

*General Code of Ordinances*  
*Chapter 2 - Town Board/Meeting*

CHAPTER 2  
TOWN BOARD/MEETING

- |                                |                                      |
|--------------------------------|--------------------------------------|
| 2.01 Title/Purpose/Definitions | 2.04 Meeting of Town Board           |
| 2.02 Authority                 | 2.05 Annual and Special Town Meeting |
| 2.03 Adoption of Ordinance     | 2.06 Open Meeting                    |

2.01 TITLE/PURPOSE/DEFINITIONS. This Ordinance is entitled the "Town of Centerville Town Board/Meeting Ordinance." The purpose of this ordinance is to provide a general guideline for the operation of the Town of Centerville according to the powers given to towns by the Wisconsin Statutes.

2.02 AUTHORITY. The Town Board of the Town of Centerville and the regular and special Town meetings of the residents of the Town of Centerville have the statutory authority, powers and duties pursuant to Chapter 60 Wisconsin Statutes to manage and direct certain affairs of the Town of Centerville. The Town Board has additional general and specific statutory authority, powers and duties established beyond Chapter 60 Wisconsin Statutes. The Town Board also has specific authority, powers and duties pursuant to Chapter 19 Wisconsin Statutes to manage and direct certain affairs related to public records/property.

2.03 ADOPTION OF ORDINANCE. The Town Board of the Town of Centerville has, by adoption of this Ordinance, confirmed the specific statutory authority, powers and duties noted above and has established the powers and duties established in Chapter 60 Wisconsin Statutes and of the regular and special Town meetings of the residents of the Town of Centerville.

2.04 MEETING OF TOWN BOARD. A meeting of the Town Board of the Town of Centerville shall be held subject to the open meeting provisions of Subchapter V of Chapter 19 Wisconsin Statutes.

A. Town Board Meeting Rules of Procedures.

1. Regular Meeting of Town Board. The regular meeting of the Town Board of the Town of Centerville will be held effective 1/1/2011 at the Lakeshore Technical College (LTC), 1290 North Avenue, Cleveland, WI, at 6:30 P.M. on the second Thursday of each month (if a conflict exists with this date or time, proper notice shall be made as to the change of meeting date). Any regular meeting of the Town Board falling upon a legal holiday shall be held on the day designated by the Town Board. Any meeting of the Town Board, including any special or adjourned meetings that are not held at LTC but at any other substitute location, shall be designated by the Town Chair or his/her designee, in compliance with the open meeting law, by posting a proper written notice of the substituted location at the four (4) usual and customary posting locations (see Section 2.06 D. Posting & Publishing Notices). This notice shall occur at least twenty-four (24) hours prior to the meeting of the Town Board, unless in an emergency, wherein the proper notice posting shall occur at least two (2) hours prior to the meeting of the Town Board.

2. Special Meeting of the Town Board. Any special meeting of the Town Board may be called by any two (2) members of the Town Board. Special meetings of the Town Board attended by a quorum of the members shall be considered a regular meeting of the Town Board for

*General Code of Ordinances*  
*Chapter 2 - Town Board/Meeting*

the transaction of any Town business that may come before the Town Board if such regular Town business was so noted in the written notice to the public as required by the state open meeting law Section 19.83 Wisconsin Statutes.

3. Adjourned Meeting of the Town Board. The Town Board may, by majority vote, adjourn any special meeting of the Town Board from time to time to a specific date and hour. The adjournment to the specific time and place will be in compliance with the open meeting law.

4. Order and Conduct at Town Board Meeting. The regular business order agenda for the Town of Centerville shall be:

- a. Call to Order, Roll Call
- b. Pledge of Allegiance
- c. Approval Agenda
- d. Consent Agenda:
  - 1) Minutes of Previous Meetings
  - 2) Procedural motions
- e. Public Input
- f. Reports of Town Officers
- g. Resolutions/Motions and Memorials  
(List and Describe Each Individual Subject)
- h. Ordinances  
(List and Describe Each Individual Subject)
- i. Road Report
- j. Collection/Recycling Center Report
- k. Audit of accounts presented
- l. Communications
- m. Reports of Special Committee(s)
- n. Suggested Agenda Additions/Deletions
- o. Next Meeting Date
- p. Adjournment

5. Quorum at Roll Call of Meeting. If no legal quorum is present at the time of the initial roll call, the meeting of the Town Board shall be adjourned by the members of the Town Board present to a specific date and hour.

6. Absence of Town Clerk at Meeting. If the Town Clerk is not present at the time of the initial roll call of the meeting of the Town Board, the Town Chair shall appoint the Deputy Clerk or any other person present at the meeting to be the temporary Town Clerk. The temporary Town Clerk shall prepare and maintain minutes of the meeting of the Town Board. The temporary Town Clerk shall deliver these minutes to the Town Clerk after the end of the meeting of the Town Board or when the temporary Town Clerk is replaced during the meeting of the Town Board by the Town Clerk.

7. Absence of Town Chair at Call to Order of Meeting. The presiding officer at the meeting of the Town Board will be the Town Chair. If the Town Chair is not present at the time for the call to order, the senior member of the Town Board present based on date of original election as a member of the Town Board shall call the meeting of the Town Board to order, call the initial roll

*General Code of Ordinances*  
*Chapter 2 - Town Board/Meeting*

call and shall preside as Town Chair until the Town Chair is able to preside at the meeting of the Town Board. If the Town Chair of the Town Board will not be able to, at anytime, preside at the meeting, the Town Board shall make this determination after the initial roll call and then by motion elect an acting Town Chair for the meeting of the Town Board until the Town Chair is able to preside at the meeting.

8. Vacation of Town Chair or Presiding Officer at Meeting. If the Town Chair or any other presiding officer of the Town Board desires to speak on any question or to make any motion, the Town Chair or the presiding officer may speak or make a motion without vacating the chair or without designating a member of the Town Board to preside at the meeting as temporary Town Chair.

9. Public Meeting. Any business of any meeting of the Town Board shall be in open session and accessible to the public, except as provided in the state open meeting law, Section 19.85 Wisconsin Statutes.

10. Audit of Accounts. The Town Board shall at its meeting be presented by the Town Clerk with the accounts of the Town for auditing by the Town Board. All accounts shall be filed with the Town Clerk on the preceding Friday prior to the next meeting of the Town Board in order for the account to be presented by the Town Clerk at the upcoming meeting of the Town Board.

11. Receipts of Funds. Any officer, employee or agent of the Town in possession of funds, receipts or earnings of the Town shall deposit any such funds, receipts or earnings with the Town Treasurer on a timely basis. The Town Board shall be advised by the Town Treasurer on a monthly basis of any funds outstanding that have not been properly deposited with the Town Treasurer.

12. Specific Rules of Conduct at Town Board Meeting. The Town Board and the meetings of the Town Board shall be governed by Roberts Rules of Order.

13. Motions with Preference. During any meeting of the Town Board certain motions will have preference. In order of precedence they are:

a. Motion to adjourn. This motion can be made at anytime and has first precedence. This is a nondebatable motion.

b. 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 nondebatable motion.

c. Motion to call previous question. This motion may be made at anytime after the debate or discussion commences related to action item, business item, motion or question that is properly before the Town Board. This motion is a nondebatable motion. This motion, if adopted, ends the debate and discussion. The motion, if adopted, brings the Town 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.

d. Motion to postpone to a certain date. This motion may be made at anytime after the debate and discussion commences on an action item, business item, motion or question that is properly before the Town Board. This motion is debatable. This motion, if adopted, ends the debate and discussion. This motion must establish a date and time certain when the debate and discussion will continue. The date and time established must be on a date and time for a regularly scheduled or special meeting of the Town Board.

*General Code of Ordinances*  
*Chapter 2 - Town Board/Meeting*

e. Motion to a committee. This motion may be made at anytime after the debate and discussion commences on an action item, business item, motion or question that is properly before the Town Board. The motion is debatable. This motion, if adopted, ends debate and discussion. 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 Town Board.

f. Motion to amend or divide the question. This motion may be made at anytime after debate and discussion commences on the action item, business item, motion or question properly before the Town 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.

g. Motion to postpone indefinitely. This motion may be made at anytime after debate and discussion commences on the action item, business item, motion or question properly before the Town Board. This motion is debatable. This motion, if adopted, ends the debate and discussion.

h. Motion to introduce a matter related to the action item, business item, motion or question. This motion may be made at anytime after the debate and discussion commences. This motion is debatable. This 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.

i. Suspension of Rules. These rules or any part of these rules or any other rules of the Town Board may be temporarily suspended at any meeting of the Town Board, including any special meeting of the Town Board, in connection with any matter under consideration by the Town Board. Any rule may be suspended by a recorded affirmative roll call vote of two-thirds (2/3) or more of the members of the Town Board present at the meeting of the Town Board.

j. Amendment of Rules. These rules or any part of these rules or any other rules of the Town Board may be altered or amended at any meeting of the Town Board, including any special meeting of the Town Board. Any rules may be altered or amended by a recorded affirmative roll call vote of two-thirds (2/3) or more of the members of the Town Board present at the meeting of the Town Board.

2.05 ANNUAL AND SPECIAL TOWN MEETING. The regular and special Town meetings of the residents of the Town have the statutory authority, powers and duties pursuant to Sections 60.10 to 60.16 Wisconsin Statutes to manage and direct certain affairs of the Town.

A. Requirement and Time of Annual Meeting. The Town shall hold, unless otherwise noted, the Annual Town meeting on the third (3<sup>rd</sup>) Tuesday of April. The Annual Town meeting shall convene at 6:30 P.M. and shall adjourn upon a vote of the majority of the qualified electors present and voting at time of adjournment. The Annual Town meeting may be recessed to a time and date certain if the second meeting is held within thirty (30) days after the date of the original Annual Town meeting. The Annual Town meeting may be set on a date different than the third (3<sup>rd</sup>) Tuesday of April if the prior Annual Town meeting selected a different date and if the date selected is within ten (10) days after the third (3<sup>rd</sup>) Tuesday of April. With a different date selected, the

*General Code of Ordinances*  
*Chapter 2 - Town Board/Meeting*

Town Clerk shall, not more than twenty (20) days nor less than fifteen (15) days before the new date, post the meeting notice in at least three (3) public places. The notice shall state the proposed date, time and location of the Annual Town meeting.

B. Location for Annual Town Meeting. The Annual Town meeting shall be held at the Lakeshore Technical College (LTC). Every Annual Town meeting will be held at this location unless the location is changed by the Town Board. If the Town Board does change the location of the Annual Town meeting, the Town Clerk shall, not more than twenty (20) days or less than fifteen (15) days prior to the date of the meeting, post the meeting notices in at least three (3) public places.

C. Notice of Annual Town Meeting. The Town Board need not, by state law, provide public notice of the Annual Town meeting unless the date, time or location has been changed. If the date, time or location has been changed, then the Town Clerk shall comply with the notice requirements noted in Sections A and B above. If the Town Board decides to provide public notice of the Annual Town meeting, the Town Clerk shall post public notice in at least three (3) of the usual and customary locations in the Town.

D. Jurisdiction of Annual Town Meeting. The Annual Town meeting may transact any business at the Annual Town meeting or at any properly adjourned Annual Town meeting over which the Annual Town meeting has legal jurisdiction. The Annual Town meeting or any properly adjourned Annual Town meeting shall not transact business where the legal jurisdiction to transact that business is with the Town Board.

E. Presiding Officer of Annual and Special Town Meeting. The Annual and any other special Town meeting shall have as the presiding officer of the meeting the Town Chair. If the Town Chair is absent, another member of the Town Board shall be elected the presiding officer of the Annual or special Town meeting by a majority vote of the qualified electors of the Town present and voting at the Annual or special Town meeting. If no member of the Town Board is present, the qualified electors at the Annual or special Town meeting shall elect the presiding officer of the Annual or special Town meeting by a majority vote of the qualified electors present and voting. If the Annual Town meeting is held in a year when the office of Town Chair is filled by election, the person holding the position of Town Chair on the date prior to the election shall preside as presiding officer of the Annual Town meeting. The Town Chair is entitled to receive, pursuant to Section 60.13 Wisconsin Statutes, any per diem which is ordinarily paid to a presiding officer of the Annual Town meeting. If such person is absent from the Annual Town meeting, the presiding officer of the meeting shall be chosen as noted above.

F. Order of Business of Annual and Special Town Meeting. At the Annual or at any other special Town meeting, the presiding officer of the Annual or special Town meeting shall state the business to be transacted and the order in which the business will be considered. No proposal by any person to levy a tax for the Town, except a tax to defray necessary Town expenses shall be acted on out of the order stated by the presiding officer of the Annual or special Town meeting.

G. Method of Action by Electors. At the Annual or at any other special Town meeting

*General Code of Ordinances*  
*Chapter 2 - Town Board/Meeting*

all action shall be by vote. All questions shall be decided by the majority of the qualified electors present and voting. Qualified electors may vote at an Annual or special Town meeting.

H. Enforcement Authority at Annual and Special Town Meeting. The presiding officer of the Annual or special Town meeting shall maintain order and decorum. The presiding officer of the Annual or special Town meeting may order any person to leave the meeting if this person has conducted himself/herself in a disorderly manner and has persisted on such conduct after being requested by the presiding officer of the meeting to cease such conduct. If the person refuses the order of the presiding officer of the meeting, the presiding officer then may order a constable or other law enforcement officer to take the person into custody until the meeting is adjourned.

I. Reconsideration of Actions. At the Annual or special Town meeting a vote may be only reconsidered at the same Annual or special Town meeting at which the vote was taken if the qualified electors at the meeting vote to reconsider within one (1) hour after the initial vote was taken. No action of the Annual or special Town meeting may be reconsidered at a subsequent special Town meeting held prior to the next Annual Town meeting unless a special Town meeting is convened pursuant to Section 60.12(1) (b) Wisconsin Statutes or Section 60.12(1) (c) Wisconsin Statutes and the written request or call for a special Town meeting which states that the purpose for the special Town meeting is reconsideration of prior action taken at a prior Annual or at a prior special Town meeting.

J. Town Clerk Duties at Annual and Special Town Meeting. (See Chapter 1, Section 1.06 B.)

K. Special Town Meeting. In the Town, a special Town Meeting may be convened if:

1. Called by any Annual or special Town meeting.
2. Called by written request, signed by a number of electors equal to but not less than ten percent (10%) of the votes cast in the Town for governor at the last general election as filed with the Town Clerk.
3. Called by the Town Board. Special Town meeting request or special Town meeting call shall contain the time, date and purpose of the special Town meeting. The locations for the special Town meeting shall be where the preceding Annual Town meeting was held, unless the location is changed by the Town Board. A special Town meeting may be reconvened to a time and date certain if the resumed special Town meeting is held within thirty (30) days of the original scheduled special Town meeting. Any business which may be transacted by the Annual Town meeting may be transacted at a special Town meeting. The Town Clerk shall not more than twenty (20) days or less than fifteen (15) days before the date of the special Town meeting, publish a Class 2 public notice of the special Town meeting under Chap. 985 Wisconsin Statutes. The public notice shall state the purpose, date, time and location of the special Town meeting. If, in addition, public notice is posted at the usual and customary location, the same time and content requirements shall apply.

L. Specific Statutory Authority, Powers and Duties Pursuant to Section 60.10 Wisconsin

*General Code of Ordinances*  
*Chapter 2 - Town Board/Meeting*

Statutes of Annual and Special Town Meeting.

1. Direct Powers.

a. Raise Money. The Town meeting may raise money, including levying taxes, to pay for expenses of the Town, unless the authority has been delegated to the Town Board under Section 60.10(2) (a) Wisconsin Statutes.

b. Town Offices and Officers. The Town meeting may fix the compensation of elective Town offices under Section 60.32 Statutes unless the authority has been delegated to the Town Board under Section 60.10(2) (k) noted herein for nonvoting officers.

c. Combine Offices of Town Clerk and Town Treasurer. The Town meeting may combine the offices of Town Clerk and the Town Treasurer under Section 60.10(1) (b) (2) Wisconsin Statutes.

d. Combine Offices of Town Clerk and Town Assessor. The Town meeting may combine the offices of Town Assessor and the Town Clerk under Section 60.10(1) (b) (3) Wisconsin Statutes.

e. Office of Town Constable. The Town meeting may establish or abolish the office of Town Constable and establish the number of constables. Such action is effective at the end of the current election term. (Refer to Chapter 1, Section 1.08 C.)

f. Designation of Full-Time or Part-Time status for Town Clerk and Town Treasurer. The Town meeting may designate the office of Town Clerk, Town Treasurer or the combined office of clerk and treasurer as part-time under Section 60.10(1)(b)(5) Wisconsin Statutes.

g. Election of Town Officers. The annual Town meeting may adopt a plan under Section 5.60(6) Wisconsin Statutes to elect Town board supervisors to numbered seats (see Chapter 1, Section 1.05 B.1).

h. Nomination of Officers. The Town meeting may provide under Section 8.05(3) (a) Wisconsin Statutes for the nomination of candidates for elective Town offices at a nonpartisan primary election. The Town does provide for the nomination of candidates for elective Town offices at a nonpartisan primary election.

i. Cemeteries. The Town meeting may authorize the acquisition and conveyance of cemeteries under Section 157.50(1) Wisconsin Statutes.

j. Administrator Agreements. The Town meeting may approve agreements to employ an administrator for more than three (3) years under Section 60.37(3) (d) Wisconsin Statutes.

2. Directives or Grants of Authority to Town Board.

a. Raise Money. The Town meeting may authorize the Town Board to raise money, including levying taxes, to pay for expenses of the Town.

b. Exercise of Village Powers. (See Chapter 1, Section 1.10.)

c. General Obligation Bonds. The Town meeting may authorize the Town Board to issue general obligation bonds in the manner and for the purposes provided by law.

d. Purchase of Land. The Town meeting may authorize the Town Board to purchase any land within the Town for present or anticipated Town purposes.

*General Code of Ordinances*  
*Chapter 2 - Town Board/Meeting*

e. Town Buildings. The Town meeting may authorize the Town Board to purchase, lease or construct buildings for the use of the Town, to combine for this purpose the Town funds with those of a society or corporation doing business or located in the Town and to accept contributions of money, labor or space for this purpose.

f. Disposal of Property. The Town meeting may authorize the Town Board to dispose of Town property, real or personal, other than property donated to and required to be held by the Town for a special purpose.

g. Exercise of Certain Zoning Authority. The Town meeting may authorize, under Section 60.62 Wisconsin Statutes, the Town Board to adopt Town zoning ordinances under Section 61.35 Wisconsin Statutes. The Town meeting of the Town did on April 6, 1977 authorize the Town Board to adopt Town zoning ordinances pursuant to Section 61.35 Wisconsin Statutes.

h. Watershed Protection and Soil and Water Conservation. The Town meeting may authorize the Town Board to engage in watershed protection, soil conservation or water conservation activities beneficial to the Town.

i. Appointed Assessors. (See Chapter 1, Section 1.08 B.)

j. Compensation of Elective Town Offices. The Town meeting may authorize the Town Board to fix the compensation of elective Town offices under Section 60.32(1)(b) Wisconsin Statutes.

3. Authorization of Town Board to Appropriate Money. The Town meeting may authorize the Town Board to appropriate money in the next annual budget for:

a. Conservation of Natural Resources. The conservation of natural resources by the Town or a bona fide nonprofit organization under Section 60.23(6) Wisconsin Statutes.

b. Civic Functions. Civic and other functions under Section 60.23(3) Wisconsin Statutes.

c. Insect, Weeds and Animal Diseases. The control of insect pests, weeds, or plant or animal disease within the Town.

d. Rural Numbering Systems. Posting signs and otherwise cooperating with the county in the establishment of a rural numbering system under Section 59.54(4) and (4m) Wisconsin Statutes. The Town meeting did on January 8, 1980 establish a rural numbering system in the Town of Centerville (see Chapter 11, Section 11.06).

e. Cemetery Improvements. The improvement of the Town cemetery under Section 157.50(5) Wisconsin Statutes.

2.06 OPEN MEETING. The Town Board has the specific authority, powers and duties to manage and direct public meetings in the Town to comply with the state open meeting law.

A. OPEN PUBLIC MEETING. All meetings of the Town Board shall be held in open session and shall be open to the public, except as noted in Section 2.06 F. In addition, all meetings of any other special government units of the Town shall be held in open session and open to the public, except as noted in Section 2.06 F.

*General Code of Ordinances*  
*Chapter 2 - Town Board/Meeting*

B. PUBLIC NOTICE OF MEETING. All meetings of the Town Board and any other special government units of the Town shall provide public notice of these meetings pursuant to Section 19.84 Wisconsin Statutes and pursuant to this ordinance.

1. Responsible Person. The Town Chair or his/her designee and the chair or presiding officer of any other special government unit of the Town or his/her designee, shall be the responsible person to communicate orally or in writing notice of any meeting to any concerned media who have filed a written request for such public notice of meetings and to any official newspaper for the Town.

2. Additional Notice to Media. In addition to the above noted, the Town Clerk shall forward a copy of any meeting noted above to the media in a timely manner.

3. Notice of Time. The public notice of any meeting of the Town Board and of any other special government unit of the Town shall be given at least twenty-four (24) hours prior to the commencement of the meeting, unless for good cause such public notice is impossible or impractical, in which case, shorter notice may be given, but in no case may public notice of any meeting be provided less than two (2) hours in advance of the meeting.

4. Elements of Notice. Any written public notice of any meeting shall set forth the time, date, place and subject matter of the meeting, including any possible closed meeting and any subject matter intended for consideration of any possible closed session. The actual form of the written public notice shall be used that is reasonably likely to apprise members of the general public and any concerned media of the Town of the meeting.

C. SPECIAL GOVERNMENT UNITS. Any special office, committee, commission, agency, board or other special government unit of the Town shall comply with Chapter 19 Wisconsin Statutes and the sections of this ordinance. Any special office, committee, commission, agency, board or other special government unit shall, in addition, provide a written copy of a public notice of any meeting to the Town Clerk or Deputy Clerk prior to any meeting.

1. Exceptions: The special government unit need not provide such public notice pursuant to Section 19.84(6) Wisconsin Statutes:

a. If the special government unit is a formally constituted committee or subcommittee of the Town Board and is meeting during a lawful meeting, a recess of a lawful meeting, or immediately after adjournment of a lawful meeting, or for the purpose of discussing or acting upon a matter which was the subject of the meeting of the Town Board. The Town Chair must publicly announce the time, place and subject matter of the meeting of the committee or subcommittee in advance of the meeting of the Town Board.

D. POSTING AND PUBLISHING OF PUBLIC NOTICE. The Town Clerk, or the designated deputy town clerk, of the Town of Centerville is designated as the person or persons who shall have the responsibilities for communicating to the news media and/or posting of all notices required under Wisconsin Statutes Open Meeting Law.

*General Code of Ordinances*  
*Chapter 2 - Town Board/Meeting*

1. Exceptions. The Town Treasurer shall be responsible for posting/communicating all notices in regard to his/her office; the Zoning Administrator shall be responsible for posting/communicating all notices in regard to his/her office; and the Assessor shall be responsible for posting/communicating all notices in regard to his/her office.

At minimum, the person responsible for providing any public notice or his/her designee shall post written public notice of any meeting of the Town Board and any meeting of any other special government unit of the Town in the official posting locations listed below.

2. Posting Locations. The following are the official posting locations for the Town of Centerville:

- a. SCHMIDT EXCAVATING INC.: Located at 8229 North Avenue.
- b. TOWN MEETING LOCATION: LAKESHORE TECHNICAL COLLEGE, 1290 North Avenue, Cleveland, WI. Glass doors of entrance L8, accessed via the East Entrance driveway.

Bulletin boards are provided for the above posting locations, except Lakeshore Technical College posted on glass doors of Conference entrance (east side of building) on north doors of ramp going up to Wells Fargo Conference Room.

3. Publishing. In lieu of or in addition to the above noted written posting of the public notice for the meeting of the Town Board and any other special government units noted herein, proper written public notice may be achieved under Chapter 19 Wisconsin Statutes and this ordinance by the Town Chair of the Town or his/her designee publishing a Class 1 notice pursuant to Chapter 985 Wisconsin Statutes for any meeting of the Town Board or any other government units noted herein in any publication likely to apprise the general public of the meeting. Publication of the public notice of a meeting in any publication is not required by this ordinance except as noted below.

- a. Annual Town Meeting Dates and Location. See Sections 2.05 B&C.
- b. Special Town Meeting Date and Location. See Section 2.05 K.3.

E. RECORDING, BROADCASTING AND PHOTOGRAPHY OF MEETING. Pursuant to Section 19.90 Wisconsin Statutes any concerned media or any other person may broadcast, photograph or record any part or all of any open session of an annual Town meeting, a special Town meeting, a meeting of the Town Board or any meeting of any other special government unit of the Town covered by this ordinance.

1. Exceptions. The Town Chair or presiding officer of any Town meeting or any other Town government meeting of the Town, its officers or its employees may, prior to or at the meeting, establish reasonable standards for the location and placement of any broadcasting, photography or recording devices. No person shall broadcast, photograph or record any matter or

*General Code of Ordinances*  
*Chapter 2 - Town Board/Meeting*

persons at any Town government meeting in the Town in such a manner to unreasonably interrupt the deliberations and discussions nor unreasonably block the view or the opportunity to hear any person at any Town government meeting.

F. EXCEPTIONS TO OPEN MEETING.

1. Procedure for Closed Session. Any meeting of the Town Board or any other special government unit of the Town may be held in closed session upon a motion for a closed session duly made and carried by a roll call vote of the members. The vote shall be conducted in a manner to allow the public to ascertain how each member of the Town Board or each member of any other special government unit of the Town voted on the motion. The actual vote for a closed session shall be recorded in the minutes by the recording officer of the meeting with a clear identification of the names of the members voting for the motion and the names of the members opposing the motion. Prior to the adoption of the motion, the Town Chair or the presiding officer of the meeting formally shall, at the open meeting portion, announce to all persons at the meeting the nature of the business or matter to be considered at such closed session and shall also formally announce the specific closed meeting exemption and subsection under Chapter 19 Wisconsin Statutes. No person in the closed session shall bring before any closed session meeting any business or matter except that business or matter which relates to the business or matter contained in the formal announcement of the closed session by the Town Chair or by the presiding officer of the public meeting.

2. Purposes for Closed Session. A closed session of the Town Board or a closed session of any other special government unit of the Town may be held for the following purposes:  
19.85 Exemptions.

a. Deliberation concerning a case which was the subject of any judicial or quasi judicial trial or hearing before the Town Board or before any other special government unit of the Town.

b. Considering dismissal, demotion, licensing or discipline of:

- 1) Any public employee for the Town.
- 2) Any person licensed by the Town.
- 3) Any other special government unit of the Town.

The investigation of charges against any person by the Town may be done provided that the public employee or person licensed is given actual notice of any evidentiary hearing by the Town Board or by any other special government unit of the Town prior to the final action being taken by said Town Board or any other special government unit of the Town and the open meeting notice of the public meeting at which final action may be taken. The actual notice shall contain a statement that the person has the right to demand that the evidentiary hearing or meeting be held in open session. The above paragraph and paragraph f. below do not apply to any evidentiary hearing or meeting of the Town Board or any other special government unit of the Town where the public employee or person licensed requests in writing prior to the meeting or hearing to the Town Clerk that an open session be held.

*General Code of Ordinances*  
*Chapter 2 - Town Board/Meeting*

c. Considering employment, promotion, compensation or performance evaluation data of a public employee of the Town where the Town Board or any other special government unit of the Town has jurisdiction over the public employee or exercises responsibility for the public employee.

d. Considering specific strategy for crime detection or prevention in the Town.

e. Deliberating or negotiating the purchasing of public property for the Town or for other special government unit of the Town or conducting other specified public business for the Town or for any other special government unit of the Town whenever competitive or bargaining reasons require a closed session.

f. Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or investigation of charges against specific persons except where paragraph b. above applies, which, if discussed in public, would be likely to have substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.

g. Conferring with legal counsel for the Town Board or for any other special government unit of the Town about litigation which exists or is likely to arise.

h. Consideration of requests for confidential written advice from any ethics board established by and for the Town Board.

3. Exceptions: The Town Board and any other special government unit of the Town may not commence a meeting, subsequently convene in closed session and thereafter reconvene in open session within twelve (12) hours after completion of the closed session, unless public notice of such subsequent open session was given at the same time and in the same manner as the public notice of the meeting convened prior to the closed session. For this purpose, the officer or designee effecting notice may use the phrase "The board may reconvene in open session to consider other topics." Neither the Town Board nor any special government unit of the Town, nor any person, shall construe this ordinance to authorize the Town Board or any other special government unit of the Town to consider at a closed session meeting the final ratification or approval of any collective bargaining agreement under subchapter IV or V of Chapter 111 Wisconsin Statutes where this agreement has been negotiated by the Town Board or by any other special government units of the Town or on their behalf.

G. EXCLUSION OF MEMBERS. The Town Board may, pursuant to Section 19.89 Wisconsin Statutes, adopt written rules to exclude members of the Town Board from closed meetings of any special office or any other special government units of the Town if those special government units of the Town are subunits of the Town Board.

H. STATE LAW. The Town Board and any member of any other special government units of the Town shall comply with all applicable provisions of the state open meeting law (Chapter 19 Wisconsin Statutes). Any meeting notice, employee and agent of the Town shall comply with all applicable provisions of the state open meeting law.