

ORDINANCE NO. 1

SECTION 1-1. Village Board.

- 1) Constituted. The Village Board shall consist of the Village President and six Trustees, all of whom shall be elected from the Village at large.
- 2) Term of office.
 - a. Trustees shall be elected at each regular spring election for a term of 2 years, commencing on the third Tuesday of April in the year of their election.
 - b. The Village President elected at the regular spring election in in odd numbered years for a two-year term of office, commencing on the third Tuesday of April in the year of their election.

SECTION 1-2. Meetings. [Amended 9-13-2021]

- 1) Regular meetings. Regular meetings of the Village Board shall be held at least once during each calendar month, on such day and at such hour as the Board shall designate. All meetings of the Board, including special and adjourned meetings, shall be held in the Village Hall.
- 2) Special meetings.
 - a. Special meetings of the Village Board may be called by the President, or by any two Trustees, in writing filed with the Clerk/Treasurer at least 48 hours prior to the time specified for such meeting. The Clerk/Treasurer shall immediately notify the President and each Trustee of the time and purpose of such meeting by causing a written notice thereof to be personally delivered to each Board member, if he or she can be found, or, if he or she cannot be found, then by leaving a copy of such notice at the home of such person in the presence of an adult member of his or her family. If the period between the time the meeting is called and the time fixed for such meeting makes it not practicable to give 48 hours' notice, the longest possible notice of such meeting shall be given each member by the Clerk/Treasurer, and the notice shall be signed by at least five members of the Board. The Clerk/Treasurer shall cause an affidavit showing service of such notice as herein provided to be filed in his or her office prior to the time fixed for such special meeting.
- 3) Adjournments. The Board may, by a majority vote of those present but by not fewer than three affirmative votes, adjourn from time to time to a specific date and hour.
- 4) Open meetings. All meetings shall comply with the notice and other requirements of the Wisconsin Open Meeting Law.

SECTION 1-3. Presiding Officer. [Amended 9-13-2021]

- 1) Designated. The Village President shall preserve order and conduct the proceedings of the meeting.
- 2) Absence of President. In the absence of the President, the Clerk/Treasurer shall call the meeting to order and the Trustees present shall elect one of their members as the temporary presiding officer. If the President appears while the meeting is in session, the temporary presiding officer shall vacate the chair.

- 3) Duties. The presiding officer shall preserve order and decorum, decide all questions of order and conduct the proceedings of the meeting in accordance with the parliamentary rules contained in the latest revision of Robert's Rules of Order, unless otherwise provided by statute or by these rules.

SECTION 1-4. Roll Call; Quorum. [Amended 9-13-2021]

- 1) Roll call; Procedure when quorum not in attendance.
 - a. As soon as the Board is called to order, the Clerk/Treasurer shall proceed to call the names of the members in alphabetical order, noting who is present and who is absent, and record the same in the proceedings of the Board.
 - b. If there is not a quorum present, the fact shall be entered on the journal and the Board shall adjourn (which may be to a specified date).
- 2) Quorum. A majority of the members of the Village Board shall constitute a quorum. The President shall be counted in computing a quorum. A majority vote of all members of the Village Board in favor of any proposed ordinance, resolution, or appointment shall be necessary for passage or approval, unless a larger number is required by ordinance or statute.

SECTION 1-5. 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.
- 3) Reading, correction and approval of minutes of the previous meeting.
- 4) Committee reports.
- 5) Unfinished business from previous meeting.
- 6) New business, including introduction of ordinances and resolutions.
- 7) Reports of Village officers.
- 8) Communications and miscellaneous business.

SECTION 1-6. Standing Committees. [Amended 9-13-2021]

- 1) Committee Appointments. At the first regular board meeting in May, the President shall appoint 3 Trustees to each of the following standing committees:
 - a. Personnel Committee
 - b. Finance Committee
 - c. Public Works Committee
- 2) The president shall designate the chairperson of standing committees. All committee appointments except designation of chairperson shall be subject to confirmation by a majority vote of the Board.
- 3) Committee Reports. Each committee shall at the next regular meeting submit a report to all matters referred to it. Such report shall recommend a definite action on each item and shall be confirmed by a majority of the committee. Any committee may require any Village officer to confer with it and supply information in connection with any matter pending before it.

SECTION 1-7. Emergency Regulations. [Amended 9-13-2021] Whenever necessary to meet an emergency for which adequate regulations have not been adopted by the Village Board, the

Village President may, pursuant to Wisconsin Statutes Sec. 323.14(4)(b), proclaim, promulgate and enforce orders, rules and regulations relating to the conduct of the persons and the use of property which are necessary to protect the public peace, health and safety, and preserve lives and property, and to insure cooperation in emergency activities. Such emergency proclamations shall be subject to ratification, alteration or repeal by the Village Board.

SECTION 1-8. Ordinances and Resolutions. Ordinances, resolutions, bylaws, communications and other matters submitted to the Board shall be read by title and author and referred to the appropriate committee by the President. No ordinance, resolution, or bylaw shall be considered unless presented in writing by a Trustee. Unless requested by a Trustee before final vote is taken, no ordinance, resolution or bylaw need be read in full.

SECTION 1-9. General Rules. The deliberations of the Board shall be conducted in accordance with the parliamentary rules contained in Robert's Rules of Order Revised, which is hereby incorporated in this section by reference. No person other than a member shall address the Board except by permission of the President. 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.

SECTION 1-10. 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 2/3 of the members present.

Adopted by the Village Board this 13th day of September, 2021.



Antone Sindelar, Village President

ATTEST:



Linda Hogan, Village Clerk/Treasurer

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