

ARTICLE II. VILLAGE BOARD

DIVISION 1. GENERALLY

Sec. 2-41. How Constituted.

The Trustees of the Village constitute a board to be designated "Village Board of Kronenwetter" and four of whom shall constitute a quorum, except when otherwise provided by law, and the President may administer oaths and affidavits in all matters pertaining to the affairs of the Village. Meetings of the Board shall be held in the Village Municipal Center.

(Code 1970, § 1.10(1))

Sec. 2-42. Duties and Powers.

The Village Board shall have all of the powers and duties conferred upon it by Wis. Stats. §61.34, which section is incorporated in this section by reference and made a part hereof as though fully set forth in this section.

(Code 1970, § 1.10(2))

Sec. 2-43. Board Meetings.

(a) *Regular Meetings.* The regular meetings of the Board shall be held at the Village Municipal Center every second and fourth Monday, commencing with the first meeting of the Board after the annual Village meeting. The time of the regular meetings shall be at 6:00 p.m. or as from time to time prescribed by the Board. When the day for holding any regular meeting is a legal holiday or an election day, the regular meeting shall be held at the same time and place on the next following secular day.

(b) *Special Meetings.* Special meetings may be called as provided by Wis. Stats. §61.32.

(c) *Adjournments.* Any regular or special meeting may be adjourned by a

majority of the members present at a Board meeting.

(d) *Meetings Shall be Public.* All meetings of the Board shall be open and public and all its procedures shall be recorded by the Clerk or under the Clerk's authorization in record books kept for that purpose.

(e) *Call to Order.* The Village President shall promptly call each meeting of the Board to order at the hour fixed for the holding of such meeting. In case of the absence of the Village President, the Senior Trustee shall call the meeting to order and the Trustees present shall elect one of their number president pro tem.

(f) *Attendance; Leave of Absence.* No member of the Board, the Clerk, the Constable or Treasurer whose duty it shall be to attend a Board meeting shall absent himself or herself from the meetings of the Board unless for illness or other good cause without first having obtained leave of absence.

(g) *Disturbance, How Suppressed.* Whenever any disturbance or disorderly conduct shall occur in the Board meetings or rooms or halls adjacent thereto, the Village President, or other presiding officer of the Board, shall have power and authority by and with the aid of the Constable, or other police officer in attendance upon the meeting of the Board, to cause the meetings, rooms or halls cleared of all persons except members and officers of the Board.

(h) *Robert's Rules of Order.* At any time when a question arises which is not covered by these rules, then Robert's Rules of Order shall apply unless otherwise required by ordinance or statute.

(Code 1970, § 1.17; Ord. of 5-10-2004, § 1)

Sec. 2-44. Order of Business.

The order of business set forth in this section shall in all cases be adhered to, but the same may be temporarily suspended by unanimous vote.

- (1) Call of roll and announcement of presence or absence of a quorum.
- (2) Reading and correcting the minutes of the last preceding meeting or meetings unless dispensed with by the Board without objection from any member thereof.
- (3) Unfinished business appearing on the record.
- (4) Reports of standing committees.
- (5) Reports of special committees.
- (6) Introduction of resolutions and action thereon.
- (7) Introduction of new ordinances and action thereon.
- (8) Introduction and consideration of miscellaneous business.

(Code 1970, § 1.18)

Sec. 2-45. Board Procedure and Committees.

- (a) *Standing Committees.* The following standing committees shall be appointed by the Village President with the consent of the Board:
 - (1) Parks and Recreation Committee.
- (b) *Special Committees.* Select or special committees may be provided for on motion or by resolution designating the number and object and, unless otherwise ordered, shall be appointed by the Village President with the approval of the Board.

(c) *Committee Meetings, When Held.* The Monday evening preceding, by one week, each regular meeting of the Board shall be the regular time for the various committees to hold their meetings and consider matters referred to them. However, the chairperson, or any two members of the various committees, shall have the power to call meetings of their respective committees whenever they deem it advisable.

(d) *Committees, When to Report.* All matters referred to a committee shall be taken up before the next regular meeting of the Board, provided that the Board may fix a shorter or different time within which the committee shall make its report thereon to the Board. The chairperson of each committee shall make a report of all matters still pending before the committee whenever requested to do so by any member of the Board.

(e) *Reports of Dissenting Committee Members.* In case all members of any committee required or entitled to report on any subject referred to them cannot agree upon a report, the majority and minority of such committee may each make a separate report and any member dissenting in whole or in part from the reasoning and conclusions of both majority and minority may also present a statement of his or her reasons and conclusions, and all such reports decorous in language and respectful to the board shall be entered at length in the journal.

(f) *Publication of Ordinances.* All ordinances which shall be adopted by the Board shall be published in at least three public places in the Village within 30 days of passage and shall not be in effect until so published unless otherwise provided in this chapter.

(g) *Motions to be Stated Before Debate.* When a motion is made and seconded,

it shall be stated by the members making the same or by the presiding officer, or read by the Clerk before being debated. If any member requires it, all motions, except to adjourn, postpone or commit, shall be reduced to writing.

(h) *Trustees Who Shall Vote.* Every member, when a question is put, shall vote unless the Board shall for special cause excuse such member, but it shall not be in order for a member to be excused after the Board has commenced voting.

(i) *Motions in Order During Debate.* The motions in this subsection shall have precedence in the order in which they stand in this rule. When a question is under debate, no motion shall be received, except:

- (1) To adjourn.
- (2) To lay on the table.
- (3) For the previous question.
- (4) To postpone to a certain day.
- (5) To commit a standing committee.
- (6) To select a committee.
- (7) To amend.
- (8) To postpone indefinitely.

(j) *Motions to Adjourn; Lay on Table.* A motion to adjourn shall always be in order and a motion to adjourn to lay on the table and call for the previous question shall be decided without debate.

(k) *Motion for Reconsideration.* It shall be in order for any member voting in the majority to move for a reconsideration of the vote on any question at the same or next succeeding meeting. A motion to reconsider being put and lost shall not be renewed.

(l) *Division of the Question:* Ayes and Noes. On questions, it shall be in order to call for a division or for the ayes and noes if made previously to the decision of the presiding officer.

(m) *Moving Previous Question.* Any member desirous of terminating the debate may call the previous question when a question to be announced by the presiding officer shall be "Shall a main question now be put?" Such motion shall be decided without debate. If a majority of the members present vote in the affirmative, the main question shall be taken without further debate and its effect shall put an end to all debate and bring the Board to a direct vote, first upon the pending amendment, if any, and then upon the main question.

(n) *Suspension of Rules.* These rules may be suspended temporarily by a two-thirds vote of the members present.

(o) *Amendment of Rules.* These rules may be amended or changed at any time by a two-thirds vote of all members present.

(p) *Robert's Rules of Order.* At any time when a question arises which is not covered by these rules, then Robert's Rules of Order shall apply unless otherwise required by ordinance or statute.

(Code 1970, § 1.19)

Cross references: Recycling committee, § 23-111 et seq.

Sec. 2-46. Accounts to be Audited, Filed and Referred.

Every account presented to the Village Board to be audited shall be filed as provided by law and shall not be allowed or directed to be passed until it shall have been examined and recommended for allowance by the appropriate committee and audited by the Board. No account shall be acted upon unless it has been filed with the Clerk at least by the Wednesday preceding the Monday upon which a board meeting is to be held, at which meeting the account is to be presented.

(Code 1970, § 1.20)

Sec. 2-47. Duties of Presiding Officer.

The presiding officer shall be the Village President, unless otherwise provided in this section, and shall have the following duties:

- (1) The Village President shall be the chief executive officer. He or she shall take care that Village ordinances and state laws are observed and enforced and that all Village officers and employees discharge their duties.
- (2) From time to time, give the Board such information and recommend such measures as he or she may deem advantageous to the Village.
- (3) Inform the Board when necessary or when referred to for that purpose on any point of order or practice.
- (4) Authenticate by signature, when necessary, all ordinances, resolutions, orders and proceedings of the meetings of the Board over which he or she presides.
- (5) The Village President, or other presiding officer of the Board, shall preserve order and decorum, may speak to points of order in preference to others rising from his or her seat for that purpose, and the President shall decide questions of order subject to an appeal by any two members, on which appeal no member shall speak more than once unless by leave of the Board.
- (6) Have such other duties as the Board shall from time to time prescribe.

(Code 1970, § 1.21)

Secs. 2-48--2-70. Reserved.

DIVISION 2. STANDING COMMITTEES

Subdivision I. Generally

Sec. 2-71. Appointments.

The President appoints standing committees of the Village, subject to confirmation by the Board. Standing committees shall review such matters as may be referred to them by the Board and shall submit recommendations to the administrator. The administrator shall serve on each committee as ex officio member.

(Ord. of 3-27-2000, § 1.16(a); Ord. of 2-24-2003, § 1(1))

Sec. 2-72. Conflicting Provisions.

While this division represents guidelines detailing committee roles and responsibilities, the provisions regarding the administrator shall prevail in any area in which a conflict arises. In any instance where statutes may conflict with these provisions, the statutes shall apply.

(Ord. of 3-27-2000, § 1.16(b); Ord. of 2-24-2003, § 1(2))

Sec. 2-73. Membership.

Each committee shall consist of a number of members set by the Village Board from time to time. One of the members shall be a Village Trustee. The President shall not serve as the chairperson of any committee, unless expressly designated by law.

(Ord. of 3-27-2000, § 1.16(c); Ord. of 2-24-2003, § 1(3))

Sec. 2-74. President to Designate Chairpersons; Other Appointments.

The President shall designate the chairperson of each standing committee. All committee appointments, except designation of chairperson, shall be subject to confirmation by a majority vote of the Board.

(Ord. of 3-27-2000, § 1.16(e); Ord. of 2-24-2003, § 1(6))

Sec. 2-75. Term of Office.

Unless otherwise noted, the term of office for each committee shall be for three years, and shall become effective on May 1. Terms of office for Village Trustees shall coincide with their elected term.

(Ord. of 3-27-2000, § 1.16(f); Ord. of 2-24-2003, § 1(7))

Sec. 2-76. Meetings.

Each standing committee shall meet as necessary to accomplish the responsibilities of each committee. All committee meetings shall convene at the Kronenwetter Municipal Center, unless otherwise noticed.

(Ord. of 3-27-2000, § 1.16(g); Ord. of 2-24-2003, § 1(8))

Secs. 2-77--2-90. Reserved.

Subdivision II. Finance Committee

Sec. 2-91. Reserved and Repealed, Adopted November 2005.

Secs. 2-92--2-110. Reserved.

*Subdivision III. Public Works and Utilities Committee. Repealed and Reserved.**

Secs. 2-112--2-130. Reserved.

Subdivision IV. Safety Committee

Sec. 2-131. Reserved and Repealed, Adopted November 2005.

Secs. 2-132--2-140. Reserved.

*Subdivision V. Parks and Recreation Committee.**

*Cross references: Parks and recreation, ch. 62.

Sec. 2-141. Duties.

The duties of the Parks and Recreation Committee are as follows:

- (1) Prepare and maintain long range plans for parks and recreational facilities.
- (2) Recommend the acquisition, purchase or acceptance by gift, sale or such other disposition of park property and/or park equipment to the administrator.
- (3) Prepare and submit grant applications to the appropriate agencies for the acquisition and development of parks and recreational facilities.
- (4) Operate and maintain the Village Park and Recreational Trail System.
- (5) Review and recommend a parks and recreation budget to the administrator.
- (6) In cooperation with the administrator, recommend Board consideration of policies and procedures regarding parks and parkway operations and the delivery of such services to the public.
- (7) In cooperation with the Director of Public Works, manage, improve and care for all public parks and parkways located within the Village.
- (7) Consider any other park and recreation matters the Board may refer.

(Ord. of 2-24-2003, § 1(5.B))

Secs. 2-142--2-150. Reserved.