

CHAPTER 2 THE GOVERNING BODY

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2.01 COUNCIL MEETINGS.

(1) **REGULAR MEETINGS.** The regular meetings of the City Council shall be held at the Council Chambers of the Municipal building in the City, on the third Tuesday of each month at 7:00 p.m., except when the day for holding any regular meeting is a legal holiday or election day, the regular meetings shall be held at the same time and place on the following day. The first meeting of a new Council following a regular city election shall be held following the conclusion of the regular April meeting of the previous Council. (Am. #753, 2008)

(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. A special meeting shall be called by members filed with the Clerk not less than 24 hours prior to the time of such meeting which shall be specified in the request. The Clerk shall cause written notice of such meeting to be delivered to each member of the Council personally or left at his usual place of abode at least 6 hours before the meeting.

A special meeting may be held without notice when all Council members are present or consent in writing to the holding of such meeting.

At a special meeting no business shall be transacted other than that for which the meeting was called, except by unanimous consent of all Council members.

(3) **ADJOURNMENTS.** Any regular or special meeting may be adjourned by a majority of the members present.

(4) **MEETINGS SHALL BE PUBLIC.** All meetings of the Council shall be open and public as provided in Sec.19.81-19.98, Wis. Stats. All of its procedure shall be recorded by the City Clerk or under his authorization in record books kept for that purpose.

(5) **CALL TO ORDER.** The Mayor or President or the Council (as the case may be) shall promptly call each meeting of the Council to order at the hour fixed for the holding of such meeting. If the Mayor and President are absent, the City Clerk shall call the meeting to order and the aldermen present shall elect one of their number President Pro Tem.

(6) **ROLL CALL AND QUORUM.** Before proceeding to business, the roll of the Council members shall be called alphabetically, and the names of those present and those absent shall be recorded in the proceedings of the Council. Six members shall constitute a quorum for transaction of business, but a lesser number may adjourn and may compel the attendance of absent members. The Mayor shall not be counted in determining whether a quorum is present.

THE GOVERNING BODY 2.01(7)

(7) ATTENDANCE; LEAVE OF ABSENCE. No Council member, City Clerk, Chief of Police or police officer whose duty it is to attend, shall absent himself from the Council meetings unless for illness or other good cause, without first having obtained leave of absence from the Mayor.

(8) DISTURBANCE, HOW SUPPRESSED.

(a) Whenever any disturbance or disorderly conduct occurs in the Council chambers or rooms or halls adjacent thereto, the Mayor or presiding officer of the Council may, by and with the aid of the Chief of Police or other police officer in attendance upon the meeting of the Council, cause the same to be cleared of all persons except members and officers of the Council.

(b) The Council may punish by forfeiture members or other persons present for disorderly behavior. Any person proposed to be punished hereunder shall be given an opportunity to be heard in his defense.

2.02 In the absence of an agenda, the order of business shall be as follows. The order of business may be temporarily suspended by unanimous vote.

(a) Call or roll and announcement of presence or absence of a quorum.

(b) Reading and correcting the minutes of the last preceding meeting or meetings.

(c) Unfinished business appearing on the record.

(d) Reports of standing committees.

(e) Reports of Special committees.

(f) Introduction of resolutions.

(g) Passage of ordinances.

(h) Introduction of new ordinances.

(i) Introduction and consideration of new and miscellaneous business.

2.03 COUNCIL COMMITTEES. (Recreated #383, 1993)

(1) **STANDING COMMITTEES.** The following standing committees of the Council shall be appointed by the Mayor and shall consist of three or more members each:

(a) Finance.

(b) Public Facilities Committee. The Public Facilities Committee shall consist of three alderpersons appointed by the Mayor for a one year term. The Public Facilities Committee shall exercise the powers and duties of the Board of Public Works with respect to airport facility and public buildings and grounds, except the building and grounds under the jurisdiction of the Parks Board.

(c) Public Safety.

(2) **SPECIAL COMMITTEES.** Select or special committees may be provided for by motion or resolution, designating the number and object, and, unless otherwise ordered, shall be appointed by the Mayor or other presiding officer of the Council.

(3) **REFERENCE OF ORDINANCES, RESOLUTIONS, ETC.** Every paper or writing that comes before the Council for action shall be referred to the appropriate committee by the presiding officer without motion unless objected to by some member.

(4) **COMMITTEES, WHEN TO REPORT.** All matters referred to a committee shall be reported back at the next regular meeting of the Council, and if not disposed of, the Council may fix a time within which the committee shall make its report to the Council. The chairman of each committee shall make a report of all matters still pending before the committee whenever requested to do so by any member of the Council.

(5) **REPORTS OF DISSENTING MEMBERS OF COMMITTEES.** If all the members of any committee required or entitled to report on any subject referred to them cannot agree upon a report, the majority and minority of such committee may each make a separate report, and any member dissenting in whole or in part from the reasoning and conclusions of both majority and minority may also present a statement of his reasons and conclusions, and all such reports, decorous in language and respectful to the Council, shall be entered at length in the journal.

THE GOVERNING BODY 2.03 (6)

(6) ADOPTION OF REPORTS AND RECOMMENDATIONS OF COMMITTEES, BOARDS AND COMMISSIONS. To approve actions by the committees, boards and commissions and accept their recommendations, the Council shall by motion adopt the committee, board or commission report, action or recommendation. If certain actions or recommendations of the committees, boards and commissions are not adopted, accepted and approved, the motion for adoption shall specify the specific part, act or recommendation excepted. All motions for adoption, or motions for adoption with exceptions shall be subject to amendment according to the rules for amendment contained in Robert's Rules of Order, newly revised.

(7) COMMITTEE MEMBERS TO REMAIN AT COUNCIL MEETINGS. No member of any committee shall, during a Council meeting, absent himself from such meeting by reason of membership in such committee, except by special leave.

(8) INVENTORY OF CITY PROPERTY. The chairman of each committee of the Council shall, between March 1 and April 1 in each year, file an inventory of all personal and real property belonging to the City under his care or supervision. Such inventory shall be certified to by the respective chairman and shall be filed with the City Clerk between the above dates. Such chairman may require the assistance in making such inventory of the City Engineer or any other City employee having knowledge or information regarding any City-owned property.

2.04 RULES OF COUNCIL PROCEDURE.

(1) INTRODUCTION OF BUSINESS TO COUNCIL. No business shall be introduced to the Council unless presented by a member of the Council.

(2) MOTIONS.

(a) Motions to be Stated Before Debates; Reducing to Writing. When a motion is made and seconded, it shall be stated by the member making the same or by the presiding officer or be read by the Clerk before being debated. If any member requires it, all motions (except to adjourn, postpone or commit) shall be reduced to writing.

(b) Motions in Order During Debate. When a question is under debate, no motion shall be received except:

1. To adjourn
2. To lay on the table
3. For the previous question.

THE GOVERNING BODY 2.04(2)(b)4.

4. To postpone to a certain day.
5. To commit to a standing committee.
6. To commit to a select committee.
7. To amend.
8. To postpone indefinitely.

These several motions shall have precedence in the order in which they stand in this rule.

(c) Motion to Adjourn; Lay on Table. A motion to adjourn shall always be in order, and a motion to adjourn, to lay on the table, and call for the previous question, shall be decided without debate.

(d) Motion For Reconsideration. Any member voting in the majority may move reconsideration of the vote on any question at the same or next succeeding meeting. A motion to reconsider being put and lost shall not be renewed.

(e) Moving Previous Question. Any member wishing to terminate debate may call the previous question. The question to be announced by the presiding officer shall be "Shall the main question now be put?" Such motion shall be decided without debate. If a majority of the members present vote in the affirmative, the main question shall be taken without further debate, and its effect shall be to put an end to all debate and bring the Council to a direct vote, first upon the pending amendment, if any, and then upon the main question.

(3) DEBATE.

(a) Recognition for Debate. When a member is to speak in debate or deliver any matter to the Council, he shall rise in his place and address himself to the presiding officer, and confine his remarks to the question under debate, and avoid personalities.

(b) Presiding Officer to Name First to Speak. When 2 or more members rise at the same time, the presiding officer shall name the member who is first to speak.

(c) Member May Speak Twice. No member shall speak more than twice on any question except by leave of the Council.

THE GOVERNING BODY 2.04(4)

(4) VOTING.

(a) Members Shall Vote. Every member, when a question is put, shall vote unless the Council shall, for special cause, excuse him or her, but no member shall be excused after the Council has commenced voting. The order of the ayes and noes taken shall be rotated alphabetically, but failure to adhere to the order of taking the ayes and noes shall not affect the validity of any vote. (Am. #435, 1995)

(b) Tie Vote; Mayor to Vote. The Mayor shall not vote on the call of ayes and noes except in the case of a tie vote, when he shall cast the deciding vote.

(c) Ayes and Noes Vote. The ayes and noes may be required by any member of the Council on confirmation. On 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, the vote shall be ayes and noes. All aye and no votes shall be recorded in the journal.

(5) CALL OF THE HOUSE.

(a) Who May Call. Any 3 members of the Council may make a call of the house and require absent members to be sent for, but a call of the house cannot be made after the voting has commenced.

(b) Putting Question on Call of the House. On a call of the house being moved, the presiding officer shall say: "It requires 3 members to order the call of the house," and 3 or more shall rise, the call shall thereby be ordered.

(c) Doors to be Closed. The officer acting as sergeant-at-arms shall close the doors and no member shall leave the room.

(d) Absentees, How Brought In. The Clerk shall immediately call the roll and furnish a list of the absentees without leave to the sergeant-at-arms, who shall forthwith proceed to find and bring in such absentees.

(e) Procedure While Under Call. While the Council is under call no business shall be transacted except to receive and act on the report of the sergeant-at-arms; no other motion shall be in order except to adjourn and motion to suspend further proceedings under the call, which motions shall be determined by ayes and noes, and the motion to suspend further proceedings under the call shall not be adopted unless a majority of the members-elect vote in favor thereof, but a majority of those present may adjourn.

THE GOVERNING BODY 2.04(6)

(6) ROBERT'S RULES OF ORDER, NEWLY REVISED. At any time when a question arises which is not covered by these rules, Robert's Rules of Order, newly revised, shall apply, unless otherwise required by ordinance or statute, with the exception that all motions requiring a 2/3 vote as designated in Robert's Rules of Order, newly revised, shall require a 3/4 vote of Council.

(7) SUSPENSION OF RULES. These rules may be suspended temporarily by a 3/4 vote of the members present.

(8) AMENDMENT OF RULES. These rules may be amended or changed at any time by a 3/4 vote of all members present.

(9) SERGEANT-AT-ARMS. The Chief of Police or police officer designated to attend the Council meeting shall act as sergeant-at-arms.

2.05 ORDINANCES AND RESOLUTIONS.

(1) PUBLICATION. All ordinances, rules, regulations and by-laws required to be published, shall be published in the official newspaper within 15 days of passage, and shall not be in effect until so published.

(2) ADOPTION. Each ordinance or resolution shall be read 3 times, which by motion may be by title, prior to passage. No ordinance or resolution shall receive its third reading on the day of its first reading except by 3/4 vote of the members present.

(3) APPROVAL OF ORDINANCES BY MAYOR; VETOES. All ordinances, resolutions and acts subject to the veto power of the Mayor shall be submitted to him by the Clerk and shall be in force upon his approval evidenced by his signature, or upon his failing to approve or disapprove within 5 days, which fact shall be certified thereon by the Clerk. If the Mayor disapproves, he shall file his objections with the Clerk, who shall present them to the Council at its next meeting. A 2/3 vote of all members of the Council shall make the act effective notwithstanding the objections of the Mayor.

2.06 PRESIDING OFFICER, DUTIES.

(1) The Mayor or other presiding officer of the Council shall preserve order and decorum; may speak to points of order in preference to others, rising from his seat for that purpose; and shall decide questions of order, subject to an appeal by any member, on which appeal no member shall speak more than once, unless by leave of the Council. On appeal being taken, the question shall be, "Shall the decision of the Chair stand as the judgment of the Council?", which question and the action thereon shall be entered in the journal.

THE GOVERNING BODY 2.06(2)

(2) The Mayor or other presiding officer shall inform the Council when necessary, or when referred to for that purpose, on any point of order or practice.

(3) He shall authenticate, by his signature, when necessary, all ordinances, resolutions, orders and proceedings of the meetings of the Council over which he presides.

(4) The Mayor or other presiding officer of the Council may call a member to the Chair, but such substitution shall not extend beyond an adjournment.