

Title 2 - GOVERNMENT AND ADMINISTRATION

Chapter 3 - TOWN BOARD

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2.3.1 Town Board.

2.3.1.01 Membership

The Town Board consists of the five (5) Supervisors of the Town of Grafton.

2.3.1.02 Elections

- (A) There shall be elected one (1) Supervisor from the Town at large who shall be designated as the "[Chairperson](#)" and whose term shall be for a period of two (2) years.
- (B) There shall be elected four (4) Supervisors from the Town at large and whose term shall be for a period of two (2) years:
 - (1) [Town Supervisor No. 1.](#)
 - (2) [Town Supervisor No. 2.](#)
 - (3) [Town Supervisor No. 3.](#)
 - (4) [Town Supervisor No. 4.](#)
- (C) The Town shall elect the [Chairperson](#) and odd-numbered Town Supervisors in odd-numbered years and even-numbered Town Supervisors in the even-numbered years.
State Law Reference: Section 60.21(1), Wis. Stats.

2.3.2 General Powers and Duties of the Town Board

2.3.2.01 Charge of Town Affairs

The Town Board shall have charge of all affairs of the Town not committed by law to another body or officer or to Town employee(s).

2.3.2.02 Charge of Actions

The Town Board has charge of any action or legal proceeding to which the Town is a party.

2.3.2.03 Village Powers

As authorized under Sec. 60.10(2)(c), Wis. Stats., and Sec. 2.1.3 of this Code, the Town Board shall exercise powers relating to villages and conferred on village boards under Ch. 61, Wis. Stats., except those powers which conflict with statutes relating to towns and town boards.

2.3.2.04 Jurisdiction of Constable

The Town Board shall determine the jurisdiction and duties of the Town Constable, if the office is in existence.

State Law Reference: Section 60.22(4), Wis. Stats.

2.3.2.05 Pursue Certain Claims of Town

The Town Board shall demand payment of penalties and forfeitures recoverable by the Town and damages incurred by the Town due to breach of official bond, injury to property or other injury. If, following demand, payment is not made, the Board shall pursue appropriate legal action to recover the penalty, forfeiture or damages.

State Law Reference: Section 60.22(5), Wis. Stats.

2.3.3 Miscellaneous Powers of the Town Board.

The Town Board may:

- 2.3.3.01 Joint Participation**
Cooperate with the state, counties and other units of government under Sec. 66.0301), Wis. Stats., including cooperative arrangements involving the acquisition, development, remodeling, construction, equipping, operation and maintenance of land, buildings and facilities for regional projects, whether or not located in the Town.
- 2.3.3.02 Utility Districts**
Establish utility districts under Sec. 66.0827, Wis. Stats., and provide that any convenience or public improvement in the district be paid for under that Section. A utility district may be used when special services such as street lighting, sidewalks, sewers, water systems, etc., are to be installed in a particular area of the Town only.
State Law Reference: Section. 60.23**Error! Bookmark not defined.**
- 2.3.3.03 Appropriations for Civic and Other Functions**
If authorized under Sec. 60.10(3)(b) , Wis. Stats., appropriate reasonable amounts of money for gifts or donations to be used to:
- (A) Further civic functions and agricultural societies.
 - (B) Advertise the attractions, advantages and natural resources of the Town.
 - (C) Attract industry.
 - (D) Establish industrial complexes.
 - (E) Establish, maintain and repair ecological areas.
 - (F) Provide for the organization, equipment and maintenance of a municipal band or for the employment of other bands to give concerts and municipal entertainment in the Town.
- 2.3.3.04 Town Industrial Development Agency**
In order to promote and develop the resources of the Town, appropriate money for and create a Town industrial development agency or appoint an executive officer and provide staff and facilities for a nonprofit organization organized to act under this Subsection. A Town industrial development agency created under this Subsection and Sec. 60.23(4), Wis. Stats., may:
- (A) Develop data regarding the industrial needs of, advantages of and sites in the Town.
 - (B) Engage in promotional activities to acquaint prospective purchasers with industrial products manufactured in the Town.
 - (C) Coordinate its activities with the Regional Planning Commission, the Wisconsin Department of Development and private credit development organizations.
 - (D) Engage in any other activity necessary for the continued improvement of the Town's industrial climate.
- 2.3.3.05 Cooperation in County Planning**
Cooperate with the county in rural planning under Sec. 60.23(5), Wis. Stats.
- 2.3.3.06 Conservation of Natural Resources**
If authorized by the Town meeting under Sec. 60.23(6), Wis. Stats., appropriate money for the conservation of natural resources or for payment to a bona fide nonprofit organization for the conservation of natural resources within the Town or beneficial to the Town. No payment may be made to a nonprofit organization unless the organization submits and the Town Board approves a detailed plan of the work to be done. The plan shall include the name of the owner of any property on which work is to be performed.

2.3.3.07 Obstructions in Non-Navigable Waters

Remove, at the expense of the Town, any obstruction located in the Town which prevents the natural flow of water in a non-navigable stream. One or more Supervisors, or a designee of the Board, may enter upon any land if necessary to remove the obstruction.

2.3.3.08 Emergency Pest and Disease Control

Appropriate money for the control of insects, weeds or plant or animal diseases if:

- (A) An emergency arises within the Town due to insects, weeds or plant or animal diseases; and
- (B) The Board determines that any delay resulting from calling a special Town meeting to authorize the Town Board to appropriate money for this purpose under Sec. 60.10(3)(c), Wis. Stats., would result in serious harm to the general welfare of the Town.

State Law Reference: Section 60.23(8), Wis. Stats.

2.3.3.09 Bowling Alleys, Pool Tables and Amusement Devices

Regulate, including the licensing of bowling alleys, billiard and pool tables and other amusement devices maintained in commercial facilities. If a license is required, the Board shall establish the term of the license, not to exceed one (1) year, and the license fee. The Board may suspend or revoke, for cause, a license issued under this Subsection. Any person violating a regulation adopted under this Subsection shall forfeit to the Town an amount established by the Town Board.

State Law Reference: Sections 60.23(10), Wis. Stats.

2.3.3.10 Reimbursement of School Districts for Providing Transportation in Hazardous Areas

Reimburse a school district for costs incurred by the district under Sec. 60.23(12), Wis. Stats., in transporting pupils who reside in the Town.

2.3.3.11 Exchange Tax Credit for County Land

Authorize the Town Treasurer to exchange any credit the Town has with the county, arising from delinquent real estate taxes, for county-owned lands.

State Law Reference: Sec. 60.23(13), Wis. Stats.

2.3.3.12 Associations of Towns

Appropriate money to purchase membership in any association of town boards for the protection of Town interests and improvement of Town government.

State Law Reference: Sec. 60.23(14), Wis. Stats.

2.3.3.13 Vacation of Alleys

Vacate any alley in the Town under Sec. 60.23(15), Wis. Stats. The Town Board may not vacate, under this Subsection, an alley adjacent to land fronting a state or county trunk highway.

2.3.3.14 Cemeteries

Provide for cemeteries under Sec. 60.23(16), Wis. Stats.

2.3.3.15 Change Street Names

Name, or change the name of, any street in the Town under Sec. 60.23(17), Wis. Stats.

2.3.3.16 Neighborhood Watch
Authorize a neighborhood watch program and signage as provided under Sec. 60.23(17m), Wis. Stats.

2.3.3.17 Use of Firearms
Regulate the use of firearms and impose forfeitures for violation of the regulations under Sec. 66.0409, Wis. Stats. .

2.3.3.18 Fences in Subdivisions
Require a subdivider to construct and maintain a fence under Sec. 60.23(19), Wis. Stats.

2.3.3.19 Disposition of Dead Animals
Provide for the removal of dead animals.
State Law Reference: Sec. 60.23(20), Wis. Stats.

2.3.3.20 Cable Television
Enact and enforce a cable television ordinance.
State Law Reference: Sec. 60.23(24), Wis. Stats.

2.3.3.21 Billboard Regulation
Enact and enforce an ordinance, and provide a forfeiture for a violation of the ordinance, that regulates the maintenance and construction of billboards and other similar structures on premises abutting on highways in the town that are maintained by the town or by the county in which the town is located so as to promote the safety of public travel on the highways.
State Law Reference: Sec. 60.23(29), Wis. Stats.

2.3.3.22 Public Works

(A) Without limitation because of enumeration, the Town Board may:

- (1) Acquire lands. Notwithstanding Sec. 60.10(2)(e), Wis Stats., acquire lands to lay, construct, alter, extend or repair any highway, street or alley in the Town.
- (2) Streets, sewers and water mains. Provide for laying, constructing, altering, extending, replacing, removing or repairing any highway, street, alley, sanitary sewer, storm sewer or water main in the Town.
- (3) Sidewalks. Provide for construction, removal, replacement or repair of sidewalks under Sec. 66.0907, Wis. Stats.
- (4) Lighting highways. Provide for lighting for highways, as defined under Sec. 340.01(22), Wis. Stats., located in the Town.
- (5) Lake improvement. Provide for making improvements in any lake or waterway located in the Town.

(B) Payment for public works; special assessments. The Town Board may levy and collect special assessments and charges under Secs. 66.0703 and 66.0627, Wis. Stats., to pay for all or part of the cost of any public work or improvement. Special assessments may be paid under Subchapter VII of Ch. 66, Wis. Stats. Reassessments shall be under Sec. 66.0731, Wis. Stats.

2.3.4 Powers and Duties of Town Board Chairperson.
State Law Reference: Sec. 60.24, Wis. Stats.

2.3.4.01 General Powers and Duties
The Town Board Chairperson shall:

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- (A) Preside at Board meetings.
Preside over meetings of the Town Board pursuant to Sec. 60.24(1)(a), Wis. Stats.
- (B) Preside at Town Meetings.
Preside over Town Meetings as provided under Sec. 60.13, Wis. Stats. pursuant to Sec. 60.24(1)(b), Wis. Stats.
- (C) Sign documents.
 - (1) Sign all ordinances, resolutions, bylaws, orders, regulations, commissions, licenses and permits adopted or authorized by the Town Board unless the town board, by ordinance, authorizes another officer to sign specific types of documents in lieu of the Chairperson. The Board, by ordinance, may authorize use of a facsimile signature under this paragraph pursuant to Sec. 60.24(1)(c)1, Wis. Stats.
 - (2) Sign all drafts, order checks and transfer orders as provided under Sec. 66.0607, Wis. Stats. pursuant to Sec. 60.24(1)(c)2, Wis. Stats.
- (D) Assure administration of statutes.
Supervise the administration of statutes relating to the town and town operations to see that they are faithfully executed pursuant to Sec. 60.24(1)(d), Wis. Stats.
- (E) Act on behalf of Board.
Act, on behalf of the Town Board, pursuant to Sec. 60.24(1)(e), Wis. Stats., to:
 - (1) See that Town orders and ordinances are obeyed pursuant to Sec. 60.24(1)(e)1., Wis. Stats.
 - (2) See that peace and order are maintained in the Town pursuant to Sec. 60.24(1)(e)2, Wis. Stats.
 - (3) Obtain necessary assistance, if available, in case of emergency, except as provided under Ch. 166, Wis. Stats., pursuant to Sec. 60.24(1)(e)3, Wis. Stats.
- (F) Act on authorization of Board.
If authorized by the Town Board, act on behalf of the board, pursuant to Sec. 60.24(1)(f), Wis. Stats., to:
 - (1) Direct, as appropriate, the solicitation of bids and quotations for the town's purchase of equipment, materials and services and submit the bids and quotations to the Town Board for approval pursuant to Sec. 60.24(1)(f)1, Wis. Stats.
 - (2) Represent, or designate another officer to represent, the Town at meetings of, and hearings before, governmental bodies on matters affecting the town pursuant to Sec. 60.24(1)(f)2, Wis. Stats.

2.3.4.02 Administer Oaths

The Town Board Chairperson may administer oaths and affidavits on all matters pertaining to the affairs of the Town pursuant to Sec. 60.24(2), Wis. Stats.

2.3.4.03 Other Responsibilities

In addition to the powers and duties under this section, pursuant to Sec. 60.24(3), Wis. Stats., the Town Board Chairperson has the following responsibilities:

- (A) Nominate individuals for service as election officials to the Town Board whenever the Town Board disapproves the nominee of a party committee under Sec. 7.30(4), Wis. Stats. and the names of additional nominees are not available pursuant to Sec. 60.24(3)(a), Wis. Stats.
- (B) Serve as caucus official under Sec. 8.05(1)(c), Wis. Stats. pursuant to Sec. 60.24(3)(b), Wis. Stats.

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- (C) Sue on official bonds under Sec. 19.015, Wis. Stats. pursuant to Sec. 60.24(3)(c), Wis. Stats.
- (D) Execute and sign a certificate of indebtedness in connection with obtaining a state trust fund loan under Sec. 24.67, Wis. Stats. pursuant to Sec. 60.24(3)(d), Wis. Stats.
- (E) Serve as Town Fire Warden under Sec. 26.13, Wis. Stats. and Sec. 26.14, Wis. Stats. pursuant to Sec. 60.24(3)(e), Wis. Stats.
- (F) Appoint members of the Board of Harbor Commissioners under Sec. 30.37(3), Wis. Stats. pursuant to Sec. 60.24(3)(f), Wis. Stats.
- (G) Appoint members of library boards under Sec. 43.54(1)(a), Wis. Stats. and Sec. 43.60(3), Wis. Stats. pursuant to Sec. 60.24(3)(g), Wis. Stats.
- (H) Exercise the powers and duties specified for a mayor under Sec. 62.13, Wis. Stats. if the Town creates a joint board of police and fire commissioners or joint police or fire department with a village under Sec. 61.65(3g)(d)2, Wis. Stats. or a board of police and fire commissioners under Sec. 60.57, Wis. Stats. pursuant to Sec. 60.24(3)(h), Wis. Stats.
- (I) Provide an annual estimate of funds necessary for any utility district established under Sec. 66.0827(2), Wis. Stats. pursuant to Sec. 60.24(3)(i), Wis. Stats.
- (J) Appoint, at his or her discretion, one or more Commissioners of Noxious Weeds under Sec. 66.0517, Wis. Stats. pursuant to Sec. 60.24(3)(j), Wis. Stats.
- (K) If authorized by the Town Board, represent the interests of the Town in connection with appearances before the State Tax Appeals Commission under Sec. 70.64(5), Wis. Stats. pursuant to Sec. 60.24(3)(L), Wis. Stats.
- (L) Approve the bond of the Town Treasurer delivered to the County Treasurer under Sec. 70.67(1), Wis. Stats. pursuant to Sec. 60.24(3)(m), Wis. Stats.
- (M) Sign orders for payment of work performed and materials furnished on town highways pursuant to Sec. 60.24(3)(o), Wis. Stats.
- (N) See that all tunnels in the Town are constructed under Sec. 82.37, Wis. Stats. and that they are kept in good repair pursuant to Sec. 60.24(3)(p), Wis. Stats.
- (O) Serve as a member of the county highway committee under Sec. 83.015(1)(d), Wis. Stats. pursuant to Sec. 60.24(3)(q), Wis. Stats.
- (P) Close county trunk highways when rendered dangerous for travel and notify the highway commissioner under Sec. 83.09, Wis. Stats. pursuant to Sec. 60.24(3)(r), Wis. Stats.
- (Q) Appoint members to the airport commission under Sec. 114.14(2), Wis. Stats. pursuant to Sec. 60.24(3)(s), Wis. Stats.
- (R) Under Sec. 167.10(8), Wis. Stats., enforce regulation of fireworks under Sec. 167.10 pursuant to Sec. 60.24(3)(v), Wis. Stats.
- (S) Perform the Town Chairperson's duties related to stray animals and lost goods under Ch. 170, Wis. Stats. pursuant to Sec. 60.24(3)(w), Wis. Stats.
- (T) Perform the town Chairperson's duties related to distrained animals under Ch. 172, Wis. Stats. pursuant to Sec. 60.24(3)(x), Wis. Stats.
- (U) Perform the town Chairperson's duties related to animals that have caused damage in the town under Ch. 172, Wis. Stats. pursuant to Sec. 60.24(3)(xm), Wis. Stats.
- (V) Perform the town Chairperson's duties related to municipal power and water districts under Ch. 198, Wis. Stats. pursuant to Sec. 60.24(3)(y), Wis. Stats.
- (W) Cause actions to be commenced for recovery of forfeitures for violations of town ordinances that can be recovered in municipal court under Sec. 778.11, Wis. Stats. pursuant to Sec. 60.24(3)(ym), Wis. Stats.

- (X) Notify the district attorney of forfeitures which may not be recovered in municipal court under Sec. 778.12, Wis. Stats. pursuant to Sec. 60.24(3)(z), Wis. Stats.
- (Y) Approve bonds furnished by contractors for public works under Sec. 779.14(1m), Wis. Stats. pursuant to Sec. 60.24(3)(zm), Wis. Stats.

2.3.5 Internal Powers of the Town Board

The Town Board has power to preserve order at its meetings, compel attendance of Supervisors and punish nonattendance.

2.3.6 Meetings of the Town Board.

2.3.6.01 In General

- (A) Notice
 - (1) All meetings of the Town Board, including any special and adjourned meetings, shall be on proper notice under Sec. 19.84(3), 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.
 - (2) The Town Chairperson, or his or her designee, shall be responsible for proper posting or publication of the meeting notice and agenda.
 - (3) Supervisors may attend any meeting.
No member 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 Sec. 19.89, Wis. Stats., and the rules of the Town.
- (B) Location.
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 Chairperson, or his or her designee, by giving proper written notice of the meeting and agenda, and of the substituted location, in conformance with Sec. 19.84, Wis. Stats.

2.3.7 Regular Meetings.

Regular meetings of the Town Board shall be held on the second Wednesday of every month at 7:00 p.m. local time.

2.3.8 Special Meetings.

2.3.8.01 Call

A special meeting of the Town Board may be called by the Town Chairperson or by any two (2) Supervisors in writing with the written call for the special meeting of the Town Board 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 Chairperson, or his or her designee, shall properly and timely give notice of the special meeting , including the meeting agenda.

2.3.8.02 Notice And Agenda

Any special meeting of the Town Board shall be in compliance with the Notice and Agenda requirements of Section 2.3.6.01(A) above and Secs. 19.82 and 19.84, Wis. Stats.

2.3.8.03 Supervisor Notification

The Town Clerk, upon receipt of the written call for a special meeting of the Town Board, shall immediately notify, in writing, each member of the Town Board by delivering the written Open Meeting Notice and Agenda or by having the written Open Meeting Notice and Agenda delivered personally or by email to each member of the Town Board. If any member of the Town Board cannot be personally notified in writing, the Town Clerk shall deliver or have delivered a copy of the written Open Meeting Notice and Agenda at the home of any such member of the Town Board in the presence of an adult member of the family of the Town Board member. If written notice of the special meeting cannot be served upon any member of the Town Board through an adult family member, the Town Clerk shall post such special meeting written notice and agenda in 3 usual and customary locations. The Town Chairperson, or his or her designee, shall be responsible for publishing notice of the agenda as required by law.

(A) The Town Clerk shall file proof of service of the special meeting notice by filing an affidavit noting the time, place, and location of authorized service of the special meeting notice upon the Town Board. If personal service upon any member of the Town Board of the Town was not completed, the Town Clerk shall state in the affidavit the type of service or written notice attempted.

(B) Service and Notice Exemption.
Special meetings of the Town Board may be held without service and notice under Section 2.3.8.03 above 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.

2.3.8.04 Considered Regular Meetings

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.

2.3.8.05 Adjournment

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, Subchapter V of Chapter 19, Wis. Stats., including proper notice and agenda.

2.3.9 Quorum.

A majority of the Supervisors shall constitute a quorum, but a lesser number may adjourn if a majority is not present.

2.3.10 Presiding Officer.

The Chairperson shall preside at all meetings of the Town Board when present. In his absence, the Town Board may select another supervisor to preside and, in such case, the Clerk shall call the meeting to order and preside until the Town Board selects a Supervisor to preside.

2.3.11 Order Of Business.

2.3.11.01 Order Of Business

At all meetings, the following order may be observed in conducting the business of the Town Board:

- (A) Call to Order by presiding officer;
- (B) Assurance that notice properly posted;
- (C) Pledge to the Flag;
- (D) Acceptance of the agenda;
- (E) Roll call;
- (F) Public comments and suggestions from residents of the Town and other persons present.
Introduction of guests.
- (G) Reading and correcting the minutes of the last preceding meeting or meetings;
- (H) Public Hearing(s);
- (I) Presentation of bills, statements and vouchers;
- (J) Presentation of petitions, memorials, remonstrances and communications;
- (K) Reports of standing or special committees;
- (L) Reports from officials of the Town;
- (M) Unfinished business remaining from preceding sessions in the order in which it was introduced;
- (N) New business; ordinances and resolutions may be introduced and considered;
- (O) Business presented by the Chairperson and Supervisors;
- (P) Business presented by the Town Engineer;
- (Q) Miscellaneous;
- (R) Adjournment.

2.3.11.02 Agenda Preparation

- (A) The Town Chairperson, 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.
- (B) 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.
- (C) 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 Chairperson 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.
- (D) No matters may be added to the agenda without proper notice under the Open Meeting Law.
- (E) There shall be included on said agenda a time for hearing citizens wishing to address the Board; and
- (F) No matter requiring research, investigation or decision shall be placed on the agenda of the Town Board or Plan Commission unless a request to do so is made to the Town Clerk at least seven (7) days prior to the meeting.

2.3.11.03 Order To Be Followed; Citizen Comments

- (A) No business shall be taken up out of order unless by unanimous consent of all Supervisors and in the absence of any debate whatsoever.

- (B) The Chairperson or presiding officer may impose a time limit on the length of time citizens may address the Board.

2.3.11.04 Roll Call; Procedure When Quorum Not in Attendance

As soon as the Board shall be called to order, the Clerk shall note who are present and who are absent and record the same in the proceedings of the Board. If it shall appear that there is not a quorum present, the fact shall be entered on the journal and the Board may adjourn.

2.3.11.05 Introduction of Business, Resolutions and Ordinances: Disposition of Communications

2.3.11.06 Ordinances, Resolutions, Etc., to be in Writing

- (A) All ordinances, resolutions or other communications submitted to the Board shall be in writing.
- (B) All ordinances shall be read at least once before their final passage.
- (C) Each ordinance shall be related to no more than one (1) subject.
- (D) Amendment or repeal of ordinances shall only be accomplished if the amending or repealing ordinance contains the number and title of the ordinance to be amended or repealed, and the title of amending and repealing ordinances shall reflect their purpose to amend or repeal.
- (E) Ordinances shall be numbered in consecutive order by year. Resolutions shall be numbered in a similar manner.

2.3.11.07 Notice

- (A) The Town Board may take action on an ordinance or resolution only if it appears on the written agenda for meeting at which action is requested in order to provide proper legal notice.
- (B) Resolutions and ordinances will be placed on the agenda for Board action only if they are submitted to the Town Clerk in written form a minimum of seven (7) days prior to the meeting at which action is requested.

2.3.11.08 Disposition of Petitions, Communication, Etc.

Every petition or other writing of any kind, addressed to the Board, Clerk or other Town officer for reference to the Town Board, Clerk or such other Town officer to the Chairperson or to the presiding officer of the Board as soon as convenient after receipt of same and, in any event, prior to or at the opening of the next meeting of the Board following the receipt of same.

2.3.11.09 Conduct of Deliberations

- (A) Roll Call
A roll call shall not be necessary on any questions or motions except as follows:
 - (1) When the ayes and nays are requested by any member.
 - (2) When required by the State Statutes of Wisconsin.

2.3.11.10 Votes

All aye and nay votes shall be recorded in the official minutes.

2.3.11.11 Rules Of Procedure

Except as provided below, the Town Board shall, in all other respects, determine the rules of its procedure, which shall be governed by Robert's Rules of Order Newly Revised, which is hereby incorporated by reference, unless otherwise provided by

ordinance or Statute, except when otherwise limited or modified by this Code of Ordinances:

- (A) No Supervisor shall address the Board until he has been recognized by the presiding officer. He or she shall thereupon address himself or herself to the Chairperson and confine his or her remarks to the question under discussion and avoid all personalities.
- (B) When two (2) or more members simultaneously seek recognition, the presiding officer shall name the member who is to speak first.
- (C) No person other than a member shall address the Board except under order of business, except that citizens may address the Board with the permission of the presiding officer as to matters which are being considered by the Board at the time.
- (D) No motion shall be discussed or acted upon unless and until it has been seconded. No motion shall be withdrawn or amended without the consent of the person making the same and the person seconding it:

2.3.12 Amendment of Rules

The rules of this Chapter shall not be rescinded or amended unless the proposed amendment or motion to rescind has laid over from a regular meeting, and then it shall require a vote of two-third (2/3) of all the members of the Board.

2.3.13 Suspension of Rules

Any of the provisions of Sections 2.3.11 through 2.3.12, inclusive, of this Code may be suspended temporarily by a majority of the Board members present at any meeting.

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