

RULES OF THE VILLAGE BOARD

The Trustees of the Village Board of Sherwood do ordain as follows:

1) MEETINGS

- a) Place of Meetings: Meetings of the Village Board shall regularly be held in the Village Hall Board Room and shall be open to the public unless otherwise posted and held as permitted by law.
- b) Regular Meetings: The regular meetings of the Village Board shall be held on the second and fourth Mondays of every month.
- c) Meetings on Legal Holidays: If any meeting date, as fixed by paragraph "b" falls on a legal holiday, the meeting shall instead be held on the first business day succeeding that holiday at the same hour and place unless other arrangements are made at a regularly convened board meeting at which all members are present.
- d) Special Meetings
 - i) Any two (2) trustees may call a special meeting by filing a written notice with the Village Clerk/Administrator.
 - (1) The Clerk, in turn, shall immediately notify in writing each Village Board member of the date, time, and purpose of the special meeting.
 - (2) The notice shall be delivered to the members personally or left at their usual abode at least 24 hours before the meeting, unless for good cause a 24-hour notice is impossible or impractical.
 - (3) In the case of good cause as noted above, a shorter notice may be given, but the notice may not at any time be provided less than 6 hours in advance of the meeting. Attendance by any board member is a waiver of any defect of notice.
 - ii) A special meeting may be called, without notice, at a regularly convened board meeting if all members are present.
 - iii) A special meeting may also be called if all members consent in writing to the holding of such a meeting. If written consent is obtained, it shall be filed with the Clerk before the commencement of the meeting.
 - iv) Special meetings shall be deemed regular meetings for the purpose of transacting any business that may be permitted by law.

- e) Annual Organizational Meeting: The Village Board shall meet at a special meeting to conduct business regarding appointments, approval of Village Board Rules, and other business as may be noticed annually on or before the fourth Monday in April.
- f) Adjournment: Any board member may move to adjourn a meeting. If any agenda item is not considered before a motion to adjourn is adopted, it shall automatically be referred to the Board's next regular meeting, unless the motion provides for a specific date and hour.

2) QUORUM REQUIRED. A quorum is necessary for the transaction of any Village Board business. A majority of the members elected shall constitute a quorum.

3) ABSENCE OF MEMBERS

- a) If a Village Board member for any reason cannot attend a regularly scheduled meeting, they shall contact the Village Clerk two (2) business days before the meeting in question with an explanation of his or her anticipated absence.
- b) If a Village Board member chooses to attend a meeting virtually, they shall contact the Village Clerk prior to the meeting.

4) ORDER OF BUSINESS. Regular business of the Village Board shall be conducted in the following order:

- a) Call to Order by presiding officer
- b) Pledge of Allegiance
- c) Approval of Agenda
- d) Approval of Minutes
 - i) Minutes of the preceding meeting will be provided to the Board members for review prior to the meeting were submitted for approval.
 - ii) In the event the minutes of the preceding meeting are not available prior to the meeting for approval, a reading of the minutes of the preceding meeting will take place, followed by approval of the minutes if correct, and correction of mistakes, if any.
 - iii) The Board, by a majority vote of the members present, may dispense with the reading of the minutes.

- e) Registered Citizen Comments
 - i) Comments shall be as authorized under Rule 13.
- f) Consent agenda
- g) Committee and Commission Reports
- h) Report of Village Officers
- i) Report of Village Engineer
- j) Report of Village Administrator
- k) Old Business
- l) New Business
- m) Complaints and Compliments
- n) Correspondence
- o) Adjournment

5) INTRODUCTION OF BUSINESS

- a) Introduction Requirements.

When presenting an item for future board consideration the trustees shall:

- i) Present ordinances, resolutions, other communications in writing, contain a brief statement of their content, indicate the name of the presenting member, and, prior to their consideration by the Board, be delivered to the Village Clerk/Administrator not later than noon Wednesday prior to the meeting.
 - ii) At the first permitted opportunity, the Village Clerk shall read and record each by title at a meeting of the Board.
 - iii) Any trustee may require at any time the reading in full of any matter while it is before the Board.
 - iv) During a regular meeting; present an item to be considered (with simple majority approval of the remaining trustees) for a future board meeting, the date of future meeting for consideration to be set at the time of the initial presentation.
- b) Filing. Each proposed ordinance or resolution shall be filed in the office of the Village Clerk at least five (5) days prior to that scheduled Board meeting at which the measure is to be introduced.
 - c) Reintroduction Restricted. Unless otherwise provided by village ordinance, no proposed ordinance or resolution, having once been defeated, may again be introduced in the

same or in the substantially same form until 6 months after the date when that ordinance or resolution was defeated.

6) PRESIDING OFFICER

- a) The Village President shall preside at all meetings of the Board. If the Village President is absent, the Village Vice-president, as selected from among the remaining trustees at the village's organizational meeting, shall preside at that meeting.
- b) Absence of Presiding Officers. In the absence of the President and Vice-President, the Village Clerk shall call the meeting to order and the Board shall elect one of its members to preside.
- c) Function. The presiding officer shall preserve order, conduct the proceedings of the Board, and be its parliamentarian. If a trustee does not follow the Board's rules, the presiding officer may, on his or her own motion, or shall, at any member's request, call the offending member to order. The Board, if appealed to, shall decide the matter.
- d) Questions of Order. Any trustee may raise a question or point of order ("question of order"). The question of order must be raised at the time the alleged breach of order occurs. The presiding officer shall, in turn, immediately rule on the question of order, subject to an appeal to the Board. The appeal may be sustained by a majority vote of the members present, exclusive of the presiding officer.
- e) Motions and Votes. The presiding officer may speak on any question, make any motion, and vote on all matters submitted to the Board for its consideration.

7) VOTING

- a) Mode of Voting.
 - i) Any trustee may call for a division of the vote on any matter.
 - ii) No trustee shall explain their vote during the calling of the ayes and noes. All aye and no votes shall be recorded in the journal of the proceedings by the Village Clerk.
- b) Majority Vote Required. 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 law or by Robert's Rules of Order. In all other cases, a majority of the votes cast shall be necessary for Board action, provided a quorum has voted.

c) Recuse.

- i) A Board member shall not vote on any proposed ordinance, order, resolution or proposition in which they have a direct pecuniary or personal interest.
- ii) A Board member who is required by law to recuse from voting on any particular matter shall not be counted for determining (a) the number of "members present" if passage of that measure requires a favorable vote by a majority or other fractional vote (i.e., 2/3 or 3/4) of the trustees "present", or (b) the "presence" of a quorum for purposes of that particular vote.

8) RECONSIDERATION OF QUESTION

- a) Any member who voted with the prevailing side on any question may move for a reconsideration of the vote immediately after the vote or at the next succeeding regular meeting of the Board.
- b) If a motion to reconsider is defeated, it may not again be presented to the Board.

9) ORDINANCES

a) Reading of Ordinances.

- i) All proposed ordinances shall be read a total of two (2) times before the Board may vote on any of them. Each ordinance shall be read:

(1) At the time of its initial introduction (title only)

(2) At the time the report of the committee or commission to which the ordinance was referred is submitted to the Board for its consideration (in full) and its recorded vote.

- ii) By adoption of a motion to suspend the rules, the Board may dispense with any or all of the required readings.

b) Vote On. The Board may not vote on an ordinance at the same meeting that it is introduced unless:

- i) the Board suspends this rule by that affirmative vote as required by Rule 17 or,
- ii) the Board suspends this rule for an appropriation ordinance as required by Rule 13b.

c) Committee and Commission Reports.

- i) If an ordinance is referred to a committee or commission and the committee or commission reports on the ordinance at a subsequent meeting, the report shall be

- the committee's or commission's final action on the ordinance.
- ii) If the committee or commission reports an amended or substitutive ordinance, the report shall still be the committee's or commission's final action on the ordinance, provided the substitution or amendment is germane to the ordinance originally referred to the committee or commission.
 - iii) The Village Board shall, where required, approve and/or amend actions of the Committee and Commission that are under Village Board jurisdiction.

10) COMMITTEES

- a) Appointments. The Village President shall appoint a chairperson and any other members to Village Board committees and commissions subject to approval by the Village Board.
- b) Ad Hoc Committees and Commissions. The Board may provide for ad hoc committees and commissions as it may from time to time deem necessary. The president shall make appointments to these special committees and commissions, subject to approval by the Village Board.
- c) Committee and Commission Reports.
 - i. Each committee and commission shall submit a report to the Board on all matters referred to it. Each report shall be submitted at the next regular Board meeting after the date of referral, unless the Board extends the time for submittal.
 - ii. For each ordinance or resolution referred to it, the committee and commission shall submit a report and recommendation to the Board. Immediately following the submission of the report, any proposed ordinance or resolution shall be read in full once unless a motion to suspend the rules and dispense with the reading is adopted. In either case, the Board thereafter shall at the same meeting consider and vote on the separately reported ordinance or resolution. The Board, however, may defer action on the measure to its next regular meeting or other specified meeting.
- d) Notice of Committee and Commission Meetings. The committee and commission chairperson shall file notice of each committee and commission meeting with the Village

Clerk. The notice shall comply with the notice requirements of sec. 19.84, Wis. Stats.

- e) Committee and Commission Referrals. The presiding officer shall make all committee and commission referrals.

11) APPROVAL OF COMMITTEE AND COMMISSION REPORTS

- a) An aye and no vote shall be taken on each committee and commission report immediately following its submission to the Board. Any trustee, however, may require a separate vote on any matter in the report. Any two (2) trustees may request that action on a specific matter included in any committee and commission report be deferred until the next regular Board meeting or other specified meeting.

12) FINANCIAL MATTERS

- a) Bills and Other Financial Claims. All bills and other financial claims against the village shall be immediately referred to the Village Clerk. The Clerk shall itemize and audit all claims and shall report on them at the next Board meeting. Payment of wages and salaries shall be by payroll, verified by the Village Clerk, and filed in time for payment on the regular paydays.

13) CITIZENS' RIGHT TO ADDRESS COUNCIL

- a) Right Declared. A citizen may address the Board under Rule 4) e) i), provided the following conditions are met:
 - i. The citizen registers with the Village Clerk before the meeting is called to order, and indicates his or her interest to address the Board; and
 - ii. The citizen's comments relate to a matter on the agenda for that meeting
 - iii. Or by suspension of the rules
- b) Time Limited. Except for informational and public hearings, speakers shall be limited to three-minute addresses unless the Board consents, by a simple majority vote of the members present, to extend the time.
- c) Other Restrictions. If the presiding officer decides that the comments are not relevant or are abusive, the presiding officer may:
 - i. Order the citizen to modify his or her comments;
 - ii. Order the citizen to refrain from speaking;

- iii. Order the citizen to leave the Board chambers; or
- iv. Take such other steps as may be necessary to ensure the efficient conduct of the Board's business.

14) MANNER OF DELIBERATION

- a) Method. No trustee shall address the Board until recognized by the presiding officer. The trustee shall then address the presiding officer and keep all remarks to the question under discussion. The trustee shall also avoid personal confrontations when speaking.
- b) Recognition of Trustee. When two or more members simultaneously seek recognition, the presiding officer shall name the member who is to speak first.
- c) Motions. No motion shall be discussed or acted upon until it has been seconded, unless these rules specifically permit one trustee to initiate action. No motion shall be withdrawn without the consent of those trustees making and seconding the motion.
- d) Motions, Precedence Of. When a question is under consideration, no motion shall be entertained except a motion to:
 - i. Adjourn.
 - ii. Recess.
 - iii. Move the previous question.
 - iv. Postpone to a certain day.
 - v. Refer to a committee.
 - vi. Amend.
 - vii. Postpone indefinitely.
 - viii. These motions shall take precedence in the order listed.
- e) Termination of Debate. Any member wishing to terminate the debate may move the previous question. The presiding officer shall then announce the question as, "Shall the question before the Board now be put?" If two-thirds (2/3) of the members present vote in the affirmative, the question before the Board shall be taken without further debate. The Board then votes, first on any pending amendments and then on the main question.

15) CONSENT AGENDA

- a) Village Clerk's Responsibilities. The Village Clerk may create a subsection on any

Board agenda entitled "consent agenda". In a consent agenda, the Village Clerk shall place matters that, in the Village Clerk's judgment, are routine and non-controversial and do not require a special vote or specific action by the Board.

- b) Procedure. The following procedure shall apply when a consent agenda is used:
- i. No separate discussion or debate may be permitted on any matter listed on the consent agenda.
 1. A single motion seconded and adopted by a majority vote of all members of the Board, shall be required to approve, adopt, enact or otherwise favorably resolve all matters listed on the consent agenda.
 2. Any trustee may request removal of any item or part of an item included in the consent agenda. At the time the consent agenda is considered, that item, as requested by the trustee, shall be removed without debate or vote.
 3. If an item or any part of the item has been removed from the consent agenda in accordance with this rule, the Board shall consider that item at an appropriate time during the Board's regular order of business.

16) ROBERTS RULES OF ORDER TO GOVERN COUNCIL

- a) In the absence of a standing rule, the Board shall be governed by the most recent and readily accessible Roberts Rules of Order, unless contrary to state law.
- b) Any trustee making a request shall be furnished with a personal copy of the same.

17) SUSPENSION OF RULES These rules or any part of them may be suspended in connection with any matter under consideration by a recorded vote of two-thirds (2/3) of the members present.

18) AMENDING OF RULES By a recorded vote of two-thirds (2/3) of all the members of the Board present, these rules, or any part of them may be amended.

Date Revised/Adopted: April 25th, 2022