

## Chapter 116

### VILLAGE BOARD

**[HISTORY: Adopted by the Village Board of the Village of Forestville 1-8-1990 by Ord. No. 1-90 as Ch. 2 of the 1990 Code.<sup>1</sup> Amendments noted where applicable.]**

#### GENERAL REFERENCES

Boards and commissions — See Ch. 12.

Elections — See Ch. 28.

Finance and taxation — See Ch. 35.

Officers and employees — See Ch. 83.

#### **§ 116-1. Cooperation with other communities.**

The Village Board, on behalf of the Village, may join with other villages or cities in a cooperative arrangement for executing any power or duty in order to attain greater economy or efficiency, including joint employment of appointive officers and employees.

#### **§ 116-2. Internal powers of Board.**

The Village Board has power to preserve order at its meetings, compel attendance of trustees and punish nonattendance. The Board shall be judge of the election and qualification of its members.

- A. Regular meetings. Regular meetings of the Village Board shall be held on the first Monday of the each calendar month at 6:00 p.m. Any regular meeting falling on a legal holiday shall be held the next day not a legal holiday, or on a day of mutual agreement of the Board members, at the same hour and place. [Amended 7-12-1999; 8-23-2010]
- B. Special meetings. Special meetings of the Board may be called by two trustees by filing a written request with the Clerk at least 48 hours prior to the time specified for such meeting. The Clerk shall immediately notify all trustees of the time and place of the meeting and shall cause public notice to be posted in at least three public places likely to give notice to persons affected not less than 24 hours prior to the time specified for the meeting. No business shall be transacted at a special meeting, except for the purpose stated in the notice thereof.
- 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 such meeting at least 48 hours prior to the time specified for such meeting.
- D. Quorum. Three trustees, including the Village President, shall constitute a quorum,

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<sup>1</sup>. Editor's Note: Original Section 2.01, Powers of the Village Board, was repealed at time of adoption of Code (see Ch. 1, General Provisions, Art. II).

but a lesser number may adjourn from time to time or compel the attendance of absent members.

- E. Open Meetings Law. All meetings of the Village Board, committees, boards and commissions are open to the public and shall be preceded by public notice as provided in § 19.84, Wis. Stats.

**§ 116-3. Presiding officers.**

The President shall preside at all meetings when present. In his absence, the Village Board may select another trustee to preside, and in such case the Clerk shall call the meeting to order and preside until the Board selects a trustee to preside.

**§ 116-4. 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, which may be to a specified date.
  - (3) Reading, correction and approval of minutes of previous meeting.
  - (4) Reports of Village officers.
  - (5) Committee reports.
  - (6) Unfinished business from previous meetings.
  - (7) New business, including the introduction of ordinances, resolutions or other communications.
  - (8) Public hearings.
  - (9) Miscellaneous business.
  - (10) Adjournment.
- B. No business shall be taken up out of order unless by unanimous consent of all trustees and in the absence of any debate whatsoever.

**§ 116-5. Introduction of business.**

- A. Ordinances, etc., to be in writing. All ordinances, resolutions or other communications submitted to the Board shall be in writing and shall include at the outset a brief statement of the subject matter, a title and the name of the trustee introducing same. All written material introduced shall be read by the Clerk and then discussed and acted upon as the Village Board deems appropriate.
- B. Subject and numbering of ordinances. Each ordinance shall relate to no more than one subject. Amendment or repeal of ordinances shall only be accomplished if the amending or repealing ordinance contains the number and title of the ordinance to

be amended or repealed, and titles of amending and repealing ordinances shall reflect their purpose to amend or repeal.

- C. Claims. All claims against the Village shall be processed and presented in accordance with § 35-5 of this Code.

**§ 116-6. Motions.**

- A. When a motion is made and seconded it shall be deemed in possession of the Board. It shall then be stated by the presiding officer or, if in writing, shall be delivered to the Clerk and read by him, prior to debate.
- B. After a motion is stated by the presiding officer or read by the Clerk it shall not be withdrawn from debate except by consent of the Board.
- C. A motion to adjourn shall always be in order unless the Board is engaged in voting, and shall be decided without debate.

**§ 116-7. Debate.**

When a member addresses a question or makes a motion, he shall respectfully address the presiding officer, who shall announce the name of the member entitled to the floor. Members shall confine discussion to the question under consideration. No member may speak continuously for a period longer than 10 minutes without leave of 2/3 of the Board members present.

**§ 116-8. Voting.**

Any trustee may demand a vote on any matter. The Clerk shall call for the ayes and noes on votes in continuous rotation, beginning each roll call one name further down the roster of trustees. The Clerk shall record the ayes and noes on each vote.

**§ 116-9. Questions of order.**

The presiding officer shall decide all questions of order, subject to appeal to the Village Board.

**§ 116-10. Citizen's right to address Village Board.<sup>2</sup>**

Any citizen who resides in the Village shall have the right to speak on a subject under consideration by the Village Board if he registers to speak on that subject before it comes up for action or before 6:00 p.m., whichever is earlier. Citizen speakers will be limited to four minutes unless the Board agrees by majority to extend the time.

**§ 116-11. Other procedures; Robert's Rules of Order.**

The Board may by majority vote establish such other rules for the conduct of any one meeting as are considered necessary and appropriate, provided they do not conflict with

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2. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).

the provisions of this chapter. In the absence of an express procedural rule governing board meetings, the Board shall be guided by Robert's Rules of Order.

**§ 116-12. Publication of proceedings.**

The Board shall keep a record of all its proceedings, and if there is a newspaper currently published in the Village, shall cause the proceedings to be published therein as a Class I notice under Ch. 985, Wis. Stats. The proceedings for the purpose of publication shall include the substance of every official action taken by the governing body. If there is no newspaper published in the Village, the Board may cause the proceedings to be published in a newspaper having general circulation in the Village, posted in several public places or publicized in some other fashion, in such manner as the Board directs. Nothing herein shall be construed as requiring the republication of any proceeding, ordinance or other matter or thing which has already been published according to law, nor shall anything herein be construed to relieve the Village from publishing any proceeding, ordinance or other matter or thing required by law to be published. Notwithstanding the provisions of § 985.08(4), Wis. Stats., the fee for any such publication shall not exceed the rates specified in § 985.08(1), Wis. Stats.