

CHAPTER 2

THE GOVERNING BODY

		Page
2.01	City Council Committees	2
2.02	City Council Rules of Procedure	2

2.01 CITY COUNCIL COMMITTEES. (1) **ENUMERATED.** The following shall comprise the standing committees of the Council:

- (a) Police, Fire and Public Health.
- (b) Streets and Sidewalks.
- (c) Recreation, Accounts, Claims and Relief
- (d) Electric, Ordinances and Elections.
- (e) Salary and Budget.
- (f) Water, Assessments, Equalization and Industry.
- (g) Wastewater, Sewers, City Property, Parks and Celebrations.

(2) **APPOINTMENTS.** Appointments to the committees shall be made annually by the Mayor and approved by the Council at the organizational meeting of the City Council. The Mayor shall designate the chairman of each committee.

2.02 CITY COUNCIL RULES OF PROCEDURE. (1) **PUBLIC NOTICE.** Public notice of every meeting of the City Council and every committee, commission, board or subunit thereof shall be given as required under Subchapter V of Chapter 19, Wis. Stats., the Open Meeting Law.

(2) **REGULAR MEETINGS.** [#1/12/93] The regular meetings of the City Council shall be held on the 2nd and 4th Tuesday of each month at 6:00 p.m.

(3) **SPECIAL MEETING.** Special meetings of the City Council may be called by the Mayor or any 3 alderpersons during the Mayor's absence from the City.

(4) **CALLING MEETING TO ORDER.** The Mayor shall take the chair at the time appointed for the Council to meet and shall immediately call the members to order, and may, at the instance of any member of the Council, order the attendance of any absentee. In the absence of the Mayor, the Administrator, or in his absence any alderperson, may call the Council to order and then the Council shall appoint a Mayor pro tem to preside at such meeting.

(5) **ORDER OF BUSINESS.** At all regular meetings of the Council the order of business may be as follows:

- (a) Roll call.

- (b) Reading minutes of last meeting.
- (c) Petitions, memorials and communications.
- (d) Reports of standing and special committees.
- (e) Reports of City officers.
- (f) Presentation of ordinances.
- (g) Miscellaneous business.
- (h) Bills, claims and accounts.
- (i) Any other matter that may lawfully come before the Council.

(6) QUESTIONS OF PROCEDURE. The Mayor or presiding officer shall decide all questions of order, but any alderperson may appeal from his ruling to the Council.

(7) ADDRESSING THE CHAIR. An alderperson about to speak to a question or make a motion shall address the Mayor or presiding officer, who shall recognize such person by name. If the Mayor desires to speak to a pending motion, he may name an alderperson to assume the chairmanship of the meeting temporarily and then be recognized by the presiding officer for purposes of speaking to the pending motion. Speakers shall speak to the issues raised by the question under consideration and shall conduct themselves in a professional and appropriate manner. The Mayor may determine the length that any speaker may speak or the number of times he may speak on any question. The same rules shall be observed in the Committee of the Whole.

(8) MOTIONS. When a motion has been made and the question called before the Council, no motion shall be received except for a motion to adjourn, to lay on the table, to refer to a committee or to amend, which several questions shall have precedence in the order in which they are offered. A motion to adjourn shall always be in order, unless the Council shall be engaged in voting, and it shall be determined without debate.

(9) AYES AND NOES. The ayes and noes shall be taken and recorded on any question before the Council upon the call of any member.

(10) PURCHASES. The Administrator will have the authority to authorize the purchase of any item or service that is required for the routine maintenance and operation of any City department. Any item that is not considered part of the routine operation or maintenance of a department over \$1,000 in value

must be authorized by the City Council.

Purchases over \$100 in value must be completed with a purchase requisition signed by the department head and Administrator. The purchase requisition shall include a minimum of two quotes if practicable for the item. Following approval of the purchase requisition, the Administrator will prepare a purchase order.

All purchases on behalf of the City shall be reviewed by a Council member prior to the approval of the monthly bills at the regular Council meeting the second Tuesday of each month.

(11) SPECIAL COMMITTEES. All special committees shall be appointed by the Mayor or presiding officer, unless otherwise directed by the Council.

(12) APPOINTMENT OF OFFICERS. The appointment of all officers by the Council shall be by roll call vote.

(13) RECONSIDERATION. Any person who voted in the majority on any question, or any person who voted in the negative when the Council was equally divided, may move a reconsideration of such vote at the same or next succeeding meeting of the Council. A motion to reconsider having been put and lost shall not again be in order.

(14) SUSPENSION OF RULES. No standing rule shall be rescinded, changed or suspended except by a vote of at least 2/3 of the members present.