

## CHAPTER 2

### Village Board

- § 2-2-1 Village Board
- § 2-2-2 Trustees
- § 2-2-3 Village President
- § 2-2-4 Standing Committees
- § 2-2-5 General Powers of the Village Board
- § 2-2-6 Cooperation with Other Municipalities
- § 2-2-7 Internal Powers of the Board
- § 2-2-8 Salaries
- § 2-2-9 Meetings
- § 2-2-10 Special Meetings
- § 2-2-11 Open Meetings
- § 2-2-12 Quorum
- § 2-2-13 Presiding Officers
- § 2-2-14 Order of Business
- § 2-2-15 Introduction of Business, Resolutions and Ordinances;  
Disposition of Communications
- § 2-2-16 Publication and Effect of Ordinances
- § 2-2-17 Conduct of Deliberations
- § 2-2-18 Reconsideration of Questions
- § 2-2-19 Disturbances and Disorderly Conduct
- § 2-2-20 Amendment of Rules
- § 2-2-21 Suspension of Rules

#### SEC. 2-2-1 VILLAGE BOARD.

The Trustees of the Village of Prairie du Sac 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 TRUSTEES.

- (a) ELECTION, TERM, NUMBER. The Village of Prairie du Sac shall have six (6) Trustees in addition to the President, who is a Trustee by virtue of his or her office as President. The six (6) Trustees shall constitute the Village Board. Three (3) Trustees shall be elected at each annual spring election for a term of two (2) years, commencing on the third Tuesday of April in the year of their election.
- (b) APPOINTMENT AS PRESIDENT. A Village Trustee shall be eligible for appointment as Village President to fill an unexpired term.

State Law Reference: Section 61.20 and 61.325, Wis. Stats.

SEC. 2-2-3     VILLAGE PRESIDENT.

- (a) ELECTION. The Village President shall be elected at the annual spring election in odd-numbered years for a term of two years, commencing on the third Tuesday of April in the year of his or her election.
- (b) DUTIES. The Village President shall by virtue of his office be a Trustee and preside at all meetings of the Board and sign all ordinances, rules, bylaws, regulations and commissions adopted or authorized by the Board and all orders drawn on the treasury. He shall maintain peace and good order, see that the Village ordinances are faithfully obeyed, and in case of disturbance, riot or other apparent necessity appoint as many special marshals as he shall deem necessary, who for the time being shall possess all the powers and rights of constables.

State Law Reference: Section 61.24, Wis. Stats.

SEC. 2-2-4     STANDING COMMITTEES.

- (a) COMMITTEE APPOINTMENTS. At the organizational meeting of the Village Board, the Village President shall appoint Trustees to each of the following standing committees:
  - (1) Administrative Committee (two [2] Trustees, and Village President).
  - (2) Code Committee (three [3] Trustees).
  - (3) Economic Development Committee (three [3] Trustees).
  - (4) Parks Committee (three [3] Trustees).
  - (5) Public Works/Utilities (three [3] Trustees).The Village Administrator shall serve as ex-officio on all Standing Committees.
- (b) PRESIDENT TO DESIGNATE CHAIRMEN. The President shall designate the chairmen of each standing committee. He or She shall appoint all special committees and designate the chairman of each. All committee appointments except designation of chairmen shall be subject to confirmation by a majority vote of the Board.
- (c) COMMITTEE REPORTS. Each committee shall at the next regular Board meeting submit 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. Any committee may require any Village officer or employee to confer with it and supply information in connection with any matter pending before it.

History: Code of Ordinances, 1986. Sec. 2-2-4 amended. Ordinance No. 4, Series of 1997. Sec. 2-2-4 amended Ordinance No. 8, Series 2020.

SEC. 2-2-5     GENERAL POWERS OF THE VILLAGE BOARD.

- (a) GENERAL. The Village Board shall be vested with all the powers of the Village not specifically given some other officer. Except as otherwise provided by law, the Village Board shall have the management and control of the Village property, finances, highways, streets, navigable waters and the public service, and shall have the power to act for the government and good order of the Village, for its commercial benefit and for the health, safety, welfare and convenience of the public, and may carry its powers into effect by license, regulation, suppression, borrowing, taxation, special assessment, appropriation, fine, imprisonment and other necessary or convenient means. The powers hereby conferred shall be in addition to all other grants and shall be limited only by express language.

- (b) **ACQUISITION AND DISPOSAL OF PROPERTY.** The Village Board may acquire property, real or personal, within or without the Village, for parks, libraries, historic places, recreation, beautification, streets, waterworks, sewage or waste disposal, harbors, improvement of watercourses, public grounds, vehicle parking areas and for any other public purpose; may acquire real property within or contiguous to the Village, by means other than condemnation, for industrial sites; may improve and beautify the same; may construct, own, lease and maintain buildings on such property for instruction, recreation, amusement and other public purposes; and may sell and convey such property. Condemnation shall be as provided by the Wisconsin Statutes.
- (c) **ACQUISITION OF EASEMENTS AND PROPERTY RIGHTS.** Confirming all powers granted to the Village Board and in furtherance thereof, the Board is expressly authorized to acquire by gift, purchase or condemnation under the Wisconsin Statutes, any and all property rights in lands or waters, including rights of access and use, negative or positive easements, restrictive covenants, covenants running with land, scenic easements and any rights for use of property of any nature whatsoever, however denominated, which may be lawfully acquired for the benefit of the public or for any public purpose, including the exercise of powers granted under Sections 61.35 and 62.23, Wis. Stats.; and may sell and convey such easements or property rights when no longer needed for public use or protection.
- (d) **VILLAGE FINANCES.** The Village Board may levy and provide for the collection of taxes and special assessments; may refund any tax or special assessment paid, or any part thereof, when satisfied that the same was unjust or illegal; and generally may manage the Village finances. The Village Board may loan money to any school district located within the Village or within which the Village is wholly or partially located in such sums as are needed by such district to meet the immediate expenses of operating the schools thereof, and the Board of the district may borrow money from such Village accordingly and give its note therefor. No such loan shall be made to extend beyond August 30 next following the making thereof or in an amount exceeding one-half (1/2) of the estimated receipts for such district as certified by the State Superintendent of Public Instruction and the local School Clerk. The rate of interest on any such loan shall be determined by the Village Board.
- (e) **CONSTRUCTION OF POWERS.** Consistent with the purpose of giving to villages the largest measure of self-government in accordance with the spirit of the home rule amendment to the Constitution, the grants of power to the Village Board in this Section and throughout this Code of Ordinances shall be liberally construed in favor of the rights, powers and privileges of villages to promote the general welfare, peace, good order and prosperity of the Village and its inhabitants.

State Law Reference: Art. XI, Sec. 3, Wis. Const.; Sec. 61.34, Wis. Stats.

SEC. 2-2-6 COOPERATION WITH OTHER MUNICIPALITIES.

The Village Board, on behalf of the Village, may join with other villages or cities in a cooperative arrangement for executing any power or duty in order to attain greater economy or efficiency, including joint employment of appointive officers and employees.

State Law Reference: Sections 61.34(2) and 66.30, Wis. Stats.

SEC. 2-2-7 INTERNAL POWERS OF THE BOARD.

The Village Board has the power to preserve order at its meetings, compel attendance of Trustees and punish nonattendance. Members of the Village Board shall be residents of the Village at the time of their election and during their terms of office.

State Law Reference: Section 61.32, Wis. Stats.

SEC. 2-2-8 SALARIES.

The President and other Trustees who make up the Village Board, whether operating under general or special law, may by majority vote of all the members of the Village Board determine that an annual salary be paid the President and Trustees. Salaries heretofore established by this ordinance shall be separate from and in addition to compensation paid for service on Commissions to which Village Board members may from time to time be appointed. Said salaries shall so remain until changed by ordinance and shall not be increased or diminished during their terms of office.

State Law Reference: Section 61.32, Wis. Stats.

**History:** Code of Ordinances, 1986, 2003. Sec. 2-2-8 repealed and recreated. Ordinance No. 3, Series of 2003

SEC. 2-2-9 MEETINGS.

- (a) **REGULAR MEETINGS.** Regular meetings of the Village Board shall be held on the second and fourth Tuesday of each calendar month at 7:00 p.m. local time, or at such other times as the Board may direct. Any regular meeting falling on a legal holiday shall be held on a day selected by a majority of the Board at a previous meeting. All meetings of the Board shall be held at the Village of Prairie du Sac 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. In any event, all Board meetings shall be held within the boundaries of the Village of Prairie du Sac, unless the Village Board, by majority vote, determines an alternative location is in order to accommodate special circumstances.
- (b) **ANNUAL ORGANIZATIONAL MEETING.** The Village Board shall hold an annual organizational meeting on the fourth Tuesday of April for the purpose of organization.
- (c) **REGULAR MEETING CANCELATION.** A regular meeting of the Village Board may only be cancelled by the Village President or, in the President's absence, by the Village Administrator, and may only cancel for lack of business, postponement of business, lack of quorum, an emergency, or inclement weather such that travel would be unsafe.

State Law Reference: Section 61.32, Wis. Stats.

**History:** Code of Ordinances, 1986, 2003. Sec. 2-2-9 repealed and recreated, Ordinance No. 9, Series of 2009. Sec. 2-2-9 amended, Ordinance No. 8, Series 2020.

SEC. 2-2-10 SPECIAL MEETINGS.

- (a) **CALLING OF SPECIAL MEETING.** Special meetings of the Board may be called by the Village President, or by two (2) Trustees by filing a written request with the Village Clerk at least twenty-four (24) hours prior to the time specified for such meeting. The Village Clerk shall immediately notify each Trustee of the time and

purpose of such meeting. The notice shall be delivered to each Trustee personally or left at his or her usual place of abode. The Village Clerk shall cause an affidavit of such notice to be filed in his or her office prior to the time fixed for such special meeting. Notice to the public of special meetings shall conform to the open meeting requirements of Section 61.32 and Chapter 19, Subch. IV, Wis. Stats.

- (b) SPECIAL MEETING CANCELTION. A special meeting of the Village Board may only be cancelled by the Village President or, in the President's absence, by the Village Administrator, and may only cancel for lack of quorum, an emergency, or inclement weather such that travel would be unsafe.

State Law Reference: Sections 61.32 and 985.02(2)(a), Wis. Stats.; Ch.19, Subch. IV, Wis. Stats.

**History:** Code of Ordinances, 1986, 2003. Sec. 2-2-9 amended, Ordinance No. 8, Series 2020.

#### SEC 2-2-11 OPEN MEETINGS

All meetings shall be open to the public, unless falling within a lawful exception of the Wisconsin Open Meetings Law.

State Law Reference: Section 61.32 and Ch. 19, Subch. IV, Wis. Stats.

#### SEC. 2-2-12 QUORUM.

Four (4) members of the Village Board shall constitute a quorum, but a lesser number may adjourn or compel attendance of absent members if a majority is not present. The President shall be counted in computing a quorum.

State Law Reference: Section 61.32, Wis. Stats.

#### SEC. 2-2-13 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 President, the Village Administrator shall call the meeting to order and preside until the Trustees present select a Trustee to preside temporarily.
- (b) DUTIES. The presiding officer shall preserve order and decorum, decide all questions of order, and conduct the proceedings of the meeting in accordance with the parliamentary rules contained in Robert's Rules of Order, unless otherwise provided by statute or by these rules. Any member shall have the right to appeal from a decision of the presiding officer. Such appeal is not debatable and must be sustained by a majority vote of the members present excluding the presiding officer.

State Law Reference: Section 61.32, Wis. Stats

**History:** Code of Ordinances, 1986. Sec. 2-2-13(c)re: President's participation in debate, repealed, 1994.

#### SEC. 2-2-14 ORDER OF BUSINESS.

- (a) ORDER OF BUSINESS. At all meetings, the following order may be observed in conducting the business of the Village Board:
  - (1) Call to Order by presiding officer;
  - (2) Roll Call;
  - (3) Public Notice of Agenda, addition/corrections;
  - (4) Presentation of Minutes;
  - (5) Communications;
  - (6) Public Comment (limited to 3 minutes);
  - (7) Action Items;
  - (8) Discussion Items;
  - (9) Reports from Committees, Plan Commission, Engineer, Director of Public Works/Utilities, Administrator, Village President;
  - (10) Adjournment.
- (b) ORDER TO BE FOLLOWED. No business shall be taken up out of order unless authorized by the Village President or by majority consent of all Trustees and in the absence of any debate whatsoever.

**History:** Code of Ordinances, 1986. Sec. 2-2-14(a) amended. Ordinance No. 6. Series of 1994. Sec. 2-2-14(a) amended, Ordinance No. 3. Series of 1999. Sec. 2-2-14 amended, Ordinance No. 8, Series 2020.

SEC 2-2-15 INTRODUCTION OF BUSINESS, RESOLUTIONS AND ORDINANCES; DISPOSITION OF COMMUNICATIONS

- (a) ORDINANCES TO BE IN WRITING. All ordinances, resolutions, bylaws or other communications submitted to the Board shall be in writing and shall include at the outset a brief statement of the subject matter and may be referred to the appropriate committee by the President or presiding officer. Unless requested by a Trustee before a final vote is taken, no ordinance, resolution or bylaw need be read in full.
- (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.
  - (1) The Village Board may take action on an ordinance or resolution only if it appears on the written agenda for meeting at which action is requested.
  - (2) Ordinances shall be placed on the agenda for Board action only if they have been reviewed for discussion at a previous Board meeting.
- (d) DISPOSITION OF PETITIONS, COMMUNICATION, ETC. Every petition or other writing of any kind, addressed to the Village Board or to the Village Administrator or other Village officer for reference to the Village Board, shall be delivered by the Village Administrator or 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.

**History:** Code of Ordinances, 1986. Sec. 2-2-15(c)(2) repealed and recreated to require prior consideration for ordinances only, 1994. Sec. 2-2-15 amended, Ordinance No. 8, Series 2020.

#### SEC. 2-2-16 PUBLICATION AND EFFECT OF ORDINANCES.

All general ordinances of the Village and all regulations imposing any penalty shall be published in the official paper of the Village once or posted according to state law, and shall be immediately recorded, by the Village Clerk in a book kept for that purpose. A printed copy of such ordinance or regulation in any book, pamphlet or newspaper and published or purporting to be published therein by direction of the Village Board shall be prima facie proof of due passage, publication and recording thereof.

State Law Reference: Section 61.32, Wis. Stats.

**History:** Code of Ordinances, 1986. Sec. 2-2-16 amended, Ordinance No. 8, Series 2020.

#### SEC. 2-2-17 CONDUCT OF DELIBERATIONS.

- (a) A roll call shall not be necessary on any questions or motions except as follows:
  - (1) When the ayes and noes are required by any member.
  - (2) On confirmation and on the adoption of any measure assessing or levying taxes, appropriations or disbursing money, or creating any liability or charge against the Village or any fund thereof.
  - (3) When required by the state statutes of Wisconsin.
- (b) All aye and nay votes shall be recorded in the official minutes.
- (c) Except as provided below, the Village Board shall in all other respects determine the rules of its procedure, which shall be governed by Robert's Rules of Order, which is hereby incorporated by reference, unless otherwise provided by ordinance or Statute, except when otherwise limited or modified by this Code of Ordinances:
  - (1) No Trustee shall address the Board until he has been recognized by the presiding officer. He shall thereupon address himself to the Board and confine his remarks to the question under discussion and avoid all personalities.
  - (2) When two (2) or more members simultaneously seek recognition, the presiding officer shall name the member who is to speak first.
  - (3) No person other than a member shall address the Board except under order of business, except the 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.

#### SEC. 2-2-18 RECONSIDERATION OF QUESTIONS.

When a question has been once decided, any member of the majority, or in case of a tie, any member voting in the affirmative, may move a reconsideration thereof; but if a motion to reconsider be made on a day subsequent to that on which the ordinance question was decided, a vote of the majority of the entire Board shall be required to sustain it.

#### SEC. 2-2-19 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 guilty of such disorderly conduct except the Trustees.

SEC. 2-2-20 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-thirds of all the members of the Board.

SEC. 2-2-21 SUSPENSION OF RULES.

These rules shall not be suspended except by a two-thirds vote of all the members of the Board.