

ADMINISTRATION

ARTICLE I. IN GENERAL

Sec. 2-1. Elective Officials.

- (a) *Which Officials Elected.* The elective officials of the Village shall be a Village President and six Trustees, a Clerk, a Village Constable and a Treasurer.
- (b) *Eligibility.* No person shall be elected by the people to a Village office who is not at the time of election 18 years of age, a citizen of the United States and of the State, and an elector of the Village.

(Code 1970, § 1.01)

Sec. 2-2. Appointive Officials.

- (a) *Attorney.* The Village Attorney shall be appointed by the Village Board. The Village Attorney need not be a resident of the Village.
- (b) *Assessor.* The Assessor shall be appointed by the Village Board after the Board of Review has completed its duties.
- (c) *Building Inspector.* The Village Building Inspector shall be appointed by the Board.
- (d) *Other Officials.* Any other officials appointed by the Board shall be subject to the terms, duties, compensation, if any, and other requirements established by the Board and subject to this Code.

(Code 1970, § 1.02)

Cross references: Village administrator, § 2-231 et seq.; building inspector, § 50-82.

Sec. 2-3. Terms.

- (a) *Elective Officials.* All elective officials shall hold office for two years as provided in Wis. Stats. §61.19, which is incorporated by reference and made a

part hereof as though fully set forth in this section.

- (b) *Appointive Officials.* All appointive officials, except as otherwise provided in this chapter, shall hold their office for the term of two years and until their successors are lawfully appointed and qualified.

(Code 1970, § 1.03)

Sec. 2-4. Qualifying Duties.

- (a) *Taking and Filing Oath of Office.* Within five days after the election of any Village officer, the Village Clerk shall transmit a notice thereof to the person elected, unless such person voted at the meeting. Every person elected or appointed to any Village office shall within five days after such election or appointment or notification thereof, if required, take and file the official oath. The neglect to file such oath or an official bond when required within the time prescribed thereof shall be deemed a refusal to serve in such office.

- (b) *Bond.* The Treasurer, and such other officers as the State Statutes or the Village Board may direct, shall execute and file an official bond in such sum as the Board may determine, and if not fixed, then in the sum of the bond of the last incumbent of the office. The bond shall have at least two sufficient sureties to be approved by the Village President in writing thereon, and whenever the Board shall deem any bond insufficient, it may require an additional bond to be made and filed in the sum and within a time not less than ten days to be fixed by it.

- (c) *Certificate of Appointment.* When an appointive official has filed the oath and bond as required in subsections (a) and (b) of this section, the Clerk shall issue to such official a certificate of appointment. If the appointment is to a

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commission, the appointee shall file the certificate with the secretary thereof.

(Code 1970, § 1.05)

State law references: Similar provisions, Wis. Stats. §61.21.

Sec. 2-5. Time of Taking Office.

The regular term of office of the elective officials shall commence on the second Tuesday in April succeeding their election. The regular term of all other appointed officials shall commence on the first day of May following their appointment unless otherwise specifically provided.

(Code 1970, § 1.04)

Sec. 2-6. Vacancies.

(a) *Elective Officials.* The provisions of the State Statutes will be applicable for the filling of vacancies to elective offices.

(b) *Appointive Officials.* Vacancies in appointive offices shall be filled by appointment for the residue of the unexpired term by the appointing power and in the manner prescribed in this article for making regular full-term appointments.

(c) *When Occurring.* A vacancy shall occur in case of the dismissal or death of any official or in case of the removal of any officer from the Village, or when any officer elected or appointed in, for, or from any part of the Village shall remove his or her residence without the limits of such Village, or when any official shall refuse or neglect for 20 days after notice of election or appointment to qualify and enter upon the discharge of his or her duties.

(Code 1970, § 1.06)

Sec. 2-7. Salaries of Officials and Employees.

(a) The compensation paid all elective and appointive officials and employees of the Village shall be determined at such times and in such manner as prescribed by law.

(b) All elected officials of the Village shall be paid their salaries from the date each official takes and files the oath required under Wis. Stats. §19.01 and files the bond, if any, required to be filed for his or her position until the date his or her successor files the oath required under Wis. Stats. §19.01 and files the bond, if any, required to be filed for his or her position.

(b) The Village shall prorate each official's annual salary on a daily basis for any month when that official serves in office less than a full month.

(Code 1970, § 1.07; Res. No. 93-01, 4-12-1993)

Secs. 2-8--2-40. Reserved.