

**CHAPTER 2**

**TOWN BOARD AND OTHER MEETINGS**

**2.01 ANNUAL MEETING**

The Annual Town Meeting shall be held on the 2nd Tuesday of April of each year at the Town Hall unless changed by the electors pursuant to 60.11 of Wis. Stats. of 1985 et al. The change of meeting time shall be made only by the electors at the next previous Annual Meeting and shall not be set later than 10 days after the 1st Tuesday in April. The order of business and the business to be conducted at the Annual Town Meeting shall be governed by WI Stats.. 60.10 and 60.14 (WI Stats.. 1973).

**2.02 REGULAR MEETINGS; VILLAGE POWERS; TIME & DATE**

(1) **Adoption of Village Powers.** The Annual Town Meeting of the Town of Menasha having previously hereto adopted a resolution pursuant to WI Stats.. 60.10 (2)(c) allowing the Town Board to exercise Village powers, said resolution remaining unchanged and not rescinded by this Code, now therefore regular Town Meetings shall exercise power as follows:

The Town Board shall exercise all powers relating to Villages and conferred on Village Boards by Chapter 61, except such power, the exercise of which would conflict with the Statutes relating to Towns and Town Boards. *[Annual Town Meeting 4/3/56] [Re-affirmed 11/12/03]*

(2) **Meeting Time and Date.**

- (a) **Regular Meetings.** The scheduling, including dates and times for regular meetings of the Town Board, shall be established at the last Town Board meeting of November for the following year. *[Adopted 12/18/95]*
- (b) **Place of Meetings.** All meetings of the Board, including special and adjourned meetings, shall be held in the Town Hall of the Town of Menasha unless specified in the notice that another meeting place is to be used.
- (c) **Quorum.** Three Supervisors, including the Town Chairperson, shall constitute a quorum but a lesser number may adjourn from time to time or compel the attendance of absent members. Any Supervisor who shall, without good cause, fail to attend a regular or adjourned meeting or special meeting called in accordance with these rules shall be subject to a fine set forth in Appendix C Fines and Penalties, reference this code section, per meeting, by vote of all members present at such meeting whether or not such members constitute a quorum. *[Amended 4/22/85, 11/28/05]*

- (d) Any regular meeting may be rescheduled or changed by action of the Board at the next preceding meeting. The vote shall be by 2/3 members of the Board and the Clerk shall be directed to post notice at the Town Hall 10 days before the time when the regular meeting would have been held if not rescheduled. The notice shall include the newly scheduled date.
- (e) **Withdrawal from Meetings.** No member, at any meeting of the Board, shall withdraw without permission from the presiding Officer and any member so withdrawing without such permission may be compelled to return and may be punished by forfeiture not exceeding an amount in Appendix C Fines and Penalties, reference this code section. *[Amended 11/28/05]*

**2.03 ORDER OF BUSINESS** *[Amended 7/12/04]*

The general order of business of the Town Board shall be conducted in the following order however, circumstances may warrant a deviation from time to time:

- 1) CALL TO ORDER, PLEDGE OF ALLEGIANCE
- 2) AWARDS / PRESENTATIONS
- 3) PUBLIC FORUM– Non-Agendized Town Related Matters *(Limited to Ten Minutes - Non-Repetitive Matters)*  
  
Pursuant to WI Stats. 19.83(2) and 19.84(2), the public may present matters; however they cannot be discussed or acted upon until specific notice of the subject matter of the proposed action can be given. *[Added 7/12/04]*
- 4) DISCUSSION ITEMS
- 5) OLD BUSINESS
- 6) NEW BUSINESS
- 7) ORDINANCES/POLICIES/ AGREEMENTS
- 8) PERSONNEL
- 9) APPROVAL OF MINUTES
- 10) CORRESPONDENCE
- 11) REPORTS *[Amended 7/12/04]*
- 12) MOTIONS BY SUPERVISORS
- 13) ADJOURNMENT

**2.04 PRESIDING OFFICER**

- (1) Control of Meeting. The Town Chairperson shall preserve order and conduct 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, excluding the presiding officer.
- (2) Absence of Chairperson. The Town Board shall annually, at the second meeting of April, appoint a Town Board Supervisor to act as Vice-Chairperson, in the event the Chairperson is absent. The Town Board Supervisor appointed shall hold this position until the second meeting of April of the next succeeding year or until such time he/she leaves office or completes his/her official term of office.
- (3) Participation in Debate. The presiding officer may speak upon any question, however, to make any motion he/she must vacate the chair and designate a Supervisor to preside temporarily.

**2.05 SPECIAL MEETINGS**

- (1) Special Meetings of the Board may be called by the Town Chairperson, by two Supervisors, or by one Supervisor and the Town Chairperson by filing a written request with the Clerk at least twenty-four (24) hours prior to the time specified for such meeting. The Clerk shall immediately notify each Supervisor of the time and purpose of such meeting. The notice shall be delivered to each Supervisor personally or left at his/her usual place of residence at least eighteen (18) hours prior to the time set for the meeting. The Clerk shall prepare an affidavit of service of such notice to be filled in his/her office prior to the time set for the special meeting. Special meetings may be held without notice when all members of the Board are present, or consent in writing to the holding of said meeting. Unless all Supervisors are in attendance, no business shall be transacted at a special meeting except for the purpose stated in the notice. The order of business shall be as the presiding officer directs.
- (2) Special meetings may also be called, pursuant to Wis. Stats. 60.12, by filing with the Clerk, a written request signed by 12 qualified voters of the Town. Notice of the meeting shall be the same as specified for calling of special meetings by the Chairperson, two Supervisors or the Chairperson and one Supervisor.

**2.06 ORDINANCES AND RESOLUTIONS**

Ordinances, resolutions, bylaws, communications and other matters submitted to the Board shall be read by title and author and referred to the appropriated committee by the Chairperson. No ordinance or bylaw shall be considered unless presented in writing by a Supervisor and/or Chairperson. Unless requested by a Supervisor or

Chairperson before final vote is taken, no ordinance, resolution or bylaw need be read in full.

**2.07 GENERAL RULES**

The deliberations of the Board shall be conducted in accordance with the parliamentary rules contained in Robert's Rules of Order Revised (1951), which is incorporated in this section by reference. No person, other than a member, shall address the Board except by majority vote of the members present. 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 motion and the person seconding it.

**2.08 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, but in no event shall the rules be suspended when there are less than 3 Board Members present.

**2.09 MEETINGS OF COMMISSIONS, BOARDS AND COMMITTEES AS APPOINTED BY THE TOWN BOARD**

- (1) Plan Commission
  - (a) Plan Commission shall hold one regular meeting each month on the third Wednesday, at 5 p.m. at the Town Hall. *[Revised 5/28/91]*
  - (b) Additional Commission meetings may be held at any time upon the call of the Chairperson, or by a majority vote of the members of the Commission, or upon the request of the Town Board, following at least twenty-four hour notice to each member of the Commission and the Official Newspaper. Special Commission meetings requested by any individual(s) for special consideration of an item shall be requested in writing, and filed with the Planning Coordinator at least 72 working hours prior to the desired meeting date. If a special meeting is approved, the individual(s) requesting the special meeting shall pay a fee of \$100.00 at the time the written request is filed.
  - (c) Conflicts with Holidays will be resolved by a 2/3 vote of the concerned Commission Members.
  - (d) At their first regular meeting in May of each year, the Commissioners shall elect a Vice-Chairperson.