

CHAPTER 1

VILLAGE BOARD MEETING

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1.01 MEETING TIME AND DATE.

(1) Regular Meetings. Regular meetings of the Village Board shall be held on the first Tuesday of each calendar month at 7:00 P.M., except when the first Tuesday of the month falls on a legal holiday in which case the regular meetings shall be held on the following Tuesday.

(2) Special Meetings. Special meetings may be called by any two trustees in writing, filed with the Clerk, who shall thereupon seasonably notify all of the trustees of the time and place thereof. The notice shall be delivered to each trustee personally or left at his usual place of abode. The Village Clerk shall cause an affidavit of service of such notice to be filed in his office prior to the time fixed for such special meeting. Twenty-four (24) hour notice shall constitute seasonable notice unless all trustees are in attendance at such special meeting, in which case whatever notice was sufficient to enable all trustees to attend such meeting shall be deemed to be seasonable notice. Unless all trustees are in attendance, no business shall be transacted at a special meeting except for the purpose stated in the notice thereof.

(3) Public Notice of Meetings. The Village Clerk or his designee is hereby directed to comply with Section 66.77 of the Wisconsin Statutes by posting in three (3) public places in the Village, being Village Bulletin Board, Millins Market, and Beneker's Tenneco Station, public notice of all meetings of the Village Board. Notice shall be given of all regular meetings at least two (2) days before the meeting and notice of special meetings shall be given no later than the day of the special meeting and in an emergency not later than one (1) hour before the special meeting.

(4) Place of Meetings.

(a) Official Meeting Room - The Village Hall in the Village of Bagley, Wisconsin, is hereby designed as the official meeting place for all open meetings of the Village Board and for all open meetings of any committees of the Board.

(b) Transfer to Substituted Meeting Room - If after the commencement of a meeting, it is found that there is insufficient space in said room to conveniently house the persons present at said meeting, or other good reasons found, said meeting may be transferred to another room in said building or some other building within said Village upon the following conditions:

1. Said substituted room is a place reasonably accessible to member of the public.
2. A responsible person is left in regular meeting room to advise latecomers of the change in location, or
3. An explanatory note is placed on the entrance door of the regular meeting room so it can be readily seen by any person coming to the regular meeting identifying the substituted place of meeting.

(c) Substituted Meeting Room Prior to Commencement of Meeting - If because of anticipated attendance or for other good reason, the Village Board or any committee thereof determines in advance of the meeting that it appears to be desirable to meet in some other room or in some other building in the Village of Bagley, the Board or committee may provide for some other meeting place if the following conditions permit:

1. The substituted room is reasonably accessible to members of the public.
2. The decision is made at the previous meeting of the Board or any committee thereof by the vote of the majority of the members present at said previous meeting or is given by the written consent of at least a majority of the Board members or committee members filed with the Village Clerk or committee secretary prior to the time of giving notice to the public of holding of the meeting. If said room change is made by written consent then this action must be confirmed at the commencement of the meeting prior to the time that this meeting is open for business.
3. The notice to the public shall specifically set forth that the place of meeting has been changed and the location of the substituted place.
4. The fact of the change shall be set forth in a written notice attached to the entrance room of the regular meeting room prior to the opening of the meeting.

(d) Meeting Always Open - During the holding of any open session in the regular meeting room or in the substituted meeting room, said room and said meeting shall be at all times open and remain open to all citizens.

(e) Closed Meetings - The provisions of this section shall not prohibit this Board or any committee thereof from having a closed meeting of said Board or any committee thereof which is legally convened and legally held in a room in said building other than the official meeting room or in some other building in the Village of Bagley.

(5) Quorum. Two (2) trustees, including the Village President, shall constitute a quorum.

1.02 ORDER OF BUSINESS.

The business of the Village Board shall be conducted in the following order:

- (1) Call to order by presiding officer.
- (2) Roll Call. (If a quorum is not present, the meeting shall thereupon adjourn, which may be to a specified date.)
- (3) Reading, correction and approval of minutes of previous meeting.
- (4) Committee reports.
- (5) Unfinished business from previous meeting.
- (6) New business, including introduction of ordinances and resolutions.
- (7) Communications and miscellaneous business.

1.03 PRESIDING OFFICER.

(1) Control of Meeting. The Village President shall preserve order and conduct the proceedings of the meeting. A member may appeal from the decision of the presiding officer. Such appeal is not debatable and must be sustained by a majority of the members present, exclusive of the presiding officer.

(2) Absence of President. If the President is absent at any meeting the Village Clerk shall call the meeting to order and preside until the Village Board selects a Trustee to preside for that meeting.

1.04 COMMITTEES.

Committees shall be appointed by the Village President from time to time as he deems necessary or appropriate.

1.05 ORDINANCES AND RESOLUTIONS.

Ordinances, resolutions and bylaws shall be presented in writing to the Board. Unless requested by a trustee before final vote is taken, no ordinance, resolution, or bylaws need be read in full. No ordinance, resolution or bylaw need be read in full. No ordinance, resolution or other motion shall be discussed or acted upon unless it has been made and seconded. No motion shall be withdrawn or amended without the consent of the person making the same and the person seconding it.

1.06 GENERAL RULES.

The deliberations of the Village Board shall be conducted in accordance with the parliamentary rules contained in Robert's Rules of Order Revised (1951), which is hereby incorporated in this section by reference.

1.07 SUSPENSION OF RULES.

These rules or any part thereof may be temporarily suspended in connection with any matter under consideration by a recorded vote of two-thirds (2/3) of the members of the Village Board.