

## Chapter 2

### THE GOVERNING BODY

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2.01 THE VILLAGE BOARD. The Village Board shall consist of the Village President and 6 trustees who shall be elected for 2 year terms.

2.02 MEETINGS. (1) Regular meetings of the Board shall be held on the first Monday of each month at 7:00 p.m., or at such other times as the Board may direct, except that where a regular meeting falls on a legal holiday such meeting shall be held on the following Monday evening. [Ord.559 10/05]

(2) SPECIAL MEETINGS. All special meetings of the Board shall be held at the place where the regular meetings of the Board are held; when special meetings of the Board shall have been called, the Clerk-Treasurer shall notify each member of the Board of the time, place and purpose of such special meeting. At least 2 day's notice shall be given each member of the Board of each special meeting of the Board unless the period intervening between the time of calling of such meeting and the time fixed for such meeting precludes the practicability of giving so long a notice, and in that event the longest possible notice of such meeting shall be given each member by the Clerk-Treasurer.

2.03 PRESIDING OFFICER. (1) The Village President will preside. In the absence of the Village President, the President Pro Tem shall preside at meetings of the Board and during the absence or inability of the Village President, and shall have the powers and duties of the President, except that the President Pro Tem shall not have power to approve an act of the Board which the President has disapproved by filing objection with the Village Clerk. In the absence of the President and President Pro Tem, the Village Clerk shall call the meeting to order and shall preside until the Trustees present select a Trustee to preside at such meeting.

(2) DUTIES. The presiding officer shall preserve order and decorum, decide all questions of order, and conduct the proceedings of the meeting in accordance with the parliamentary rules contained in Robert's Rules Of Order, Revised, unless otherwise provided by statute or by these rules. Any member shall have the right to appeal from a decision of the presiding officer. An appeal shall be sustained by a 2/3 vote of the members present excluding the President. [Ord. 130]

2.04 ROLL CALL: QUORUM. (1) ROLL CALL; PROCEDURE WHEN QUORUM NOT IN ATTENDANCE. As soon as the Board shall be called to order, the Clerk-Treasurer shall proceed to call the names of the members in alphabetical order, noting who are present and who are absent and record the same in the proceedings of the Board. If it shall appear that there is not a quorum present the fact shall be entered on the journal and the Board may adjourn, or the presiding officer or, in case of his absence, the Clerk-Treasurer may issue a process to any constable or policeman commanding him forthwith to summon the absentees.

(2) QUORUM. A majority of the members shall constitute a quorum. The President shall be counted in computing a quorum.

2.05 ORDER OF BUSINESS. At each regular meeting of the Board the order of business shall be as follows:

(1) Reading and correcting the journal of the last preceding meeting or meetings.

(2) Receiving petitions, memorials, remonstrances and other communications.

(3) Reports of committees.

(4) Introduction of ordinances.

(5) Miscellaneous business.

(6) Action upon bills and claims.

2.06 CONDUCT OF DELIBERATIONS. The deliberations of the Board shall be conducted in the following manner:

(1) When a motion is made and seconded, it shall be stated by the President or read by the Clerk-Treasurer previous to debate. All resolutions should be made and submitted in writing.

(2) When the question is under discussion no action shall be in order, except (a) to adjourn; (b) to lay on the table; (c) to move the previous question; (d) to

postpone to a certain day; (e) to refer to a committee; (f) to amend; or (g) to postpone indefinitely. These motions shall have precedence in the order listed.

(3) Any member desirous of terminating the debate may move the previous question, in which event the presiding officer shall announce the question as "Shall the main question now be put?" If a majority of the members present vote in the affirmative, the main question shall be taken without further debate and to bring the Board to a direct vote, first upon any pending amendments and then upon the main question.

(4) A motion to adjourn shall always be in order, and a motion to adjourn, to lay on the table, and a call for the previous question shall be decided without debate.

(5) A roll call shall not be necessary on aye questions or motions except as follows:

(a) When the ayes and noes are requested by any member.

(b) On confirmation and on the adoption of any measure assessing or levying taxes, appropriations or disbursing money, or creating any liability or charge against the Village or any fund thereof.

(c) When required by the statutes of Wisconsin.

(6) All aye and nay votes shall be recorded in the journal.

(7) The Board shall in all other respects determine the rules in its procedure, which shall be governed by Robert's Rules of Order, Revised, unless otherwise provided by ordinance or statute.

**2.07 RECONSIDERATION OF QUESTIONS.** When a question has been once decided any member of the majority, or in case of a tie, any member voting in the affirmative, may move and reconsideration thereof at the same or at the next succeeding meeting; but if a motion to reconsider be made on a day

subsequent to that on which an ordinance question was decided, a vote of the majority of the entire Board shall be required to sustain it.

2.08 CALL OF THE BOARD. A call of the Board shall be ordered at any time by the request of 2 or more members and absent members shall be sent for, but a call cannot be made after voting has commenced. When a call of the Board has been requested and ordered, the door shall be closed until the report of the policeman has been received and acted upon, or until further proceedings under the call are dispensed with by a majority of the entire Board.

2.09 DISTURBANCES AND DISORDERLY CONDUCT. Whenever any disturbance or disorderly conduct shall occur in any of the meetings of the Board, the President may cause the room to be cleared of all persons guilty of such disorderly conduct except the trustees. In case any trustee shall be guilty of such disorderly conduct, the President or presiding officer may order the police to take him into custody for the time being or until the meeting shall adjourn. Such member shall have the right to appeal from such order to the Board as in other cases.

2.10 APPROPRIATIONS AND ACCOUNTS. Allowance of Accounts. All demands or accounts shall be acted upon at the time of presentation, unless one or more members shall demand a reference. In the latter case the accounts shall be referred to the Finance Committee and lay over until the next ensuing meeting, unless the Board by a 2/3 vote of all the members present otherwise disposes of the same.

2.11 STANDING COMMITTEES. The standing committees of the Village Board shall consist of the following:

- (1) Finance, Purchasing, Buildings
- (2) Street and Sidewalk
- (3) Public Safety [Ord.559 10/05]
- (4) Health, License, Welfare
- (5) Salary and Labor
- (6) Parks, Recreation, Development
- (7) Water and Sewer

- (8) Solid Waste, Cable T.V., Special [Ord.569 03/07]
- (9) Cemetery [Ord.559 10/05]
- (10) Housing Program [Ord.559 10/05]

2.12 PUBLICATION AND EFFECT OF ORDINANCES. (1) As provided in Sec. 61.50, Wis. Stats., all ordinances of the Village of Ellsworth imposing a penalty shall be published in the official paper of the Village once and shall be immediately recorded, with the Affidavit of Publication, by the Village Clerk-Treasurer in a book kept for that purpose. A printed copy of such ordinance or regulation in any book, pamphlet or newspaper and published or purporting to be published therein by direction of the Village Board shall be prima facie proof of due passage, publication and recording thereof.

(2) All ordinances shall take effect and be in force from and after passage and publication unless otherwise provided and published copies thereof shall have appended the date of first publication.

2.13 AMENDMENT OF RULES. These rules shall not be rescinded or amended unless the proposed amendment or motion to rescind has laid over from a regular meeting and then it shall require a vote of 2/3 of all members of the Board.

2.14 SUSPENSION OF RULES. These rules shall not be suspended except by a 2/3 vote of all the members of the Board.