

**MUNICIPAL CODE OF THE  
VILLAGE OF EAGLE**

**PREFACE**

**Democracy is a government of laws. Good democracy requires not only good laws, but laws which are readily available in written form to all who are subject to them, to the public officers who must administer them and to the judges and attorneys who must interpret and apply them. It is for this reason that the Village Board of Eagle has adopted this code of general ordinances. This code represents the contribution of the Village Board to the democratic and efficient administration of the government and affairs of the Village of Eagle.**

**(League of Wisconsin Municipalities)**

# **MUNICIPAL CODE OF THE**

## **VILLAGE OF EAGLE**

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## **CHAPTER 1**

### **VILLAGE BOARD MEETING**

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#### **1.01 REGULAR MEETINGS**

Regular meetings of the Village Board shall be held on the second Thursday evening of each calendar month, at the hour of 7:00 P.M. All meetings of the board including special and adjourned meetings shall be held in the Village Hall or other location as posted for special circumstances.

#### **1.02 SPECIAL MEETINGS**

Special meetings of the Village Board may be called by any two trustees, in writing, filed with the clerk at least 24 hours prior to the time specified for such meeting. The clerk shall immediately notify each trustee of the time and purpose of such meeting. Special meetings may be held without such notice when all members of the Village Board consent to the holding of said meeting, such written consent to be filed with the clerk prior to the beginning of the meeting. Any special meeting attended by all trustees shall be a regular meeting for the transaction of any business that may come before such meeting.

#### **1.03 ADJOURNMENTS**

The board may, by a majority vote to those present, adjourn from time to time to a specific date and hour.

#### **1.04 AGENDA**

The business of the board shall be conducted in the following order:

1. Call to Order/Open Meeting Law Requirements
2. Roll Call
3. Pledge of Allegiance
4. Approval of Minutes
5. Approval of Treasurer's Report and Monthly Accounts Payable Disbursements
6. Citizen Comments
7. Announcements
8. Communications and Miscellaneous Business.
9. Staff Reports/Committee Reports/Action Items
10. Adjournment

### 1.05 CALL TO ORDER

The president at the stated hour shall call the meeting to order. He shall preserve order and decorum, decide all questions of order, and conduct the proceedings of the meeting in accordance with the parliamentary rules contained in Roberts Rules of Order, unless otherwise provided by statute or by these rules. Any member shall have the right of appeal from a decision of the presiding officer. No appeal shall be debatable, and the appeal may be sustained by a majority of the members present, exclusive of the president.

### 1.06 ABSENCE OF PRESIDING OFFICER/CLERK

- (a) If the president is absent at the designated time for any one meeting, the clerk, or in the clerk's absence, the senior trustee present (based on date of original election as trustee) shall call the meeting to order and preside until the board shall by motion select an acting president for that one meeting.
- (b) In the event it is anticipated that the president may be absent for more than one regular meeting, the board shall by motion, select an acting president to preside over all regular, special, and applicable meetings that the president presides over until such time as the regular president returns.

In the absence of the clerk, the president shall appoint a clerk pro tem.

### 1.07 COMMITTEES AND BOARDS

The following committees shall be appointed by the president at the first regular board meeting in May:

<u>Boards</u>	<u>Standing Committees</u>
1. Fire Commission	1. Code & Ordinance
2. Village Plan Commission	2. Personnel & Finance
3. Zoning Board of Appeals	3. Police & Licensing
4. Board of Review	4. Public Works & Property
5. Library Board	

Appointments to special committees are made at the same time as regular committee appointments. This chapter shall ordain the addition of ad hoc committees as deemed necessary by the Village Board.

#### 1.08 RULES OF PROCEDURE

- (a) All ordinances, resolutions, communications and other matters submitted to the village board shall be read by title and referred to the appropriate committee by the president. Any trustee may require the reading in full of any matter at any time it is before the board. Each committee shall submit a report on all matters referred to it, unless a longer time is granted by vote of the board, and such report shall be entered in the proceedings. Such report shall recommend a definite action by the board on each item, shall be signed by the chair of the committee, and shall be filed with the clerk prior to each meeting. Minority reports may be submitted. Previous notice of each committee meeting shall be filed with the clerk, and each meeting shall be open to the public. Any committee may require any village officer to confer with it and supply information needed in connection with any matter pending before the committee.
- (b) No ordinance or resolution shall be considered by the board unless presented in writing.
- (c) The deliberation of the board shall be conducted in the following manner:
  - (1) No trustee shall address the board until they have been recognized by the presiding officer. He/she shall thereupon address himself/herself to the

president and confine his/her remarks to the question under discussion and avoid all personalities.

- (2) When two or more members simultaneously seek recognition, the presiding officer shall name the member who is to speak first.
- (3) No person other than a member shall address the board except by vote of a majority of the members present, at "Citizen Comments", or as addressed by the presiding officer.
- (4) No motion shall be discussed or acted upon unless and until it has been seconded, unless the rules permit one trustee to initiate action. No motion shall be withdrawn or amended without the consent of the person making the motion, and the person seconding it.
- (5) When a question is under discussion, no action shall be in order, except:
  - 1.) To adjourn
  - 2.) To lay on the table
  - 3.) Address the previous question
  - 4.) To postpone to a certain date
  - 5.) To refer to a committee
  - 6.) To amend
  - 7.) To postpone indefinitely

These motions shall have precedence in the order listed.

- (6) Any member desirous of terminating the debate may move the previous question, in which the president shall announce the question as "Shall the main question now be put?" If a majority of the members present vote in the affirmative, the main question shall be taken without further debate, its effect being to put an end to all debate and bring the board to a direct vote, first upon any pending amendments, and then upon the main question.
- (7) Any trustee may demand an aye and nay vote on any matter, and such vote shall be entered in the proceedings. A majority vote of all members of the board in favor of any proposed ordinance, resolution or appointment shall be necessary for passage or approval, unless a larger number is

required by statute. Except as otherwise provided a majority vote of those present shall prevail in other cases.

- (8) A motion to adjourn shall always be in order, and a motion to adjourn to lay on the table, and a call for the previous question shall be decided without debate.
- (d) All ordinances or resolutions appropriating money or creating any charge against the village other than the payment of claims for purchases or work previously authorized by the board shall only be acted upon by the board at the next regular meeting, provided that this provision may be suspended by affirmation action by three-fourths of all members of the board. A roll call vote shall be taken and recorded on all appropriations if requested.
- (e) It shall be in order for any member voting in the majority to move for a reconsideration of the vote of any question at that meeting or at the succeeding regular meeting. A motion to reconsider being put and lost shall not be renewed. A trustee may not change his vote on any question after the result has been announced.
- (f) Prior to each meeting of the board, the clerk shall supply to each trustee a copy of the previous proceedings. By majority action of those present, the board may dispense with the reading of the minutes at the ensuing meeting.
- (g) These rules or any part thereof may be temporarily suspended in connection with any matter under consideration by a recorded vote of two-thirds of the members present.

## 1.09 OPEN MEETINGS LAW

All meetings of the Village Board shall comply with the Wisconsin State Statutes §19.84 regarding public notice and §19.85 regarding exemptions.