

TOWN OF STILES

TOWN BOARD MEETING PARLIAMENTARY PROCEDURE

ORDINANCE

Ordinance No. O2024-01

WHEREAS, the Stiles Town Board wants to formalize and establish specific procedures for the actions of the town board in the operation of the town.

THEREFORE, pursuant to the authority under the Wisconsin Open Meetings Law, subchapter V of chapter 19, Wis. stats., ss. 60.20 and 60.22, Wis. stats., and common law, the Town Board of the Town of Stiles, Oconto County, does hereby ordain as follows:

1. Meetings of Town Board
 - a. All meetings of the town board, including any special and adjourned meetings, shall be on proper notice under s. 19.84, Wis. stats.
 - b. All meetings of the town board, including any special or adjourned meetings, shall be held at the town hall, except that a different location may be designated by the Town Chairman, or his or her designee, by giving proper written notice of the meeting and agenda, and of the substituted location, in conformance with s. 19.84, Wis. Stats.
 - c. Regular Meetings of the Town Board shall be held on the 2nd Wednesday of each month at 6pm, except that a different date/time may be designated by the Town Chairman, or his or her designee, by giving proper written notice of the meeting and agenda, and of the substituted date/time, in conformance with s. 19.84, Wis. Stats.
2. Special Meetings of the Town Board
 - a. A special meeting of the town board may be requested by any member of the Town Board, designating the agenda item(s) to be discussed.
 - b. The date/time of the special meeting will be set in accordance with Town Board member availability and to ensure notice requirements are able to be met.
 - c. Any special meeting of the town board shall be in compliance with the notice and agenda requirements of section 1 and ss. 19.82 and 19.84, Wis. Stats.
3. Posting Locations
 - a. The Town of Stiles does hereby consider the town website and the Stiles Town Hall to be the legal posting locations.
4. Order and Conduct
 - a. Agenda Creation and Posting
 - i. Unless a reformed business order agenda is approved by the Town Board, and properly noticed in compliance with subchapter V of chapter 19, Wis. stats., the regular business order and agenda of meetings of the town board shall be as set forth in section 5(b).
 - ii. The meeting agenda draft shall be created by the Town Clerk, or his or her designee, and saved to the Town of Stiles Shared Drive.
 - iii. All members of the Town Board, the Town Clerk, and the Town Treasurer, may add specific agenda items to the agenda draft.
 1. Agenda items must be detailed enough to be "reasonably likely to apprise members of the public" what the subject matter is per ss. 19.84(2), Wis. Stats. so open ended items such as "supervisor report" or "other business" are not acceptable.
 - iv. Residents or other interested parties may request the addition of an agenda item by contacting a member of Town Board.

- v. The Town Chairman is responsible for the final review of the agenda draft and collaborating with the Town Board, Clerk, and Treasurer as needed to make any final adjustments to the agenda prior to posting.
 - vi. All items that have been added to the agenda draft will be included in the posted agenda, unless the Town Chairman has collaborated with the applicable requestor to reschedule/remove.
 - vii. The deadline for adding agenda items will be 7 days prior to the scheduled meeting date, unless coordinated directly with the Town Clerk prior to posting.
 - viii. The Town Clerk is responsible for having the meeting agenda properly posted in accordance with the Open Meetings Law.
 - ix. Items can be moved or removed from the agenda during the meeting in compliance with subchapter V of chapter 19, Wis. Stats. but new items cannot be added after it has been posted pursuant to subchapter V of chapter 19, Wis. Stats.
- b. Regular Business Order of Agenda
 - i. Public Notice Verification
 - ii. Disclaimers for discussion and/or action may possibly occur on any specifically listed agenda item, no action will be taken on general public comments, and may invite public input on agenda items.
 - iii. Call to Order / Roll Call / Pledge of Allegiance
 - iv. Approvals of Agenda and Previous Meeting Minutes
 - v. Financials – Treasurers’ Report, Bills for Payment
 - vi. Public Comment – Any topic
 - vii. Old Business
 - viii. New Business
 - ix. Future Agenda Items
 - x. Adjournment
- c. Attendance
 - i. All attendance shall be in-person unless extenuating circumstances justify a Town Board member to attend remotely as a means to obtain a quorum in order to address urgent business needs that cannot be delayed until an in-person meeting can be held.
 - ii. The Town Chairman, or acting Town Chairman, shall determine in advance if such an extenuating circumstance exists.
 - iii. If approved, the remote Town Board member shall participate during the meeting via telephone call with an onsite member, on speaker so all in attendance may hear.
- d. Quorum
 - i. If no legal quorum is present at the time of the initial roll call, the meeting of the town board shall be immediately adjourned to a specific date and hour by the members of the Town Board then present. At any time during a meeting when a legal quorum is not present, a motion to adjourn to a specific date and hour is proper.
- e. Absences
 - i. Town Clerk - If the town clerk is not present at the time of the initial roll call of a meeting of the town board, the Town Chairman shall appoint the deputy town clerk or any other person present at the meeting to be the town clerk pro tem. The town clerk pro tem shall prepare and maintain minutes of the meeting of the town board. The town clerk pro tem shall deliver these minutes to the town clerk after the end of the meeting of the town board or when the town clerk pro tem is replaced during the meeting by the town clerk.
 - ii. Town Chairman - The presiding officer at the meeting of the town board is the Town Chairman. If the Town Chairman is not present, then the senior member of the Town Board present, based on date of original election as a member of the Town Board, shall preside as acting Town Chairman for the duration of the meeting, or until the Town Chairman is able to preside.

- f. Speaking Before the Town Board
 - i. No person at a meeting of the town board being conducted in open session, other than the members of the Town Board, shall address the Town Board except when Public Comments/Input are authorized on the meeting agenda and they have been appropriately recognized.
 - ii. This provision shall not apply to persons presenting specific agenda items.
 - iii. The Presiding Officer shall act as timekeeper as necessary.
- g. Code of Conduct
 - i. The presiding officer at any town board meeting shall maintain order and decorum. Any person, to include Town Board members, Town Clerk, and Town Treasurer, who conducts himself or herself in a disorderly manner as determined by the presiding officer may be removed from the town board meeting by order of the presiding officer. The presiding officer may seek law enforcement assistance for such removal until the meeting is adjourned.
- h. Rules for Discussion and Debate
 - i. The presiding officer shall begin the process by announcing the agenda item.
 - ii. The person(s) responsible for that agenda item, whether that is a Town Board member, Town Clerk, Town Treasurer, or member of the public, will introduce or present the topic.
 - iii. If applicable, the responsible party or the presiding officer may ask for any public input.
 - 1. Depending on the topic or size of attendance, the responsible party or the presiding officer may require that speakers be recognized before they are able to provide input.
 - 2. Speakers may be limited to no more than 3 minutes each.
 - iv. The Town Board will proceed with discussion as necessary, and may ask questions of audience members if they have special knowledge of the topic being discussed, even if public input was not previously opened.
- i. Motions
 - i. Any Town Board member, to include the Town Chairman, may make a motion by stating "I move that..." the board take a certain action.
 - 1. Motions should be stated in the positive (TO take an action), be as specific and precise as possible, and the exact wording shall be recorded in the meeting minutes.
 - ii. Any Town Board member, to include the Town Chairman, may second the motion by stating "I second the motion" or "second".
 - 1. If no second is forthcoming, the presiding officer shall ask "Is there a second to the motion?" If a second still doesn't come, the presiding officer states "the motion dies." and proceeds with the discussion or the next agenda item.
 - iii. The Town Board may have additional discussion on the main motion that is pending (has been made and seconded).
 - 1. While this main motion is pending, another main motion cannot be made. However, a subsidiary motion pertaining to the main motion may be made.
 - 2. Amendment - Any Town Board member, to include the Town Chairman, may alter the wording of the motion on the floor by stating "I move to amend the motion by..." and specifying the new wording. This subsidiary motion will need to be resolved before addressing the main motion.
 - 3. Defer voting – Any Town Board member, to include the Town Chairman, may defer the vote of the pending motion by stating one of the following. This subsidiary motion will need to be resolved before addressing the main motion.
 - a. "I move to postpone the motion until..." such as "until the next meeting" or "until the first meeting of a specific event" so that this pending motion is automatically added to the designated meeting agenda.
 - b. "I move to postpone the motion indefinitely" or "I move to table the motion" so that the pending motion is set aside with no specific provision for the Town Board to return to it.

4. End Discussion – Any Town Board member, to include the Town Chairman, may end the discussion by stating “I move to close discussion” or “I move to the previous question”. This subsidiary motion will need to be resolved before addressing the main motion. If passed, this motion brings the Town Board directly to the voting.
 - iv. The presiding officer shall monitor the discussion, and when it appears that the discussion has finished, they will ask “Are you ready to vote on the motion?”
 1. If any Town Board member seeks to continue discussion, the presiding officer shall (must) allow it, unless a subsidiary motion to end discussion has been passed.
 - v. Any member of the Town Board, to include the Town Chairman, 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 Town Board prior to the final vote on the matter.
- j. Voting
- i. All individual members of the Town Board present at the town board meeting shall vote unless a Town Board member abstains.
 - ii. All voting shall be done via voice vote in which the presiding officer asks “All those in favor say aye” followed by “All those in opposed say nay” unless a roll call vote is statutorily required.
 - iii. All votes shall be recorded in the meeting minutes such that each member’s vote can be ascertained.
 - iv. The presiding officer shall announce the result of the vote to include the effect of the vote.
 - v. No member of the Town Board may change their vote after the final result has been announced by the presiding officer.
- k. Motions to Revisit Decisions
- i. Any action taken to revisit a decision previously adopted does not release the Town Board from any contractual agreements entered into as a result of the original decision.
 - ii. Reconsider - If, during the same meeting, new information presents itself that the Town Board failed to take into account, any Town Board member, to include the Town Chairman, that cast a vote on the prevailing side (person who voted in favor on a vote that passed or vice versa) may make a motion to reconsider by stating “I move to reconsider the motion...”
 1. A motion to reconsider may be made only when no other motion is pending.
 2. If a motion to reconsider passes, the previous action is reopened as if it had never been decided so that the Town Board can continue its discussion, taking the new information into consideration.
 3. If a motion to reconsider fails, the subject shall not be renewed at a future meeting nor shall the subject be considered a second time.
 - iii. Renew (Vote Again) – If a motion fails to pass, and did not previously have a failed motion to reconsider, an agenda item may be added to a future properly-noticed town board meeting. During that meeting, any Town Board member, to include the Town Chairman, may request that the Town Board vote again on the motion that previously failed by stating “I move to renew the motion...”
 1. A motion to renew may be made only if the issue in question was properly noticed per Open Meetings Law.
 2. If a motion to renew passes, the Town Board will proceed with voting on the previously failed motion.
 3. If a motion to renew fails, the subject shall not be renewed at a future meeting, nor shall the subject be considered an additional time.

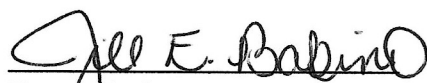
- iv. Rescind (Nullify) – If any member of the Town Board, to include the Town Chairman, wishes to change a motion at a later date, or nullify (void) a previously adopted resolution, policy, or ordinance an agenda item must be added to a future properly-noticed town board meeting. During that meeting, any Town Board member, to include the Town Chairman, may make a motion to rescind by stating “I move to rescind the motion to...”
 1. A motion to rescind may be made only if the issue in question was properly noticed per Open Meetings Law.
 2. If a motion to rescind passes, any Town Board member, to include the Town Chairman, may make a new revised motion on the same topic.
 3. If a motion to rescind fails, the original motion, and previously adopted resolution, policy, or ordinance stands.
5. Amendment of Rules
 - a. The rules stated under this ordinance may be altered or amended at any meeting of the town board, including any special meeting of the town board, on proper notice and inclusion in the meeting agenda, following state statute guidelines.
6. Severability
 - a. If any provision of this ordinance or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of this ordinance that can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are severable.

This ordinance shall take effect upon publication and/or posting as required under s. 60.80, Wis. Stats.

Adopted this 14 day of February, 2024 by the Town of Stiles Town Board, Oconto County.

 Chairman	 Supervisor 1	 Supervisor 2
------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------

Attest:


Town Clerk