

*Chapter 2*

**CHAPTER 2**

**THE GOVERNING BODY**

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## The Governing Body

**2.01 MEETINGS.** These meeting location rules apply to the board, committees, sub-committees, and focus groups. Exception to this rule would be a specially posted meeting to inspect or tour a village facility or other extraordinary circumstance. In this case, the recording requirement as specified in item 7 is optional. These types of meetings would have to be for specific reasons and properly posted.

- (1) **PLACE OF MEETINGS.** ~~All meetings of the Board, including special and adjourned meetings, shall be held in the Village offices or in the auditorium of the Village Hall, as specified in the posting.~~ All posted meetings shall be held in the Village administration meeting room or the Village Hall auditorium when larger crowds are expected, with the exception of the Library Committee which normally meets at the Library during hours of operation. If there are extenuating circumstances which require the Village Board or Committee to meet with another local government unit, the duly posted meeting may be held outside the Village of Ephraim but must be held within the limits of Door County.
- (2) **OPEN MEETING LAW.** Except as provided in sub. (5), all meetings of the Village Board, Committees, Boards and Commissions are open to the public and shall be preceded by public notice as provided in **19.84, Wis. Stats.**
- (3) **REGULAR MEETINGS.** Regular meetings of the Village Board shall be held on the second ~~Monday~~ **Tuesday** of each calendar month at 7 p.m. Any regular meeting falling on a legal holiday shall be held the next day at the same hour and place. **Amended 8/13/2012**
- (4) **SPECIAL MEETINGS.** Special meetings of the Board may be called by 2 Trustees by filing a written request with the Clerk at least 48 hours prior to the time specified for such meeting. The Clerk shall immediately notify the President and each Trustee of the time and purpose of such meeting. The notice shall be delivered to each Trustee personally or left at their usual place of abode. The Clerk shall cause an affidavit of service of such notice to be filed in their office prior to the time fixed for such special meeting. Public notice of such special meeting shall be posted 24 hours in advance of such meeting, except for the purpose stated in the notice thereof.
- (5) **EXECUTIVE OR CLOSED SESSIONS.** Executive or closed sessions of the Village Board or any other board or committee of the Village may be called only for the purposes and in the manner prescribed in the Wisconsin Open Meeting Law **19.85 st. seq., Wis. Stats.**
- (6) **QUORUM.** Three trustees shall constitute a quorum, but a lesser number may adjourn from time to time or compel the attendance of absent members. A call of the house may be ordered by majority vote if 3 trustees are present.
- (7) **RECORDING.** All meetings of the Village Board, committees, sub-committees, and focus groups shall be audio recorded digitally or on similar media readily available for distribution to the public. A properly posted meeting which includes a closed session will be recorded before and after the time which the Village Board is in the closed session.

**2.02 ORDER OF BUSINESS.** The business of the Village Board shall be conducted in the following order:

- (1) Call to order by presiding officer.
- (2) Roll call. If a quorum is not present, the meeting shall thereupon adjourn, which may be to a specified date.
- (3) Correction and approval of minutes of previous meeting.
- (4) Communication
- (5) Public participation
- (6) Reports of Village officers, elected and appointed
- (7) Committee reports.
- (8) Unfinished business from previous meeting
- (9) New business, including introduction of ordinances and resolutions.

**2.03 PRESIDING OFFICER.**

- (1) **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.
- (2) **ABSENCE OF PRESIDENT.** If the President is absent at any meeting, the Clerk shall call the meeting to order and preside until the Board selects a trustee to preside for that meeting.
- (3) **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.

**2.04 RULES OF ORDER.**

- (1) **GENERAL RULES.** The deliberations of the Board shall be conducted in accordance with the parliamentary rules contained in Robert's Rules of Order, current edition, except as otherwise provided herein.
- (2) **DISCUSSION AND WITHDRAWAL OF MOTIONS.** No ordinance, resolution or other motion shall be discussed unless it has been seconded. No motion shall be withdrawn without consent of the person making the same and the person seconding it.
- (3) **ORDINANCES AND RESOLUTIONS.** Ordinances, resolutions, bylaws, communications and other matters submitted to the Board shall be read by title and author

and referred to the appropriate committee by the President. Unless requested by a Trustee before final vote is taken, an ordinance or resolution must be read again in its entirety.

**CHANGES IN ITALICS AND DELETIONS CROSSED OUT**

**2.05 STANDING COMMITTEES.**

(1) **APPOINTMENTS.** At the first regular Board meeting in May the Village President shall appoint at least one Trustee to each of the following standing committees of the Village Board:

- (a) Coastal Management.
- (b) Physical Facilities and Utilities.
- (c) Library.
- (d) Airport
- (e) Community Protection Committee.
- (f) Personnel
- (g) Historic Preservation Committee
- (h) Plan Committee
- (i) Wastewater Management.
- (j) Board of Appeals.

(2) **CHAIRMEN.** The Village President shall be by reason of his office a Trustee and Chairman of the Committee on Finance, Personnel and Plan Committee, and shall designate the chairman of other standing committees of the Village Board. He shall appoint all Village Committees and designate the Chair of each. All committee appointments, except designation of Chairs, shall be subject to confirmation by a majority vote of the Board.

(3) **COMMITTEE REPORTS.** Each committee shall at each regular meeting, submit a report on all matters referred to it. Any committee may require any Village officer to confer with it and supply information in connection with any matter pending before it.

2.06 **SUSPENSION OF RULES.** These rules or any part thereof may be temporarily suspended in connection with any matter under consideration by a recorded vote of 3/4 of the members present. Passed 6/13/2011 (01-2011)