

CHAPTER 2  
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## THE GOVERNING BODY

2.01 VILLAGE BOARD POWERS ADOPTED. (Am. MSC '85) The Town Board has Village Board powers pursuant to 60.22(3), Wis. Stats., by resolution of the annual Town meeting dated April 2, 1935.

2.02 MEETINGS.

(1) OPEN MEETING LAW. All meetings of the Town Board, committees, boards and commissions shall be open to the public and preceded by public notice as provided in §19.84, Wis. Stats.

(2) REGULAR MEETINGS. (Rep. & rec. 98-456) Regular Meetings of the Town Board shall be held on the second and fourth Tuesday of the month at 6:30 p.m. Any regular meeting falling upon a legal holiday shall be held on the day designated by the Board. All meetings of the Board shall be held in the Town Hall, including special and adjourned meetings, unless otherwise designated. Notice of a substitute meeting place shall be given to the public by posting a written notice of the substitute meeting place and time thereof on the outer door of the Town Hall at least 24 hours prior to such meeting; provided that nothing herein prevents the Town Board from convening a meeting at the duly noticed location and deciding at the meeting to recess and reconvene at an alternative location, without prior notice. The Town Chair, or the Town Board by majority vote, may cancel any regular meeting. Notice of a cancelled meeting thereof on the outer door of the Town Hall and on the Town website as soon as the Town Administrator/Clerk/Treasurer deems to be practicable prior to such cancelled meeting.

(3) SPECIAL MEETINGS. (Rep. & rec. 2013-09) Special meetings of the Town Board may be called in one of the following ways: (a) by the Town Chair, with oral or written notice to the Town Clerk; or (b) by duly adopted motion of the Town Board, made and adopted at a properly noticed preceding Town Board meeting; or (c) by any 2 Supervisors in writing, filed with the Clerk at least 36 hours prior to the time specified for such meeting. When a special Town Board meeting is called, by any such method, the Town Clerk shall immediately notify each Supervisor of the time and purpose of such meeting. Only the business for which such special meeting was called shall be transacted at the special meeting.

2.03 ADJOURNMENT TO SPECIFIC DATE. The Board may by a majority vote adjourn any regular or special meeting from time to time to a specific date and hour.

2.04 CONDUCT OF MEETINGS.

(1) The business of the Board shall be conducted in the following order: (Am. #187)(Am. #95-374)

(a) Call to order by presiding officer.

(b) Pledge of allegiance.

(c) Roll Call. (If a quorum is not present, the meeting shall thereupon adjourn, which may be to a specific date pursuant to §2.03).

(d) Citizen Comments: Public comments from citizens regarding items on, or not on the Agenda. The Board may not engage in a discussion with the citizen making the comments. During this period of citizen comments, the following procedures shall apply;

1. Each citizen wishing to address the Board will have up to three (3) minutes to speak.

2. Presentations shall be directed to topics subject to Town Board action and related to the Town of Delafield. Presentations are not limited to items on the agenda.

3. Comments shall be limited to thirty (30) minutes in total, unless otherwise deemed appropriate by the Chair or Consensus of the Town Board; the time limit may be increased by increments of 15 minutes.

4. All comments shall be directed only to the members of the Town Board, and not to Town staff, the applicant, other residents, or members of the audience.

5. Speakers shall not make comments regarding personalities of the Town Board, Town staff, applicants or members of the audience.

6. Speaker's comments shall not attempt or be designed for the purpose of engaging the Town Board, Town staff, applicants, or members of the audience in a debate, conversation or a question and answer session.

7. Speakers are not allowed to yield time to another speaker.
8. Speakers are limited to speaking once during citizen comments
9. No Board member may address the board during citizen comments.
- (e) Approval of Minutes if correct, and rectifying mistakes if any exist.
- (f) Action on budget sub-accounts if necessary, and vouchers submitted for payment.
- (g) Communications (for discussion and possible action).
- (h) Unfinished Business
- (i) New Business
- (j) Announcements and Planning Items
- (k) Adjournment

(2) In the absence of the Clerk the Chair shall appoint a Clerk pro tem.

2.05 DUTIES OF PRESIDING OFFICER. The Chair at the stated hour shall call the meeting to order. He/she 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 Roberts' Rules of Order, current edition, unless otherwise provided by statute or by these rules. Any member shall have the right of appeal from a decision of the presiding officer. No appeal shall be debatable, and the appeal may be sustained by a majority of the members present, exclusive of the Chair.

2.06 ABSENCES. If the Chair is absent at the designated time for any meeting, the Clerk or, in his/her absence, the senior Supervisor present, based on date of original elections as Supervisor, shall call the meeting to order and preside until the Board shall by motion select an acting Chair for that meeting.

2.07 CONDUCT OF DELIBERATIONS. The deliberations of the Board shall be conducted in the following manner:

- (1) No Supervisor shall address the Board until he/she has been recognized by the presiding officer. He/she shall thereupon address himself/herself to the Chair and confine his/her 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) Unless recognized by the Chair, no person other than a board member shall address the Board except under order of business as provided in §2.04.
- (4) No motion shall be discussed or acted upon unless and until it has been seconded, unless the rules permit one Supervisor to initiate action. No motion shall be withdrawn without the consent of the person making the same and the person seconding it.
- (5) When a question is under discussion, no action shall be in order, except to adjourn, to lay on the table, move the previous question, to postpone to a certain day, to refer to a committee, to amend, to postpone indefinitely. These motions shall have precedence in the order listed.
- (6) Any member desirous of terminating the debate may move the previous question, in which event the Chair shall announce the question as "Shall the main question now be put?" If a majority 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 bring the Board to a direct vote, first upon any pending amendments, and then upon the main question.
- (7) Any Supervisor may demand an aye and nay vote on any matter and such vote shall be entered in the proceedings. Every member shall vote when a question is put unless the Board by a majority vote of those present shall excuse him for special cause. A majority vote of all members of the Board in favor of any proposed ordinance, resolution or appointment shall be necessary for passage

or approval, unless a larger number is required by statute, except as otherwise provided a majority vote of those present shall prevail in other cases.

- (8) A motion to adjourn shall always be in order, and a motion to adjourn, to lay on the table, and a call for the previous question shall be decided without debate.
- (9) No member of the Board, whether they be a Supervisor or the Town Chair, shall vote on any question involving their own character or conduct, their right as a member or their pecuniary interest.

- 2.08 APPROPRIATION ORDINANCES OR RESOLUTIONS. All ordinances or resolutions appropriating money or creating any charge against the Town other than the payment of claims for purchases or work previously authorized by the Board shall only be acted upon by the Board at the next regular meeting, provided this provision may be suspended by affirmative action of all members of the Board. A roll call vote shall be taken and recorded on all appropriations, except as to alternative methods provided in Section 3.12 of this Code
- 2.09 RECONSIDERATION. Any member voting in the majority may move for a reconsideration of the vote of any question at that meeting or at the succeeding regular meeting. A motion to reconsider being put and lost shall not be renewed. A Supervisor may not change his/her vote on any question after the result has been announced.
- 2.10 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 2/3 of the members present.
- 2.11 PROCEDURES AT PUBLIC HEARINGS. (Cr. #95-392) The Board shall be responsible for preparing written procedures for the conduct for all public hearings before the Board and the Plan Commission. A copy of the written procedures shall be maintained at all times in the Clerk's office and those procedures shall be made available to the general public for review.