

CHAPTER 2
THE GOVERNING BODY

Amendments to 2.01 (3) August 13, 2012
2.04 & 2.05 June 14, 2022

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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.** *All resolutions and ordinances shall be included in the posted agenda packet delivered to the Board members before the meeting. All substantive motions (excluding routine approvals or adoptions of department head reports or receiving and placing on file information sent to the Board and the like) shall be in writing submitted to the Clerk.* 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. *Written motions shall be read by the President (or presiding officer in the President's absence) before action on that motion unless the motion is tabled or withdrawn. Ordinances and resolutions shall not be read in their entirety before vote unless requested by a Trustee.*
- (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.~~
- (4) **Recording Of Proceedings.** *Meetings of the Board and all Standing Committees and Ad Hoc committees shall be recorded and videoed. The Clerk's office shall provide a recording secretary who shall be present at all meetings of these*

bodies either in person or virtually. If the recording secretary cannot attend, secretary pro tem shall be appointed. The minutes may reflect the content of discussions as well as the action taken. All minutes shall be subject to review and adoption at a subsequent meeting of the body.

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) Marinas & Moorings (2016) was Coastal Management.
 - b) Physical Facilities and Utilities.
 - c) Library.
 - d) Airport.
 - e) Community Protection Committee.
 - f) Personnel Committee of the Board. *
 - g) Historic Preservation Committee.
 - h) Plan Committee.
 - i) Wastewater Management.
 - j) Board of Appeals.

* The Personnel Committee is comprised of all five (5) members of the Village Board.
- (2) **Chair.** 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 chairmen of other standing committees of the Village Board. ~~He~~ **The President** shall appoint all Village Committees **Members** 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) **Standing Committee Reports.** Each **standing** committee shall at each regular meeting **of the board**, submit a report on all **any** matters referred to it **the committee has forwarded to the Board for action. The Committees minutes shall also submit complete minutes of its meetings including the general discussion and action on each item the committee considers.**
- (4) Any committee **or a duly appointed ad hoc committee** may require any Village officer to ~~confer with it and~~ supply information in connection with any matter pending before it. **Department heads shall report on actions of their department and respond to inquiries from the Board at every regular meeting of the Village Board.**
- (5) **Ad Hoc Committees.** **The President may appoint citizens to serve in an Ad Hoc committee group to assist a standing committee or the Board gather information on a topic designated by the President, that has or will likely come before the Board or standing committee. The President may chair the meetings of the Ad Hoc committee or appoint a Chair. Ad Hoc committees so appointed shall**

operate as a public body and shall periodically report their findings to the Board or parent committee.

- (6) **Standing Committee and Ad Hoc Committee Rules of Order. Standing and Ad Hoc Committees shall follow relaxed rules of order for smaller committees as provided in Robert's Rules of Order. When conducting meetings Standing or Ad Hoc Committees may, without limitation by enumeration:**
- a. informally discuss issues without a motion or second,**
 - b. allow the public to speak without a suspension of rules,**
 - c. allow members to speak as many times as they wish on each issue,**
 - d. not require the reading of motions or proposed resolutions or ordinances before acting on them,**
 - e. fashion the committee report based on consensus rather than formal motion and approval, providing that final action will be taken on the issue by the Board.**

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)