

CHAPTER 2 - VILLAGE BOARD MEETINGS

**Contents**

**2.01 MEETING TIME AND PLACE ..... 13**

**2.02 QUORUM AND ATTENDANCE ..... 13**

**2.03 PRESIDING OFFICER ..... 13**

**2.04 COMMITTEES ..... 14**

**2.05 AGENDA ..... 14**

**2.06 ORDINANCES AND RESOLUTIONS. (AM. JUNE 9, 2020) ..... 14**

**2.07 GENERAL RULES ..... 15**

**2.08 RECONSIDERATION OF QUESTIONS ..... 16**

**2.09 SUSPENSION OF RULES..... 16**

**2.10 AMENDMENT OF RULES..... 16**

## 2.01 MEETING TIME AND PLACE

(1) Regular Meetings. Regular meetings of the Village Board shall be held on the second Tuesday of each calendar month at 7:00 p.m. Any regular meeting date 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 24 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 to each trustee personally or let at his/her usual place of abode at least 6 (six) hours before the meeting. The Clerk shall cause an affidavit of service of such notice to be filed in his/her office prior to the time fixed for such special meeting. Special meetings may be held without notice when all members of the Board are present or consent in writing for the holding of said meeting. Unless all trustees are in attendance, no business shall be transacted at the special meeting except for the purpose stated in the notice thereof. To transact business other than that for which notice was given require unanimous consent of all members of the Board.

(3) Initial Meeting of the Board of Review. Under the provisions of section 70.47 (3)(b), Wis. Stat., the hours for the initial meeting of the Board of Review each year shall be from 8:00 a.m. on the second Monday of May of each year at least until 12:00 p.m.

(4) Place of Meetings. All meetings of the Board, including special and adjourned meetings, shall be held in the Board Room of the Ridgeway Community Center.

(5) Meetings to be Public. Except as provided in section 66.77, Wis. Stat., all meetings of the Board, committees thereof, and boards and commissions shall be open to the public.

## 2.02 QUORUM AND ATTENDANCE.

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 a majority vote if three trustees are present. Any trustee who shall without good cause fail to attend a regular or adjourned meeting or special meeting called in accordance with these rules shall be subject to a fine of \$5.00 by vote of all members present at such meeting whether or not such members constitute a quorum.

## 2.03 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 from any meeting the, Clerk shall call the meeting to order and preside until the Board selects a trustee to preside for the meeting.

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

#### 2.04 COMMITTEES. (Am. August 10, 2021)

(1) Committee Appointments. At the first regular meeting in May the President shall appoint a trustee to each of the following standing committees:

(a) Committee on Finance (including licenses and permits, employee relations etc.).

(b) Committee on Public Works, Safety, and Health (including police, fire, streets, sewer, lighting, water, etc.).

The President shall be ex-officious chairperson of the Committee on Finance and shall designate the chairperson of other standing committees. They shall appoint all special committees and designate the chairperson of each. All committee appointments, except designation of chairperson, shall be subject to confirmation by a majority vote of the Board.

(2) Committee Reports. Each committee shall at the next regular board meeting submit a written report on all matters referred to it. Such report shall recommend a definite action on each item and shall be signed 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.

#### 2.05 AGENDA.

The Agenda for every meeting shall be posted in one public place in the Village of Ridgeway and posted on the Village Website, [www.villageofridgeway.com](http://www.villageofridgeway.com), at least 24 hours prior to meeting time. Said Agenda is to be approximately as follows and coincide with 2.07, General Rules.

#### 2.06 ORDINANCES AND RESOLUTIONS. (Am. June 9, 2020)

(1) 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. No ordinance, resolution or by-law shall be considered unless presented in writing by a trustee. No ordinance, resolution or by-law need be read

in full unless requested by a trustee before final vote is taken.

(2) Clerk to file ordinances: Supplemental sheets; Correction of non-substantive errors (Cr. June 9, 2020)

(a) The Clerk shall certify one copy of this Code as the original Municipal Code of the Village of Ridgeway and shall file the same as part of the Village Code of Ordinances. Such copy shall be retained in its original form. In addition, the Clerk shall retain in his or her office at least one copy of the Municipal Code of the Village of Ridgeway in current form in which shall be inserted all supplemental sheets as hereinafter provided.

(b) Whenever any ordinance amending, repealing, revising or creating any action of this Code is adopted by the Board of Trustees, the Clerk after recording such ordinance in the ordinance book, shall cause copies to such ordinance to be reproduced on supplemental sheets in proper form for insertion in the municipal code and shall insert such ordinances in all copies of this Code in possession except the aforementioned original copy. The Clerk shall make such supplemental sheets available at cost to all persons requesting the same.

(c) The Clerk may make non-substantive changes necessary to accommodate page numbering and section numbering and may correct typographical errors but no other changes shall be made without Board of Trustee approval.

## 2.07 GENERAL RULES.

(3) Parliamentary Procedure. Unless otherwise provided in these rules, the Board in its deliberations shall be guided by Robert's Rules of Order, Revised.

(4) Recognition and Speaking. No member shall address the Board until he has been recognized by the presiding officer. He/she shall address the presiding officer and confine their remarks to the questions under discussion and avoid all personalities. When two or more members seek recognition, the presiding officer shall name the member who is to speak first. No person other than a member shall address the Board except by a majority vote of the members present.

(3) Motions. No ordinance, resolution or other motion shall be discussed or acted upon until 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.

When a question is under discussion, the following motions shall have precedence in the order listed:

(a) To adjourn.

- (b) To recess.
- (c) To lay on the table.
- (d) To move the previous question.
- (e) To postpone to a day certain.
- (f) To refer to a committee.
- (g) To amend.
- (h) To postpone indefinitely.

Any member wishing to terminate debate may move the previous question which shall require a 2/3 vote of the members present.

(4) Voting. Any member of the Board may demand an aye and nay vote on any matter, and all aye and nay votes shall be recorded in the journal. On confirmation of appointments and on the adoption of any measure assessing or levying taxes, appropriating or disbursing money or creating any liability or charge against the Village, or any fund thereof, the vote shall be aye and nay. Every member of the Board shall vote when a question is put unless the Board by a majority vote of those present shall excuse him/her for special cause. A member of the Board may not change his/her vote on any question after the result has been announced.

A majority vote of all members of the Board in favor of any proposed ordinance, resolution or appointment shall be necessary for passage or approval, unless a larger number is required by statute. Except as otherwise provided, a majority vote of those present shall prevail in other cases.

#### 2.08 RECONSIDERATION OF QUESTIONS.

Any member noting in the majority may move reconsideration of any question, except confirmation of the appointment of a Village official, at the same meeting or at the next succeeding regular meeting. A motion to reconsider being put and lost shall not be renewed.

#### 2.09 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.

#### 2.10 AMENDMENT OF RULES.

These rules or any part thereof may be amended by a recorded vote of 2/3 of all the members of the Board present.