

SECTION I - TITLE/PURPOSE

The title of this Ordinance is the Town of Edgewater Town Board Meeting and Parliamentary Procedure Ordinance. The purpose of this Ordinance is to establish specific procedures for the actions of the Town Board in the operation of the Town.

SECTION II - AUTHORITY

The Town Board has the specific authority to adopt this Town Board Meeting and Parliamentary Procedure Ordinance under the Wisconsin Open Meetings Law, Subchapter V of Chapter 19 and ss. 60.20 and 60.22, Wis stats., and the common law.

SECTION III - ADOPTION OF ORDINANCE

The Town Board, by this Ordinance, adopted on proper notice with a quorum and roll call vote by a majority of the Town Board present and voting, provides the authority for the Town to regulate, permit, or limit certain acts of certain Town officials and employees in the Town.

SECTION IV - TOWN BOARD MEETING RULES OF PROCEDURES

A. Meetings of Town Board, Generally:

1. All meetings of the Town Board of the Town of Edgewater, including any special and adjourned meetings, shall be on proper notice under s. 19.84, Wis stats. The notice of any Town Board Meeting shall include the Open Meeting Agenda and shall be given at least 24 hours prior to the meeting of the Town Board, unless for good cause such notice is impossible or impractical, in which case shorter notice may be given, but in no case may the notice be provided less than 2 hours in advance of the meeting. The Town Chair, or his or her designee, shall be responsible for proper posting or publication of the meeting notice and agenda. No members of the Town Board shall be excluded from a meeting of the Town Board or any other meeting of any sub-unit of the Town, unless by court order, or unless under s. 19.89, Wis. Stats., and the rules of the Town.
2. All meetings of the Town Board of the Town of Edgewater, including any special or adjourned meetings, shall be held at the Town Hall, except that a different location may be designated by the Town Chair, or his or her designee, by giving proper written notice of the meeting and agenda, and of the substituted location, in conformance with s. 19.84, Wis. Stats.

B. Regular meetings of the Town Board. Regular meetings of the Town Board shall be held on the 2nd Tuesday of each month at 7:00 P.M.

C. Posting locations. The 4 usual and customary posting locations for the notice and agenda shall be the following, unless the Town Board directs posting at other locations: The Edgewater Store; The Edgewater Town Hall; The Recycling Center; and, The Birchwood Post Office.

D. Special Town Board Meetings of the Town Board:

1. A special meeting of the Town Board may be called by the Town Chair or by any member of the Town Board in writing with the written call for the special meeting of the Town Board of the Town filed with the Town Clerk at least 24 hours prior to the

proposed special meeting of the Town Board, with the time specified in the written call for the special meeting. The Town Chair, or his or her designee, shall properly and timely give notice of the special meeting, including the meeting agenda.

2. Any special meeting of the Town Board shall be in compliance with the Notice and Agenda requirements of Subsection A and ss. 19.82 and 19.84, Wis. stats.
3. The Town Clerk, upon receipt of the written call for a special meeting of the Town Board, shall immediately notify each member of the Town Board, and shall post such special meeting written notice and agenda in 4 usual and customary locations as noted in Subsection C.
4. Special meetings of the Town Board may be held without service and notice under paragraph 3 when a quorum of members of the Town Board are present at a prior Town Board meeting at which oral notice of the special meeting is given or when a quorum of the Town Board members consent in writing to the holding of a future special meeting of the Town Board. Any consent by any member of the Town Board shall be noted on record by the Town Clerk prior to the beginning of any special meeting of the Town Board.
5. Special meetings of the Town Board, attended by a quorum of the members shall be considered a regular meeting of the Town Board for the transaction of any Town business that may come before the Town Board if the business considered was so noted in the written meeting notice and agenda.
6. The Town Board may, by majority vote, adjourn any special meeting of the Town Board from time to time to a specific date and hour. The adjournment to the specific time and place shall be in compliance with the State Open Meeting Law, including proper notice and agenda.

E. Order and Conduct at any Town Board Meeting.

1. Unless a reformed business order agenda is approved by the Town Board, the regular business order and agenda of meetings of the Town Board shall be as set forth in paragraph 2. The Town Chair, in consultation with the Town Clerk, shall establish the specific business items included in the agenda for each meeting and shall post the Open Meeting Agenda Notice for the meeting. Any Town Board member may contact the Town Clerk to request a specific item be placed on the agenda and that item shall be placed on the agenda unless the Town Board has, at a previous meeting, determined that the item shall not be included. The agenda order for specific issues or items related to any procedural motions, communications, petitions, reports, unfinished business, motions, resolutions, ordinances, and new business shall be established by the Town Chair after consultation with the Town Clerk. However, a majority of the Town Board may at the meeting properly move or remove any matter included on the agenda, if the matter is in compliance with the Notice and Agenda requirements of the State Open Meeting Law. No matters may be added to the agenda without proper notice under the Open Meeting Law.
2. The regular business order agenda for the Town shall be:
 - a. Call to Order and Pledge of Allegiance
 - b. Roll Call and approval of Agenda of the Town Board Meeting
 - c. Introduction of guests, public comments and suggestions from residents of the Town and other persons present
 - d. Reading of minutes of prior meetings(s) and approval of minutes
 - e. Procedural motions by members of the Town Board
 - f. Communications and petitions by Town Clerk
 - g. Reports of specific standing committees

- h. Reports of special committees
- i. Reports of Town officers
- j. Public hearings and advisory votes
- k. Specific matters for discussion in future sessions
- m. Adjournment

3. All written petitions, written communications and written reports to the Town Board and all written and oral requests to address the Town Board shall be presented by the Town Clerk to the Town Chair, or to the person presiding at the meeting of the Town Board.

F. Quorum at Roll Call of Meeting.

If no legal quorum is present at the time of the initial roll call, the meeting of the Town Board shall be immediately adjourned to a specific date and hour by the members of the Town Board then present. At any time during a meeting when a legal quorum is not present, a motion to adjourn to a specific date and hour is proper.

G. Absence of Town Clerk at Meeting.

If the Town Clerk is not present at the time of the initial roll call of a meeting of the Town Board, the Town Chair shall appoint the Deputy Clerk of the Town or any other person present at the meeting to be the Town Clerk pro tem. The Town Clerk pro tem shall deliver these minutes to the Town Clerk after the end of the meeting of the Town Board or when the Town Clerk pro tem is replaced during the meeting by the Town Clerk.

H. Absence of Town Chair at Call to Order of Meeting.

The presiding officer at the meeting of the Town Board is the Town Chair. If the Town Chair is not present at the time for the call to order, the senior member of the Town Board present, based on date of original election as a member of the Town Board shall call the meeting of the Town Board to order, call the initial roll call, and preside as Town Chair until the Town Chair is able to preside at the meeting. If after the initial roll call the Town Board determines that the Town Chair will not be able to, at anytime preside at the meeting, the Town Board shall by motion elect an acting Town Chair.

I. Vacation of Town Chair or Presiding Officer at Meeting.

If the Town Chair or any other presiding officer of the Town Board desires to speak on any question or to make any motion, the Town Chair or the presiding officer may speak or make a motion without vacating the chair or without designating a member of the Town Board to preside at the meeting as Town Chair pro tem.

J. Meeting in Open Session.

Any meeting of the Town Board to exercise its responsibilities, authority, power or duties shall be in open session and accessible to the public, except as provided in the State Open Meeting Law, ss. 19.82, 19.83 and 19.85 Wis stats.

K. Audit of Accounts.

The Town Board shall at each regular meeting be presented by the Town Clerk with the financial accounts of the Town for auditing and possible action by the Town Board. All accounts shall be filed with the Town Clerk at least two days prior to the next meeting of the Town Board in order for the account to be presented by the Town Clerk at the upcoming meeting of the Town Board.

L. Receipts of Funds.

Any Town officer, Town employee, or agent of the Town in possession of funds or receipts or earnings of the Town shall deposit any such funds, receipts, or earnings with the Town Treasurer on at least a weekly basis unless approved otherwise by the Town Board.

M. Specific Rules of Conduct at Town Board or Town Meetings.

1. All meetings of the Town Board and of the Town meetings shall be governed by *Roberts Rules of Order, newly revised.*
2. At any Town meeting the presiding officer of the meeting shall recognize any person at the Town meeting prior to that person addressing the Town meeting.

3. All persons addressing the Town meeting shall address all remarks to the presiding officer of the Town meeting.
4. No person at a meeting of the Town Board, other than the members of the Town Board, shall address the Town Board except when public comments are authorized on the meeting agenda, and then only with approval of the Town Chair or by majority vote of the Town Board.
5. The presiding officer at any Town Board meeting or Town meeting shall maintain order and decorum. Any person who conducts himself or herself in a disorderly manner may be removed from the Town meeting by order of the presiding officer.
6. A Town meeting shall follow the procedure noted in s. 60.14, Wis. stats. All votes taken shall be voice vote or by open ballot.

N. Voting.

For voting upon orders, motions, resolution, ordinances, action items, business items or any other question, all individual members of the Town Board present shall vote when that individual Town Board member's name is called.

O. Motions Stated.

Prior to any debate on any matter, the members of the Town Board shall be entitled to a clear understanding of the motion before the Town Board. There shall be requested a second to any motion prior to any debate or discussion of the motion. All votes on motions, resolutions, orders, and ordinances shall be recorded by the Town Clerk.

P. Change of Vote.

No member of the Town Board may change his or her vote on any action item after the final result has been announced by the presiding officer.

Q. Motions with Preference.

During any meeting of the Town Board certain motions will have preference. In order of preference the items to be given preference are:

1. Motion to adjourn
2. Motion to lay on the table
3. Motion to call previous question
4. Motion to postpone to a date certain
5. Motion to a committee
6. Motion to amend or divide the question
7. Motion to postpone indefinitely
8. Motion to introduce a matter related to the action item
9. Motion to reconsider
10. Motion to rescind
11. Action items, business items, motions and questions

R. Suspension of Rules.

The rules of conduct under this Ordinance may be temporarily suspended at any meeting of the Town Board by a recorded affirmative roll call vote of two-thirds, unless the suspension would violate Federal or State laws and regulations.

SECTION V - APPLICABILITY OF RULES OF CONDUCT TO TOWN SUB-UNITS

The rules of conduct stated in this Ordinance shall control the conduct of all meetings of sub-units of the town.

SECTION VI - PENALTY PROVISION

Any member of a Town Board or sub-unit of the Town who knowingly attends a meeting of such body held in violation of this Ordinance, or who, in his or her official capacity, otherwise violates this Ordinance by some act or omission shall, upon conviction, forfeit without reimbursement not less than \$25 nor more than \$300 for each such violation, plus applicable court costs and fees.

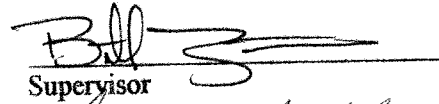
SECTION VII - EFFECTIVE DATE

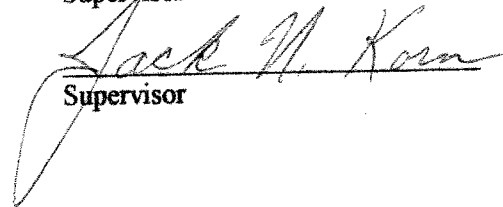
This Ordinance is effective on publication.

The Town Clerk shall properly publish this ordinance as required under s. 60.80, Wis stats.

Adopted this 10th day of May 2005.


Town Board Chair


Supervisor


Supervisor

Attested to by


Natalie Kay Clemens, Town Clerk/Treasurer