

CHAPTER I

VILLAGE BOARD MEETINGS

1.01 MEETING TIME AND DATE.

- (1) Regular Meetings. Regular meetings of the Village Board shall be held on the second Thursday of each calendar month at 6:30 o'clock p.m. Any regular meeting falling on a legal holiday shall be held the next following secular day at the same hour and place.
- (2) Special Meetings. Special meetings of the Board may be called by two Trustees by filing a written request with the Clerk at least forty-eight (48) hours prior to the time specified for such meeting. The Clerk shall immediately notify each Trustee of the time and purpose of such meeting. The notice shall be delivered via email deliverance. The Clerk shall cause an affidavit of service of such notice to be filed in his office prior to the time fixed for such special meeting. No business shall be transacted at a special meeting except for the purpose stated in the notice thereof.
- (3) Place of Meetings. All meetings of the Board, including special and adjourned meetings, shall be held at a place so designated and announced by the Clerk as directed by the Board at the previous meeting or adjourned meeting.
- (4) Quorum. Four Trustees, 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. A call of the house may be ordered by majority vote if three (3) Trustees are present.

1.02 ORDER OF BUSINESS.

A. 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 thereupon adjourn).
3. Reading, correction and approval of minutes of previous meeting.
4. Finances including financial report, receipts and claims.
5. Communications.
6. Reports of Committees and Officers on operation and organization.
7. Miscellaneous and new business.

1.03 PRESIDING OFFICER.

- (1) Control of Meeting. 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 President. If the President is absent at any meeting, ~~the Village Administrator will~~ **a majority vote will be held to determine a Trustee to** conduct the business of the meeting ~~as a non-voting member.~~
- (3) Participation in Debate. The Village President **or Presiding Officer** may speak upon any question or make any motion. ~~If the meeting is presided over by the Village Administrator, the Village Administrator may not make or second any motion. In the case of a tie, the action item must be tabled to the next meeting for a new vote as the Village Administrator may not break a tie vote.~~

1.04 COMMITTEES.

- (1) Committee Appointments. The President or Village Administrator may appoint, subject to approval by a majority of the Board present, one or more Trustees or, with the unanimous consent of the Board present, one or more persons other than Trustees, to such committees, for such periods and in such numbers as he may designate to study and report to the Board on such matters as concern the Village.
- (2) Such committees shall promptly study and report to the Board on the matters assigned; such report to be in writing when so designated by the President, and such report to contain the recommendation of the committee.
- (3) The committee shall be dissolved upon completion of its investigation by statement. If new information becomes available, a report or investigation can be amended.

1.05 GENERAL RULES.

The deliberations of the Board shall be conducted in accordance with the parliamentary rules contained in Robert's Rules of Order Revised (1951), which is hereby incorporated in this section by reference. 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.

1.06 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 two-thirds of the members present.

1.07 SMOKING REGULATIONS RELATING TO VILLAGE HALL.

- (1) Declaration of Intent. It is the intent of the Village to promote good health and welfare for its citizens by regulating smoking in the Village Hall under the provisions of Sec. 101.123, Wis. Stats.
- (2) Smoking Prohibited. No person shall smoke in the Village Hall at any time.
- (3) Definition. Smoking means carrying a lighted cigar, cigarette, pipe or other lighted smoking equipment, and e-cigarette or vaping devices.
- (4) Penalty. Any person who willfully violates this section after being advised that smoking in the area is prohibited shall be subject to a penalty of not more than \$10.00 together with the costs of prosecution.

~~(Adopted October 25, 2018)~~

(Revised and Adopted June 10, 2021)