

VILLAGE OF SIREN
VILLAGE BOARD BY-LAWS
December 2, 2010

1. Meetings.

- A. Regular meetings. Regular meetings of the Village Board shall be held on the first Thursday after the first Monday of each calendar month at 2:00 p.m. local time. All meetings of the Village Board shall be held at the Village Hall, unless specified otherwise in the minutes of the preceding meeting or by written notice posted at the regular meeting place at least three hours prior to any meeting. In any event, all Board meetings shall be held within the boundaries of the Village.
- B. Annual organizational meeting. The Village Board shall hold an annual organizational meeting on the third Tuesday of April for the purpose of organization.
- C. Board minutes. The Village Clerk-Treasurer shall keep a record of all Board proceedings and cause the proceedings to be published.

2. Special Meetings.

- A. Special meetings of the Board may be called by the Village President, or by two Trustees filing a request with the Village Clerk-Treasurer at least 48 hours prior to the time specified for such meeting. The Village Clerk-Treasurer shall select the day for the special meeting and immediately notify each Trustee of the time and purpose of such meeting. The notice shall be delivered or mailed to each Trustee personally or left at his usual place of abode a minimum of 24 hours prior to the meeting time. The Village Clerk-Treasurer shall cause an affidavit of such notice to be filed in the Clerk-Treasurer's office prior to the time fixed for such special meeting. No business shall be transacted at a special meeting except for the purpose stated in the notice thereof. Notice to the public of special meetings shall conform to the open meeting requirements of Sec. 61.32 and Chapter 19, Subch. V, Wis. Stats. The Village Clerk-Treasurer shall give notice immediately upon the call for such meeting being filed with him.
- B. In the event all of the Trustees file a written consent or waiver of notice, any special meeting shall be held forthwith, but not less than two hours after the required notice is provided under Sec. 19.84(3), Wis. Stats.
- C. The request for any special meeting shall state the purpose for which the meeting is to be called and no business shall be transacted but that for which the meeting has been called.

3. Open meetings; adjournment of meetings.

- A. Open meeting law compliance. All meetings shall be open to the public, unless falling within a lawful exception of the Wisconsin Open Meetings Law.
- B. Adjournment of meetings. Regular sessions of the Village Board may be adjourned from time to time for later reconvening. Any regular session of the Board may be adjourned for later reconvening as many times as the Board may determine to be necessary, advisable or convenient. Said adjournment may be made for a new reconvening time

later in the same day or in a subsequent day. Any such adjournment may provide for reconvening at the same place or another place. An adjournment to a closed session may be only for a permitted purpose as enumerated in Sec. 19.85, Wis. Stats., and must meet the other requirements of said Sec. 19.85, Wis. Stats.

- C. Meetings to be open. During the holding of any open session in the regular meeting room or in the substituted meeting room, said room and said meeting shall at all times be open and remain open to all citizens.
- D. Closed meetings. The provisions of this Code do not prohibit the Board or any committee thereof from having a closed meeting which is legally convened and legally held in a room in said building other than the official meeting room or in some other building in the Village.

4. Quorum.

- A. Four members of the Village Board shall constitute a quorum, but a lesser number may adjourn or compel attendance of absent members if a majority is not present. The President shall be counted in computing a quorum.
- B. When the presiding officer shall have called the members to order, the Village Clerk-Treasurer shall proceed to call the roll in alphabetical order, noting who are present, and who are absent, and if, after having gone through with the call, it shall appear that a quorum is not present, the fact shall be entered in the minutes, and the members present may adjourn to a later date in the month; if they do not establish the next meeting date, the Village Board shall stand adjourned to the time appointed for the next regular meeting unless a special meeting is called sooner.

5. Presiding officers.

- A. The Village President shall preside. Village President shall preside over meetings of the Village Board. In the absence or inability of the Village President, the President Pro Tem shall preside. In the case of the absence or inability of the Village President and President Pro Tem, the Village Clerk-Treasurer shall call the meeting to order and the Trustees present shall elect one of their numbers acting President Pro Tem.
- B. Duties. The presiding officer 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, unless otherwise provided by statute or by these rules. Any member shall have the right to appeal from a decision of the presiding officer. Such appeal is not debatable and must be sustained by a majority vote of the members present excluding the presiding officer. In the absence of the Village Clerk-Treasurer, the presiding officer shall appoint a Village Clerk Pro Tem.

6. Order of Business.

- A. Order of business. At all meetings, the following order shall be observed in conducting the business of the Village Board:
 - (1) Call to Order by presiding officer;

- (2) Approval of Agenda;
- (3) Public Comments;
- (4) Correcting and approval of the minutes of the last preceding meeting or meetings;
- (5) Approval of Vouchers;
- (6) Department Reports;
- (7) Committee Reports & Recommendations;
- (8) New business;
- (9) Set Committee Meetings for next month;
- (10) Adjourn.

B. Order to be followed. No business shall be taken up out of order unless authorized by the Village President or by majority consent of all Trustees and the absence of any debate whatsoever.

7. Introduction of business, resolutions and ordinances; disposition of communications.

A. Ordinances to be in writing. All ordinances, or bylaws submitted to the Board shall be in writing and shall include at the outset a brief statement of the subject matter and a title and shall be referred to the appropriate committee by the President. The committee shall report back to the Board on the matter at the next Board meeting. Resolutions shall be in writing at the request of one Trustee; such request shall be non-debatable. Unless requested by a Trustee before a final vote is taken, no ordinance, resolution or bylaw need be read in full. Resolutions may be referred to an appropriate standing committee for an advisory recommendation.

B. Subject and numbering of ordinances. Each ordinance shall be related to no more than one subject. Amendment or repeal of ordinances shall only be accomplished if the amending or repealing ordinance contains the number and title of the ordinance to be amended or repealed, and title of amending and repealing ordinances shall reflect their purpose to amend or repeal.

C. Notice.

(1) The Village Board may take action on an ordinance only if it appears on the written agenda for meeting at which action is requested.

(2) Ordinances will be placed on the agenda for Board action only if they are submitted to the Village Clerk-Treasurer in written form a minimum of five days prior to the meeting at which action is requested.

D. Disposition of petitions, communications, etc. Every petition or other writing of any kind addressed to the Village Board or to the Village Clerk-Treasurer or other Village officer for reference to the Village Board shall be delivered by such other Village officer to the Village President or to the presiding officer of the Board as soon as convenient after receipt of same, and in any event, prior to or at the opening of the next meeting of the Village Board following the receipt of same. Every such petition, or other writing, and every paper, communication or other proceeding which shall come before the Board for action may be referred by the Village President or presiding officer to the appropriate committee or commission, unless objected to by some member of the Board.

8. Conduct of deliberations.

A. A roll call shall not be necessary on any questions or motions except as follows:

(1) When the ayes and nays are requested by any member.

(2) On confirmation and on the adoption of any measure assessing or levying taxes, appropriations or disbursing money or creating any liability or charge against the Village or any fund thereof in excess of \$5,000.

(3) When required by the state statutes of Wisconsin.

B. All aye and nay votes shall be recorded in the official minutes. The ayes and nays shall be ordered upon any question at the request of any member of the Village Board or the President, and the Village Clerk-Treasurer shall call the roll.

C. Except as provided below, the Village Board shall in all other respects determine the rules of its procedure, which shall be governed by Robert's Rules of Order, which is hereby incorporated by reference, unless otherwise provided by ordinance or Statute, except when otherwise limited or modified by this Code of Ordinances:

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

(2) When two 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 Board except under order of business, except the citizens may address the Board with permission of the presiding officer as to matters which are being considered by the Board at the time.

(4) When a question is in debate, no action shall be in order except:

(a) To adjourn;

(b) To lay on the table;

(c) The previous question;

(d) To postpone to a certain date;

(e) To refer to a standing, select or special committee;

(f) To amend;

(g) To postpone indefinitely; and these several motions shall have precedence in the order in which they stand.

9. Reconsideration of questions.

When a question has been once decided, any member of the majority, or in case of a tie, any member voting in the affirmative, may move a reconsideration thereof; but if a motion to reconsider be made on a day subsequent to that on which the ordinance question was decided, a vote of the majority of the entire Board shall be required to sustain it.

10. Disturbances and disorderly conduct.

Whenever any disturbance or disorderly conduct shall occur in any of the meetings of the Board, the President may cause the room to be cleared of all persons causing such disorderly conduct.

11. Amendment of rules.

The rules of this Chapter shall not be rescinded or amended unless the proposed amendment or motion to rescind has laid over from a regular meeting, and then it shall require a vote of 2/3 of all the members of the Board.

12. Suspension of rules.

These rules shall not be suspended except by a 2/3 vote of all the members of the Board.