

ORDINANCE NO. 2

Amended by 7

To Prescribe the Rules of  
Conduct of Meetings of the  
Village Board and the  
Organization Thereof

The Village Board of Oconomowoc Lake do ordain as follows:

1.01 MEETING TIME AND DATE.

(1) Regular Meetings. Regular meetings of the Village Board shall be held on the first Wednesday of each calendar month at 8 o'clock P.M. Any regular meeting falling on a legal holiday shall be held on the next following secular day at the same hour. Any business which may properly come before a meeting of the Village Board may be transacted at a regular meeting without advance notice of the purpose of such meeting.

(2) Special Meetings. Special meetings of the Board may be called by the President and shall be called by the Clerk upon receipt of a written request therefor signed by two trustees. Upon such request by the President or two trustees, the Clerk shall give notice to each trustee by mailing such notice not less than three (3) days before the day appointed for such meeting addressed to the current address of such trustee appearing in the records of the Village or by giving such notice orally to such trustee in person or by telephone at least twenty-four (24) hours before the time specified for such meeting. Any trustee may waive notice of a special meeting and shall be deemed to have waived notice of any special meeting at which he shall be present. Unless all trustees shall be in attendance at a special meeting, no business shall be transacted except for the purpose stated in the notice thereof.

(3) Place of Meetings. All meetings of the Board, including special and adjourned meetings, shall be held at the Oconomowoc Lake Club unless a different place shall be designated by the Clerk in the notice of such meeting.

(4) Quorum. Four (4) trustees, including the President, shall constitute a quorum, but a lesser number may adjourn a meeting from time to time or compel the attendance of absent members. A call of the house may be ordered by a majority vote

if at least three (3) trustees are present. Any trustee who shall without good cause fail to attend a regular or adjourned or a special meeting called under these rules shall be subject to a fine of five dollars (\$5.00) by a vote of all members present at such meeting, whether or not the members shall constitute a quorum.

#### 1.02 ORDER OF BUSINESS.

The business of the Village Board shall be conducted in the following order:

- (1) Call to order by the presiding officer.
- (2) Roll call (if a quorum shall not be present, the meeting shall thereupon adjourn either sine die or to a specified date).
- (3) Reading, correction and approval of minutes of the previous meeting.
- (4) Committee reports.
- (5) Unfinished business from the previous meeting.
- (6) New business, including introduction of ordinances.
- (7) Reports of Village officers.
- (8) Communications and miscellaneous business.

#### 1.03 PRESIDING OFFICER.

(1) Control of Meetings. The Village President shall preserve order and conduct proceedings at all meetings. A member may appeal from the decision of the presiding officer. Any such appeal shall not be debatable and must be sustained by a majority of the members present exclusive of the presiding officer.

(2) Absence of President. If the President shall be absent at any meeting, the Clerk shall call the meeting to order and shall preside until the Board shall select one of its members to preside at that meeting.

(3) Participation in Debate. The presiding officer may speak up on any question or make any motion if he shall vacate

the chair and designate a trustee to preside temporarily.

#### 1.04 COMMITTEES.

At the first regular Board meeting following each election of trustees, the President shall appoint at least three (3) trustees to each of the following committees:

(1) Committee on Finance, which shall assume general responsibility for reviewing and reporting upon all matters relating to the finances of the Village, including preparation of the budget, licenses and permits, taxes, employment contracts, salaries and wages, and similar matters.

(2) Committee on Public Safety, which shall have general responsibility for reviewing and reporting to the Board upon all matters relating to the safety and health of Village residents, including matters of police and fire protection, building regulations, zoning and land-use control, sanitation, garbage and rubbish removal, and similar matters.

(3) Committee on Public Works, which shall have general responsibility for reviewing and reporting upon all matters pertaining to the construction, repair and maintenance of Village properties and equipment, highway and street maintenance and repair, snow removal and sanding, maintenance of the dam, control of the level of Oconomowoc Lake, and similar matters.

The President shall designate the chairman of each standing committee and shall also appoint all special committees and designate the chairman of each committee. All committee appointments, except designations of chairmen, shall be subject to confirmation by a majority vote of the Board of Trustees.

#### 1.05 ORDINANCES AND RESOLUTIONS.

Ordinances, resolutions, by-laws, communications and other matters submitted to the Board shall be read by title and author and referred to the appropriate committee by the President, if he shall deem committee action to be necessary

or desirable. Unless requested by a trustee before a final vote is taken, no ordinance, resolution or by-law need be read in full.

#### 1.06 GENERAL RULES.

The deliberations of the Board shall be conducted in accordance with the parliamentary rules contained in the most recently revised version of Roberts Rules of Order, which is hereby incorporated in this section by reference. No person other than a member shall address the Board except by a majority vote of the members present. No ordinance, resolution or other motion shall be discussed or acted upon until it shall have been seconded. No motion shall be withdrawn or amended without the consent of the person making the same and the person seconding it.

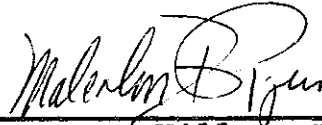
#### 1.07 SUSPENSION OF RULES.

These rules or any part thereof may be temporarily suspended in connection with any matter under consideration by a vote of two-thirds (2/3) of the Board members present.

#### 1.08 PUBLICATION OF PROCEEDINGS.

The proceedings of the Board shall be publicized by posting the minutes thereof, promptly after approval of such minutes, at such public posting places as shall from time to time be designated by the Board. The Clerk shall be responsible for publication and/or posting of the proceedings of the Board and ordinances adopted by the Board in such manner as shall be required by law or by ordinance or resolution of the Board.

PASSED AND ADOPTED by the Village Board of Oconomowoc Lake this 2nd day of November, 1959.



Village President

Countersigned:



Village Clerk

STATE OF WISCONSIN )  
 )  
COUNTY OF WAUKESHA )

SS

AFFIDAVIT OF POSTING  
ORDINANCE

ORDINANCE NO. 2

The undersigned, being first duly sworn, on oath deposes and states that on November 16, 19 59, at the direction of the Clerk of the Village of Oconomowoc Lake, he posted copies of the above ordinance in the following public places in said Village, to-wit:

(1) Opposite the entrance to the Oconomowoc Lake Club on the northern side of the road in front of the Club.

(2) On the west side of the bend on County Trunk Highway "P" at its junction with Lindsay Road.

(3) At the northeast corner of the junction of County Trunk Highway "P" and the private drive leading into the Borisch, Robinson, Morsell, et al. properties.

William J. Kiernan, Jr.  
William J. Kiernan, Jr.

Subscribed and sworn to before me  
this 17th day of November, 19 59.

Marion Walsh  
Notary Public, ~~Waukesha~~ Milwaukee County, Wis.  
My Commission Expires: Nov. 20-1960