

CHAPTER 1  
THE COMMON COUNCIL

- 1.01 Meeting Time and Date
- 1.02 Order of Business
- 1.03 Presiding Officer
- 1.04 Committees
- 1.05 Ordinances and Resolutions
- 1.06 General Rules
- 1.07 Suspension and Amendment of Rules
- 1.08 Nepotism Policy

**1.01 MEETING TIME AND DATE.** (1) REGULAR MEETINGS. Following a regular City election for organization, the Council shall meet on the third Tuesday of April. Regular meetings of the Council shall be held on the first and third Tuesday evenings of each calendar month at 7:00 P.M. Any regular meeting falling upon a legal holiday shall be held on the next following secular day at the same hour and place. All meetings of the Council shall be held in the City Hall, including special and adjourned meetings.

(2) SPECIAL MEETINGS. Special meetings may be called by the Mayor upon written notice of the time and purpose thereof to each member of the Council delivered to him personally or left at his usual place of abode at least 6 hours before the meeting. The Clerk-Treasurer shall cause an affidavit of service of such notice to be filed in his office prior to the time fixed for such special meeting. A special meeting may be held without such notice when all members of the Council are present in person, or consent in writing to the holding of such a meeting. If written consent is obtained, it shall be filed with the Clerk-Treasurer prior to the beginning of the meeting. Attendance by any Council member shall be deemed a waiver on his part of any defect of notice. Any special meeting attended by all aldermen shall be a regular meeting for the transaction of any business that may come before such meeting.

(3) ADJOURNMENT. The Council may, by a majority vote of those present, adjourn from time to time to a specific date and hour.

(4) PUBLIC NOTICE REQUIRED. No regular, special, or adjourned meeting shall be held in the absence of public notice given, pursuant to §19.84, Wis. Stats.

(5) QUORUM. A majority of the aldermen on the Council shall constitute a quorum. A lesser number may compel the attendance of absent members or may adjourn. The Mayor shall not be counted in determining whether a quorum is present at a meeting.

**1.02 ORDER OF BUSINESS** (Am. Ord. #03-2005). The business of the Council shall be conducted in the following order:

- (1) Call to order by presiding officer.
- (2) Pledge of Allegiance.
- (3) Roll call.
- (4) Motion that the meeting notice and agenda were properly posted.

- (5) Approving the minutes of the preceding meeting and rectifying mistakes, if any exist.
- (6) Reports, comments, suggestions and recommendations of citizens present.
- (7) Unfinished or deferred business from previous Council meetings.
- (8) New business. Including but not limited to the introduction of Ordinances and Resolutions.
- (9) Report of Committees.
- (10) Adjournment.

**1.03 PRESIDING OFFICER.** (1) CONDUCT AND CONTROL OF MEETING.

The Mayor, or in his absence the presiding officer, at the stated hour, shall call the meeting to order. In the absence of the Clerk-Treasurer, the Mayor shall appoint a clerk pro-tem. He 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 of appeal from a decision of the presiding officer. The appeal may be sustained by a majority of the members present, exclusive of the presiding officer.

(2) COUNCIL PRESIDENT. The Council shall, at the first meeting after the newly elected Council is seated, choose a president of the Council. If the Mayor is absent at the designated time of any meeting, the president of the Council shall preside and, during the absence or inability of the Mayor, shall have the powers and duties of the Mayor, excepting that he shall not have the power to approve an act of the Council which the Mayor has disapproved by filing an objection with the Clerk-Treasurer. He shall, when so officiating, be styled "Acting Mayor." The president shall be selected by a majority vote of all members of the Council at the annual meeting on the third Tuesday of April. In the absence of both the Mayor and the president of the Council, the Clerk-Treasurer shall call the meeting to order and preside until the Council shall, by motion, select an acting mayor for that meeting.

(3) PARTICIPATION IN DEBATE. Whenever the presiding officer shall desire to speak upon any question or to make any motion, he shall vacate the chair and designate the president of the Council, if present, and if not, an alderperson, to preside temporarily.

**1.04 COMMITTEES.** (1) STANDING COMMITTEES. The following

standing committees shall be appointed by the Mayor at the first regular meeting of the newly elected Council:

- (a) Finance and Personnel.
- (b) Streets, Public Works, and Solid Waste.
- (c) Parks and Recreation.
- (d) Water and Sewer.
- (e) Property and Insurance.
- (f) Policies, Procedures, and Ordinances.
- (g) Cable T.V.

(2) MEMBERSHIP. Each committee shall consist of at least 3 Council members, and the Mayor shall be chairman of the Finance Committee unless otherwise ordered by a suspension of the rules. The chairman of other committees shall be designated by the Mayor. Each member shall serve as appointed unless excused by a majority of the members of the Council. All aldermen shall serve on at least one standing committee. The Mayor shall be ex officio a member of all committees.

(3) COMMITTEE OF THE WHOLE. The Mayor may declare the entire Council a committee of the whole for informal discussion at any meeting or for any other purpose and shall be chairman of the same, provided there is no objection by any of the aldermen present at the meeting.

(4) SPECIAL COMMITTEES. The Mayor may, from time to time, appoint such special committees as he may deem advisable or as provided for by motion or resolution, stating the number of members and object thereof, to perform such duties as may be assigned to them.

(5) COMMITTEE REPORTS. Each committee shall, at the next regular meeting, submit a report on all matters referred to unless a longer time be granted by vote of the Council and such report shall be entered in the proceedings. Such report shall recommend a definite action by the Council on each item, shall be signed by a majority of the committee, and shall be filed with the Clerk-Treasurer at or prior to each meeting. Minority reports may be submitted.

(6) COOPERATION OF CITY OFFICERS AND EMPLOYEES. Any committee may require any City officer or employee to confer with it and supply information needed in connection with any matter pending before the committee.

(7) PAYMENT OF BILLS. All bills and other financial claims against the City shall be itemized and, upon receipt thereof, shall

be examined by the Clerk-Treasurer and referred to the Finance Committee for report thereon at the ensuing meeting of the Council, pursuant to sec. 3.03 of this Code.

**1.05 ORDINANCES AND RESOLUTIONS.** No ordinance or resolution shall be considered by the Council unless presented in writing by the Mayor or an alderman, referred to by title and author, and referred to the appropriate committee by the Mayor. Any ordinance recommended for adoption shall have had one full reading before the Council at a meeting of the Council unless action on an ordinance shall be taken pursuant to motion to temporarily suspend the rules.

**1.06 GENERAL RULES.** The deliberations of the Council shall be conducted in the following manner:

(1) No alderman shall address the Council until he has been recognized by the presiding officer. He shall thereupon address himself to the chairman and confine his remarks to the question under discussion and avoid all personalities.

(2) When 2 or more members simultaneously seek recognition, the presiding officer shall name the member who is to speak first.

(3) No person other than a member shall address the Council except under order of business, pursuant to sec. 1.02(5) of this chapter, and except that citizens may address the Council with the permission of the presiding officer as to matters which are being considered by the Council at the time.

(4) No motion shall be discussed or acted upon unless and until it has been seconded unless the rules permit one alderman to initiate action. No motion shall be withdrawn or amended without the consent of the alderman making the same and the alderman seconding it.

(5) When a question is under discussion, no action shall be in order, except:

- (a) to adjourn;
- (b) to recess;
- (c) to lay on the table;
- (d) to move the previous question;
- (e) to postpone to a certain day;
- (f) to refer to a committee;
- (g) to amend;
- (h) to postpone indefinitely.

These motions shall have precedence in the order listed.

(6) Any member wishing to terminate the debate may move the previous question, in which event the Mayor shall announce the question as, "Shall the main question now be put?" If 2/3 of the members present vote in the affirmative, the main question shall be taken without further debate, its effect being to put an end to all debate and to bring the Council to a direct vote, first upon any pending amendments, and then upon the main question.

(7) An Alderman may demand a roll call vote on any matter, and all aye and nay votes shall be recorded in the minutes. On confirmation of appointments and the adoption of any measure assessing or levying taxes, appropriating or disbursing money, or creating any liability or charge against the City or any fund thereof, shall be by a roll call vote. Every Alderman shall vote when a question is put unless the Council, by a majority vote of those present, shall excuse him for special cause. An Alderman may not change his vote on any question after the result has been announced.

The Mayor shall not vote except in the case of a tie. When the Mayor does vote in the case of a tie, his vote shall be counted in determining whether a sufficient number of the Council has voted favorably or unfavorably on any measure. Except as otherwise provided by statute, a majority of those present shall prevail in all cases.

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

(9) It shall be in order for any member voting in the majority to move for a reconsideration of the vote of any question except confirmation of the appointment of City officials at that meeting or at the next succeeding regular meeting. A motion to reconsider being put and lost shall not be renewed.

**1.07 SUSPENSION AND AMENDMENT OF RULES.** (1) **SUSPENSION.** These rules or any part thereof may be temporarily suspended in connection with any matter under consideration by a recorded vote of 2/3 of the members present.

(2) **AMENDMENT.** Consent of 2/3 of all the members of the Council shall be required to amend these rules or any part thereof.

**1.08 NEPOTISM POLICY.** No person shall be employed, promoted, or transferred to any City department when, as a result, he could be supervising or receiving supervision from a member of his immediate

family. "Immediate family" is defined as wife, husband, father, mother, grandfather, grandmother, guardian, ward, sister, brother, child, grandchild, mother-in-law, father-in-law, son-in-law, daughter-in-law, sister-in-law, and brother-in-law.