

Village of Sister Bay Code of Ordinances

Chapter 3

Establishment of Rules of Order and Organization for All Standing and Special Committees

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Amended Ordinance 294

Amended Ordinance 2024-002

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Chapter 3

1 (Created Ordinance No. 100-030904.)

2 **Sec. 3.1 Committee Organization**

3 The President shall designate the Chairperson for each committee on an annual basis. The Chairperson
4 shall be responsible for ensuring there is a record of the attendance and minutes of all committee meet-
5 ings. The Chairperson may designate an individual to record the minutes of the meeting. The Chairperson
6 or designee is responsible for providing the Clerk a copy of the minutes within two weeks of the meeting.
7 If a Village Board member is not the Chairperson of a joint intergovernmental committee, then that mem-
8 ber is responsible for reporting to the Board the results of those meetings.

9 **Sec. 3.2 Committee Meetings**

10 **Repealed in its entirety by Ordinance 294 – 021522.**

11 **Sec. 3.3 Quorum**

12 A majority of committee membership shall constitute a quorum for the transaction of business.

13 **Sec. 3.4 Absences and Attendance**

14 Any member of a committee who has knowledge of the fact that he/she will not be able to attend a sched-
15 uled meeting shall notify the Village Administrator at the earliest possible opportunity. The Village Ad-
16 ministrator shall notify the Chairperson of the committee or commission in the event that the projected
17 absences will produce a lack of quorum. If the Village Administrator is not notified of an absence it will
18 be recorded as an unexcused absence. Committees only function if members attend the meetings and
19 therefore regular attendance is expected. If a member misses more than half of the regular meetings dur-
20 ing the preceding twelve months for whatever reason the Chairperson shall report that attendance to the
21 President. The President shall recommend removal to the Board of any member whose attendance at
22 meetings exceeds the guideline.

23 **Sec. 3.5 Agenda and Minutes**

24 A written agenda for all meetings shall be provided to members by the committee Chairperson forty-eight
25 (48) hours prior to such meeting.

26 **Sec. 3.6 Expenses**

27 Committee meetings means the convening of a quorum of the members of a committee for the purpose of
28 exercising the responsibilities, authority, power or duties delegated to or vested in the committee. The
29 committee Chairperson and members shall receive compensation per the adopted Board and Commit-
30 tee/Commission Bylaws. Members shall submit written documentation of their attendance at meetings as
31 required by the Board of Trustees. Whether Board members serving as members of an Ad Hoc Committee
32 shall receive compensation shall be determined at the time of the creation of the Ad Hoc Committee.

33 **Sec. 3.7 Budget**

34 All committees shall prepare an annual budget and submit it to the Finance Committee if applicable.

35 **Sec. 3.8 Other**

36 All committees shall be governed by the same applicable rules adopted for the Village of Sister Bay
37 Board of Trustees. If there are no rules specified for a particular situation, Roberts Rules of Order will ap-
38 ply.