

CHAPTER 1

COMMON COUNCIL MEETINGS

Table of Contents

1.01 MEETING TIME AND DATE	2
(1) Regular Meetings.....	2
(2) Special Meetings.....	2
(3) Place of Meetings	2
(4) Quorum.....	2
1.02 ORDER OF BUSINESS	2
1.03 PRESIDING OFFICER.....	3
(1) Control of Meeting.....	3
(2) Absence of Mayor	3
(3) Participation in Debate	3
1.04 COMMITTEES	3
(1) Committee Appointments.....	3
(2) Committee Reports	4
1.05 ORDINANCES AND RESOLUTIONS	4
1.06 GENERAL RULES.....	5
1.07 SUSPENSION OF THE RULES.....	5

COMMON COUNCIL MEETINGS

1.01 MEETING TIME AND DATE

(1) Regular Meetings

Regular meetings of the Common Council shall be held on the first and third Tuesdays of each calendar month at 7:30 P.M. Any regular meeting falling on a legal holiday shall be held on the next following secular day at the same hour.

(2) Special Meetings

Special meetings of the Common Council may be called by the Mayor or by two (2) Alderpersons by filing a written request with the Clerk at least twenty five (25) hours prior to the time specified for such meeting. The Clerk shall immediately notify each Alderperson of the time and purpose of such meeting. The notice shall be delivered to each Alderperson personally or left at his or her usual place of abode at least six (6) hours before the meeting. The Clerk shall cause an affidavit of service of such notices to be filed in his or her office prior to the time fixed for such special meeting. Special meetings may, however, be held without notice to the Alderperson when all members of the Common Council are present or consent in writing to the holding of the special meeting. Nothing contained in this section shall be construed to relieve the Common Council or any individual from the requirements of the Wisconsin Open Meetings Law.

(3) Place of Meetings

All meetings of the Common Council shall be held in the City Hall, unless otherwise authorized by the Common Council with proper notice to the public.

(4) Quorum

Two-thirds (2/3) of the membership of the Common Council shall constitute a quorum, but a lesser number may adjourn from time to time or compel the attendance of absent members.

1.02 ORDER OF BUSINESS

(1) The business of the Common Council shall be conducted in the following order:

- (a) Call to order by the Mayor or presiding officer.
- (b) Roll call. If a quorum is not present, the meeting shall thereupon adjourn, which may be to a specified date and hour.
- (c) Comments from citizens present.
- (d) Reading, correction and approval of minutes of previous meetings.
- (e) Approval or disapproval of bills and claims, as audited.
- (f) Consent agenda items placed on agenda under sub. (2).
- (g) Consideration of an action upon items of special business scheduled for the meeting, and unfinished business from the previous meeting or meetings.
- (h) New business, including introduction of ordinances or resolutions.
- (i) Reports of committees.
- (j) Reports of city officers.
- (k) Other reports and communications.

(2) Consent Agenda Items

- (a) Items of business placed under the consent agenda of any Common Council meeting may be adopted or approved along with each other item placed under the consent agenda with a single motion to approve the consent agenda.
- (b) Prior to accepting a motion to approve the consent agenda, the Mayor or presiding officer in the Mayor's absence, shall ask if any Alderperson wishes for any item that has been placed on the consent agenda to be removed. If any Alderperson makes a request for removal, such item shall be removed from the consent agenda and shall be taken up immediately after the consent agenda along with any other items removed in the order they were listed on the consent agenda.
- (c) Items of business may be placed on the consent agenda in the discretion of the City Administrator whenever the item has previously been considered by at least one duly appointed Committee, Board or Commission and each Committee, Board or Commission has approved the item without opposition or abstention by any member of such Committee, Board or Commission. An item may be placed on the consent agenda if it is also to be on the agenda of a Board, Committee or Commission meeting prior to the Council meeting in question, but after the time the Council Agenda is posted or published if, in the City Administrator's discretion, the item is likely to be non-controversial and unopposed. If the item is opposed at the subsequent Committee, Board or Commission meeting, the City Administrator shall notify the Mayor, or presiding officer in the Mayor's absence, who shall announce the removal of said item from the consent agenda before asking for requests for additional removals or entertaining a motion to approve the consent agenda.
- (d) Any member of the Common Council may, prior to the official posting or publication of the Common Council Agenda, request of the City Administrator that the item be removed or not placed on the consent agenda. Such request shall be granted if reasonably practicable.

1.03 PRESIDING OFFICER

(1) Control of Meeting

The Mayor shall conduct the proceedings of each meeting and shall preserve order. A member may appeal from the decision of the Mayor, but such appeal is not debatable and must be sustained by a majority of the members present.

(2) Absence of Mayor

In the absence of the Mayor, the Council President shall preside. In the absence of the Mayor and Council President, the President Pro-tem shall preside. In the event that neither the Mayor, Council President, nor President Pro-tem shall be present, a presiding officer may be elected by the members of the Common Council who shall conduct the proceedings of the meeting until the appearance of the Mayor, Council President, or Pro-tem.

(3) Participation in Debate

The Mayor may speak upon any question, but shall not make any motion from the chair. Any other presiding officer may speak upon any question, and shall make a motion only if he or she vacates the chair and designates another Alderperson to preside temporarily.

1.04 COMMITTEES

(1) Committee Appointments

At the organization meeting of each new Common Council on the third Tuesday of April in each

year the Mayor shall appoint the members of the following standing committees, which shall be effective as of the Council Organizational Meeting, and shall be approved by a majority vote of the members of the Common Council:

1. Finance Committee, which shall consist of four (4) Alderpersons.
2. Public Works Committee (see Section 2.09 of this Code).
3. License and Ordinance Committee, which shall consist of three Alderpersons. The Chief of Police shall serve as staff to the Committee.
4. Personnel Committee, which shall consist of three (3) Alderpersons, one (1) of whom shall be a representative of the Finance Committee. When deemed necessary by the Mayor, and approved by the Common Council, a qualified citizen may be appointed to assist with the negotiating of a specific labor contract or set of contracts. Such appointment shall be limited in scope to the specific task or tasks specified by the Mayor.

The Mayor shall be an ex-officio member of all committees and shall designate the Chair of all standing committees. She or he shall likewise have the power to appoint all special committees and designate the chair of each. All committee appointments, except the designation of the chair and appointments to the Plan Commission, shall be subject to confirmation by a majority vote of the members of the Common Council. As a rule of the Common Council all appointment recommendations shall be submitted to Council Members seven (7) days prior to the Council Meeting in which the confirmation vote is requested. In the event of the resignation or death of any member of any committee, the Mayor shall appoint his or her successor, who shall likewise be confirmed by a majority vote of the members of the Common Council.

(2) Committee Reports

Each standing committee shall submit to the Common Council a written report of all matters considered by or referred to it. Such report shall, whenever feasible, recommend definite action on each item included in the report.

1.05 ORDINANCES AND RESOLUTIONS

- (1) Ordinances, resolutions, communications and other matters submitted to the Common Council shall be read. Resolutions and communications may then be acted upon or referred to an appropriate committee by the Mayor. No ordinance shall be considered or acted upon unless presented in writing to the Common Council for a first reading at a previous meeting. An ordinance may be acted upon at the same meeting as the first reading if suspension of the rules has been approved according to Section 1.07 and action on the ordinance has been noted in accordance with Wisconsin's Open Meetings Law. Reading in full of any ordinance, resolution, contract or other matter may be dispensed with in the event of unanimous consent by all the members present
- (2) Proposed Drafts. When drafts of proposed ordinances renumbering and amending , amending, repealing and recreating City ordinances are presented to the Common Council in writing, except complete revisions of major ordinances, the parts that are to be omitted shall be written in first and stricken through and all new material underscored or highlighted.

The new material is to follow the stricken material. If the material to be stricken consists of more than one sentence, the new and underscored material replacing the old and stricken

material should be inserted at the end of all stricken material. Nothing in this subsection shall be construed to require striking and underscoring within newly adopted or amended ordinances published in the newspaper.

1.06 GENERAL RULES

The proceedings of the Common Council shall be conducted in accordance with the parliamentary rules set forth in Robert's Rules of Order as from time to time revised, which are incorporated herein by reference. No citizen or other person shall address the Common Council except during that part of the agenda entitled "Comments from Citizens Present", or unless invited or requested to speak by the Mayor or an Alderperson. No motion shall be amended or withdrawn without the consent of the Alderperson making the same and the Alderperson seconding it.

1.07 SUSPENSION OF THE RULES

These rules or any part thereof may be temporarily suspended in connection with any matter under consideration by a recorded two-thirds (2/3) vote of the members present.