

Chapter 163

VILLAGE BOARD

[HISTORY: Adopted by the Village Board of the Village of Plover 6-4-1985 as Ch. 2 of the 1985 Code. Amendments where noted where applicable.]

GENERAL REFERENCES

Elections — See Ch. 39.

Code of Ethics — See Ch. 48.

Officers and employees — See Ch. 110.

§ 163-1. Composition.

The Village Board shall consist of the Village President and six Trustees who shall be elected for two-year terms.

§ 163-2. Meetings.

- A. Regular meetings. Regular meetings of the Village Board shall be held on the first and third Wednesdays of each calendar month at 7:00 p.m. or subject to the call of the Village President. All meetings of the Board, including special and adjourned meetings, shall be held in the Village Board Room in the Municipal Center unless otherwise posted. [Amended by Ord. No. 14-97]
- B. Special meetings.
- (1) Notice. Special meetings of the Village Board may be called by the Village President or any two Trustees by filing a written request with the Village Clerk, who shall notify the Village President and each Trustee of the time and purpose of such meeting at least 24 hours prior to the time specified for such meeting. Such notice shall be delivered to each Trustee personally or left at his usual place of abode. The Clerk shall cause an affidavit showing service of such notice, as herein provided, to be filed in the Clerk's office prior to the time fixed for such special meeting.
 - (2) Business to be transacted. At a special meeting, the Board shall not transact any business other than the business stated in the notice thereof.
- C. Notice of meetings. The Village Clerk shall post the notice and agenda of every meeting and send copies thereof to the official Village newspaper and other requesting media at least 24 hours prior to the meeting in accordance with the Wisconsin Open Meeting Law.¹
- D. Adjournments. The Board may, by a majority vote of those present, adjourn from time to time to a specific date and hour.

1. Editor's Note: See §§ 19.81 to 19.98, Wis. Stats.

§ 163-3. Presiding officer.

- A. President to preside. The Village President shall preside at all Village Board meetings. In the absence of the President, the Village Clerk shall call the meeting to order and the Trustees present shall elect one of their number President Pro Tem.
- B. Duties. The presiding officer shall preserve order and decorum, may speak to a point of order in preference to any member, shall decide all questions in order and shall conduct the proceedings of the meeting in accordance with the parliamentary rules contained in the current edition of Robert's Rules of Order, unless otherwise provided by statute or by these rules. Any member shall have the right to appeal from a decision of the presiding officer. Such appeal is not debatable and shall be sustained by a majority of the members present, excluding the Village President.
- C. Presiding officer may vacate Chair. Whenever the presiding officer desires to speak on any question or make any motion, he shall vacate the Chair and designate a Trustee to preside temporarily.

§ 163-4. Roll call; quorum.

- A. Roll call; procedure when quorum not in attendance. As soon as the Board is called to order, the Village Clerk shall proceed to call the names of the members, noting who is present and who is absent, and shall record the same in the proceedings of the Board. If there is not a quorum present, such fact shall be entered on the journal and the Board may adjourn or the presiding officer or, in his absence, the Clerk may issue a process to any police officer commanding him forthwith to summon the absentees. [Amended by Ord. No. 2-85]
- B. Absent members. Any member who is absent without excuse for any regular, special or adjourned meeting shall, in the discretion of the Board, be fined \$10.
- C. Quorum. A majority of the members shall constitute a quorum. The President shall be counted in determining a quorum.

§ 163-5. Order of business. [Amended by Ord. No. 14-97]

The rules of procedure and the order of business shall be conducted as follows unless the same shall be temporarily suspended by the Board:

- A. Call to order, roll call and pledge of allegiance.
- B. Approval of the minutes.
- C. Public appearances.
- D. Correspondence.
- E. Approval of committee/commission recommendations.
- F. Such other business as may legally come before the Village Board.

§ 163-6. Rules of order.

- A. The rules of parliamentary procedure comprised in the current edition of Robert's Rules of Order shall govern the proceedings of the Board in all cases to which they are applicable and in which they are not inconsistent with this Code or the laws of the state and are hereby incorporated in this section by reference.
- B. No Trustee shall address the Board until he has been recognized by the presiding officer. He shall thereupon address himself to the presiding officer and confine his remarks to the question under discussion.
- C. No person shall address the Board except during the designated public appearance period of the meeting or by addressing himself to the presiding officer and being recognized by the presiding officer.
- D. The Village President shall vote on all questions as a member of the Village Board. The President may not offer a motion nor second a motion without vacating the Chair and designating a Trustee to preside temporarily.
- E. All ordinances, bylaws and communications, and all resolutions appropriating money or creating any charge against funds of the Village, shall be read by title and author and be referred to the appropriate committee by the President. No ordinance, bylaw or resolution shall be considered unless presented in writing by a Trustee. Unless requested by a Trustee before final vote is taken, no ordinance, resolution or bylaw need be read in full.
- F. All votes on ordinances, bylaws and resolutions shall be recorded as a roll call of the members of the Board present. The President shall have the option of using a roll call vote for all other questions. A Trustee may request a roll call vote on any question.

§ 163-7. Suspension of rules.

Any rule of order may be temporarily suspended by a two-thirds vote of the members present unless prohibited by law.

§ 163-8. Standing committees.

- A. General provisions. Unless specifically provided otherwise, the following provisions shall apply to all standing committees:
 - (1) Appointments. The Village President shall annually appoint members to the standing committees and designate a Chairperson at the first Village Board meeting in May.
 - (2) Meetings. The committee shall meet monthly at a time established by the Chairperson or subject to the call of the Chairperson. Special meetings shall be held at the call of the Chairperson or upon the written request of two committee members filed with the Village Clerk. [Amended by Ord. No. 14-97]
 - (3) Committee reports. Matters shall be referred to the appropriate committee by the Village President, the Village Administrator or the Village Board, and each committee shall, at the next regular Board meeting, submit a written or oral report on all matters referred to it. Such reports shall recommend a definite action on each item, which recommendation shall be noted in the minutes of the Board meeting. Committees may require Village staff members to confer with them and to supply

information in connection with any matter pending before them.

- (4) Compensation. Compensation for committee meetings shall, from time to time, be established by the Village Board.

B. Public Works Committee.

- (1) Membership. The Public Works Committee shall consist of four Trustees. The Village President and the Village Administrator shall be ex officio members. The Village President shall also be an alternate member of the Committee in the event that two Committee members are absent from a Committee meeting. In such event, the Village President shall be counted for the purpose of determining a quorum and shall be a voting member. [Amended by Ord. No. 3-86]
- (2) Jurisdiction. The Public Works Committee shall be responsible for the construction and maintenance of all Village streets and sidewalks; the preparation and letting of bids for all authorized public works construction; the preparation of proposals for authorized equipment purchases; the maintenance of Village buildings and grounds and policy recommendations to the Board for the operation of the same; all matters relating to public events; the recommendation of adequate insurance coverage for all Village facilities and equipment; the annual preparation of the public works budget and submission of the same to the Finance Committee; and all other matters referred to the Committee by the Village Board. [Amended by Ord. No. 14-97]

C. Finance Committee.

- (1) Membership. The Finance Committee shall consist of four Trustees. The Village President and the Village Administrator shall be ex officio members. The Village President shall also be an alternate member of the Committee in the event that two Committee members are absent from a Committee meeting. In such event, the Village President shall be counted for the purpose of determining a quorum and shall be a voting member. [Amended by Ord. No. 3-86]
- (2) Jurisdiction. The Finance Committee shall be responsible for the investment of Village funds; the investigation of unusual claims against the Village; the investigation of and application for any state, federal or county grants and aids for which the Village may be eligible; the recommendation for the pay scale and fringe benefit guidelines for Village employees; the investigation and recommendations for all license and permit applications requiring Village Board action; the preparation of the annual budget; and all other matters referred to the Committee by the Village Board.²

D. Administrative/Personnel Committee. [Amended by Ord. No. 14-97; 3-3-2001]

- (1) Membership. The Administrative/Personnel Committee shall consist of three Trustees and the Village President who shall serve as Chairperson. A Subcommittee on Negotiations shall be composed of the three Village Trustees. The Village Administrator shall be an ex officio member.

2. Editor's Note: Original § 2.08(4), which immediately followed this subsection, was repealed by Ord. No. 14-97.

- (2) Jurisdiction. The Committee shall be responsible for the updating of this Code and obtaining legal opinions necessary for the orderly operation of the Village; the recommendation for enforcement of ordinances relating to police and fire protection and animal control; enforcement of Village Building and Zoning Codes, together with the Building Inspector and the Community Development Manager, and making recommendation for the updating of the same; bargaining with Village employee units pursuant to guidelines established by the Village Board and promoting the voluntary conciliation, mediation, and arbitration of disputes between Village bargaining unit employees and the Village; the orderly application of the Village personnel policies in accordance with established guidelines; general guidelines for employee hiring procedures; ultimate settlement and resolution of employee discipline and grievance procedure pursuant to Plover Policy No. 2.09(2)(D); and such other matters as may be referred to the Committee by the Village Board.³

§ 163-9. Special committees.

The Village President shall appoint all special committees and designate the Chairperson of each.

3. Editor's Note: Original § 2.08(6), which immediately followed this subsection, was repealed 3-3-2001.