

Chapter 200

Town Board

[HISTORY: Adopted by the Town Board of the Town of Cleveland 2-10-2015 by Ord. No. 15-1. Amendments noted where applicable.]

§ 200-1 **Procedures; conduct of meetings.**

- A. Order and decorum, deliberations of the Board and decisions on all questions of order and conduct in the proceedings of all Town meetings presided over by the Town Board shall be in accordance with the parliamentary rules contained in Robert's Rules of Order, Newly Revised, unless otherwise provided by statute or these rules. No person other than a member shall address the Board, except by permission from the Chairperson. No ordinance, resolution or other motion shall be discussed or acted upon unless it has been seconded. No motion shall be withdrawn without the consent of the person making the same and the person seconding it.
- B. Nothing herein prescribed concerning the conduct and procedure of regular and special Town Board meetings shall apply to the annual Town meeting as prescribed in § 60.11, Wis. Stats., or special Town meetings as prescribed in § 60.12, Wis. Stats.

§ 200-2 **Meetings.**

- A. Notice requirements. Notice of every meeting of the Town Board, and every board, commission and committee thereof, shall be given to the public, to those news media who have filed a written request for such notice and to the official newspaper or a news medium likely to give notice in the area at least 24 hours prior to commencement of the meeting. If such notice is impossible or impractical, shorter notice may be given for good cause shown, but no notice shall be given less than two hours in advance of the meeting. Every public notice of a meeting shall contain the time, date, place and subject matter of the meeting. See § 19.84, Wis. Stats.
- B. Regular meetings. Regular meetings of the Town Board shall be held on the second Tuesday of each calendar month at 7:00 p.m. Regular meetings falling on legal holidays shall be held on such day and at such time and place as agreed by the Town Board. Prior notice to the public in compliance with the provisions of Subsection A of this section shall be provided whenever a regular meeting is not held on a scheduled day.
- C. Special meetings. Special meetings of the Town Board may be called by the Town Chairperson or by any two Town Supervisors by filing a request with the Clerk at least 48 hours prior to the time specified for such meeting. The Clerk shall immediately notify each Supervisor of the time and purpose of such meeting. No business shall be transacted at a

special meeting except for the purpose stated in the notice thereof. Anything to the contrary herein notwithstanding, no meeting shall be held unless notice thereof shall have been given as provided in § 19.84, Wis. Stats.

- D. Place of meetings. All meetings of the Town Board, including special and adjourned meetings, shall be held in the Town Hall unless otherwise designated by the Board. Notice of a change of place shall be posted at the Town Hall at least 24 hours prior to the meeting.
- E. Quorum. Any two Supervisors shall constitute a quorum for the transaction of business, but a lesser number may adjourn from time to time or compel the attendance of the absent members. **[Amended 8-11-2015 by Ord. No. 200]**
- F. Meetings to be public. All meetings of the Town Board and subunits thereof shall be open to the public as provided in §§ 19.81 through 19.89, Wis. Stats. Public notice of all such meetings shall be given as provided in § 19.84, Wis. Stats.

§ 200-3 Order of business.

The business of the Town Board shall be conducted in the following manner:

- A. Call to order by presiding officer.
- B. Roll call. If a quorum is not present, the meeting shall thereupon adjourn, which may be to a specified date.
- C. Reading, correction and approval of minutes of previous meeting.
- D. Committee reports, if any; treasury report, if requested; approval and payment of bills.
- E. Communications from the public.
- F. Comments from the floor.
- G. Unfinished business from previous meeting.
- H. New business, including introduction of ordinances and resolutions.
- I. Reports of Town officers; communications and other business.

§ 200-4 Presiding officer.

- A. Control of meeting. The Town Chairperson shall preserve order and conduct the proceedings of all meetings and hearings, whether on petition or regular or special meetings. A member may appeal from the decision of the presiding officer; such appeal is not debatable and shall be sustained by a majority of the members present, exclusive of the presiding officer.

- B. Absence of Chairperson. If the Town Chairperson is absent at any meeting, the Clerk shall call the meeting to order and preside until the Board selects a Supervisor to preside for that meeting. The Clerk shall not vote on any issue before the Board.
- C. Presiding officer to vote. The presiding officer shall vote as a Supervisor on all questions properly before the Board. He may make motions or second motions before the Board.

§ 200-5 Committees.

- A. Committee appointments. The Town Chairperson shall appoint without Board confirmation all members of any standing and special committees established by the Town Board or Town Chairperson and designate the committee chairpersons. Standing committees shall each consist of three Supervisors, who shall be appointed at the first meeting of the Board in May of each year.
- B. Committee reports. A written report on all matters referred to each committee shall be submitted at the next regular meeting of the Board. Such report shall recommend a definite action on each item and shall be signed by a majority of members of the committee. Any committee may require any Town officer to confer with it and supply information in connection with any matter pending before it.
- C. Standing committees. The standing committees of the Town Board shall be the following:
 - (1) Public Services.
 - (2) Protection and Welfare.
 - (3) Personnel.
- D. Special committees. The Chairperson may, without Town Board approval, appoint such special committees as he deems necessary.

§ 200-6 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 appropriate committee, if any, by the Chairperson. The Clerk shall read and record each such reference by title. Any Supervisor may require the reading in full of any matter when it is before the Board. Unless requested by a Supervisor before final vote is taken, no ordinance, resolution or bylaw need be read in full. Any ordinance, resolution or bylaw may be adopted by the Town Board at the same meeting it was introduced by a majority vote of all of the Town Supervisors.

§ 200-7 Suspension of rules.

These rules or any part thereof may be temporarily suspended in connection with any matter under consideration by a record vote of 2/3 of the members present.

§ 200-8 Official newspaper; posting locations.

A. The official newspaper is the Record-Review, a publication of CW Media, PO Box 677, Abbotsford, WI 54405.

B. Official posting locations are the Town of Cleveland Grader Shed, Town of Cleveland Town Hall, and Sammy's Shack.