

## **CHAPTER II**

### **THE GOVERNING BODY**

**2.01 Village Board**

**2.02 Village Board Committees**

**2.03 Village Board By-Laws**

**2.01 VILLAGE BOARD.** The Village Board shall consist of the Village President who shall be elected in odd-numbered years for a term of two years and six trustees, three of whom shall be elected each year for terms of two years.

**2.02 VILLAGE BOARD COMMITTEES.** The following committees shall be appointed annually by the Village President.

- (1) Administration and Finance
- (2) Public Works
- (3) Protection of Person & Property
- (4) Public Health & Welfare
- (5) Municipal Planning & Development
- (6) Economic Development
- (7) Joint Elkhart Lake/Town of Rhine Fire Station
- (8) Education Liaison

**2.03 VILLAGE BOARD BY-LAWS.**

**(1) Regular Meetings.** Regular meetings of the Village Board shall be held on the first and third Mondays of each month at the Grashorn Civic Center starting at 7:00 P.M. and may be adjourned as to time and/or place provided notice of the same is given pursuant to Sec. 985.02(2) of the Wisconsin Statutes. At any adjournment meeting new business may be introduced as well as unfinished business completed.

**(2) Presiding Officer.** The President or presiding officer shall preside at all meetings and preserve order, deciding all questions of order, subject to an appeal to the Board.

**(3) Calling Meetings to Order.** The President shall take the chair at the hour appointed and immediately call the meeting to order. In the absence of the President, the Clerk-Treasurer, or in his absence, any member of the Board may call the meeting to order, and thereupon, the Board shall appoint one of its members President pro tempore. In the absence of the Clerk-Treasurer, the Board may appoint one of the members present to serve as Clerk-Treasurer during the session.

**(4) Order of Business.** The business of the Board shall be transacted according to the agenda prepared by the Clerk-Treasurer. All items to be placed on the agenda shall be submitted to the Clerk-Treasurer by noon on Wednesday prior to the regular meeting and copies thereof shall be delivered to each trustee by the close of business on Friday.

**(5) Rules of Procedure.** The rules of parliamentary practice embraced in Robert's Rules of Order, Revised, shall govern the Board where applicable and where not inconsistent with the standing rules, by-laws and orders of the Board.

**(6) Special Meetings.** Special meetings may be called by the President or any two trustees in writing, filed with the Clerk-Treasurer. When special meetings of the Board shall have been

called, the Clerk-Treasurer shall notify each member of the Board of the time, place and purpose of such special meeting by seasonably causing a written notice thereof to be delivered to each member of the Board personally, if he can be found, otherwise by leaving of such notice with a member of his household of suitable age and discretion, or by leaving such notice in a conspicuous place at the member's place of residence. If the President or two or more trustees call a special meeting of the Board solely for the purpose of advancing the personal or special interest of an individual, organization or corporation, and if the matter could have been considered at a regular Board meeting if timely presented, the Board can by a two-third's vote of those present at such special meeting assess the actual cost of the special meeting to the individual(s), organization(s) or corporation(s) so benefited.

**(7) Business to be Presented by Trustee.** No business shall be considered by the Board unless presented by a member of the Board.

**(8) Attendance at Board Meetings.** All members of the Board shall attend meetings regularly. Three unexcused consecutive absences from regular meetings shall be grounds for removal from office.

**(9) Amendment of By-Laws.** These by-laws may be amended, stricken out or added to at any regular meeting of the Board upon majority vote of all the members, provided that notice thereof shall be given at the regular meeting of the Board immediately preceding the one in which such amendment is to be acted upon.