

# Ordinance 01-05-2016, Town Board Meeting and Parliamentary Procedure Ordinance

## STATE OF WISCONSIN

Town of Montrose

Dane County

### SECTION I - TITLE AND PURPOSE

The title of this ordinance is the Town of Montrose 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 Meeting Law, subchapter V of chapter 19, Wis. stats.ss.60.20 and 60.22, Wis. stats., and common law.

### SECTION III - ADOPTION OF ORDINANCE

This ordinance, adopted by a majority of the town board on a roll call vote with a quorum present and voting and proper notice having been given, establishes specific procedures for the actions of the town board in the operation of the town.

### SECTION IV - SUBDIVISION AND NUMBERING OF THIS ORDINANCE

This ordinance is divided into sections designated by uppercase Roman numerals. Sections may be divided in subsections designated by uppercase letters. Subsections may be divided into paragraphs designated by numbers. Paragraphs may be divided into subdivisions designated by lowercase letters. Subdivisions may be divided into subdivision paragraphs designated by lowercase Roman numerals. Reference to a "sections," "subsection," "paragraph," or "subdivision" includes all divisions of the referenced section, subsection, paragraph, or subdivision.

### SECTION V - TOWN BOARD MEETING RULES OF PROCEDURES

- A. Meetings of Town Board, Generally.** 1. All meetings of the town board, 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 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 subunit 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, 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. stat.

**B. Regular Meetings of the Town Board.** Regular meetings of the town board shall be held on the 1st Tues of each month at 8:00 p.m.

**C. Posting Locations.** The 3 usual and customary posting locations for the election notices ss Wis. stats 10.05, notice to the public after passage of an ordinance that imposes a forfeiture ss Wis. stats 60.80(2), notice of public hearing on the budget Wis. stats 65.90(3)(a)1, notice of Board of Review ss Wisc. stats 70.47(2) etc. Per Act 79 to Wisc. stats 985.02(2)(a), notice can be posted in a least one public place likely to give notice to persons affected and placed electronic ally on an Internet site maintained by the municipality. Pursuant to Act 79 to Wisc. stats 985.02(2)(a), the Town of Montrose directs posting of agendas and legal notices to the following locations: the Town of Montrose website at *www.townofmontrose.com* and at the Town Hall located at 1341 Diane Avenue, Belleville WI 53508.

**D. 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.

**E. 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 town clerk or any other person present at the meeting to be the town clerk pro tem. The town clerk pro tem shall prepare and maintain minutes of the meeting of the town board. 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.

**F. 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 3 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

**G. 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. The town board shall be advised by the town treasurer on a monthly basis of any funds outstanding that have not been properly deposited with the town treasurer. All elected and non-elected town

officers and town employees, within 10 days of taking office, hiring, or rehiring, shall be informed of the requirements of this provision by the town treasurer.

**F. Suspension of Rules.** The rules of conduct under this ordinance or any part of these rules or any other rules of conduct of the town board may be temporarily suspended at any meeting of the town board, including any special meeting of the town board, in connection with any matter under consideration by the town board. Any rules of conduct may be suspended by a recorded affirmative roll call vote of two-thirds or more of the members of the town board present at the meeting unless the suspension would violate federal or state laws or regulations.

**G. Amendment of Rules.** The rules of conduct under this ordinance or any part of these rules or any other rules of conduct of the town board may be altered or amended at any meeting of the town board on proper notice and inclusion in the meeting agenda, including any special meeting or the town board. Any rules stated in this ordinance may be altered or amended by a recorded affirmative roll call vote of two-thirds or more of the members of the town board present at the meeting of the town board.

#### SECTION VI - APPLICABILITY OF RULES OF CONDUCT TO TOWN SUBUNITS

The rules of conduct stated in this ordinance shall control the conduct of all meetings of subunits of the town to the extent applicable.

#### SECTION VII - SEVERABILITY

If any provision of this ordinance or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of this ordinance that can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are severable.

#### SECTION VIII - EFFECTIVE DATE

This ordinance is effective on publication or posting

The town clerk shall properly publish this ordinance as required under s. 60.80, Wis. stats.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2016

\_\_\_\_\_  
Roger Hodel, Town Chair

\_\_\_\_\_  
Randy Francois, 1<sup>st</sup> Town Supervisor

\_\_\_\_\_  
Dan Palmer, 2<sup>nd</sup> Supervisor

Attest: \_\_\_\_\_  
Julie L. Bigler, Town Clerk