

Chapter 1 - Village Board Meetings

1.01 MEETING TIME AND DATE

(1) Regular Meetings. Regular meetings of the Village Board shall be held on the second and fourth Monday of each month at 7:00 p.m., except when the second or fourth Monday of the month falls on a legal holiday, in which case the regular meeting shall be held on the first succeeding day that is not a legal holiday, at 7:00 p.m.

(2) Special Meetings. Special meetings of the Village Board may be called by any two trustees in writing filed with the clerk, provided the public receives notice as set forth in Wis. Stats. §19.94 (1977). The clerk shall immediately notify each trustee of the time, place and purpose of such meeting and will cause proper written notice to be created prior to the special meeting. Any special meeting attended by all the trustees shall be a regular meeting for the transaction of any business that may come before such meeting.

(3) Closed Meetings. A closed meeting may only be convened for the reasons listed in Wis. Stats. § 19.85 (1977). In addition, all the other requirements of § 19.85 must be met before a closed meeting can be convened.

(4) Adjournment of Meetings. Regular and special sessions of the Village Board may be adjourned from time to time for later reconvening. Any regular or special session of the Board may be adjourned for later reconvening as many times as the Board may determine to be necessary, advisable or convenient. Said adjournment may be made for a new reconvening time later in the same day or in a subsequent day. Any such adjournment may provide for reconvening at the same place or another place. An adjournment to a closed session may be only for a permitted purpose as enumerated in Wis. Stats. § 19.85 (1977), and must meet the other requirements of said § 19.85.

(5) Adjournment to Specific Place and Time. Any adjournment of any regular or special session of the Board or any adjournment of an adjourned regular session or adjourned special session of the Board is only effective if adjourned for a subsequent reconvening by a motion to adjourn specifically setting such reconvening session for a specific place, a specific day, and a specific commencement time. Failure to adjourn to a specific place and time shall be ineffective and any motion of adjournment not providing for reconvening at a specific place and time shall be construed as an adjournment sine die.

9-22-86; 3-24-86

1.02 PLACE OF MEETING

(1) Official Meeting Room. All meetings of the Board shall be held in the village hall, including special and adjourned meetings.

(2) Transfer to Substituted Meeting Room. If after the commencement of a meeting it is found that there is insufficient space in the village hall to conveniently house the persons present at said meeting, or other good reason is found, said meeting may be transferred to another building within the Village of Deerfield upon the following conditions:

(a) The substituted room is a place reasonably accessible to members of the public.

(b) A responsible person is left in the village hall to direct late comers as to the change in location or an explanatory note is placed on the entrance door to the village hall so it can be readily seen by any person coming to the village hall, which note shall identify the substituted place of meeting.

(3) Substituted Meeting Room Prior to Commencement of Meeting. If because of the anticipated attendance or for other good reason, the Village President, Village Clerk, the Board or any committee thereof determines in advance of the meeting that it appears desirable to meet in some other building within the Village, the Village President, the Village Clerk, the Board or committee may provide for some other meeting place if the following conditions are met:

(a) The substituted meeting room is reasonably accessible to members of the public.

(b) The decision is made prior to the time of giving notice to the news media and the public of the holding of the meeting.

(c) The notice to the news media and the notice to the public specifically sets forth that the place of meeting has been changed and the location of the substituted room.

(d) The notice of the change indicating the new location of the meeting shall be set forth in a written notice attached to the entrance of the village hall prior to the time of meeting.

(4) Meeting Always to be 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 at all times be open and remain open to all citizens.

(5) Closed Meetings. The provisions of this code do not prohibit the Board or any committee thereof from having a closed meeting which is legally convened and legally held in some building in the village other than the village hall.

1.03 ORDER OF BUSINESS

The business of the board may 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 specific date pursuant to § 1.01 (4).
- (3) Reading the minutes of the preceding meeting, and approving the same if correct, and rectifying mistakes if any exist.
- (4) Reports of committees.
- (5) Unfinished business from previous meetings.
- (6) New business, including the introduction of ordinances and resolutions.
- (7) Reports of village officers.
- (8) Communications and miscellaneous business.

1.04 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 the designated time for any meeting, the senior trustee present, based on date of original election as trustee, shall call the meeting to order and preside until the board shall be motion select an acting president for that meeting.

(3) Absence of Clerk. In the absence of the clerk, the president shall appoint a clerk pro-tem.

1.05 COMMITTEES

(1) Standing Committees.¹ [O-2006-2; 4/24/06]

- (a) Disaster Planning Committee, five members, with one being the Village President, two trustees and the Police Chief.
- (b) Community Development Trust Fund Committee: seven members with three trustees and four citizen members.
- (c) Finance Committee: (This committee will also serve as the Licensing Committee), three members with one being the Village President and two trustees.
- (d) Park Committee: seven members with three being trustees and four being citizen members.
- (e) Personnel Committee: (includes Technology and Computer) three members with one being the Village President and two trustees.
- (f) Public Works Committee: (This committee will also serve as the Environmental Committee (Recycling, Landfill, Garbage Collection, Hazardous Materials) three members with all being trustees.

¹ NOTE FOR INFORMATIONAL PURPOSES ONLY: Various Village Ordinances and State Statutes establish boards/commissions/committees that work on behalf of the Village, but that are not Standing Committees per se. The boards/commissions/committees and correlative sections of Village Ordinances and State Statutes follow: B.I.D. Board (Wis. Stats. §66.608); Board of Appeals (Vill. Ord. Ch 24; Wis. Stats. §62.23); Board of Review (Wis. Stats. §70.46); Cable TV (Vill. Ord. Ch. 20); Fire Commission (Wis. Stats. §66.30; joint agreement); Industrial Park Commission (Vill. Ord. Ch. 21); Library Board (Wis. Stats. §43.52); Plan Commission (Wis. Stats. §62.23); and, Special Assessment Review Committee (Vill. Ord. §5.01(b)).

- (g) Economic Development Committee: (This committee will also serve as the Business Park Commission) seven members with one being the Village President, two being trustees and four citizen members.
- (h) Police Discipline Committee: five members with no board members. [O-94-16; 9/12/94][O99-05, 5/24/99]

From time to time special committees will be formed at the discretion of the Board.

(2) Rules of General Application to Standing Committees. [O-95-02; 4/13/95]

(a) Appointment to Standing Committee. Appointments to the standing committees shall be made by the President at a regular meeting in April, or as soon thereafter as practical. All appointments shall be subject to approval by a majority of the Village Board.

In the event that majority approval of the President's appointments is not obtained, nominations for appointments to standing committees may be made by any member of the Village Board. All such nominations shall be subject to approval by a majority of the Village Board.

(b) Membership of Standing Committees. Each standing committee shall consist of at least three members or more, as designated. At least one member of each standing committee shall be a member of the Village Board, unless an exception is approved by a majority of the Village Board. [099-06, 6/24/99]

7/1387

9/28/87; 11/11/91

The President shall be ex-officio chair of the Finance Committee unless otherwise resolved by suspension of the rules by the Board or by the Finance Committee members at the initial Finance Committee meeting in April. The chair of other standing committees shall be designated by the President, subject to approval by a majority of the Village Board.

In the event that majority approval of the President's designated chair is not obtained, nominations for alternate chair(s) may be made by any member of the Village Board. All such nominations shall be subject to approval by a majority of the Village Board.

(c) Other Committees. The Village President may, as in his/her judgement circumstances require, appoint other committees from time to time. All such committees shall conform to the general requirements set forth herein, unless an exception is approved by a majority of the Village Board.

(d) Length of Appointments; Vacancies. Except where otherwise expressly designated or required, appointments shall be made on an annual basis at the April meeting. Where an appointment extends beyond one year, the appointee shall serve his/her entire appointed term unless expressly removed by a majority of the Village Board.

All vacancies created during the term of an appointment shall be filled by a substitute nominated by the Village President, subject to approval by a majority of the Village Board. In the event that majority approval of the President's substitute is not obtained, nominations for substitutes to standing committees may be made by any member of the Village Board. All such nominations shall be subject to approval by a majority of the Village Board. Vacancies shall be filled in a timely manner.

(e) Committee Meetings and Reports.

(i) All matters referred to committee shall be reported to the village board at its next regular session, unless a longer time is necessary, and such report shall be entered in the proceeding.

(ii) Repealed

(iii) Minority reports may be submitted.

(iv) Notice of all committee meetings shall be given in the manner prescribed in Wis. Stats. § 19.83 (1977).

(v) A committee may meet in closed session only for those reasons enumerated in Wis. Stats. § 19.85 (1977). The other requirements of § 19.85 must also be met before a closed committee meeting may be convened.

(vi) Any committee may require any village officer to confer with it and supply information needed in connection with any matter pending before the committee.

(3) Special Rules Applicable to the Community Development Trust Fund Committee.

(a) Applicability. All rules contained in §1.05(2) of the Village Code apply to the Community Development Trust Fund Committee except where inconsistent with the rules enumerated in this subsection.

(b) Appointment and Term. This Committee shall consist of seven members. Three Village Trustees and four community members, each of

whom shall be nominated, approved, and appointed by a majority of the board, shall serve on the Committee.

7/13/87; 9/28/87; 11/11/91; 4/27/92

Initially, two trustees and two community members shall be appointed for a one year term and one Trustee and two community members shall be appointed for a two year term. As each term expires, new members shall be appointed for two year terms. If any member resigns, the board shall nominate, approve, and appoint a new member to complete the resigning member's term. If a Trustee member is not re-elected to office during his or her term on the Committee, he or she shall resign from the Committee. Continuous terms for members shall be limited to two consecutive terms of two years each.

(c) Committee Meetings and Reports.

(i) The Committee shall be responsible for developing the application materials and the process whereby Community Development Trust Fund monies shall be distributed. The application form, application instructions, and information sheet shall clearly describe the purpose of the Community Development Trust Fund, the basis on which the Committee shall make its recommendations, the effect on which the Committee recommendations (i.e., the fact that the ultimate decision on distribution of the Funds' monies rests with the board), the deadlines that shall be observed by each applicant, and other information that the Committee believes is relevant. The Committee shall review the application materials on an annual basis. The application materials shall be submitted to the board for approval prior to distribution. The application materials shall be available in the Village Hall during regular business hours and shall be distributed by the Village Clerk. Questions regarding the application materials and the application process may be directed to the Village Clerk and/or Committee members.

(ii) All applications for Community Development Trust Fund monies shall be submitted to the Committee for review and consideration prior to consideration by the board.

(iii) The committee shall make written recommendations to the board regarding approval or rejection of each application. A summary of these recommendations shall be presented to the board by the chair of the Committee no less than 10 days before the board initially considers the recommendations.

(d) Administrative and Maintenance Costs Attributable to Committee and Trust Fund. As much as one percent (1%) of the annual amount that is transferred to the Community Development Trust Fund may be used to pay administrative and maintenance costs attributable to the Committee or the Trust Fund. The Committee shall prepare a summary of said administrative and maintenance costs and shall submit the summary to the Village Board for its review and approval. Because Community Development Trust Fund monies shall be maintained in a separate expendable fiduciary fund, approved administrative costs shall be charged directly against the Community Development Trust Fund.

(4) Special Rules Applicable to the Special Assessment Review Committee. Notwithstanding any provision to the contrary, the Special Assessment Review Committee shall be established in accordance with Ord. §5.01(6), as may be amended.

(5) Special Rules Applicable to the Police Discipline Committee. [O-94-16; 9/12/94]

(a) Applicability. All rules contained in §1.05(2) of the Village Code apply to the Police Discipline Committee (PDC) except where inconsistent with the rules enumerated in this subsection.

(b) Purpose of Police Discipline Committee. The PDC shall serve as a committee that meets the requirements set forth in Wis. Stats. §61.65(1)(am). The PDC shall review all matters that may result in the suspension, reduction, suspension and reduction, or removal of the police chief or other law enforcement officer that is not probationary. Such matters may be direct referred to the PDC by the Village President and/or may be referred to the PDC by other Village Committees.

(c) Appointment and Term. The PDC shall consist of five members, none of whom may be a Village Trustee, appointed Village official or Village employee.

To provide for continuity on the PDC, two committee members shall be appointed for two year terms, and three committee members will be appointed for two year terms on staggering years. As each term expires, new members shall be appointed for two year terms. If any member resigns or a vacancy is otherwise created, the Village President shall nominate and appoint a new member to complete the resigning member's term. [O-99-05; 5/24/99]

(d) Committee Meetings and Reports.

(i) Election and Duties of Chairperson. At its initial meeting, and annually thereafter as provided herein, the PDC shall elect a Chairperson. The Chairperson shall call and preside at all meetings of the PDC and shall see that all actions of the PDC are carried into effect.

(ii) Annual Meeting. There shall be an annual meeting of the PDC to be held on the first Monday of May of each year, or if deemed necessary by the Chairperson of the PDC, as soon thereafter as practicable. The Chairperson shall call the meeting and specify the date, time and location for the meeting. The Chairperson shall be elected, and other relevant general business transacted, at the annual meeting.

(iii) Special Meetings. A special meeting of the PDC may be held whenever called by the Chairperson, the Village President, or upon the written direction of at least two members of the PDC.

(iv) Notice of Meetings. The person calling the meeting of the PDC shall advise the Village Clerk of the nature of the meeting, the agenda, and the time and location for the meeting. The Village Clerk shall provide notice of the meeting in accordance with Wisconsin's Open Meeting Laws and Village Ordinances.

(v) General Rules and Procedures. The PDC shall develop a review process that is both consistent with Wisconsin Statutes and designed to meet the needs of the particular matter referred to the PDC. General rules and procedures governing the review process may be set forth in writing. Any rules set forth in writing shall be referred to the Village Board for review and shall be effective when adopted by resolution of the Village Board.

(vi) Communications with Village Board. The PDC shall keep the Village Board adequately and appropriately apprised of the status of any matters before the PDC.

1.06 ORDINANCES AND RESOLUTIONS

(1) Presentation to Board. No ordinance or resolution shall be considered by the board unless presented by a trustee, village attorney, village engineer, village administrator/clerk or other consultant employed for such purpose, which presentation shall be in writing.

(2) Action on Committee Report. An aye and nay vote shall be taken on each resolution or ordinance immediately following its submission, provided that any

trustee may require a separate vote on any ordinance, resolution or other matter in the document report.

1.07 GENERAL RULES

(1) Quorum. Four members of the Village Board shall constitute a quorum for any meeting.

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

1.08 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 of the members present.

7/13/87; 9/28/87; 10/13/91; 11/11/91; 4/27/92