

CHAPTER 3

Village Board

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SEC. 2-3-1 VILLAGE BOARD; ELECTIONS TO.

- (a) **Election.** The Village Board of the Village of Caledonia shall consist of five (5) Supervisors. They shall include a Chairperson and Supervisors numbered One through Four. The Chairperson and Supervisors One and Three shall be elected in the odd-numbered years. Supervisors Two and Four shall be elected in the even-numbered years.
- (b) **Quorum.** The quorum for any meeting of the Village Board shall be three (3) Supervisors.
- (c) **Acting Chairperson.** The Chairperson may designate another Supervisor to chair Village Board meetings in his absence or When he removes himself temporarily from the chair for purposes of debate or the making or seconding of a motion. This Section does not require the Chairperson to remove himself from the chair in order to debate or make or second a motion.
- (d) Subsequent to the Village's first regular spring election to be held on April 4, 2006, Village Trustees shall be nominated and elected for non-partisan primaries and elections at large by

numbered seats. The three individuals receiving the highest number of votes on April 4, 2006 shall be elected to two-year Village Trustee terms and shall be assigned seats numbered two (2), four (4), and six (6). The three individuals receiving the next highest number of votes on April 4, 2006 shall be elected to one-year Village Trustee terms and shall be assigned seats numbered one (1), three (3), and five (5). The Village Board shall determine the manner in which the three (3) even-numbered seats and the three (3) odd-numbered seats are assigned to particular two-year and one-year Trustees, respectively. Notwithstanding any other provision of law to the contrary, no person shall be eligible to be nominated, elected or to serve in more than one (1) of the numbered seats for the office of Trustee of the Village of Caledonia at the same time.

State Law Reference: Section 60.20, Wis. Stats.

SEC. 2-3-2 GENERAL POWERS AND DUTIES OF THE VILLAGE BOARD.

- (a) **Charge of Village Affairs.** The Village Board shall have charge of all affairs of the Village not committed by law to another body or officer or to Village employee(s).
- (b) **Charge of Actions.** The Village Board has charge of any action or legal proceeding to which the Village is a party.
- (c) **Village Powers.** As authorized under Sec. 60.10(2)(c), Wis. Stats., and Sec. 2-1-2 of this Code, the Village Board shall exercise powers relating to villages and conferred on village boards under Ch. 61, Wis. Stats., except those powers which conflict with statutes relating to villages and village boards.
- (d) **Pursue Certain Claims of Village.** The Village Board shall demand payment of penalties and forfeitures recoverable by the Village and damages incurred by the Village due to breach of official bond, injury to property or other injury. If, following demand, payment is not made, the Board shall pursue appropriate legal action to recover the penalty, forfeiture or damages.

State Law Reference: Sections 60.10(2)(c) and 60.22, Wis. Stats.

SEC. 2-3-3 MISCELLANEOUS POWERS OF THE VILLAGE BOARD.

The Village Board may:

- (a) **Joint Participation.** Cooperate with the state, counties and other units of government under Sec. 66.30, Wis. Stats., including cooperative arrangements revolving the acquisition, development, remodeling, construction, equipping, operation and maintenance of land, buildings and facilities for regional projects, whether or not located in the Village.
- (b) **Utility Districts.** Establish utility districts under Sec. 66.072, Wis. Stats., and provide that any convenience or public improvement in the district be paid for under that Section.
- (c) **Appropriations for Civic and Other Functions.** If authorized under Sec. 60.10(3)(b), Wis. Stats., appropriate reasonable amounts of money for gifts or donations to be used to:
 - (1) Further civic functions and agricultural societies.
 - (2) Advertise the attractions, advantages and natural resources of the Village.
 - (3) Attract industry.
 - (4) Establish industrial complexes.

- (5) Establish, maintain and repair ecological areas. Provide for the organization, equipment and maintenance of a municipal band or for the employment of other bands to give concerts and municipal entertainment in the Village.
- (d) **Village Industrial Development Agency.** In order to promote and develop the resources of the Village, appropriate money for and create a Village industrial development agency or appoint an executive officer and provide staff and facilities for a nonprofit organization organized to act under this Subsection. A Village industrial development agency created under this Subsection and Sec. 60.23(4), Wis. Stats., may:
- (1) Develop data regarding the industrial needs of, advantages of and sites in the Village.
 - (2) Engage in promotional activities to acquaint prospective purchasers with industrial products manufactured in the Village.
 - (3) Coordinate its activities with the Regional Planning Commission, the Wisconsin Department of Development and private credit development organizations.
 - (4) Engage in any other activity necessary for the continued improvement of the Village's industrial climate.
- (e) **Cooperation in County Planning.** Cooperate with the county in rural planning under Secs. 27.015, 59.07(65) and 59.97, Wis. Stats.
- (f) **Conservation of Natural Resources.** If authorized by the Village meeting under Sec. 60.10(3)(a), Wis. Stats., appropriate money for the conservation of natural resources or for payment to a bona fide nonprofit organization for the conservation of natural resources within the Village or beneficial to the Village. No payment may be made to a nonprofit organization unless the organization submits and the Village Board approves a detailed plan of the work to be done. The plan shall include the name of the owner of any property on which work is to be performed.
- (g) **Obstructions in Non-navigable Waters.** Remove, at the expense of the Village, any obstruction located in the Village which prevents the natural flow of water in a non-navigable stream. One or more Supervisors, or a designee of the Board, may enter upon any land if necessary to remove the obstruction.
- (h) **Emergency Pest and Disease Control.** Appropriate money for the control of insects, weeds or plant or animal diseases if:
- (1) An emergency arises within the Village due to insects, weeds or plant or animal diseases; and
 - (2) The Board determines that any delay resulting from calling a special Village meeting to authorize the Village Board to appropriate money for this purpose under Sec. 60.10(3)(c), Wis. Stats., would result in serious harm to the general welfare of the Village.
- (i) **Bowling Alleys, Pool Tables and Amusement Devices.** Regulate, including the licensing of, bowling alleys, billiard and pool tables and other amusement devices maintained in commercial facilities. If a license is required; the Board shall establish the term of the license, not to exceed one (1) year, and the license fee. The Board may suspend or revoke, for cause, a license issued under this Subsection. Any person violating a regulation adopted under this Subsection shall forfeit to the Village an amount established by the Village Board.
- (j) **Reimbursement of School Districts for Providing Transportation in Hazardous Areas.** Reimburse a school district for costs incurred by the district under Sec. 121.54(9), Wis. Stats., in transporting pupils who reside in the Village.

- (k) **Exchange Tax Credit for County Land.** Authorize the Village Treasurer to exchange any credit the Village has with the county, arising from delinquent real estate taxes, for county-owned lands.
- (l) **Associations of Villages.** Appropriate money to purchase membership in any association of village boards, village officials or village government for the protection of village interests and improvement of village government.
- (m) **Vacation of Alleys.** Vacate any alley in the Village under Sec. 66.296, Wis. Stats. The Village Board may not vacate, under this Subsection, an alley adjacent to land fronting a state or county trunk highway.
- (n) **Cemeteries.** Provide for cemeteries under Ch. 157, Wis. Stats.
- (o) **Change Street Names.** Name, or change the name of, any street in the Village under Sec. 81.01(11), Wis. Stats.
- (p) **Neighborhood Watch Program and Signs.** Authorize a neighborhood watch program. The Village Board may place within the right-of-way of a street or highway under the jurisdiction of the Village a neighborhood watch sign of a uniform design approved by the Department of Transportation. If the Village Board obtains the approval of the County Board, the Village Board may place a sign under this Subsection within the right-of-way of a county trunk highway within the limits of the Village. No sign under this Subsection may be placed within the right-of-way of a highway designated as part of the national system of interstate and defense highways.
- (q) **Use of Firearms.** Regulate the careless use of firearms and impose forfeitures for violation of the regulations.
- (r) **Fences in Subdivisions.** Require a subdivider to construct a fence under Sec.90.02, Wis. Stats., on the boundary of a subdivision, as defined under Sec. 236.02(8), Wis. Stats., as a condition of plat approval by the Village. The fence shall be maintained under Sec. 90.05 2), Wis. Stats., and repaired under Secs. 90.10 and 90.11.
- (s) **Disposition of Dead Animals.** Notwithstanding Sections 59.07(84) and 95.50(3), Wis. Stats., dispose of any dead animal within the Village or contract for the removal and disposition with any private disposal facility. The Village may enter into a contract with any other governmental unit under Sec. 66.30 to provide for the removal and disposition, The Village may recover its costs under this Subsection by levying a special assessment under Sec. 66.345, Wis. Stats.

State Law Reference: Section 60.23, Wis. Stats.

SEC. 2-3-4 POWERS AND DUTIES OF VILLAGE BOARD CHAIRPERSON.

- (a) **General Powers and Duties.** The Village Board Chairperson shall:
 - (1) Preside at Board meetings. Preside over meetings of the Village Board.
 - (2) Preside at Village meetings. Preside over Village meetings as provided under Sec. 60.13, Wis. Stats., and Sec. 2-2-5 of this Code.
 - (3) Sign documents.
 - a. Sign all ordinances, resolutions, bylaws, orders, regulations, commissions, licenses and permits adopted or authorized by the Village Board unless the Village Board, by ordinance, authorizes another officer to sign specific types of documents in lieu of the Chairperson. The Board, by ordinance, may authorize use of a facsimile signature.

- b. Sign all drafts, order checks and transfer orders as provided under Sec. 66.042, Wis. Stats.
- (4) Assure Administration of Statutes. Supervise the administration of the Wisconsin Statutes relating to the Village and Village operations to see that they are faithfully executed.
- (5) Act on behalf of Board. Act, on behalf of the Village Board, to:
 - a. See that Village orders and Ordinances are obeyed.
 - b. See that peace and order are maintained in the Village.
 - c. Obtain necessary assistance, if available, in case of emergency, except as provided under Ch. 166. Wis. Stats.
- (6) Act on authorization of Board. If authorized by the Village Board, act on behalf of the Board to:
 - a. Direct, as appropriate, the solicitation of bids and quotations for the Village's purchase of equipment, materials and services and submit the bids and quotations to the Village Board for approval.
 - b. Represent, or designate another officer to represent, the Village at meetings of, and hearings before, governmental bodies on matters affecting the Village.
- (b) **Administer Oaths.** The Chairperson may administer oaths and affidavits on all matters pertaining to the affairs of the Village.
- (c) **Other Responsibilities.** In addition to the powers and duties under this Section, the Chairperson has the following responsibilities:
 - (1) Nominate election officials when the Village Board disapproves the nominee of a party committee under Sec. 7.30(4)(b)2, Wis. Stats.
 - (2) Serve as caucus official under Sec. 8.05(1)(c), Wis. Stats.
 - (3) Sue on official bonds under Sec. 19.015, Wis. Stats.
 - (4) Execute and sign a certificate of indebtedness in connection with obtaining a state trust fund loan under Sec. 24.67, Wis. Stats.
 - (5) Serve as Village fire warden under Sees. 26.13 and 26.14, Wis. Stats.
 - (6) Appoint members of the Board of Harbor Commissioners under Sec. 30.37(3), Wis. Stats.
 - (7) Appoint members of library boards under Sees. 43.54(1)(a) and 43.60(3), Wis. Stats.
 - (8) Exercise the powers and duties specified for a mayor under Sec. 62.13, Wis. Stats., if the Village creates a joint board of police and fire commissioners or joint police or fire department with a village under Sec. 61.65(3g)(d)2, Wis. Stats., or a board of police and fire commissioners under Sec. 60.57, Wis. Stats.
 - (9) Provide an annual estimate of funds necessary for any utility district established under Sec. 66.072(2), Wis. Stats.
 - (10) Publish annually a notice regarding noxious weeds and appoint one (1) or more commissioners of noxious weeds under Secs. 66.96 to 66.99, Wis. Stats.
 - (11) Sign general obligation bonds issued by the Village under Sec. 67.08(1), Wis. Stats.
 - (12) If authorized by the Village Board, represent the interests of the Village in connection with appearances before the State Tax Appeals Commission under Sec. 70.64(5), Wis. Stats.
 - (13) Approve the bond of the Village Treasurer delivered to the County Treasurer under Sec. 70.67(1), Wis. Stats.

- (14) Perform duties in connection with selection of jurors in actions relating to the taking of property to provide access to a cemetery, fairground or land used for industrial expositions under Sec. 80.48(3) and (4), Wis. Stats.
- (15) Sign orders for payment of work performed and materials furnished on Village highways under Sec. 81.04, Wis. Stats.
- (16) See that all tunnels in the Village are constructed under Sec. 81.35, Wis. Stats., and that they are kept in good repair.
- (17) If applicable, serve as a member of the County Highway Committee under Sec. 83.015(1)(d), Wis. Stats.
- (18) If applicable, close county trunk highways when rendered dangerous for travel and notify the Highway Commissioner under Sec. 83.09, Wis. Stats.
- (19) If applicable, appoint members to Airport commissions under Sec. 114.14(2), Wis. Stats.
- (20) Perform the Village Chairperson's duties related to jewelry auction sales under Sec. 130.07, Wis. Stats.
- (21) Under Sec. 167.10, Wis. Stats., enforce regulation of fireworks.
- (22) Perform the Village Chairperson's duties related to stray animals and lost goods under Ch. 170, Wis. Stats.
- (23) Perform the Village Chairperson's duties related to distrained animals under Ch. 172, Wis. Stats.
- (24) Perform the Village Chairperson's duties related to animals that have caused damage in the Village under Ch. 173, Wis. Stats.
- (25) Perform the Village Chairperson's duties related to municipal power and water districts under Ch. 198; Wis. Stats.
- (26) Cause actions to be commenced for recovery of forfeitures for violations of Village Ordinances that can be recovered in municipal court under Sec. 778.11, Wis. Stats.
- (27) Notify the district attorney of forfeitures which may not be recovered in municipal court under Sec. 778.12, Wis. Stats.
- (28) Approve bonds furnished by contractors for public works under Sec. 779.14(1), Wis. Stats.
- (29) Designate, at a duly called meeting of the Village Board, an Acting Chairperson from among the remaining Village Supervisors. Such person shall assume the powers and duties of the Village Board Chairperson, and preside over meetings of the Village Board, in the absence of the Chairperson. Such designation shall remain in effect until changed at a subsequent Village Board meeting.”

State Law Reference: Section 60.24, Wis. Stats.

SEC. 2-3-5 INTERNAL POWERS OF THE BOARD.

The Village Board has power to preserve order at its meetings, compel attendance of Supervisors and punish nonattendance.

SEC. 2-3-6 MEETINGS OF THE VILLAGE BOARD.

Regular meetings of the Caledonia Village Board shall be as scheduled and noticed by the Village Board. All meetings of the Board shall be held at the Village Hall of the Village of Caledonia unless specified otherwise in the minutes of the preceding meeting or by written notice posted at the regular meeting place at least twenty-four (24) hours prior to the time specified for the meeting, except as may be allowed under Sec. 19.84(3), Wis. Stat. The Clerk shall cause public notice to be posted in at least one (1) public place likely to give notice to persons affected and placed electronically on an Internet site maintained by the Village no less than twenty-four (24) hours prior to the time specified for the meeting, except as may be allowed under Sec. 19.84(3), Wis. Stat.

SEC. 2-3-7 SPECIAL MEETINGS OF THE BOARD.

Special meetings may be called by the Village President or by any two (2) Trustees by notifying the Clerk no less than twenty-four (24) hours prior to the specified time of the meeting. The Clerk shall immediately notify all Trustees of the time and place of the meeting and shall cause public notice to be posted in at least one (1) public place likely to give notice to persons affected and placed electronically on an Internet site maintained by the Village no less than twenty-four (24) hours prior to the time specified for the meeting, except as may be allowed under Sec. 19.84(3), Wis. Stat.

SEC. 2-3-8 OPEN MEETINGS.

All Village Board and Village Committee meetings shall be open to the public pursuant to law and be in compliance with Wisconsin's Open Meeting Law.

State Law Reference: Ch. 19, Subch. IV, Wis. Stats.

SEC. 2-3-9 QUORUM.

Three (3) Supervisors shall constitute a quorum, but a lesser number may adjourn if a majority is not present.

SEC. 2-3-10 PRESIDING OFFICER.

The Chairperson shall preside at all meetings of the Village Board when present. In the absence of the Chairperson, the Acting Chairperson shall preside. In their absence, the Village Board may select another Supervisor to preside and, in such case, the Clerk shall call the meeting to order and preside until the Village Board selects a Supervisor to preside.

SEC. 2-3-11 ORDER OF BUSINESS.

- (a) **Order of Business.** At all meetings, the following order may be observed in conducting the business of the Village Board:
 - (1) Call to Order by presiding officer;
 - (2) Roll call;
 - (3) Reading and correcting the financial report and the minutes of the last preceding meeting or meetings;
 - (4) Presentation of petitions and communications;
 - (5) Reports from officials of the Village;
 - (6) Reports from committees;
 - (7) Unfinished business remaining from preceding sessions in the order in which it was introduced;
 - (8) New business; ordinances and resolutions maybe introduced and considered; Business as may be presented by the Chairperson and Supervisors;
 - (9) Any other business permitted by law;
 - (10) Adjournment.
- (b) **Agenda Preparation.**
 - (1) The Village Administrator shall prepare an agenda incorporating the matters comprising the order of business; and
 - (2) There be included on said agenda a time for hearing citizens wishing to address the Board; and
 - (3) No matter requiring research, investigation or decision shall be placed on the agenda of the Village Board unless a request to do so is made to the Village Administrator at least two (2) days prior to the meeting, nor shall the agenda be amended to include said matter, either prior to ordering the meeting, except when the members of the Board unanimously agree to the agenda addition.
- (c) **Order to be Followed; Citizen Comments.** No business shall be taken up out of order unless by unanimous consent of all Supervisors and in the absence of any debate whatsoever. The Chairperson or presiding officer may impose a time limit on the length of time citizens may address the Board.
- (d) **Roll Call; Procedure When Quorum Not in Attendance.** As soon as the Board shall be called to order, the Clerk shall proceed to call the names of the members in alphabetical order, noting who are present and who are absent and record the same in the proceedings of the Board. If it shall appear that there is not a quorum present, the fact shall be entered on the journal and the Board may adjourn.

SEC. 2-3-12 INTRODUCTION OF BUSINESS, RESOLUTIONS AND ORDINANCES; DISPOSITION OF COMMUNICATIONS.

- (a) **Ordinance Adoption Procedures.**
 - (1) Ordinances to be in Writing. All ordinances submitted to the Board shall be in writing and shall include at the outset a brief statement of the subject matter and a title. All written material introduced shall be read and then discussed and acted upon as the Board deems appropriate.
 - (2) Subject and Numbering of Ordinances. Each Ordinance shall be related to no more than one (1) 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.

- (3) Notice. The Village Board may take action on an Ordinance only if it appears on the written agenda for meeting at which action is requested in order to provide proper legal notice.
 - (4) First Reading. First reading of an ordinance may be given at any general business meeting of the Village Board.
 - (5) Second Reading. Second reading of an ordinance shall be given at any general business meeting within seventy (70) days after the first reading, unless the ordinance has been tabled to a time certain longer than seventy (70) days after the first reading.
 - (6) Simultaneous Readings. First and second reading of an ordinance may be given at the same general business meeting by unanimous consent .of the Village Board.
 - (7) Special Meetings. A reading of an ordinance, or simultaneous readings of an ordinance if there is unanimous consent by the Village Board, may be had at any special Board meeting called for the purpose of considering such an ordinance.
 - (8) Debate. Any interested party shall be allowed to speak to the question on first reading of an ordinance. Where it appears necessary for the orderly conduct of the meeting, the Chairperson may limit debate to five (5) minutes per speaker, provided, however, that no person shall be denied the opportunity to provide a reasonably complete answer to any germane question which is specifically addressed to him.
- (b) **Disposition of Petitions, Communication, Etc.** Every petition or other writing of any kind, addressed to the Board, Clerk or other Village officer for reference to the Village Board, shall be delivered by the Clerk or such other Village officer to the Chairperson 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 Board following the receipt of same.

SEC. 2-3-13 CONDUCT OF DELIBERATIONS.

- (a) A roll call shall not be necessary on any questions or motions except as follows:
 - (1) When the ayes and noes 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.
 - (3) When requested by the State Statutes of Wisconsin.
- (b) All aye and nay votes shall be recorded in the official minutes.
- (c) Except as provided below, the Village Board shall, in all other respects, determine the roles 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 Supervisor shall address the Board 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 two (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 Board except under order of business, except that citizens may address the Board with the permission of the presiding officer as to matters which are being considered by the Board at the time.
- (4) No motion shall be discussed or acted upon unless and until 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.

SEC. 2-3-14 PROCEDURE AT PUBLIC HEARINGS.

- (a) The Chairperson shall then call on those persons who wish to speak for the proposition. Each person wishing to speak for the proposition shall give his or her name and address.
- (b) Each person speaking on behalf of the proposition shall be limited in time of five (5) minutes.
- (c) The Chairperson shall then call on those persons who wish to oppose the proposition.
- (d) Each such person wish to speak in opposition to the proposition shall give his or her name and address and shall also be limited to five (5) minutes.
- (e) Any person wishing to speak in rebuttal to any statements made may, with the permission of the Chairperson, do so, provided, however, such rebuttal statement shall be limited to three (3) minutes by any one (1) individual.
- (f) When the Chairperson in his discretion is satisfied that the proposition has been heard, he shall announce the fact that the hearing is concluded.

SEC. 2-3-15 RECONSIDERATION OF QUESTIONS.

It shall be in order for any member if, in the majority, to move for the reconsideration of any vote in question at the same meeting or at the next succeeding regular adjourned meeting. A motion to reconsider being put and lost shall not be renewed.

SEC. 2-3-16 CALL FOR THE PREVIOUS QUESTION.

Any member desirous of terminating the debate may call the previous question when the question announced by the Chairperson shall be "shall the main question be put?" If a majority of the members present vote in the affirmative, the main question shall be put to a vote without further debate, and its effect shall be to put an end to all debate and bring the Board to a direct vote, first upon the pending amendment and then upon the main question.

SEC. 2-3-17 PUBLICATION OR POSTING OF ORDINANCES AND RESOLUTIONS.

- (a) **General Requirement.** The Village Clerk shall publish as a Class 1 notice under Ch. 985, Wis. Stats., or post in at least one (1) public place in the Village likely to give notice to the public and persons affected and placed electronically on an Internet site maintained by the

Village, the following, within one (1) week after passage or adoption, unless otherwise required by applicable Wisconsin Statute:

- (1) Notice of newly created ordinances adopted by the Village Board that includes the information required under Section 61.50(3), Wis. Stats., if published; or if posted, the ordinance must be posted in its entirety.
- (2) Resolutions if required by another applicable Wisconsin Statute.
- (b) **Exception for Municipal Obligations.** Nothing under Subsection (a) may be deemed to require notice under this Subsection of the passage of any resolution authorizing the issuance of municipal obligations, as defined under Sec. 67.01, Wis. Stats.
- (c) **Requirement for Forfeitures.** If an Ordinance imposes a forfeiture, posting may not be used in lieu of publication under Subsection (a).
- (d) **Effective Upon Publication.** An Ordinance or resolution required to be published or posted under this Section shall take effect the day after its publication or posting, or at a later date if expressly provided in the Ordinance, resolution.
- (e) **Affidavit of Posting.** If an Ordinance or resolution, is published or posted under this Section, the Village Clerk shall sign an affidavit attesting that the item was published or posted as required by this Section and stating the date and place of posting. The affidavit shall be filed with other records under the jurisdiction of the Clerk.

State Law Reference: Ch. 985, Wis. Stats.

SEC. 2-3-18 SUSPENSION OF RULES.

Any of the provisions of Sections 2-3-13 through 2-3-16, inclusive, of this Code may be suspended temporarily by a majority of the Board members present at any meeting.

SEC. 2-3-19 COMMITTEES OF VILLAGE BOARD.

- (a) **Establishment.** The following shall be the standing committees of the Village Board:
 - (1) Finance;
 - (2) Legislative and Licensing;
 - (3) Personnel;
 - (4) Public Works; and
 - (5) Committee of the Whole.
- (b) **Committee Membership.**
 - (1) Standing committees of the Village Board shall consist of at least two (2) members.
 - (2) Every trustee shall serve on at least one committee.
 - (3) No trustee shall serve on more than two (2) standing committees.

(c) Committee Operations.

- (1) The Village President shall appoint members of the Village Board to the standing committees, except that the Committee of the Whole shall consist of all of the members of the Village Board.
- (2) Appointments shall be made annually following election of members to the Village Board. In addition, at his or her pleasure, from time-to-time the Village President may remove members and appoint other members to the committees.
- (3) The Village President shall designate one of the members of a committee as Chairperson of the committee.
- (4) The Village President shall be an ex officio, non-voting member of any committee of which he or she is not otherwise a member. However, the Village President shall be entitled to vote on all matters presented to the Board. The Village President, at the request of the committee chairperson, shall be considered in determining if a committee quorum is present only if his presence is needed to obtain a quorum and in which case he shall be entitled to vote on said committee. In those instances, where the Village President is not needed to make a quorum, he may still vote to break a tie vote of committee members.

(d) Meetings.

- (1) Meetings of committees shall be noticed, held and recorded in accord with the Open Meetings of Governmental Bodies, Sec. 19.81, et. seq. of the Wisconsin Statutes.
- (2) The chairperson of the committee shall be responsible to set the agenda for the committee meetings.
- (3) A majority of the members of a committee shall constitute a quorum for purposes of a committee meeting. If after a meeting is called to order with a quorum being present, one or more members shall depart so that there shall be less than a quorum present, the remaining member or members shall constitute a quorum merely for the purpose of taking information. Such a lesser quorum shall not take any other action on any matters.

(e) General Duties and Powers.

- (1) Each standing committee shall study, conduct investigations, and make recommendations and shall perform such other duties as the Village Board may from time-to-time direct relative to their areas of responsibility.
- (2) Each standing committee shall meet as necessary with officials of the appropriate departments, boards or commissions.
- (3) All appointments, including reappointments to boards, commissions, department head positions or to committees, except the standing committees, shall be referred by the President of the Village Board to one or more appropriate standing committees for review and recommendation. The committee(s) shall investigate, study and interview prospective appointees and nominees and shall perform such other duties as the Village Board may from time-to-time direct relative to such reviews. The committee(s) shall interview prospective appointees and nominees with respect to their familiarity with the Village, their expertise and qualifications for service on the committee, board, commission, or position in question, their understanding of the rules of procedure and due process, and their

philosophy with respect to any issue or concern which the committee, board, commission, or department in question will, in all likelihood, face or be subjected to.

- (4) In the event of referral to more than one committee, action must be taken separately by each committee, although joint meetings may be held and joint reports may be issued.
 - (5) Each standing committee may refer matters relating to their areas of responsibility to the Village Board.
 - (6) Each standing committee shall place an item on its agenda for citizens' comments and shall report to the Village Board such concerns as expressed by citizens. Each standing committee shall endeavor to respond to the citizens' comments and inquiries when requested to by citizens.
- (f) **Oversight Authority and Areas of Responsibility.** The committees shall perform such duties as follows and as are directed or provided from time-to-time by the Village Board:
- (1) **Finance Committee.** All matters relating to purchasing, finance, taxes, budgets, assessments, audits, insurance, and the sale, lease, purchase or disposition of any Village lands or buildings which are to come before the Village Board shall be referred to the Finance Committee.
 - (2) **Legislative and Licensing Committee.** All matters relating to the policies and rules of procedure of the Village Board, intergovernmental relations, intergovernmental communications, pending or proposed legislation and other governmental matters and all matters related to or affecting licenses and permits which are to come before the Village Board shall be referred to the Legislative and Licensing Committee. The committee shall also have the authority to review, hold public hearings and act upon licenses and permits as delegated by the Village Board or applicable ordinance.
 - (3) **Personnel Committee.** All matters relating to personnel matters arising out of Wisconsin Statutes Chapter 111, employment relations, employee classification, reclassification, labor contracts, collective bargaining, employee safety and working conditions, insurance related to employee benefits and risk management which are to come before the Village Board shall be referred to the Personnel Committee.
 - (4) **Public Works.** All matters relating to highways, streets, dams, parks, recreation, and the Department of Public Works and all matters relating to major repairs, remodeling, expansion, construction, demolition, purchase, sale or lease of all Village buildings and grounds which are to come before the Village Board shall be referred to the Public Works Committee.