

## **Title 2 Government and Administration**

### **Chapter 2 Village Board**

#### **Sec. 2-2-1 Village Board.**

The Trustees of the Village of Rudolph shall constitute the Village Board. The Village Board shall be vested with all the powers of the Village not specifically given some other officer, as well as those powers set forth elsewhere throughout this Code.

**State Law Reference:** Sections 61.32 and 61.34, Wis. Stats.

#### **Sec. 2-2-2 Trustees.**

(a) **Election, Term, Number.**

(1) The Village of Rudolph shall have three (3) Trustees in addition to the President, who is a Trustee by virtue of his/her office as President. The President and three (3) Trustees shall constitute the Village Board. Two (2) Trustees shall be elected at the annual spring election in even-numbered years and one (1) Trustee, in addition to the President, shall be elected at the annual spring election in odd-numbered years for a term of two (2) years, commencing on the third Tuesday of April in the year of their election.

(2) Commencing with the annual spring election in 2008, the Village of Rudolph shall have four (4) Trustees in addition to the President, who is a Trustee by virtue of his/her office as President. The President and four (4) Trustees shall constitute the Village Board. Three (3) Trustees shall be elected at the annual spring election in even-numbered years and one (1) Trustee, in addition to the President, shall be elected at the annual spring election in odd-numbered years for a term of two (2) years, commencing on the third Tuesday of April in the year of their elections. (Charter Ordinance)

(b) **Appointment as President.** A Village Trustee shall be eligible for appointment as Village President to fill an unexpired term.

**State Law Reference:** Sections 61.20 and 61.325, Wis. Stats.

#### **Sec. 2-2-3 Village President.**

(a) **Election.** The Village President shall be elected at the annual spring election in odd-numbered years for a term of two (2) years, commencing on the third Tuesday of April in the year of his/her election.

(b) **Duties.** The Village President shall by virtue of his/her office be a Trustee and preside at all meetings of the Village Board, have a vote as Trustee, and sign all ordinances, rules, bylaws, regulations and commissions adopted or authorized by the Board and all orders drawn on the treasury. The Village President shall maintain peace and good order, see that the Village ordinances are faithfully obeyed, and in case of disturbance, riot or other apparent necessity appoint as many special marshals as he/she shall deem necessary, who for the time being shall possess all the powers and rights of constables.

(c) **Participation in Debate.** The Village President shall vote on all matters in the same way that other Trustees vote. The President has the power to make motions, and to introduce ordinances, resolutions and the like as any other Trustee.

(d) **Appointments.**

- (1) Wherever in the Code of Ordinances the Village President is required to appoint citizens to committees, commissions and/or boards, in the event the Village Board rejects a Village President's appointment, the same name may not be submitted for the same job for a period of twelve (12) months after the refusal of such appointment.
- (2) In the event a vacancy occurs in any committee, board or commission requiring the appointment of a citizen member and the Village President does not nominate a successor thereof for a period of sixty (60) days after the vacancy occurs, the Village Board may then nominate an appointee to such position, subject to the approval of the Village President.
- (3) In the event the Village Board, by parliamentary practice, tables an appointment by the Village President, such tabling action shall be effective for that meeting, but at the next regular meeting of the Village Board, such appointment shall be on the meeting agenda for further consideration, and the particular appointment involved may not be tabled a second (2nd) time.

**State Law Reference:**        Sec. 61.24, Wis. Stats.

**Sec. 2-2-4    Standing Committees.**

- (a) **Committee Appointments.** Standing committees of the Village may be appointed by the Village President, subject to confirmation by the Village Board, and shall each consist of three (3) members. Standing committees shall consist of at least one (1) Village Board member plus citizen appointees. The appointments to each committee shall be made at the annual organizational meeting of the Village Board. Standing committees shall review such matters as may be referred to them by the Village Board and shall submit recommendations for Board action.
- (b) **Chairpersons; Special Committees.** The President shall designate the chairpersons of standing committees. He/she shall appoint all special committees and designate the chairperson of each. All committee appointments, except designation of chairpersons, shall be subject to confirmation by a majority vote of the Board.
- (c) **Professional Assistance.** All committees shall have access to such professional services as its members deem necessary to perform its functions, as authorized by the Village Board.
- (d) **Village Officers, Special Committees, and Commission Members.** All Village officers subject to appointment, special committees, and commissions shall be appointed by The Village President subject to confirmation by the Village Board.
- (e) **Committee-of-the-Whole; Special Committees.**
  - (1) The Village President shall be an ex officio member of each standing committee, or may be appointed to serve as a member of a specific committee.
  - (2) The Village President may declare the entire Board a committee of the whole for informal discussion at any meeting or for any other purpose, and shall ex officio be chairperson of the same.
  - (3) The Village President may, from time to time, appoint such special committee or committees as he/she deems advisable or as provided for by motion or resolution by the Board stating the number of members and object thereof to perform such duties as may be assigned to them.
- (f) **Committee Reports.**

- (1) All committees are subunits of the Village Board and perform no executive or administrative Village function other than as specifically authorized by ordinance or policy adopted by the Village Board.
  - (2) Each committee shall give the full Board at the next regular Board meeting a verbal or written report on all matters referred to it. Such report shall recommend a definite action on each item and shall be approved by a majority of the committee. Each committee report shall include the date, time, and place of the meeting and the members attending. Each such committee report, verbal or written, is deemed to be the product of the entire committee, whether any item therein is approved unanimously or not. Each such report should provide all necessary historical background to familiarize the Board with the issue.
  - (3) If a committee member in a particular committee disagrees with the position taken by the committee on an issue, such member may address the Board with the minority position. The Board shall permit one committee member supporting the majority position equal time to address the Board on such issue.
- (g) **Ambiguity of Committee Authority.** In case of ambiguity or apparent conflict between the preceding definition of committee authority and a definition, in these ordinances, of the authority of the Village officer, employee, board, or association, the latter shall prevail.
- (h) **Cooperation of Village Officers.** All Village officers shall, upon request of the chairperson of any committee, confer with the committee and supply such information as the committee may request upon any pending matter.

**Sec. 2-2-5 General Powers of the Village Board.**

- (a) **General.** The Village Board shall be vested with all the powers of the Village not specifically given some other officer. Except as otherwise provided by law, the Village Board shall have the management and control of the Village property, finances, highways, streets, navigable waters and the public service, and shall have the power to act for the government and good order of the Village, for its commercial benefit and for the health, safety, welfare and convenience of the public, and may carry its powers into effect by license, regulation, suppression, borrowing, taxation, special assessment, appropriation, fine, imprisonment and other necessary or convenient means. The powers hereby conferred shall be in addition to all other grants and shall be limited only by express language.
- (b) **Acquisition and Disposal of Property.** The Village Board may acquire property, real or personal, within or without the Village, for parks, libraries, historic places, recreation, beautification, streets, water works, sewage or waste disposal, harbors, improvement of water courses, public grounds, vehicle parking areas and for any other public purpose; may acquire real property within or contiguous to the Village, by means other than condemnation, for industrial sites; may improve and beautify the same; may construct, own, lease and maintain buildings on such property for instruction, recreation, amusement and other public purposes; and may sell and convey such property. Condemnation shall be as provided by the Wisconsin Statutes.
- (c) **Acquisition of Easements and Property Rights.** Confirming all powers granted to the Village Board and in furtherance thereof, the Board is expressly authorized to acquire by gift, purchase or condemnation under the Wisconsin Statutes, any and all property rights in lands or waters, including rights of access and use, negative or positive easements, restrictive covenants,

covenants running with land, scenic easement and any rights for use of property of any nature whatsoever, however denominated, which may be lawfully acquired for the benefit of the public or for any public purpose, including the exercise of powers granted under Sections 61.35 and 62.23, Wis. Stats.; and may sell and convey such easements or property rights when no longer needed for public use or protection.

- (d) **Village Finances.** The Village Board may levy and provide for the collection of taxes and special assessment; may refund any tax or special assessment paid, or any part thereof, when satisfied that the same was unjust or illegal; and generally may manage the Village finances. The Village Board may loan money to any school district located within the Village or within which the Village is wholly or partially located in such sums as are needed by such district to meet the immediate expenses of operating schools thereof, and the Board of the district may borrow money from such Village accordingly and give its note therefor. No such loan shall be made to extend beyond August 30 next following the making thereof or in an amount exceeding one half (1/2) of the estimated receipts for such district as certified by the State Superintendent of Public Instruction and the local School Clerk. The rate of interest on any such loan shall be determined by the Village Board.
- (e) **Construction of Powers.** Consistent with the purpose of giving to villages the largest measure of self-government in accordance with the spirit of the home rule amendment to the Constitution, the grants of power to the Village Board in this Section and throughout this Code of Ordinances shall be liberally construed in favor of the rights, powers and privileges of villages to promote the general welfare, peace, good order and prosperity of the Village and its inhabitants.

**State Law Reference:** Art. XI, Sec. 3, Wis. Const.; Sec. 61.34, Wis. Stats.

**Sec. 2-2-6 Cooperation with Other Municipalities.**

The Village Board, on behalf of the Village, may join with other counties, villages, cities, towns or other governmental entities in a cooperative arrangement for executing any power or duty in order to attain greater economy or efficiency, including joint employment of appointive officers and employees.

**State Law Reference:** Sections 61.34(2) and 66.0301, Wis. Stats.

**Sec. 2-2-7 Internal Powers of the Board.**

The Village Board has the power to preserve order at its meetings. Members of the Village Board shall be residents of the Village at the time of their election and during their terms of office.

**State Law Reference:** Sec. 61.32, Wis. Stats.

**Sec. 2-2-8 Salaries.**

- (a) **Generally.** The Village President and other Trustees who make up the Village Board whether operating under general or special law, may by majority vote of all the members of the Village Board determine that a salary be paid the President, Trustees, and other Village officials. Salaries heretofore established shall so remain until changed by ordinance and shall not be increased or diminished during their terms of office.

- (b) **Officer's Salaries.** The salaries of the officials hereinafter mentioned shall be as follows after the 2021 annual spring election (except Board of Review, Election Official, Village Clerk, and Village Treasurer compensation is immediately effective):
- (1) **Village President.** Three Thousand Dollars (\$3,000.00) per year plus special meeting per diem.
  - (2) **Village Trustee.** One Thousand Dollars (\$1,000.00) per year plus special meeting per diem.
  - (3) **Village Clerk.** Six Thousand Dollars (\$6,000.00) per year plus special meeting per diem.
  - (4) **Village Treasurer.** Three Thousand Dollars (\$3,000.00) per year plus special meeting per diem.
  - (5) **Member of Board of Review.** Thirty Dollars (\$30.00) for each meeting attended.
  - (6) **Election Officials - Ballot Clerk, Election Clerk and Inspectors.** Seventy-five Dollars (\$75.00) per day or federal minimum wage, whichever is higher.
  - (7) **Per Diem Special Meeting Compensation.** The Village President, Trustees, Clerk and Treasurer shall receive special meeting per diem compensation, in addition to regular salaries, of Thirty Dollars (\$30.00) for meetings attended lasting up to two (2) hours, with an additional Ten Dollars (\$10.00) for every hour in excess of two (2).

**State Law Reference:**            Sec 61.32, Wis. Stats.

**Sec. 2-2-9 Meetings.**

- (a) **Regular Meetings.** Regular meetings of the Village 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 shall be held the next following secular day at the same hour and place, or at such other date and time as the Village Board shall designate. When the Village Board designates a date and time for the regular board meeting, notice thereof shall be posted at the Rudolph Municipal Building in the Village of Rudolph prior to such rescheduled meeting date. All meetings of the Board shall be held at the Rudolph Municipal Building, unless specified otherwise in the minutes of the preceding meeting or by written notice posted at the regular meeting placed at least three (3) hours prior to any meeting. When a regular meeting date falls on an election day, the meeting will be held the day before the election or at an alternative location.
- (b) **Annual Organizational Meeting.** The Village Board shall hold an annual organizational meeting on the third Tuesday in April or on the first regular meeting in May following the spring election for the purpose of organization.
- (c) **Board Minutes.** The Village Clerk shall keep a record of all Board proceedings and cause the proceedings to be published/posted.

**Sec. 2-2-10 Special Meetings.**

- (a) Special meetings of the Board may be called by the Village President, or by two (2) Trustees filing a request with the Village Clerk at least twenty-four (24) hours prior to the time specified for such a meeting. The Village Clerk shall select the day for the special meeting and immediately notify each Trustee of the time and purpose of such meeting. The notice shall be delivered or mailed to each Trustee personally or left at his/her usual place of abode a minimum of twenty-four (24) hours prior to the meeting time. However, an emergency meeting may be

called with notice of a minimum of two (2) hours. The Village Clerk shall cause a record of such notice to be filed in his office prior to the time fixed for such special meeting. No business shall be transacted at a special meeting except for the purposes stated in the notice thereof. Notice to the public of special meetings shall conform to the open meeting requirements of Sec. 61.32 and Chapter 19, Subch. IV, Wis. Stats. The Village Clerk shall give notice immediately upon the call for such meeting being filed with him/her.

- (b) The request for any special meeting shall state the purpose for which the meeting is to be called and no business shall be transacted but that for which the meeting has been called.

**State Law Reference:** Sections 61.32 and 985.02(2)(a), Wis. Stats.; Ch 19, Subch. IV, Wis. Stats.

**Sec. 2-2-11 Open Meetings; Adjournment of Meetings.**

- (a) **Open Meeting Law Compliance.** All meeting of the Village Board and subunits thereof shall be open to the public as provided in Subchapter IV of Chapter 19, Secs. 19.81 through 19.89 Wis. Stats. Public notice of all such meetings shall be given as provided in Sec. 19.84, Wis. Stats.
- (b) **Adjournment of Meetings.** An adjournment to a closed session may be only for a permitted purpose as enumerated in Sec. 19.85, Wis. Stats., and must meet the other requirements of said Sec. 91.85, Wis. Stats.
- (c) **Meetings 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.
- (d) **Closed Meetings.** The provisions of the Code do not prohibit the Board or any committee thereof from having a closed meeting which is legally convened and legally held in a room in said building other than the official meeting room or in some other building in the Village.
- (e) **Photographs, Motion Pictures, Videotape-Permission Required for Artificial Illumination.** No photographs, motion pictures, videotapes that require the use of flash bulbs, electronic flashes, flood lights, or similar artificial illumination shall be made at Village Board meetings without the consent of the Presiding Officer.

**State Law Reference:** Sec. 61.32 and Ch. 19 Subch. IV, Wis. Stats.

**Sec. 2-2-12 Quorum.**

- (a) Three (3) Trustees, including the Village President, shall constitute a quorum, but a lesser number may adjourn or compel attendance of absent members if a majority is not present. The Village President shall be counted in computing a quorum.
- (b) When the presiding officer shall have called the members to order, the Village Clerk shall record the attendance, noting who are present, and who are absent, and if, after having gone through with the call, it shall appear that a quorum is not present, the fact shall be entered in the minutes, and the members present may adjourn to a later date in the month; if they do not establish the next meeting date, the village Board shall stand adjourned to the time appointed for the next regular meeting unless a special meeting is called sooner.

**Sec. 2-2-13 Presiding Officers.**

- (a) **The Village President Shall Preside.** Village President shall preside over meetings of the Village Board. In the absence of the Village President, the President Pro Tem shall preside over meetings of the Village Board. In case of absence of the Village President and President Pro Tem, the Village Clerk shall call the meeting to order and the Trustees present shall elect one of their number acting President.
- (b) **President Pro Tem.** At the first meeting following each spring election, the Village Board shall elect from within its membership a President Pro Tem, who shall preside over meetings of the Village Board in the absence of the Village President.
- (c) **Duties.** The presiding officer shall preserve order and decorum, decide all questions of order, and conduct the proceedings of the meeting. In the event of a dispute regarding Board procedures, the matter shall be decided in accordance with the parliamentary rules contained in *Robert's Rules of Order*, unless otherwise provided by statute or by these rules. Any member shall have the right to appeal from a decision of the presiding officer. Such appeal is not debatable and must be sustained by a majority vote of the members present excluding the presiding officer.

**Sec. 2-2-14 Meeting Agendas; Order of Business.**

- (a) **Agenda.**
  - (1) The order of business at all regular or special meetings shall be according to the agenda prepared by the Village Clerk. All matters to be presented at a Board meeting shall be filed with the Village Clerk, or his/her deputy, no later than 12:00 noon on the Wednesday preceding the scheduled regular Board meeting to enable the Village Clerk to prepare the agenda and all attachments and distribute the same to the Village Board. Matters filed after 12:00 noon on the Wednesday preceding the Board meeting will not be placed upon the agenda. The President may waive the filing deadline for emergency cause shown.
  - (2) A submitting department shall include copies of all material necessary to consider the agenda item.
  - (3) The Village President shall advise the Village Clerk whether to include an item on the agenda, except that the Trustees calling a special meeting shall decide which items shall be first considered at such special meeting.
  - (4) The Village Clerk shall afford the Trustees reasonable notice of agenda items as each situation allows.
- (b) **Order of Business.** Generally, the following order shall be observed in the conduct of all regular Board meetings:
  - (1) Call to order by presiding officer.
  - (2) Roll Call.
  - (3) Discussion, correction and approval of the minutes of the previous meetings.
  - (4) Unfinished business from previous meetings.
  - (5) New business, including the introduction of ordinances and resolutions.
  - (6) Reports of Village officers and committees.
  - (7) Payment of bills and claims.
  - (8) Adjournment.

- (c) **Order to Be Followed.** No business shall be taken up out of order unless authorized by the Village President or by majority consent of all Trustees and in the absence of any debate whatsoever.
- (d) **Recognition of Visitors.** In order to maintain and hold meetings in an orderly fashion the following procedure will be followed regarding visitors unless having previously made a request to be placed on the agenda for a specific item.
  - (1) No discussion allowed from visitors during the course of the meeting unless requested by the Board.
  - (2) At the appropriate time, each visitor can be recognized and allowed to speak for no more than five (5) minutes.
- (e) **Procedure at Public Hearings.**
  - (1) After opening the public hearing, the presiding officer shall then call on those persons who wish to speak for the proposition. Each person wishing to speak for the proposition shall give his or her name and address.
  - (2) Each person speaking on behalf of the proposition shall be limited in time to not more than five (5) minutes. The presiding officer may allow for additional time.
  - (3) The presiding officer shall then call on those persons who wish to oppose the proposition.
  - (4) Each such person wishing to speak in opposition to the proposition shall give his or her name and address and shall also be limited to five (5) minutes.
  - (5) Any person wishing to speak in rebuttal to any statements made may, with the permission of the presiding officer, do so, provided, however, such rebuttal statement shall be limited to three (3) minutes by any one (1) individual.
  - (6) When the presiding officer in his/her discretion is satisfied that the proposition has been heard, he/she shall announce the fact that the hearing is concluded.

**Sec. 2-2-15 Introduction of Business; Resolutions and Ordinances; Disposition of Communications.**

- (a) **Definitions - Ordinances, Resolutions and Motions.**
  - (1) **Ordinance.** A legislative act prescribing general, uniform, and permanent rules of conduct related to the corporate affairs of the municipality. Board action shall be taken by ordinance when required by law, or to prescribe permanent rules of conduct which continue in force until repealed, or where such conduct is enforced by penalty.
  - (2) **Resolution.** An internal legislative act which is a formal statement of policy concerning matters of a special or temporary nature. Board action shall be taken by resolution where required by law and in those instances where an expression of policy more formal than a motion is desired.
  - (3) **Motion.** A form of action taken by the Board to direct that a specific action be taken on behalf of the municipality. A motion, once approved and entered into the record, is the equivalent of a resolution in those instances where a resolution is not required by law.
- (b) **Ordinances.** All ordinances and resolutions shall be prepared as follows:
  - (1) Each ordinance or resolution shall include a note stating the purpose thereof prepared by the sponsor. All ordinances submitted to the Board shall be in writing and shall include at the outset a descriptive or brief statement of the subject matter and a title.



- (2) The sponsor of an ordinance or resolution may be the President, one (1) or more Trustees, a department head or a committee, board, or commission.
  - (3) No ordinance, resolution or by-law shall be considered unless presented in writing by a Trustee or by a committee. Unless requested by a Trustee before final vote is taken, no ordinance, resolution or by-law need be read in full.
  - (4) On ordinances or resolutions that require special handling, the Village Clerk shall assure that an editorial note is prepared showing compliance with such special handling.
  - (5) The Village Clerk may reject any ordinance or resolution from placement on the agenda which fails to comply with this Section.
  - (6) Resolutions shall be in writing at the request of one (1) Trustee; such request shall be non-debatable. Resolutions may be referred to an appropriate standing committee for an advisory recommendation.
- (c) **Subject and Numbering of Ordinances.** Each ordinance shall be related to no more than one (1) subject. Amendment or repeal of ordinances shall only be accomplished if the amending or repealing ordinance contains the number and title of the ordinance to be amended or repealed, and title of amending and repealing ordinances shall reflect their purpose to amend or repeal.
- (d) **Notice.** The Village Board may take action on an ordinance only if it appears on the written agenda for meeting at which action is requested.
- (e) **Effective Date.** Unless otherwise provided, all ordinances shall take effect and be in force from and after passage and posting; and published copies thereof shall have appended the date of first posting.
- (f) **Disposition of Petitions, Communication, Etc.** Every petition or other correspondence from citizens addressed to the Village Board or to the Village Clerk or other Village officer for reference to the Village Board, shall be delivered by such other Village officer to the Village President or to the presiding officer of the Board as soon as convenient after receipt of same, and in any event, prior to or at the opening of the next meeting of the Village Board following the receipt of same. Every such petition, or other writing, and every paper, communication or other proceeding which shall come before the Board for action, may be referred by the Village President or presiding officer to the appropriate committee or commission, unless objected to by some member of the Board.
- (g) **Reference and Reports.** The presiding officer may refer new business coming to the Board to the appropriate Board committee unless otherwise referred or acted upon by the Village Board. All referrals, unless otherwise provided for in the referral, shall be reported on at the next regular Board meeting. Village Board motions based upon committee or commission action is permissible only on items specifically on the agenda.

**Sec. 2-2-16 Publication and Effect of Ordinances.**

- (a) All ordinances adopted by the Village Board shall, at the discretion and direction of the Village Board, be published in the official newspaper for the Village of Rudolph as a Class 1 Notice under Chapter 985, Wis. Stats., or posted in three (3) public places within the Village.
- (b) Notwithstanding any provision herein, if any ordinance adopted by the Village Board for the Village of Rudolph contains any penalty or forfeiture said ordinance shall be published or posted as a Class 1 Notice under Chapter 985, Wis. Stats.
- (c) If an ordinance, resolution, motion, or other action is legally posted under this Section, the Village Clerk or designee shall sign an affidavit attesting that the item was posted as required by

this Section and stating the date and place of posting. The affidavit shall be filed with other records under the jurisdiction of the Village Clerk.

- (d) All ordinances shall take effect and be in force from and after passage and publication/posting thereof, unless otherwise provided.

**State Law Reference:** Sections 61.32 and 61.50, Wis. Stats.

**Sec. 2-2-17 Conduct of Deliberations.**

- (a) **Attendance Roll Call.** When the Presiding Officer shall have called the members to order, the Village Clerk shall note who are present, and who are absent. If, after having gone through the call, it shall appear that a quorum is not present, the fact shall be entered in the minutes, and the members present may adjourn to a later date in the month. If they do not, the Board shall stand adjourned to the time appointed for the next regular meeting unless a special meeting is called sooner.
- (b) **Roll Call Votes.** A roll call shall not be necessary on any questions or motions except as follows:
- (1) When the ayes and noes are requested by any member.
  - (2) When required by the state statutes of Wisconsin.
- (c) **Record of Votes.** All aye and nay votes shall be recorded in the official minutes. The ayes and nays shall be ordered upon any question at the request of any member of the Village Board. Any Trustee may demand a vote on any matter. The Village Clerk shall call for the ayes and noes on roll call votes in continuous rotation, beginning each roll call one (1) name further down the roster of Trustees. The Village Clerk shall record the ayes and noes on each vote.
- (d) **Parliamentary Procedure.** Except as provided below, the presiding officer, in the event of a dispute regarding procedure, shall in all other respects determine the rules of its procedure, which shall be governed by *Robert's Rules of Order, Revised (1984)*, which is hereby incorporated by reference, unless otherwise provided by ordinance or Statute.
- (e) **Motions Stated.** Prior to any debate on a matter, the members of the Village Board shall be entitled to a clear understanding of the motion before the Village Board. The person making the motion shall clearly state the motion. There shall be a second to any motion prior to any debate or discussion of the motion. The presiding officer may, if felt necessary, restate the motion prior to any debate and discussion. Any member of the Village Board, prior to a vote on the motion, may request that the motion and any amendments adopted to the motion be reduced to writing and submitted in writing to the members of the Village Board prior to the final vote on the matter.
- (f) **Change of Vote.** No member of the Village Board may change his or her vote on any action item, business item, motion or question after the final result has been announced.
- (g) **Motions With Preference.** During any meeting of the Village Board certain motions will be preference. In order of precedence they are;
- (1) **Motion to Adjourn.** The motion can be made at any time and has first precedence. This is a non-debatable motion.
  - (2) **Motion to Lay on the Table.** This motion may be made when the subject matter appropriate for tabling is to be debated or discussed. This motion is a non-debatable motion.
  - (3) **Motion to Call Previous Question.** This motion may be made at any time after debate and discussion commences on the action item, business item, motion or question

properly before the Village Board. The motion is non-debatable. This motion, if adopted, ends the debate and discussion at the meeting on the action item, business item, motion or question. The motion, if adopted, brings the Village Board to a direct vote with the first vote on any amendments, if any, and then to the main action item, business item, motion or question.

- (4) ***Motion to Postpone to a Date Certain.*** This motion may be made at any time after debate and discussion commences on the action item, business item, motion or question properly before the Village Board. The motion is debatable. This motion, if adopted, ends debate and discussion at the meeting on the action item. Business item, motion or question. This motion must establish a date and time certain when the debate and discussion before the Village Board will continue. The date and time established must be on a date and time for a regularly scheduled or special meeting of the Village Board.
  - (5) ***Motion to a Committee.*** This motion may be made at any time after debate and discussion commences on the action item, business item, motion or question properly before the Village Board. The motion is debatable. This motion, if adopted, ends the debate and discussion at the meeting on the action item, business item, motion or question. This motion, if adopted, forwards the action item, business item, motion or question to a committee for further review and discussion. The committee must be a committee of the Village Board.
  - (6) ***Motion to Amend or Divide the Question.*** This motion may be made at any time after debate and discussion commences on the action item, business item, motion or question properly before the Village Board. The motion is debatable. This motion, if adopted, divides the main action item, main business item, main motion or main question pursuant to the method described and adopted in the motion to divide.
  - (7) ***Motion to Postpone indefinitely.*** This motion may be made at any time after debate and discussion commences on the action item, business item, motion or question properly before the Village Board. This motion is debatable. This motion, if adopted, ends the debate and discussion at the meeting on the action item, business item, motion or question.
  - (8) ***Motion to Introduce a Matter Related to the Action Item, Business Item, Motion or Question.*** This motion may be made at any time after the debate and discussion properly before the Village Board. This motion is debatable. The motion, if adopted, expands or adds to the debate and discussion new items related to the main action item, main business item, main motion or main question pursuant to the method described and approved in the motion to introduce a matter related.
- (h) **Public Directory Votes.** No member of the Village Board shall request, at a meeting of the Village Board, a vote from the general public unless the proposed vote of the general public is so noted by the presiding officer of the meeting as strictly an advisory vote to the Board. Any vote taken by the general public at a meeting of the Village Board shall be considered by the Board only as an advisory vote and shall not be considered as a directory vote.
- (i) **Compelling Votes.** No member may be compelled to vote. When a member abstains from voting, the effect is the same as if the member voted on the prevailing side. The “prevailing side” is defined as the votes accumulated which resulted in carrying or defeating a question. In case of a tie vote (not including the abstention), the abstaining vote is considered “naye.” In case of a

vote requiring approval by more than a simple majority, an abstaining vote is considered an "aye." (See also Section 2-5-7).

- (j) **Majority Vote.** Unless a larger number is required by statute, ordinance or bylaw, a majority vote of those present at a legally constituted meeting is necessary to carry a question.

**Sec. 2-2-18 Reconsideration of Questions.**

Any member voting on the prevailing side may move for reconsideration of the vote on any question at that meeting or the next succeeding regular meeting, except those which cannot be reconsidered pursuant to *Robert's Rules of Order, Revised*. A Trustee may not change his vote on any question after the result has been announced.

**Sec. 2-2-19 Disturbances and Disorderly Conduct.**

Whenever any disturbance or disorderly conduct shall occur in any of the meetings of the Board, the President may, following a warning, cause the room to be cleared by a law enforcement officer of all persons causing such disorderly conduct.

**Sec. 2-2-20 Amendment of Rules.**

The rules of SEctions 2-2-17 through 2-2-19 shall not be rescinded or amended unless the proposed amendment or motion to rescind has laid over from a regular meeting, and then it shall require a vote of two-thirds ( $\frac{2}{3}$ ) of all the members of the Board.

**Sec. 2-2-21 Suspension of Rules.**

These rules shall not be suspended except by a two-thirds ( $\frac{2}{3}$ ) majority vote of all the members of the Board.