

# Chapter 2

## Village Board

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### **Sec. 2-2-1 Village Board**

The Trustees of the Village of Muscoda shall constitute the Village Board. The Village Board shall be vested with all the powers of the Village not specifically given some other officer, as well as those powers set forth elsewhere throughout this Code.

*State Law Reference: Sections 61.32 and 61.34, Wis. Stats.*

### **Sec. 2-2-2 Standing Committees**

- (a) **Committee Appointments.** Standing committees of the Village are appointed by the Village President, subject to confirmation by the Village Board. Except for the Police Committee, the committees listed in Subsection (b) shall consist of five (5) members. The appointments to each committee shall be made at the regular Village Board meeting in May. Standing committees shall review such matters as may be referred to them by the Village Board and shall submit recommendations for Board action.

- (b) **Committees Established.** Each standing committee shall be composed of members as follows:
- (1) **Finance and Economic Development Committee.** No more than three (3) Village Board members and no more than two (2) citizen members.
  - (2) **Festival Committee.** No more than three (3) Village Board members and no more than two (2) citizen members.
- (c) **Committees.**
- (1) The Chairperson of the Committee shall be determined by the Committee at its first meeting. All committee appointments shall be subject to confirmation by a majority vote of the Board.
  - (2) The Village President shall be an ex officio member of each standing committee, or may be appointed to serve as a member of a specific committee.
  - (3) The Village President may, from time to time, appoint such special committee or committees as he deems advisable or as provided for by motion or resolution by the board stating the number of members and object thereof to perform such duties as may be assigned to them. All special committees shall cease to exist after the April Board meeting unless reappointed by the Village President or extended by the Village Board.
- (d) **Committee Reports.**
- (1) All committees are subunits of the Village Board and perform no executive or administrative Village function other than as specifically authorized by ordinance or policy adopted by the Village Board.
  - (2) Each committee shall give the full Board a report on all matters referred to it. Such report shall recommend a definite action on each item and shall be approved by a majority of the committee. Each committee report shall include the date, time, and place of the meeting and the members attending. Each such committee report, verbal or written, is deemed to be the product of the entire committee, whether any item therein is approved unanimously or not. Each such report should provide all necessary historical background to familiarize the Board with the issue.
  - (3) If a committee member in a particular committee disagrees with the position taken by the committee on an issue, such member may address the Board with the minority position. The Board shall permit one (1) committee member supporting the majority position equal time to address the Board on such issue.
- (f) **Cooperation of Village Officers.** All Village officers shall, upon request of the chairperson of any committee, confer with the committee and supply such information as the committee may request upon any pending matter. A committee shall not assume responsibility for the administration of any Village Department.

- (g) **Quorum.** Attendance of at least one-half (1/2) of the committee members at a legally called meeting of any committee shall constitute a quorum.

### **Sec. 2-2-3 Salaries**

- (a) **Salaries Established.** The following salary schedule shall be set for the Village Board, committees and commissions:
- (1) **Village Board.**
    - a. Fifty Dollars (\$50.00) for special and committee meetings attended; Sixty Dollars (\$60.00) for regular meetings attended.
    - b. In addition, Board members attending "other meetings" shall receive Twenty-five Dollars (\$25.00) for attendance at said "other meetings." For purposes of this Subsection, "other meetings" shall include those meetings which are not meetings organized or authorized by the Municipal Code of the Village of Muscoda or Wisconsin Statutes, and for which attendance by said Board member has been pre-approved by the Village Board.
  - (2) **Village President.**
    - a. Fifty Dollars (\$50.00) for special and committee meetings attended; annual salary of Three Thousand Dollars (\$3,000.00).
    - b. In addition, the Village President shall receive Twenty-five Dollars (\$25.00) for attendance at "other meetings." For purposes of this Subsection, "other meetings" shall include those meetings which are not meetings organized or authorized by the Municipal Code of the Village of Muscoda or the Wisconsin Statutes, and for which attendance by said Village President has been pre-approved by the Village Board.
  - (3) **Board of Review, Plan Commission, Board of Appeals, Police Committee.** Fifty Dollars (\$50.00) per regular or special meeting attended.
  - (4) **Administrator Clerk-Treasurer,** In addition to regular wages or salary, the Clerk-Treasurer or Deputy Clerk-Treasurer shall be paid Fifty Dollars (\$50.00) for special and committee meetings attended; Sixty Dollars (\$60.00) for regular meetings attended.
  - (5) **Director of Public Works/Superintendent.** In addition to regular wages or salary, the Director of Public Works/Superintendent shall be paid Fifty Dollars (\$50.00) for special and committee meetings attended; Sixty Dollars (\$60.00) for regular meetings attended.
  - (6) **Chief of Police.** In addition to regular wages or salary, the Chief of Police shall be paid Fifty Dollars (\$50.00) for special and committee meetings attended; Sixty Dollars (\$60.00) for regular meetings attended.

**Sec. 2-2-4 Meetings**

- (a) **Regular Meetings.** Regular meetings of the Village Board shall be held on the second Tuesday of each calendar month at a time determined by the Board, except when the day so designated falls on a legal holiday, in which case the regular meeting shall be held at such other date and time as the Village Board designates. When the Village Board designates a date and time for the regular Board Meeting, notice shall be posted at the Municipal Building and in the official Village newspaper prior to such rescheduled meeting date. All meetings of the Board shall be held at the Municipal Building, unless specified otherwise in the minutes of the preceding meeting or by written notice posted at the regular meeting place at least three (3) hours prior to any meeting.
- (b) **Annual Organizational Meeting.** The Village Board shall hold an annual organizational meeting on the third Tuesday in April or on the first regular meeting in May following the spring election for the purpose of organization.
- (c) **Board Minutes.** The Village Clerk-Treasurer shall keep a record of all Board proceedings and cause the proceedings to be published and/or posted.

*State Law Reference: Sec. 61.32, Wis. Stats.*

**Sec. 2-2-5 Special Meetings**

Any person or organization, who requests that a Special Village Board meeting be held for a single purpose, fails to appear at that meeting and subsequently requests that a second special meeting be held for the same purpose a fee shall be submitted in the amount of Four Hundred Dollars (\$400.00). In the event the Village Board declines to hold the second requested meeting, the fee shall be refunded.

**Sec. 2-2-6 Presiding Officers**

- (a) **The Village President Shall Preside.** The Village President shall preside over meetings of the Village Board. In case of absence of the Village President, the Village Clerk-Treasurer shall call the meeting to order and the Trustees present shall elect one of their members to act President.
- (b) **Duties.** The presiding officer shall preserve order and decorum and decide all questions of order.

*State Law Reference: Sec. 61.32, Wis. Stats.*

**Sec. 2-2-7 Meeting Agendas**

- (a) **Agenda.**

- (1) The order of business at all regular or special meetings shall be according to the agenda prepared by the Clerk-Treasurer.
- (2) A submitting department shall include copies of all material necessary to consider the agenda item.
- (3) The Village President shall advise the Clerk-Treasurer whether to include an item on the agenda, except that the Trustees calling a Special Meeting shall decide which items shall be first considered at such Special Meeting.
- (4) The Clerk-Treasurer shall give the Trustees reasonable notice of agenda items.

**Sec. 2-2-8 Introduction of Business; Resolutions and Ordinances; Disposition of Communications.**

(a) **Ordinances; Resolutions.** All ordinances shall be prepared as follows:

- (1) All ordinances submitted to the Board shall be in writing.
- (2) On ordinances that require special handling, the Clerk-Treasurer shall assure that an editorial note is prepared showing compliance with such special handling.
- (3) The Clerk-Treasurer may reject any ordinance from placement on the agenda which fails to comply with this Section.
- (4) Resolutions shall be in writing at the request of one Trustee; such request shall be non-debatable.
- (5) Unless requested by a Trustee before a final vote is taken, no ordinance, resolution or bylaw need be read in full.
- (6) Resolutions may be referred to an appropriate standing committee for an advisory recommendation.

(b) **Subject and Numbering of Ordinances.** Each ordinance shall be related to no more than one (1) subject. 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 title of amending and repealing ordinances shall reflect their purpose to amend or repeal.

(c) **Notice.** The Village Board may take action on an ordinance only if it appears on the written agenda for meeting at which action is requested.

(d) **Disposition of Petitions, Communication, Etc.** Every petition or other writing of any kind, addressed to the Village Board or to the Village Clerk-Treasurer or other Village officer for reference to the Village Board, shall be delivered by such other Village officer to the Village President 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 Village Board following the receipt of same. Every such petition, or other writing, and every paper, communication or other proceeding which shall come before the Board for action, may be referred by the Village President or presiding officer to the appropriate committee or commission, unless objected to by some member of the Board.

*State Law Reference: Sections 61.32 and 61.50, Wis. Stats.*

**Sec. 2-2-9     Disturbances and Disorderly Conduct**

Whenever any disturbance or disorderly conduct shall occur in any of the meetings of the Board, the President may cause the room to be cleared of all persons causing such disorderly conduct.