

## Chapter 2

### VILLAGE BOARD

- 2.01 Members
- 2.02 Meetings of the Village Board
- 2.03 Conduct of Meetings
- 2.04 Ordinances and Resolutions
- 2.05 Rules of Order
- 2.06 Committees
- 2.07 Emergency Situations

## 2.01 MEMBERS.

The Village Board of the Village of Paddock lake shall be composed of the Village President and six Trustees. The Trustees' term of office shall be two years, 3 of whom shall be elected each year for a term of 2 years. The President shall be elected in each odd numbered year for a two year term. The President and Board of Trustees may by a 3/4ths vote of all the members of the Village Board determine that an annual salary be paid the President and Trustees.

## 2.02 MEETINGS OF THE VILLAGE BOARD.

(a) Regular Meetings. Regular meetings of the Village Board shall be held on the 3rd Wednesday of each calendar month at 7:00 p.m. Any regular meeting falling on a legal holiday shall be held the next following secular day at the same hour and place.

(b) Special Meetings. Special meetings of the Village Board may be called by two Trustees by filing with the Clerk/Treasurer a written request stating the time and purpose for said meeting at least 48 hours prior to the time specified for such meeting. The Clerk/Treasurer shall immediately notify each Trustee and the President of the time and purpose of such meeting. The notice shall be delivered to each Trustee and the President or left at his usual place of residence. The Clerk/Treasurer shall cause an affidavit of service of such notice to be filed in this office prior to the time fixed for such special meeting. In the event that there shall be an urgent or emergency situation requiring an immediate meeting by the Board, such meeting may be held upon written or verbal notice to all members of the Board and provided that public notice be given at least 2 hours in advance of such meeting. No business shall be transacted at a special meeting except for the purpose stated in the notice thereof. All meetings, whether regular, special or emergency meetings, shall comply with the public notice requirements of Section 19.84 Wisconsin Statutes.

(c) Place of Meetings. All meetings of the Board, including special and adjourned meetings, shall be held in the Village Hall. However, any and all meetings of the Village Board may be held at any designated place upon proper public notice of said meeting at least 48 hours prior to the time specified for such meeting.

(d) Quorum. The PRESIDENT and three TRUSTEES shall constitute a quorum, but a lesser number may adjourn from time to time or compel the attendance of absent members.

## 2.03 CONDUCT OF MEETINGS.

(a) Order of Business. The business of the Village Board shall be conducted in the following order:

- (1) Call to order by presiding officer.
- (2) Pledge of allegiance to the flag by entire assemblage.
- (3) Roll call (if quorum is not present, the meeting shall thereupon adjourn, which may be to a specified date).
- (4) Reading, correction and approval of minutes of last meeting.
- (5) Presentation of accounts and allowances or disallowances.
- (6) Presentation of petitions and communication.
- (7) Reports of standing committees.
- (8) Reports of special or select committees.
- (9) Reports of Village officers.
- (10) New business.
- (11) Unfinished or miscellaneous business.
- (12) Adjournments.
- (13) Citizen's comments and suggestions.

(b) Agenda. The Clerk/Treasurer shall prepare a written agenda for each meeting and distribute the same at the meeting. No matter shall appear on the agenda unless the Clerk/Treasurer has it at least 48 hours before the meeting.

(c) 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 the President. If the President is absent at any meeting, the Clerk/Treasurer shall call the meeting to order and preside until the Board selects a Trustee to preside at that meeting.

(3) Participation in Debate. The presiding officer may speak on any questions or make any motion if he vacates the chair and designates a Trustee to preside temporarily.

## 2.04 ORDINANCES AND RESOLUTIONS.

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

## 2.05 RULES OF ORDER.

(a) General Rules. The deliberations of the Board shall be conducted in accordance with the parliamentary rules contained in Roberts' Rules of Order Revised, except as otherwise provided herein.

(b) Addressing Board. Except under the time allocated for "Citizens Comments and Suggestions" no person other than a member shall address the Board except by a majority vote of the members present.

(c) Discussion and Withdrawal of Motions. No ordinance, resolution or other motion shall be discussed unless it has been seconded. No motion shall be withdrawn without consent of the person making the same and the person seconding it.

(d) Members to Vote. Every member shall vote when a question is brought up for vote, unless the Board shall excuse him. The President, who is by virtue of his office a Trustee, is entitled to vote on every issue. The Village Clerk/Treasurer is directed and required, upon roll calls, to call the names of the members of the Board of Trustees in alphabetical order.

(e) Members to Speak Not More Than Twice. No member shall speak more than twice on the same question except by leave of the Board.

(f) Precedence of Motions. When a question is in debate, no action shall be in order except:

- (1) To adjourn.
- (2) To lay on the table.
- (3) The previous question.

- (4) To postpone to a certain date.
- (5) To refer to a standing, select or special committee.
- (6) To amend.
- (7) To postpone indefinitely.

These several motions shall have precedence in the order in which they stand.

(g) Reconsideration of Votes. 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 which is voted down shall not be renewed.

(h) Call for the Previous Question. Any member desiring to terminate the debate may call the previous question when the President asks "Shall the main question be voted upon?" If a majority of the members present vote in the affirmative the main question shall be voted upon without further debate, and its effect shall be to put an end to all debate and bring the Board to a direct vote, first upon the pending amendment, and then upon the main question.

(i) 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.

## 2.06 COMMITTEES.

(a) Committee of the Whole. The Village President may declare that the entire Village Board meet as a committee of the whole. Calling a meeting of the whole shall be through the same procedure as special meetings of the Village Board are called. The Village President shall be the Chairperson of such committee of the whole.

(b) Special Committees. The Village President may, from time to time, appoint such special committees as are deemed necessary. Special committees appointed by the President must be confirmed by the Village Board prior to becoming effective. Special committees shall not become operational until the Village Board adopts a resolution creating or confirming them. The resolution creating or confirming a special committee shall specify the purposes of the committee, the length of time it shall operate, the number of members thereof, a description of its authority, and the committee budget, if any.

All such special committees may conduct business only

when a quorum is present, a quorum being a majority of the total number of members of said committee. Each such special committee shall keep minutes of its proceedings and shall furnish a copy thereof to the Clerk/Treasurer as soon as is practicable.

#### 2.07 EMERGENCY SITUATIONS.

If, in the opinion of two or more members of the Board of Trustees, an emergency or exigent situation exists which would threaten the health, safety or welfare of persons or property, then the Village Board, pursuant to notice required under Section 2.02(b) of these Ordinances, may temporarily enact or repeal ordinances or resolutions or issue orders pertaining to the emergency situation as it relates to any subject within the jurisdiction of the Village.