

CHAPTER 1

VILLAGE BOARD MEETINGS

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1.01 MEETING TIME AND DATE

- (1) **Regular Meetings.** Regular meetings of the Village Board shall be held on the first Monday of each calendar month. The meeting shall be at 6:00 p.m. When the first Monday of the month falls on a legal holiday, the Village Board shall set the date and time for the meeting at the previous month's meeting.
- (2) **Special Meetings.** Special meetings may be called by any two Trustees in writing, filed with the Village Clerk, who shall thereupon reasonably notify all the Trustees of the time and place thereof. Twenty-four hour notice shall constitute reasonable notice. No business shall be transacted at a special meeting except for the purpose stated in the notice thereof. Non-governmental parties requesting a special meeting of the Village Board shall be required to pay the salaries of the Board for such meeting.
- (3) **Place of meeting.** All meetings of the Village Board, including special and adjourned meetings, shall be held at the Village Hall located in the Village of Highland unless otherwise noted.
- (4) **Quorum.** Four members of the Village Board shall constitute a quorum, but a lesser number may adjourn to a later date in the month. The Village President shall be counted in computing quorum.
- (5) **Notice of Meetings.** Notice of regular, special and all governmental meetings shall be given pursuant to Section 19.84 Wis. Stats. and meeting notices will be posted at the Village Bulletin Board, the Highland State Bank and the Highland Post Office at least 24 hours prior to commencement of the meetings unless for good cause.

1.02 MEETING AGENDAS; ORDER OF BUSINESS

- (1) **Agenda.** The order of business at all regular or special meetings shall be according to the agenda prepared by the Clerk-Treasurer. All matters to be presented at a Board meeting shall be filed with the Clerk-Treasurer no later than noon on the Wednesday preceding the scheduled regular Board meeting. Committee chairs shall present matters pertaining to their respective committees. The President may waive the filing deadline for emergency cause shown. The President shall advise the Clerk-Treasurer whether to include an item on the agenda.
- (2) **Order of Business.** The business of the Village Board shall be conducted in the following order:
 - a. Call to order by the Village President or presiding officer.
 - b. Roll call.
 - c. Certification of Notice for this Meeting.
 - d. Public Input.
 - e. Approve Minutes of previous meeting(s).
 - f. Approve the Agenda of the current meeting.
 - g. Review and approval of bills submitted to the Village
 - h. Old business.
 - i. New business.
 - j. Comments from Board members and correspondence.
 - k. Adjourn.

The order of business may be modified when deemed appropriate by the presiding officer.

1.03 PRESIDING OFFICER

- (1) **Control of Meeting.** The Village President shall preserve order and manage 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 Trustee with the most seniority shall preside for that meeting.

- (3) **Participation in Debate.** The presiding officer shall vote on all matters in the same way that other Trustees vote. He/she may make motions and introduce ordinances and resolutions and the like as any other Trustee.

1.04 COMMITTEES

- (1) **Committee Appointments.** At the organizational meeting of each year the Village President shall appoint three or four Trustees to the following standing committees:

- a. Sanitary Sewer Committee.
- b. Park Committee.
- c. Public Property Committee.
- d. Street/Sidewalk Committee.
- e. Water Committee.
- f. Law Enforcement Committee.

All committee appointments shall be for a period of one year. The President shall be ex-officio member of all standing committees, or may be appointed to serve as a member of a specific committee.

- (2) **Blackhawk Lake Commission.** The Blackhawk Lake Commission shall be made up of five members. The Village President shall appoint one member to the Blackhawk Lake Commission at each annual organizational meeting. Any person may be appointed to the Blackhawk Lake Commission whether or not he/she is a Trustee of the Village. All members of the Blackhawk Lake Commission shall serve a five year term and terms shall be staggered so that one new member shall be appointed annually.

- (3) **Special Committees.** The Village President shall appoint all special committees and designate the chairman of each. The special committees shall consist of, but not be limited to, the following:

- a. Industrial Development Committee.
- b. Fair Housing Committee.
- c. Wisconsin Development Fund Committee (WDF).
- d. Village Plan Commission.
- e. Board of Zoning Appeals.

- (4) **Board Confirmation Required.** All Committee and Commission appointments shall be subject to confirmation by a majority vote of the Village Board.

- (5) **All Committees to Report to Village Board.** Each committee shall report to the Village Board on all matters referred to it at such times as requested by the Village Board. Any committee may require any Village Officer to confer with it and to supply information in connection with any matter pending before it.

1.05 ORDINANCES AND RESOLUTIONS

One or more Trustees shall submit ordinances and resolutions to the Board. The Village Board shall have the opportunity to discuss the ordinance or resolution. If the Village President deems it appropriate he/she may refer the ordinance or resolution to an appropriate committee, but he/she shall not be required to do so. Unless required by a Trustee before final vote is taken, no ordinance or resolution need be read in full.

1.06 GENERAL RULES

The deliberations of the Village Board shall be conducted in accordance with the parliamentary rule contained in Robert's Rules of Order, which is hereby incorporated in this section by reference. All interested persons shall be entitled to address the Village Board on any subject unless a majority of the members present shall vote to place limits on the number of persons on the subjects to be heard at said meeting. No ordinance, resolution or other motion shall be discussed or acted upon unless it has been seconded. No motion shall be withdrawn or amended without the consent of the person making the same and the person seconding it.

1.07 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 two-thirds of the members present.