Information Technology~~ Committee
 - ~~(f)~~ (e) ~~Salary and Labor~~ Finance ~~and Human Resources~~ and Information Technologies Committee
 - ~~(g) — Finance Committee~~
- (2) **SPECIAL COMMITTEES.** The Village President shall appoint all special committees and designate the chairman of each.
- (3) **COMMITTEE REPORTS.** Each committee shall, at the next regular meeting, submit a written or oral report on all matters referred to it. Such report shall recommend a definite action on each item. Any committee may request any Village officer or employee to confer with it and supply information in connection with any matter pending before it.

- 2.05 ORDINANCES AND RESOLUTIONS.** Ordinances, resolutions, bylaws, communications and other matters submitted to the Board shall be read by title and author. No ordinance or resolution shall be considered unless presented in writing by a Trustee. Unless requested by a Trustee before final vote is taken, no ordinance or resolution need be read in full.

2.06 PARLIAMENTARY RULES.

- (1) **SPEAKING BEFORE THE VILLAGE BOARD.** Every member, previous to his speaking, shall address the presiding officer and shall not be interrupted except by a call of order.
- (2) **MOTIONS.** When a motion is made, it shall be stated by the chair or, if in writing, shall be read by the Clerk-Treasurer.
- (3) **MEMBER CALLED TO ORDER.** When a member is called to order by ~~the presiding officer~~ a trustee, they shall not proceed without ~~leave of the Village Board~~ a decision from the Chair.
- (4) **ROBERT'S RULES.** Meetings of the Village Board shall be conducted according to Robert's Rules of Order, Edition XXI, revised, except as otherwise provided herein.
- (5) **VOTING.**
- (a) Voice Vote. The presiding officer may call for a voice vote on any matter not requiring a roll call vote by law. The presiding officer may direct, or any member may call for, a roll call vote.
 - (b) Aye and No Vote. The ayes and noes may be required by any member and the Clerk-Treasurer shall call the roll. On confirmation and on the adoption of any measure assessing or levying taxes, appropriating money, or creating any liability or charge against the Village or any fund thereof and final action on all

ordinances, the vote shall be by ayes and noes. All aye and no votes shall be recorded in the minutes. **Any abstentions will also be recorded for the record.**

- (c) **Reconsideration.** It shall be in order for any member, if in the majority, to move for the reconsideration of any vote in question at the same meeting or at the next succeeding regular or adjourned meeting. A motion to reconsider having been put and lost shall not be renewed.

(6) LOCAL BUSINESS MEETING RULES.

- (a) Individuals shall raise their hand or request verbally to the Chair to be recognized. There is no need to stand to be recognized.
- (b) Agendas shall include “New” Business and “Old” Business sections to be a responsive and relevant governing body that allows citizens and Trustees be given the opportunity to bring up timely issues and topics for discussion and possible action within a reasonable timeframe. No final “MOTIONS” or actions can be taken during these sessions other than initiating a dialogue on a topic and referring action to a full board or another committee for action.
- (c) All Village meetings ~~and,~~ to the extent possible and reasonably practical, ~~Committee meetings,~~ will be recorded for the public use and the historical record. These will be ~~archives archived in the Wisconsin Rapids Community Media website on the Village of Port Edwards “You Tube” page <https://www.youtube.com/@villageofportedwardswi> and posted on the Village website.~~ (Amended 6/13/23)
- (d) Public participation and comment is encouraged and valued. Each citizen that requests to speak shall give their full name and address for the record and this will be included in the minutes. Each meeting shall include a public comment section. The individual or group representative shall have three minutes to address the Board or Committee. Their comments can be answered directly by a Trustee if the trustee deems it appropriate.
- (e) Public comment via a signed letter or notarized statement shall be included in the Board or Committee packet for review by the members. This will include any Public Comment by electronic means (email) that can be verified. Any email comments that cannot be validated, shall be left to the discretion of the Village Administrator for inclusion in the Board or Committee packet.
- (f) All meeting agendas will be published no later than 48 hours before any meeting. Meeting packets (all the data and background information on the meeting agenda) will be posted on the website no later than 12 hours before the meeting.
- (g) All Village meetings will include a video-internet method to participate ~~for~~ for Trustees as well as citizens if possible and reasonably practical. The meeting link will be published and open for public comment and participation. All rules of order will remain the same as for in-person meeting attendees.
- (h) The Village Board meeting shall include a “Consent Agenda” to expedite the meeting process. The consent agenda will include the previous Board minutes and the Village bills and invoices. Trustees may “hold out” any line items they deem worthy of discussion. The “Hold Out” procedure would be to separate the issue at hand and engage in a separate discussion on that issue/topic. Any final decision will be included in the minutes for the record.
- (i) The discussion of correspondence received will be included in all Village Agendas. This is the municipality effort to ensure a full and transparent discussion of items received by either the Village staff or any trustee and the it can be entered into the record for possible future action.

2.07 SUSPENSION OF RULES. The foregoing rules or any part thereof may be temporarily suspended in connection with any matter under consideration by a recorded vote of 2/3 of the members present.

2.08 OFFICERS' AND EMPLOYEES' EXPENSES. The Village President, when required to leave the Village on business of the Village, and also other Village officials and department heads given leave for such purpose by the Village Board or by the Village President, shall be reimbursed for their actual expenses, e.g., travel, meals and hotel, ~~upon the filing of a regular and itemized voucher with the Finance Committee.~~

CHAPTER 2 - VILLAGE BOARD

If the event is included in the department's annual budget, there is no need for a special approval by the Board. If the event is not included and outside of the planned annual budget the request must be brought thru the Finance and Human Resources Committee for discussion and approval. This will then be submitted to the entire Board at the next regular monthly Board meeting for final approval by motion.

Upon completion of the event a filing of a regular and itemized voucher/memorandum with receipts will be submitted to the Village Administrator, who will present same to the Finance and Human Resources Committee as a follow to the event.