

# CHAPTER 1

## OFFICIALS AND MEETINGS

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This Chapter describes the Village officials; their duties and restrictions; their salaries; and how and when meetings are to be conducted.

### 1.01 ELECTED OFFICIALS

- (1) VILLAGE BOARD. The Village Board shall consist of the President, and four (4) Trustees. Two (2) Trustees shall be chosen at the regular spring election each year for a term of two (2) years commencing on the third Tuesday of April in the year of election. Transition Provision. This ordinance will take effect with the 2021 village election cycle. Two (2) trustees will be elected in 2021 and will join three (3) holdover trustees on the Village Board which will have five (5) trustee members until the completion of the 2022 election cycle.
- (2) PRESIDENT. The President shall be chosen at the regular spring election in the odd-numbered years for terms of two (2) years which commence on the third Tuesday of April in the year of their election.
- (3) OATH. Every village official shall, before entering upon his duties and within five days of election or appointment or notice thereof, take the oath of office prescribed by law and file said oath with the Clerk/Treasurer or President. An official oath shall be required on each election, re-election, appointment or reappointment and shall be kept on file in the office of the Clerk/Treasurer.
- (4) BOND. Every official shall, upon entering the duties of their office, give a bond satisfactory to the Village Board in such amount and with such sureties as may be required by law or the Village Board.
- (5) QUALIFICATIONS. The Village Board shall be the judge of the election and qualification of its members, may compel their attendance, and may fine or expel members for neglect of duty.
- (6) SALARIES. All officials of the Village shall receive such salaries and fringe benefits as from time to time may be established by the Board in accordance with state law and the annual budget.
- (7) VACANCIES. Vacancies in elective office shall be filled by appointment by a majority vote of the

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Village Board for the remainder of the unexpired term.

- (8) REMOVAL. Removal of elected officials from office for cause shall be upon a majority vote of the Village Board.

## 1.02 APPOINTED OFFICIALS

- (1) QUALIFIED OFFICIALS. Qualified officials shall be appointed by the Village President, subject to confirmation by a majority vote of the Board, at the first regular meeting of the Village Board in May of each year or such other time as needed to fill vacancies. The offices of Clerk and Treasurer are combined into the Clerk/Treasurer office.

Officials shall be appointed as follows:

<u>OFFICIAL</u>	<u>TERM OF OFFICE</u>
(A) Assessor	Indefinite
(B) Village Attorney	Indefinite
(C) Village Clerk/ Treasurer	Indefinite
(D) Fire Chief/Emergency Government Director	Annual
(E) Utilities Chairman and Committee	Annual
(F) Library Board	Annual
(G) Parks and Recreation Committee	Annual
(H) Health and Safety Committee	Annual
(I) Street Commissioner and Committee	Annual
(J) Board of Review	Annual
(K) Election Officials	Annual
(I) Utility Clerk Treasurer	Indefinite

- (2) REMOVAL. The removal of appointed officials shall be by a majority vote of the Village Board but, need not be for cause.
- (3) THE BOARD OF REVIEW. The Village of Rock Springs Board of Review shall consist of the Village President, Clerk/Treasurer, and two (2) Trustees appointed by the President. A minimum of at least one (1) member of the Board must have attended State approved training classes for Board of Review Members.
- (4) COMMITTEES. The committees of Utilities, Library, Parks and Recreation, Health and Safety, Streets, Buildings and Municipal, Finance and Personal shall consist of three (3) Trustees and such other citizens as the Board deems appropriate.

## 1.03 DUTIES OF OFFICIALS

- (1) THE VILLAGE PRESIDENT. The Village President shall be the Presidency office of the Village and have the powers and duties prescribed by law, including Wis. Stat. ' 61.24, and such other duties as required by the Village Board. These duties include but are not limited to the following:
  - (A) Preside at all meetings of the Board and have a vote as Trustee.

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- (B) Sign ordinances, rules, by-laws, regulations, commissions, licenses, permits and other documents as are adopted or authorized by the Board.
  - (C) Maintain peace and good order and enforce ordinances.
  - (D) Appoint qualified officials.
- (2) THE CLERK/TREASURER. The Clerk/Treasurer shall be a combined office which shall perform the duties prescribed by law, including Wis. Stat. ' ' 61.25 and 61.26, for Village Clerks and Treasurers, shall be an ex officio member of the Water Utility and perform such other duties as required by the Village.
- (3) VILLAGE BOARD. These duties include but are not limited to the following:
- (A) Perform duties prescribed by law relative to elections and notify elected and appointed officials.
  - (B) Attend board meetings, record and sign proceedings thereof.
  - (C) Maintain a minute book, ordinance book, and finance book.
  - (D) Countersign, publish and post every ordinance, by-law, or resolution as required by law.
  - (E) Be custodian of the corporate seal and other documents and to allow inspection and copying of Village documents as permitted by law
  - (F) Maintain and prepare a tax roll and notify county treasurer by March 15 of amounts to be disbursed by county treasurer.
  - (G) Receive, deposit in designated depository, and disburse Village funds as directed by the President or Village Board.
  - (H) Maintain a detailed account of all financial transactions and provide monthly (or more frequent as required by board) accountings to the Board.
  - (I) Serve as ex officio member of Water Utility.
  - (J) Prepare, post and distribute an agenda for all meetings.
  - (K) Execute and file an official bond.
  - (L) Receive monies belonging to or accruing to the Village and deposit said funds in the public depository.
  - (M) Pay money only on the written order of the President and keep accounts of all transactions and render an accounting monthly to the Board of Trustees.
  - (N) Execute the bond required by Wis. Stat. ' 70.67 unless exempted therefrom.
- (4) APPOINTED OFFICIALS. Appointed officials shall perform the duties prescribed by law and such other duties as required by the Village Board.

### **1.04 QUALIFICATIONS OF VILLAGE ATTORNEY AND ASSESSOR**

- (1) THE VILLAGE ATTORNEY. The Village Attorney shall be duly licensed and admitted to practice in the courts of record in Wisconsin.
- (2) VILLAGE ASSESSOR. The Village Assessor shall be certified by the Wisconsin Department of Revenue under Wis. Stat. ' 73.09 as qualified to perform the functions of the office of assessor.

### **1.05 MEETINGS**

- (1) REGULAR MEETINGS. Regular meetings of the Village Board shall be held at the Community

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Center on the third Monday of each month at 7:00 p.m., except when that day for holding the meeting shall be on a legal holiday, then the regular meeting shall be held on a date set by the Board.

- (2) **SPECIAL MEETINGS.** Special Meetings of the Board may be called by the President, or in his absence the Acting President, at such time as he may appoint, by written notice of the purpose and time thereof to each member delivered to him personally or left at his usual place of abode, at least twenty four (24) hours before the meeting.

Upon petition of three (3) or more of the members of the Board, the President, or in his absence the acting President, shall call a special meeting of the Board.

In addition to all other notice requirements, the requirement of the open meeting law shall be complied with.

### **1.06 ADJOURNMENTS**

Any regular or special meeting may be adjourned by a majority of the members present, but no adjournment shall be made to a time later than the next regular meeting.

### **1.07 OPEN MEETINGS**

Except as provided in Wis. Stat. ' 19.85, all meetings of the Board or of any Village Board, Commission, Committee, or otherwise designated formally constituted subunit of Village government shall be open sessions as defined by Wis. Stat. ' 19.82. Pursuant to Wis. Stat. ' 19.84, notice of all meetings shall be given as to time, place and subject matter not less than twenty-four (24) hours prior to the commencement of such meetings unless for good cause such notice is impossible or impractical, in which case shorter notice may be given, but in no event less than two (2) hours in advance of the meeting. In addition, such notice shall be posted for a like period on the Village bulletin board. The subject matter of all closed sessions shall be announced by the President and a roll call vote taken on the motion to go into closed session so as to comply with the requirements of Wis. Stat. ' 19.85.

### **1.08 CONDUCT OF MEETINGS**

- (1) **CALL TO ORDER.** The President shall be the presiding officer and shall call the meeting to order at the appointed hour. In the absence of the President, the President will appoint another trustee to preside as acting President.
- (2) **ROLL CALL.** After the presiding officer calls the meeting to order, the Clerk shall call the roll.
- (3) **ORDER OF BUSINESS.** At all meetings, the following order shall be observed in disposing of business before the Board unless otherwise provided in the furnished agenda:
- (A) Call to order and certification of open meeting
  - (B) Roll call
  - (C) Approval of agenda
  - (D) Approval of previous meeting minutes
  - (E) Approval of monthly bills
  - (F) Committee Reports
  - (G) Old business

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- (H) New business
- (I) Public Comment
- (J) Adjournment

- (4) BUSINESS OUT OF ORDER. Upon a two-thirds vote, business may be taken out of order.
- (5) RULES OF ORDER. Unless otherwise provided herein, the conduct of business at the Board meetings or other subdivisions of the Village shall be in accord with Robert's Rules of Order, Revised.
- (6) DIVISION OF QUESTION. Any member of the Board may request and the presiding officer shall order a roll call vote on any motion, resolution or question presented.

### **1.09 ATTENDANCE BY OFFICIALS**

Village officials shall attend Board meetings when requested by the President or a member of the Board.

### **1.10 VOTING**

A majority of the members of the Board shall be a quorum. The President is a member for establishing a majority. A lesser number than a quorum may compel the attendance of absent members and may adjourn. A majority of all the members shall be necessary for a confirmation on all questions. In case of a tie, the President shall have a casting vote. When the President does vote in case of a tie, his vote shall be counted in determining whether a sufficient number of the Board has voted favorably or unfavorably on any measure.

### **1.11 CITIZEN'S RIGHTS TO ADDRESS BOARD**

Any Citizen shall have the right to speak on any item of business that is on the agenda for Board action if the speaker is recognized by the presiding officer. Speakers may be limited in length of address by majority vote of the Board; otherwise, the presiding officer shall determine the length of time that a citizen may speak on a question.

### **1.12 PUBLIC HEARINGS**

In conducting a public hearing, the Board shall allow all interested parties an opportunity to speak on the subject matter of the hearing. At the beginning of a public hearing, the presiding officer shall request all speakers to remain in the Board chambers until the conclusion of the public hearing so that each speaker will be available for questioning by the Board members. Public hearings shall be conducted by first allowing those citizens to speak who are against the question. Each side shall be given an opportunity to rebut new evidence presented by the opposing side.

### **1.13 VILLAGE PLAN COMMISSION**

The Village Plan Commission is created and shall have five (5) members as follows:  
The Village President who shall be its presiding officer;

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Two (2) members of the Village Board; and

Two (2) public members who are residents of the Village.

The members shall be appointed annually by the Village President subject to confirmation by the Village Board.