

CHAPTER 1  
VILLAGE BOARD MEETINGS

**1.01 MEETING TIME AND DATE**

(1) Regular Meetings. The Regular Meetings of the Village of Eden Board shall be held on the Third Tuesday of each calendar month at 6:30 pm (effective October 17, 2002). Any regular meeting falling on a legal holiday shall be held the next secular day at the same hour and place.

(2) Special Meetings. Special Meetings of the Board may be called by two (2) trustees or the Village President by filing a written request with the Clerk at least twenty-four (24) hours prior to the time specified for the meeting. The notice shall be delivered to each trustee personally or left at his usual place abode. The Clerk shall cause an affidavit of service of such notice to be filed in his office prior to the time fixed for such special meeting. Special meetings may be held without notice when all members of the Board are present or consent in writing to the holding of said meeting. Unless all Trustees are in attendance, no business shall be transacted at a special meeting except for the purpose stated in the notice thereof.

(3) Place of Meeting. All meetings of the Board, including special and adjourned meeting, shall be held in the municipal building.

(4) Quorum. Four (4) trustees, including the Village President, shall constitute a quorum but a lesser number may adjourn from time to time or compel the attendance of absent members. A call of house may be ordered by majority vote if three (3) trustees are present.

**1.02 ORDER OF BUSINESS**

The Business of the Village Board shall be conducted in the following order:

1. Call to order by the presiding officer.
2. Roll Call. (If quorum is not present, the meeting shall thereupon adjourn, which may be to a specific date.)
3. Reading, Correction and approval of minutes of previous meetings.
4. Treasurer's Report.
5. Committee Report.
6. Unfinished business from previous meeting.
7. New Business, including introduction of ordinances and resolutions.
8. Reports of Village Officers.
9. Communications and miscellaneous business.

### **1.03 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 any meeting, the Clerk shall call the meeting to order and preside until the Board selects a Trustee to preside for that meeting.

(3) Participation in Debate The Presiding officer may speak upon any question or make any motion if he vacates the chair and designates a trustee to preside temporarily.

### **1.04 COMMITTEES**

(1) Committee Appointments At the first regular meeting in May, the President shall appoint all committees. Said committees shall be those deemed necessary by the President. All committees shall be established by resolution of the Village Board.

The President shall be ex officio chairman of any committee on finance and shall designate the chairman of other standing committees. Said President shall appoint all special committees and designate the chairmen of each. All committee appointments except designation of the chairman shall be subject to confirmation by majority vote of the Board.

(2) Committee Reports Any matters specifically referred to a committee shall be considered by said committee before the next regularly scheduled Board Meeting and said committee shall submit a written report on said matter at the next regular Village Board Meeting. Such report shall recommend a definite action on each item and shall be approved by a majority of the committee. Any committee may require any Village officer to confer with it and supply information in connection with any matter pending before it.

### **1.05 ORDINANCES AND RESOLUTIONS**

Ordinances, resolutions, by-laws, communications and other matters submitted to the Board shall be read by title and author and referred to a committee if deemed appropriate by the President. When a motion is made and seconded, it shall be stated by the Trustee making the same, or by the President, or be read by the Clerk before being debated. If any Trustee requires it, any motion (except to adjourn or postpone) shall be reduced to writing. No Ordinance shall be considered unless presented in writing by a Trustee. Unless requested by a Trustee before final vote is taken, no ordinance, resolution, or by law need be read in full. A majority vote in favor of the proposed ordinance or resolution shall be necessary to make the same effective as an ordinance of resolution unless otherwise provided by statute. Any trustee may call for a roll call vote.

### **1.06 GENERAL RULES**

The deliberations of the Board shall be conducted in accordance with the parliamentary rules contained in Robert's Rules of Order Revised (1951), which is hereby incorporated in this section by reference. No person other than a member shall address the Board except by majority vote of the

members present. No ordinance, resolution or other motion shall be discussed or acted upon unless it has been seconded. No motion shall be withdrawn or amended without consent of the person making the same and person seconding it.

#### **1.07 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.

#### **1.08 VILLAGE SEAL**

The Seal of the Village of Eden shall be a circle with the words "Village of Eden, Fond du Lac County, Wisconsin" around the outside of said seal, and the words "Corporate Seal" shall appear in the center of said seal.

#### **1.09 VILLAGE NEWSPAPER**

The Official newspaper of the Village of Eden, Wisconsin, shall be the Campbellsport News. The Offices of said paper are located in the Village of Campbellsport, Wisconsin.

ADOPTED THIS 21st DAY OF July, 2015, on a motion made by John Stommel and seconded by Kirk Kramp.

VILLAGE OF EDEN

\_\_\_\_\_  
Dennis Immel  
Village of Eden

Attest:

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Sheila M Zook  
Clerk/Treasurer

I, Sheila M Zook, Clerk/Treasurer of the Village of Eden, Wisconsin, do hereby certify that the Ordinance entitled Chapter 1, Village Board Meetings was duly adopted by the Village Board of the Village of Eden on the 10th day of June 1996 and that the time of meetings was changed by majority vote on October 17, 2002. The Village Board of the Village of Eden adopted the Chapter 1 Ordinances with said changes on the 21st day of July 2015.

*Sheila M Zook*  
Sheila M Zook  
Clerk/Treasurer