

Chapter 2

THE GOVERNING BODY



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2.01 Meetings.

- (1) **Regular Meetings.** Regular meetings of the Village Board shall be held in the Village Hall, Dane County, Wisconsin, on the third Monday of each month at 7:00 p.m. or at a date and time to be determined by the Village Board, except that the first regular meeting after the spring election shall be held no sooner than the third Monday after the election.
- (2) **Special Meetings.** Special village board meetings shall be held in accordance with the provisions of Wis. Stats. §61.32.
- (3) **Quorum.** A majority of the members- elect shall constitute a quorum in accordance with Wis. Stats. §61.32.
- (4) **Presiding Officer.** The village president shall preside at all meetings of the board as provided by Wis. Stats. §61.24.

2.02 Standing Committees.

Every committee created by the village board or existing under the ordinances of the village shall comply with the following provisions:

- (1) **Open Meetings Law.** Each committee shall comply with open meeting laws and requirements established by Wis. Stats. Chapter 19 for regular and special meetings;
- (2) **Minutes.** Each committee shall keep minutes of its proceedings. The secretary of the committee shall file a copy of the minutes with the clerk.
- (3) **Appointment.** The members of all standing committees shall be appointed by the village president subject to confirmation by the village board.
- (4) **Residency.** All members of village committees shall be residents of the village, except where noted. Any member who moves from the village shall be removed from the post, but may be appointed to serve in an advisory capacity, unless otherwise specified by this code.

- (5) **Removal.** The members of all committees may be removed prior to the end of their terms under the provisions of Wis. Stats. §17.13 and §17.14.
- (6) **Vacancies.** Vacancies on village committees shall be filled in accordance with Wis. Stats. §17.24.
- (7) **Compensation.** Appointed members of committees shall serve without compensation.
- (8) **Term of Office.** The terms of office for all citizen members of all standing committees and subcommittees shall be three years. The terms of the committee members other than the trustee chairperson shall be staggered so that one-third of the membership is appointed annually, beginning on May 1 of each year. Members may be reappointed to successive terms, without limitation as to total years of service.
- (9) **Supplemental Membership.** The standing committees may be supplemented upon recommendation of the chairperson as follows:
 - (a) A second trustee may, from time to time, be appointed as a voting member of any standing committee.
 - (b) A representative of the garden club may be appointed to the parks committee; however, the garden club representative shall not enlarge the membership of the committee.
 - (c) One representative from the Firefighters Association and the Emergency Medical Services Association, each, may be appointed to a voting position on the Public Health and Safety committee.
 - (d) The village treasurer shall be an ex-officio, voting member of the finance committee, however, the treasurer's membership shall not enlarge the membership of the committee.
- (10) **Committees.**
 - (a) **Committee of the Whole.** The village board in its entirety shall constitute the committee of the whole. The village president shall be its presiding officer and meetings shall be conducted in an orderly manner. The committee of the whole shall be called to meet at the discretion of the village president.
 - (b) **Standing Committees.** Members of standing committees of the village board shall be appointed by the village president, subject to confirmation by the village board. Except as provided otherwise below, such committees shall consist of one trustee and six citizen members. The trustee, appointed annually, shall be the chair of the committee. The standing committees and their powers and duties shall be as follows:
 - 1. Finance. The village finance committee shall: review the proposed annual budget and recommend the level of the annual tax levy to the village board; develop and recommend to the village board

financial policies including: management of village funds, investments, accumulation of reserves, financing of debt, and other related matters.

2. Parks. The village parks committee shall: review the maintenance and improvement of parks and other land owned by the village, plantings, replacement plantings, trimming of trees and other vegetation, and the protection of vegetation, and landscaping improvements for the beautification of the village. The parks committee shall also aid in the screening of candidates for positions such as horticulturist and parks manager and the assistant to the horticulturist. This committee shall also review the activities of the village forester and horticulturist and advise residents on the care of trees, plants, and plant disease.
3. Personnel. The personnel committee shall review and recommend to the village board: personnel policies and procedures; personnel transactions including hiring, evaluation, discipline, and termination of village employees; compensation and fringe benefits including annual wage increases and compensation structure; employee grievances; and federal, state, and other regulations affecting village employees.
4. Public Health & Safety. The public health and safety committee shall advise the village board on matters involving police, fire, emergency medical services, and emergency government operations. This committee also advises on public safety personnel matters involving candidate screening and staffing levels, equipment needs, and federal, state, and other regulations affecting village employees.
5. Services. The services committee shall review and advise the village board on matters related to village services for residents, refuse collection, recycling, and village buildings and facilities.
6. Public Works. The public works committee shall review and advise the village board on matters related to maintenance, repair, and installation of all public works in the village including streets, alleys, stormsewer and sewer facilities, and water utility and shall review and advise the village board on traffic control issues including the regulation and flow of automobile, bicycle, and pedestrian traffic through the Village, appropriate parking and speed restrictions, and other traffic safety issues and modifications related to roads and intersections.
7. The Blackhawk Country Club Liaison Committee shall consist of one trustee and two citizen members, and shall review and advise the Village Board on matters of mutual concern to the Village and Blackhawk Country Club, including use and maintenance of leased

facilities and good neighbor relations.

8. Recreation. The recreation committee shall oversee, coordinate, and advise the Village Board on the operations of all village recreation programs, related to staffing and budget development and implementation issues, capital improvements planning for all recreational facilities, and assessing the recreational needs of the Village.

(c) ***Other Committees.***

1. Recreation (Repealed see 2.02(10)(b)9).
2. Pool. Members of the pool committee shall be appointed by the village president subject to confirmation by the village board. This committee shall consist of one trustee, five citizens and three non-resident pool members. The pool committee shall elect a chair, subject to confirmation by the village board. The pool committee shall oversee and advise the village board on the operations of the pool and its various programs, related staffing and budget development and implementation issues, and capital improvements planning.
3. Waterfront. Members of the waterfront committee shall be appointed by the village president; subject to confirmation by the village board. This committee shall consist of six resident marina users and one non-resident marina user. The waterfront committee shall elect a chair, subject to confirmation by the village board. The waterfront committee shall review and advise the village board on matters relating to beach and water activities at McKenna Park and the Shorewood Hills marina, budget and fee issues, and improvements planning.

- (d) ***Special Committees.*** The village president may, from time to time, appoint special committees as needed, with the approval of the village board.

2.03 Ordinances and Resolutions.

- (1) The style of all proposed ordinances shall be in accordance with Wis. Stats. §61.50. When ordinances contain more than one subject, the subjects shall be clearly explained in the ordinance title.
- (2) All ordinances shall have three readings in at least two separate meetings.
- (3) Upon the first reading of the ordinance, the village president may refer it to the appropriate committee for consideration. The committee may make a germane recommendation to amend the ordinance originally referred to the committee. If the ordinance originates in committee, this referral to committee may be waived by the village president.

- (4) Upon the second reading of the ordinance, the village president shall declare it ready for adoption.
- (5) Ordinances and resolutions shall be numbered with: a letter prefix, "L" for Law (ordinance), "R" for resolution; the number of the year in which it is passed; and with the chronological number of that year, for example, ordinance number one, of 1999, shall be L-1999-1.

2.04 Parliamentary Rules.

Meetings of the village board shall be conducted according to the most current edition of Robert's Rules of Order, Newly Revised.

- (1) When a motion is made and seconded, it shall be deemed to be before the village board and shall be stated by the village president or, if in writing, shall be read by the administrator.
- (2) The ayes and nays may be required by any trustee and the clerk shall call the roll, take, and record the vote.
- (3) All ordinances and resolutions shall require a majority vote of the village board unless otherwise specified by this code or statutes.
- (4) The assent of two-thirds of all the members of the board shall be required to suspend, alter, or modify the foregoing rules.