

Chapter 3

Village Board Meetings

Table of Contents

3.01	Meeting Time and Date	Page 2
	A. Notice of all meetings of the Village Board	Page 2
	1. Construction of Notice	Page 2
	B. Regular Meetings	Page 2
	C. Special Meetings	Page 2
	D. Closed Sessions	Page 2
	E. Roll call and Quorum	Page 3
3.02	Order of Business	Page 3
3.03	Presiding Officer	Page 4
	A. Control of Meetings	Page 4
	B. Absence of President	Page 4
	C. Participation in Debate	Page 4
3.04	Committees	Page 4
	A. Committee Appointments	Page 4
	B. Standing Committee Chairpersons	Page 4
	C. Standing Committee Trustee Obligations	Page 4
	D. Committee of the Whole	Page 4
	E. Special Committees	Page 5
	F. Committee Responsibilities	Page 5
	G. Liaisons	Page 6
	H. Committee Reports	Page 6
3.05	Ordinances and Resolutions	Page 6
3.06		
3.07	Suspension of Rules	Page 6

Effective: 7-14-81
Revised: 3-17-83
Revised: 7-11-23

Chapter 3

Village Board Meetings

- 3.01 Meeting Time and Date
- 3.02 Order of Business
- 3.03 Presiding Officer
- 3.04 Committees
- 3.05 Ordinances and Resolutions
- 3.06
- 3.07 Suspension of Rules

3.01 MEETING TIME AND DATE

A. Notice of all meetings of the Village Board: The Provisions of Sections 19.81 and 19.84 of the Wisconsin State Statutes shall apply to public notice of meetings and are hereby made a part of this ordinance by reference.

Notice of meetings shall be posted in three approved public places within the Village at least twenty-four (24) hours prior to the commencement of the meeting.

1. Construction of Notice:

Time

Date

Place

Subject matter of meeting. This must include the specific subject matter to be discussed.

B. Regular Meetings:

1. Regular meetings of the Village Board shall be held on the second and fourth Tuesdays of each calendar month. Any regular meeting falling on a legal holiday shall be held the next following secular day at the same hour and place.

2. All meetings of the Village Board shall be held in the Board Room unless the notice of the meeting designates an alternate public meeting place.

C. Special Meetings: Special meetings of the Village Board may be called at least twenty-four (24) hours prior to the time specified for such meeting by any two (2) trustees in writing, filed with the Village Clerk/Treasurer, who shall thereupon notify each trustee. Special meetings may be held when all members of the Village Board are present in person, or if they consent in writing to the holding of such meeting, which consent shall be filed with the Village Clerk/Treasurer prior to the beginning of such meeting. All such special meetings must be in compliance with the notice provision of the Wisconsin Open Meeting Law (Section 19.81 of the Wisconsin State Statutes).

D. Closed Sessions: Any meeting of a governmental body, upon motion duly made and carried, may be convened in closed session under one or more of the exemptions provided in Wisconsin State Statute 19.85. The motion shall be carried by a majority vote in such manner that the vote of each member is ascertained and recorded in the minutes.

No motions to convene in special sessions may be adopted unless the chief presiding officer announces to those present, the nature of the business to be considered at such closed sessions and the specific exemption(s) under Wisconsin State Statute 19.85 by which such closed sessions is claimed to be authorized. Such announcement shall become part of the record of the meeting. No business may be taken up except matters related to the chief presiding officer's announcement of the closed session.

No governmental body may commence a meeting, subsequently convene in closed session and thereafter reconvene in open session within twelve (12) hours after completion of the closed session, unless public notice of such subsequent open session was given at the same time and in the same manner as the public notice of the meeting convened prior to the closed session.

E. Roll Call and Quorum: Before proceeding to business, the roll of the members of the Village Board shall be called and the names of those present and those absent shall be entered in the minutes by the Clerk/Treasurer. Four members of the Village Board, the President being considered a member, shall constitute a quorum for the transaction of business.

Effective: 7-14-81
Revised: 7-11-23

3.02 ORDER OF BUSINESS

- (1) The President, at the stated hour, shall call the meeting to order. The President shall conduct the proceedings of the meeting in accordance with the parliamentary rules contained in Robert's Rules of Order, unless otherwise provided for by statute.
- (2) Reading, correction and approval of minutes of previous meeting.
- (3) Treasurer's Report
- (4) Presentation of Bills: All ordinances or resolutions appropriating money or creating any charge against the Village other than the payment of claims for purchases or work previously authorized by the Board shall be acted upon by the Board at the next regular meeting; provided, that this provision may be suspended by affirmative action of three-fourths (3/4) of all members of the Board. A roll call vote shall be taken and recorded on all appropriations.
- (5) New Business, including introductions of ordinances and resolutions
- (6) Committee Reports

Effective 7-14-98
Revised: 7-11-23

3.03 PRESIDING OFFICER

A. 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.

B. Absence of 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 for that meeting.

C. 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.

Effective: 7-14-81

3.04 COMMITTEES

A. Committee Appointments: Standing committees of the Village are appointed by the Village President, subject to confirmation by the Village Board, except designation of the chairperson, and shall each consist of three (3) members of the Village Board. The appointments to each committee shall be made at the annual organizational meeting of the Village Board. Standing Committees shall review such matters as may be referred to them by the Village Board and shall submit recommendations for Board action.

- 1) Administrative
- 2) Finance
- 3) Personnel
- 4) Public Safety
- 5) Public Works
- 6) Utilities – This committee shall consist of three (3) Trustees and if circumstances warrant, two (2) citizen members may be appointed to the committee. The Director of Public Works shall attend all meetings of the Utility Committee in an advisory position.

B. Standing Committee Chairpersons. The President shall designate the chairperson of each standing committee.

C. Standing Committee Trustee Obligations. All trustees shall serve on at least one standing committee. The Village President shall be an ex officio member of each standing committee, but shall not be entitled to vote, or may be appointed to serve as a member of a specific committee and entitled to vote.

D. Committee of the Whole. The Village President may declare the entire Board a committee of the whole for information discussion at any meeting or for any other purpose, and shall ex officio be chairperson of the same.

E. Special Committees. The Village President may, from time to time, appoint such special committee or committees as deemed advisable or as provided for by motion or resolution by the Board stating the number of members and object thereof to perform such duties as may be assigned to them.

F. Committee Responsibilities: The Standing Committees shall be responsible for but not limited to the following:

1) Administrative:

- Municipal Code Revisions/Update
- Zoning Administrator
- Village Hall
- Library Building (Major Maintenance)
- Assessments/Assessor
- Board of Review
- Elections
- Public Records
- Land Acquisitions
- Attorney

2) Finance:

- Approve claims
- Authorizes payment of Village indebtedness
- Review payments before every Board Meeting
- Bond issues and purchases
- Loans
- Annual Budget
- Auditors
- Insurance
- Monetary investments reviewed monthly (savings, interest, etc.)
- Trust Fund (Village and Library)

3) Personnel:

- Negotiations of salary and employee benefit programs (Set wages before budget work begins)
- Audit of hours/overtime/vacation, etc.
- Scheduling of work
- Job descriptions
- All other personnel matters

4) Public Safety:

- Licenses and permits
- Building Inspector
- Animal Control
- Trees, weed and brush control
- Forester/Weed Commissioner
- Law Enforcement (Orderly conduct)
- Health Hazards

5) Public Works:

- Streets/Lighting
- Sidewalks

- Parks
- Clean fill site
- Garage (equipment/machinery/maintenance)
- 6) Utilities:
 - Water and Sewer
 - Pumping station/Wells
 - Water Tower
 - Supplies (purchase approval)

G. Liaisons: The President shall appoint one (1) Trustee and one (1) Trustee alternate to serve as a Liaison with a voting membership on each of the following:

- (1) Amherst Public Library Board
- (2) Village of Amherst Plan Commission

H. Committee Reports: Each Committee and/or liaison shall at the next regular meeting submit a written report on all matters referred to it. Such report shall recommend a definite action on each item and shall be approved 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.

Effective: 7-14-81
Revised: 3-17-83
Revised: 3-27-84
Revised: 8-1-94
Revised: 7-11-23

3.05 ORDINANCE AND RESOLUTIONS

Ordinances, resolutions, by-laws, communications and other matters submitted to the Village 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. Unless requested by a Trustee before final vote is taken, no ordinance, resolution or by-law need be read in full.

Effective: 7-14-81

3.06

3.07 SUSPENSION OF THE 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 (2/3) of the members of the Village Board present.

Effective: 7-14-81