

## **CHAPTER 2**

### **THE GOVERNING BODY**

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- 2.03 Parks and Recreation Committee
- 2.04 Public Works Committee
- 2.05 Ordinance Committee
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## 2.01 COMMON COUNCIL COMMITTEES

- (1) Committees. The following shall constitute the standing advisory committees of the Common Council:
  - (A) Finance
  - (B) Parks and Recreation
  - (C) Public Works
  - (D) Ordinance
  - (E) Personnel
- (2) Appointments. Subject to any specified terms set forth herein, all appointments to committees shall be made by the Mayor and confirmed by the Common Council at the annual organizational meeting of the council. Unless otherwise specified, the Mayor shall designate the chair of each committee. All appointments begin on May 1<sup>st</sup> of each year.
- (3) Residency. Non-residents of the City of Reedsburg may not serve on city boards, commissions and/or committees unless specifically appointed to non-resident positions by the respective governing body.
- (4) Committee Reports. Each committee to which any matter shall be referred shall report thereon at the next regular meeting. Such report shall be read by the clerk and after action thereon shall be filed.

## 2.02 FINANCE COMMITTEE

- (1) The Finance Committee shall have six members. The members of the Finance Committee shall be the chairs of the Planning Commission, the Public Works Committee, the Personnel Committee and the Parks and Recreation Committee. In the event that one council member holds multiple chair positions, the mayor shall appoint such other members of the council as are necessary to provide for four council representatives on the Finance Committee. There shall also be two members of the public who shall serve staggered terms of three years.
- (2) The committee shall provide oversight of the financial affairs of the city and advise the mayor, council and city staff, accordingly. Among the functions to be performed by the committee are:
  - (A) Review and recommend bills to be paid by the council.
  - (B) Review and recommend the level and type of financing appropriate for long-term capital needs.
  - (C) Review and recommend the annual operating budget and level of taxation.
  - (D) Provide oversight of the taxi service contract.
  - (E) Provide and recommend health, workers' compensation, property and liability insurance policies as well as make recommendations regarding claims against the city.

## 2.03 PARKS AND RECREATION COMMITTEE

- (1) The Parks and Recreation Committee shall have five members. Three of the members shall be members of the Common Council appointed annually, and two of the members shall be members of the public who shall serve staggered terms of three years. *(Rev. 05-24-04)*
- (2) The committee shall have those powers specified in Wis. Stat. sec. 27.08, shall oversee the parks, recreation and forestry functions of the city and provide advice to the mayor, the council and city staff. The committee shall review the annual operating budgets, capital improvement projects and major equipment purchases for the activities within its purview.

**2.04 PUBLIC WORKS COMMITTEE**

- (1) The Public Works Committee shall have five members. Three of the members shall be members of the Common Council appointed annually. Two of the members shall be members of the public who shall serve staggered terms of three years.
- (2) The committee shall advise the mayor, the council and the city staff regarding the construction, maintenance and operation of streets, bridges, storm sewers, sanitary sewers, wastewater treatment plant, municipal buildings and other related city facilities. The committee will also review the annual operating budget, capital improvement projects and major equipment purchases for the departments within its purview. The committee shall also monitor the city's compliance with the Americans with Disabilities Act.

**2.05 ORDINANCE COMMITTEE**

- (1) The Ordinance Committee shall have five members. Three of the members shall be members of the Common Council appointed annually. Two of the members shall be members of the public who shall serve staggered terms of three years.
- (2) The committee shall review and recommend the issuance and renewal of liquor-related licenses, new or amended ordinances and perform such other related functions as assigned by the mayor and council.

**2.06 PERSONNEL COMMITTEE**

- (1) The Personnel Committee shall have five members. Three of the members shall be members of the City Council appointed annually. Two of the members shall be members of the public who shall serve staggered terms of three years.
- (2) The committee shall advise the mayor, council and city staff regarding the personnel policies and procedures of the city; except that the committee shall not direct or manage the activities of any member of the city staff.
- (3) The committee shall recommend labor negotiation strategies and objectives, and recommend contract settlement terms to the mayor and council, and members will participate on bargaining teams for labor negotiations as assigned by the chair of the committee. The committee may also function as an appellate body depending upon the grievance procedures of specific labor contracts.
- (4) The committee shall review the performance evaluations prepared by the city administrator of department heads and make recommendations to the mayor and council regarding compensation of non-represented employees.
- (5) The committee shall review and recommend changes in the organizational structure and job descriptions for the city and shall perform such other functions as assigned.

## 2.07 RULES OF PROCEDURE

- (1) **Organization Meeting.** Following a regular City election, the new Council shall meet on the third Tuesday of April. A President of the Council shall be chosen at this time from among the aldermen by majority vote.
- (2) **Regular Meetings.** The regular meetings of the Common Council shall be held at the Council Chambers at 7:00 p.m. on the second and fourth Mondays of each month except when such day is a legal holiday, when such meeting shall be held at the time determined by the Council. *(Rev. 09-24-12)*
- (3) **Special Meetings** *(Rev. 2-11-02)*
  - (a) Special meetings shall be held at such times as the Mayor or a majority of the Council direct.
  - (b) Notice of a special meeting may be given by any of the following methods at least twenty-four (24) hours before the meeting. *(Rev. 07-07-13)*
    - (i) By written notice delivered personally to a council member.
    - (ii) By a telephone call to a council member. If the member has a telephone answering device, a message may be left with a request that the member confirm receipt of the notice. Notice will be completed when the member confirms receipt.
    - (iii) By facsimile transmission to a council member. The facsimile transmission shall contain a request that the member confirm receipt of the notice. Notice will be completed when the member confirms receipt.
    - (iv) By electronic transmission, commonly known as e-mail, to a council member. The e-mail message shall include a request that the member confirm receipt of the notice. Notice will be completed when the member confirms receipt.
  - (c) The notice given, whatever the form, shall state the matters to be considered at the special meeting and, a copy of the meeting agenda shall be posted at least twenty-four (24) hours prior to the meeting. *(Rev. 07-07-13)*
  - (d) The persons who give notice of a special meeting as set forth above shall provide a sworn affidavit stating the form of the notice, the time of delivery and the time of confirmation, if any, which notice shall be retained by the City for at least two (2) years.
  - (e) The City of Reedsburg, pursuant to Wis. Stats. Sec. 61.01(01), hereby elects not to be governed by the meetings provisions of Wis. Stat. sec. 62.11(2). *(Rev. 07-07-13)*
- (4) **Call To Order.** The Mayor, or in his absence, the President of the Council, shall take the chair at the hour appointed, call the members of the Council to order, and may at the instance of any 2 members, order the attendance of absentees. In the absence of the Mayor and President of the Council, any member may call the Council to order, and thereupon the Council shall appoint a Chairman to preside at such meeting.
- (5) **Quorum.** Two-thirds of the membership of the Council shall constitute a quorum for the transaction of business, although a lesser number may adjourn. The Mayor shall not be counted in determining a quorum. *(Rev. 07-07-13)*
- (6) **Order of Business.** At all regular meetings the order of business shall be determined by the Mayor. *(Rev. 07-07-13)*
- (7) **Conduct of Meetings.** Meetings of the Council and committees shall be open to the public except as provided in Sec. 19.85, Wis. Stats. No member shall leave a meeting of the Council or a committee without leave of absence under penalty of \$5.00 for each offense. The Council may punish by fine members or other persons for disorderly behavior. *(Rev. 07-07-13)*
- (8) **Duties of Presiding Officer.**
  - (a) The presiding officer shall decide all questions of order subject to appeal to the Council.
  - (b) The Presiding Officer shall preserve order. If any member violates any of these rules, the presiding officer shall, or any member may, call him to order, in which case he will immediately sit down and be silent unless permitted to explain. A member called to order may appeal to the Council.

## 2.07 Rules of Procedure

- (9) Motions.
- (a) To Be Reduced to Writing. Every motion or proposition except privileged motions shall be reduced to writing by the Clerk.
  - (b) When Before Council. When a motion is made and seconded, it shall be before the Council and shall be stated by the presiding officer or, if in writing, shall be delivered to the Clerk and read by him previous to debate.
  - (c) Withdrawal. After a motion is stated by the presiding officer or read by the Clerk, it shall not be withdrawn except by consent of the Council.
  - (d) When a Question is Before Council. When a question is before the Council, no motion shall be received except to adjourn, to lay on the table the previous question, to refer to committee, or to amend, which motions shall have precedence in the order in which made.
- (10) Questions.
- (a) Form of. All questions shall be put in this form: "As many as are of the opinion (as the case may be) say Aye; contrary, No."
  - (b) Speaking On. When a member is about to speak to a question or make a motion, he shall rise and respectfully address the presiding officer, and the presiding officer shall pronounce the name of the member entitled to the floor; and the member shall confine his remarks to the question under consideration.
  - (c) Limitation on Speaking. No member shall speak more than twice on any question, no more than 10 minutes at any one time without leave of a majority of the members present, expressed by a rising vote, and the same rule shall be observed in Committee of the Whole.
  - (d) Putting Previous Question. When previous question shall be put in these words: "Shall the main question be now put?" It shall be admitted on demand of 2 members and, until decided, shall preclude all further amendment or debate of the main question but shall not preclude pending amendments from being put before the main question.
  - (e) Division of Question. The presiding officer may direct or any member may call for a division of the question when the same will admit thereof.
- (11) Voting.
- (a) By Mayor. The Mayor shall not be counted in determining whether a majority or other proportion of the Council has voted for a proposition and he shall not vote except in the case of a tie.
  - (b) Confirmation of Appointments. A majority of all the members shall be necessary for confirmation. In case of a tie, the Mayor shall have a casting vote as in other cases.
  - (c) Ayes and Noes. A vote by ayes and noes shall be required on any measure assessing or levying taxes, appropriating or disbursing money, or creating any liability against the City or any fund thereof. In addition, any member may require a vote by the ayes and noes. All such votes shall be recorded in the journal.
  - (d) Members Required to Vote. Every member present when a question is put shall vote unless the Council shall excuse him.
  - (e) Reconsideration. Any member who voted in the majority may have reconsideration of the vote at the same or the next succeeding regular meeting of the Council. A motion to reconsider having been put and lost shall not again be in order.
  - (f) Explanation of Vote. No member may explain his vote during the calling of ayes and noes. However, he may explain the reason for his dissent from the vote of the majority and have such reasons entered on the journal.

## 2.07 Rules of Procedure

- (12) Ordinances.
  - (a) Upon introduction of an ordinance, a public hearing shall be held at a time and date to be set by the Council. If no date is set, the hearing shall be held at the first available Council meeting after the meeting in which the ordinance is introduced. A notice of the public hearing shall be published once in the official newspaper. The ordinance shall receive its second reading at the public hearing. At such time as it is adopted, it shall be published pursuant to state statute. *(Rev. 07-07-13)*
  - (b) Any ordinance upon introduction may be referred to committee by the presiding officer or upon motion of the council.
- (13) Petitions, Etc. All petitions, memorials, resolutions, and other communications shall be in writing, with a brief statement of their contents endorsed upon them together with the name of the member presenting the same. All petitions shall be presented by the presiding officer and the contents briefly explained. Petitions shall thereupon be referred to a committee.
- (14) Claims. No claims shall be allowed unless itemized. Claims shall be examined and certified to be correct by a committee of the Council and reported to and audited by the Council.
- (15) Suspension of Rules. Any rule hereunder may be suspended by a 2/3 vote of the members present.
- (16) Alteration of Rules. Any of the rules hereunder may be altered or amended by a 2/3 vote of all the members of the Council.
- (17) Robert's Rules of Order. When not otherwise covered by these rules of procedure, Robert's Rules of Order revised shall govern.
- (18) Agenda. An agenda shall be prepared for all meetings of the City Council by the City Administrator. The City Administrator shall advise the Mayor, of the items included on the agenda. An item may be placed on the agenda by the City Administrator, Mayor, or any other Council member. An item recommended for placement on an agenda may be removed from the agenda by the Mayor. If the Mayor removes an item from the agenda, the item shall be restored to the agenda upon the request of two or more Council members.