

## **CHAPTER 2**

### **THE GOVERNING BODY**

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**2.01 VILLAGE POWERS DIRECTED.** Pursuant to §60.12(2)(c), Wis. Stats., the Town Board of the Town of Beecher has been directed by the annual Town Meeting to exercise all powers relating to villages and conferred on village boards by Ch. 61, Wis. Stats., except such powers, the exercise of which conflict with the statutes relating to towns and town boards. (Special Town Meeting, 8-12-03)

**2.02 MEETING TIME AND DATE.** (1) **REGULAR MEETINGS.** Regular meetings of the Town Board shall be held on the second Tuesday of each calendar month at 6:00 P.M. Any regular meeting falling on a legal holiday or the Wisconsin Towns Association convention dates shall be held on a day designated by the Town Board. The Board may also change the meeting date and time for other good cause.

(2) **SPECIAL MEETINGS.** Special meetings of the Board may be called by the Town Chairperson or 2 Supervisors by filing a request with the Town Clerk at least 24 hours prior to the time specified for such meeting. The Clerk shall immediately post a notice of the meeting together with the agenda and notify each Supervisor of the time and purpose of such meeting.

(3) **PLACE OF MEETINGS.** All meetings of the Board, including special and adjourned meetings, shall be held in the Town Hall or a location designated by the Town Board.

(4) **QUORUM.** Two members of the board constitutes a quorum.

**2.03 ORDER OF BUSINESS.** Except as provided in sec. 2.07 of this chapter, the business of the Town Board shall be conducted in the following order:

(1) Call to order by presiding officer.

(2) Pledge of Allegiance.

(3) Roll call.

(4) Approval of minutes of previous meeting and acceptance of the Town Treasurer's report.

(5) Old and new business, including introduction of ordinances and resolutions.

(6) Reports of officers and committees.

(7) Other business, including correspondence.

(8) Approval of bills and payment of claims.

(9) Public Input.

(10) Adjournment.

**2.04 PRESIDING OFFICER.** (1) **CONTROL OF MEETING.** The Town Chairperson shall preserve order and conduct the proceedings of the meeting. A member may appeal 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 TOWN CHAIRPERSON.** If the Town Chairperson is absent at any meeting, another Town Board Supervisor shall chair the meeting.

**2.05 ORDINANCES, RESOLUTIONS AND MOTIONS.** Ordinances, resolutions, bylaws, communications and other matters shall be submitted to the Town Board in writing. Unless requested by a Supervisor before final vote is taken, no ordinance, resolution or bylaw need be read in full.

**2.06 GENERAL RULES.** The deliberations of the Board shall generally be conducted in accordance with the parliamentary rules contained in A Guide to Parliamentary Procedure for Local Governments in Wisconsin by Larry Larmer.

**2.07 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 2/3 of the members present.

**2.08 AD HOC COMMITTEES.** The Town Board may, from time to time, create ad hoc committees for specific purposes and appoint members thereto. No committee meeting shall be held unless notice of the meeting is posted as required by law.