

Chapter 4

Personnel

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Chapter 4

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4.01 ELECTED OFFICIALS

The President of the Village of Amherst shall be chosen at the regular spring election in odd-numbered years for a term of two (2) years commencing on the third Tuesday of April in the year of the election. The Village President shall be elected by the voters and must be a resident elector of the Village of Amherst,

There shall be six (6) Trustees of the Village of Amherst. Three (3) Trustees shall be elected at each annual spring election for a term of two (2) years commencing on the third Tuesday of April in the year of their election. Village Trustees shall be elected by the voters and must be a resident elector of the Village of Amherst.

A. Method of Nomination: Candidates for elected Village office to be filled at the spring election shall be nominated by nomination papers, or by nomination papers and selection at the primary, in the event a primary is required under Paragraph (4) below. No candidates may be nominated by caucus.

(1) Circulation and Filing of Nomination Papers

- a. Nomination papers for offices to be filled at the spring election shall be circulated not sooner than December 1, preceding the election and shall be filed not later than 5:00 pm on the first Tuesday in January, or if that Tuesday is a holiday, by 5:00 pm on the next day.
- b. Each nomination paper shall be the prescribed form provided by the Wisconsin Elections Commission.
- c. Each candidate shall file with his or her nomination papers, a declaration, sworn to before any officer authorized to administer oaths, the candidate meets or will at the time he or she assumes office meet applicable age, citizenship, residency or voting qualification requirements required by law, and that he or she will otherwise qualify for office if nominated and elected. Each candidate for state and local office shall swear that he or she has not been convicted of any felony for which he or she has not been pardoned.
- d. Each candidate shall also file a sworn declaration with his or her nomination papers that discloses his or her residence for voting purposes, including street and number, if any.

(2) Nomination Paper Signatures

- a. Nomination papers shall be signed by not less than twenty (20) nor more than one hundred (100) electors of the Village.
- b. If any person signs nomination papers for two (2) candidates for the same office in the same election at different times, the earlier signature is valid and the later signature is invalid. If a person circulates a nomination paper for two (2) candidates for the same office in the same election at different times, the earlier paper is valid and the later paper is invalid.
- c. Only one signature per elector for the same office is valid. Each vacancy on the Village Board is a separate office.
- d. Every elector signing a nomination paper must:
 1. be qualified to vote for the candidate
 2. sign his or her name
 3. list his or her residence including the street and number, if any
 4. insert the date of signing

(3) Campaign Finance Laws

- a. All laws and rules adopted pursuant to Chapter 11 Wisconsin State Statutes, governing campaign finance and reporting, including all deadlines for filing reports and statements, are applicable except as otherwise specifically provided.
- b. Reporting Exemptions: Any candidate or other person who does not anticipate accepting contributions, making disbursements, or incurring obligations in an aggregate amount in excess of one five hundred dollars (\$500) in a calendar year and does not anticipate accepting any contribution or contributions from a single source exceeding one hundred dollars (\$100) in that year may indicate on his or her verified registration statement that he will not accept contributions, incur obligations, or make disbursements in the aggregate in excess of five hundred (\$500) in any calendar year and will not accept any contribution or contributions from a single source exceeding one hundred dollars (\$100) in such year. Any candidate or other person making such an indication is not subject to any filing requirements if the statement is true.

(4) Primaries

- a. A primary shall be held only when the number of candidates for an elective office exceeds twice the number to be elected to that office.
- b. Such primary shall be held in accord with Wisconsin State Statutes.

B. Duties of Elected Officials

(1) President

- a. The President shall be by virtue of his office a Trustee and preside at all meetings of the Village Board and have a vote as a Trustee, sign all ordinances, by-laws, rules, regulations, licenses, commissions and

permits adopted or authorized by the Village Board and all orders drawn on the Village Treasury.

b. The President shall maintain peace and good order, see that the ordinances are faithfully obeyed, and in case of disturbance, riot or other apparent necessity, appoint as many special marshals as shall be deemed necessary, who, for the time being shall possess all powers and rights as constables.

c. It is the responsibility of the President to coordinate all of the activities of the Village and the various boards, commissions, independent officers, etc., so that the community needs may be supplied in an orderly, economic and efficient manner.

(2) Trustees: The Trustees, together with the Village President, constitute the Village Board. They shall have such powers in the government of the affairs of the Village of Amherst as are granted to them by the Wisconsin State Statutes 61.32 and 61.34.

(a) Attendance Standard: Members of boards, committees and commissions are required to attend a minimum of 2/3 of the meetings in each six-month period of their respective bodies, unless excused by the membership of their body. Failure to comply with this subsection may result in the removal and replacement of the official found to be in non-compliance.

C. Temporary Vacancy: If any officer is absent or temporarily incapacitated for any cause the Village Board may appoint some person to discharge his duties until he returns or until such disability is removed.

A Village Trustee shall be eligible for appointment as Village President to fill an unexpired term.

D. Compensation:

(1) Elected Officials: Compensation of elected officials shall be determined by the Village Board.

(2) Special Board Meetings: If a citizen requests the Board to meet at other than a regular board meeting date, the expense shall be evenly split between the Village and the person requesting the special meeting.

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4.02 MUNICIPAL OFFICER/OFFICIALS

The Village Officials hereinafter set forth with the exception of the Village Clerk/Treasurer shall be appointed at the first regular meeting of the Village Board in May of odd-numbered years by the Village President, subject to confirmation by a majority vote of the members of the Village Board. The Village President shall not vote

on the confirmation of such appointments except in the case of a tie. The term of office of each official so appointed shall be two (2) years. All terms shall commence on the fifteenth (15th) day of May following appointment.

Attorney
Zoning Administrator
Building Inspector
Forester/Weed Commissioner

Compensation of appointed officials shall be fixed by the Village Board.

A. Attorney: The Village Attorney shall be the legal advisor of the Village Board and represent the Village of Amherst in any litigation.

B. Zoning Administrator: The Zoning Administrator shall administer, supervise and enforce the provisions of the Zoning Ordinance of the Village of Amherst and any such responsibilities supplementary thereto.

C. Building Inspector: The Building Inspector shall issue building permits on forms furnished by the Village and make necessary inspections in accordance with provisions of the Amherst Municipal Code and any such responsibilities supplementary thereto.

D. Forester/Weed Commissioner: The duties of the Forester shall be those prescribed by Wisconsin State Statute 27.09. The duties of the Weed Commissioner shall be those prescribed by Wisconsin State Statute 66.97 and 66.98.

E. Village Clerk/Treasurer: The duties of the Village Clerk/Treasurer shall be prescribed by the provisions of Wisconsin State Statutes Sections 61.25 and 61.26. These duties shall not be limited to but shall include such other duties as prescribed by the Village Board.

(1) Consolidated Officers: Pursuant to Sections 61.195, 61.197 and 66.01 of the Wisconsin Statutes, the Village hereby elects not to be governed by those portions of Section 61.19, 61.23 and 61.25(2) of the Wisconsin State Statutes which relate to the selection and tenure of the Clerk/Treasurer and which are in conflict with this section.

(2) Appointment: There is hereby created the office of Village Clerk Treasurer who shall be appointed by the Village Board at the time of hire.

(3) Term: The Village Clerk/Treasurer shall be subject to removal as provided in Sections 17.13(1) and (3) of the Wisconsin Statutes.

(4) Bond: The Village Clerk/Treasurer shall upon entering the duties of office, give a bond in such an amount as determined by the Village Board. Official bonds shall be filed in the office of Village Clerk/Treasurer.

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4.03 EMPLOYEES

Employees of the Village of Amherst hereinafter set forth shall be:

Director of Public Works
Assistant Director of Public Works
Utility/Public Works Operator

A. Selection: All full-time personnel of the Village of Amherst shall be selected through a prescribed hiring process. The position will be advertised and applications reviewed by the Village President and the Personnel Committee. It shall not be a condition of employment for full-time personnel to be residents of the Village of Amherst however residency shall be within fifteen minutes of the Village limits.

B. Appointment: Employee shall be appointed by the Village Board.

C. Term: All employees set forth in this section shall hold office for an indefinite term, subject to removal for cause, after a public hearing, by a three-fourths (3/4) vote of the Village Board.

D. Duties: It is the duty of the full-time personnel to carry out the basic function and specific responsibilities set forth in the position description for each position which is on file with the Clerk/Treasurer and any such statutory responsibilities supplementary thereto.

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4.04 BOARD OF HEALTH

In case the Village Board fails to appoint a Board of Health, the County Health Commission shall perform the health services in such village pursuant to Wisconsin State Statutes 141.015(3).

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4.05 BOARD OF REVIEW

A. Membership: The President, Clerk/Treasurer, and the Chairpersons of the Finance and Administrative Committees shall constitute the Board of Review for the Village of Amherst, Wisconsin.

(1) The Village Board shall fix the salaries of the members of the Board of Review.

(2) The Village Clerk/Treasurer shall be the Clerk thereof and keep an accurate record of all its proceedings.

B. Proceedings: Proceedings of the Board of Review shall follow all applicable Wisconsin State Statutes.

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4.06 GENERAL MATTERS

A. Oath of Office: Before entering upon the duties of office and within five (5) days after the election or appointment, the Village Clerk/Treasurer shall administer the official oath to all Village officers, including members of the Village Board and Commissions. Said oath shall be filed in the office of the Village Clerk/Treasurer. Any person re-elected or re-appointed to the same office shall take and file an official oath for each term of service.

B. Vacancies: Vacancies in elective/appointed offices shall be filled by appointment, by a majority vote of the Village Board, for the remainder of the unexpired term.

C. Outside Employment: No full-time personnel of the Village shall engage in any other remunerative employment within or without the Village that would interfere or conflict with the ability to perform the duties required by the Village of Amherst. Violation of this provision shall be grounds for removal from the position.

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