

TOWN BOARD AND OTHER MEETINGS

2.01 ANNUAL MEETING

The Annual Town Meeting shall be held on the 2nd Tuesday of April of each year at the Town Municipal Building unless changed by the electors pursuant to Sec. 60.11, Wis. Stats. The change of meeting time shall be made only by the electors at the next previous Annual Meeting and shall not be set later than ten (10) days after the 1st Tuesday in April. The order of business and the business to be conducted at the Annual Town Meeting shall be governed by Wis. Stats. Chapter 60.10 and 60.14.

2.02 REGULAR MEETINGS; VILLAGE POWERS; TIME AND DATE

- (1) **Adoption of Village Powers.** The Annual Town Meeting of the Town of Neenah having previously hereto adopted a resolution pursuant to Wis. Stats. Sec. 60.10(2)(c) allowing the Town Board to exercise Village powers, said resolution remaining unchanged and not rescinded by this Code, therefore regular Town Meetings shall exercise power as follows: The Town Board shall exercise all powers relating to Villages and conferred on Village Boards by Wis. Stats. Chap. 61, except such power the exercise of which would conflict with the Statutes relating to Towns and Town Boards, pursuant to Wis. Stats. Chapter 60.22(3).
- (2) **Meetings**
 - (a) **Regular Meetings.** The scheduling, including dates and times for regular meetings of the Town Board, shall be established at the last Town Board meeting of November for the following year.
 - (b) **Place of Meetings.** All meetings of the Board, including special and adjourned meetings, shall be held in the Town Municipal Building of the Town of Neenah unless specified in the notice that another meeting place is to be used.
 - (c) **Quorum.** Three (3) members of the Board of Supervisors shall constitute a quorum. A lesser number may adjourn from time to time. Any Supervisor who shall, without good cause, fail to attend a regular or adjourned meeting or special meeting called in accordance with these rules shall be subject to a fine of one hundred and twenty-five dollars (\$125.00) per meeting, by majority vote of members present at such meeting whether or not such members constitute a quorum.
 - (d) Any regular meeting may be rescheduled or changed by action of the Board at the next preceding meeting. The vote shall be by three-fifths (3/5) members of the Board, and the Clerk shall be directed to post notice at the Town Hall ten (10) days before the time when the regular meeting would have been held if not rescheduled. The notice shall include the newly scheduled date.
 - (e) **Withdrawal from Meetings.** No member, at any meeting of the Board, shall withdraw without permission from the presiding Officer and any member so

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withdrawing without such permission may be punished by forfeiture of one hundred and twenty-five dollars (\$125).

(3) **Posting of Official Public Notice**

(a) Except as described in paragraph (b), the following places are designated as locations in the Town of Neenah for the posting of official public notices:

1. On the Town posting board located at the Municipal Building at 1600 Breezewood Lane;
2. On the Town posting board at the Lakeview School at 1645 S. Commercial Street;
3. On the Town posting board located at Dell Court.
4. On the Town posting board located at Oakridge Place.
5. On the Town of Neenah website.

(b) The Town Clerk is authorized to designate temporary alternatives or additional posting locations in the Town as necessary from time to time due to the locations identified in paragraph (a) above being temporarily inaccessible or unavailable, or as required by applicable laws.

2.03 ORDER OF BUSINESS

The general order of business of the Town Board shall be conducted in the following order however, circumstances may warrant a deviation from time to time:

- (1) Call to Order, Pledge of Allegiance
- (2) Approval of Minutes
- (3) Public Forum (at the discretion of the Town Board)
- (4) Discussion/Action Items
- (5) Plan Upcoming Meetings
- (6) Old Business
- (7) New Business
- (8) Adjournment

2.04 PRESIDING OFFICER

(1) **Control of Meeting.** The Town Chairman or acting chair shall preserve order and conduct the proceedings of the meeting. A member may appeal the decision of the

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presiding officer. Such appeal is not debatable and must be sustained by a majority of the members present, excluding the presiding officer.

- (2) **Absence of Chairman.** If the Chairman is absent, the Town Clerk calls the meeting to order. The first order of business is for the body of the Board of Supervisors to appoint an acting chair for the meeting.

2.05 SPECIAL MEETINGS

- (1) Special Meetings of the Board may be called by the Town Chairman or by two (2) other Supervisors by filing a written notice with the Clerk at least twenty-four (24) hours prior to the time specified for such meeting. The Clerk shall immediately notify each Supervisor of the time and purpose of such meeting and post public notice of the same.
- (2) Special meetings of the Town may be called, pursuant to Wis. Stats. Sec. 60.12, by filing with the Clerk a written request signed as specified in Wis. Stats. Notice of the meeting shall be the same as specified in 2.05(1).
- (3) Special meetings of the Town may be called by the Town Board, pursuant to Wis. Stats. Sec. 60.12. Notice of the meeting shall be the same as specified in 2.05(1).

2.06 GENERAL RULES

The deliberations of the Board shall be conducted in accordance with the parliamentary rules contained in the latest version of *Robert's Rules of Order*, which is incorporated in this section by reference. No person, other than a member, shall address the Board except by majority vote of the members present. No ordinance, resolution, or other motion shall be discussed or acted upon unless it has been seconded. No motion shall be withdrawn or amended without the consent of the person making the motion and the person seconding it.

These rules or any part thereof may be temporarily suspended in connection with any matter under consideration by a recorded vote of two-thirds (2/3) of the members present, but in no event shall the rules be suspended when there are less than three (3) Board Members present.

2.07 MEETINGS OF COMMISSIONS AND COMMITTEES AS APPOINTED BY THE TOWN BOARD

- (1) **Plan Commission**
 - (a) The Plan Commission shall hold one regular meeting each month on the third (3rd) Monday, at 7:00 p.m. at the Town Municipal Building when there is business to be addressed.
 - (b) Additional Commission meetings may be held at any time upon the call of the Chairperson, or by a majority vote of the members of the Commission, or upon the request of the Town Board, following at least twenty-four (24) hour notice to each member of the Commission and posting of public notice. Special Committee meetings requested by any individual for special consideration of an item shall be requested in writing, and filed with the Commission Chairperson at least seventy-two (72) working hours prior to the desired meeting date.

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- (c) Conflicts with Holidays will be resolved by a three-fifths (3/5) vote of the Commission Members.
- (d) At their first regular meeting in April of each year, the Commissioners shall elect a Vice-Chairperson.

(2) **Park Committee**

- (a) The Park Committee shall meet on the first (1st) Monday of every month except December, January, February, and March, at 7:00 p.m. at the Town Municipal Building when there is business to be addressed..
- (b) Additional Committee meetings may be held at any time upon the call of the Chairperson, or by a majority vote of the members of the Committee, or upon the request of the Town Board, following at least twenty-four (24) hour notice to each member of the Committee and the posting of public notice. Special Committee meetings requested by any individual for special consideration of an item shall be requested in writing, and filed with the Chairperson of the Park Committee at least seventy-two (72) working hours prior to the desired meeting date.
- (c) Conflicts with Holidays will be resolved by a three-fifths (3/5) vote of the Members.

(3) **Trails Committee**

- (a) The Trails Committee shall meet on the second (3rd) Monday of every month, April through October, at 7:00 p.m. at the Town Municipal Building when there is business to be addressed.
- (b) Additional Committee meetings may be held at any time upon the call of the Chairperson, or by a majority vote of the members of the Committee, or upon the request of the Town Board, following at least twenty-four (24) hour notice to each member of the Committee and the posting of public notice. Special Committee meetings requested by any individual for special consideration of an item shall be requested in writing, and filed with the Trails Committee Chairman at least seventy-two (72) working hours prior to the desired meeting date.
- (c) Conflicts with Holidays will be resolved by a three-fifths (3/5) vote of the Members.

2.08 **COMPREHENSIVE PLAN**

- (1) Pursuant to the provisions of Chapter 62.23(2) and (3) of the Wisconsin Statutes, the Town of Neenah is authorized to prepare and adopt a Comprehensive Plan for the town's vision of the future growth and development of the community as defined in Chapter 66.1001(1)(a) and 66.1001(2) of the Wisconsin Statutes.
- (2) THE TOWN BOARD OF THE TOWN OF NEENAH, WISCONSIN, DOES ORDAIN AS FOLLOWS:

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- (a.) The "Town of Neenah Comprehensive Plan 2009-2029" is authorized, adopted and approved as the comprehensive plan of the Town of Neenah, Wisconsin, pursuant to the provisions of Chapter 66.1001(4)(c) of the Wisconsin Statutes and shall serve as the Comprehensive Plan of the Town of Neenah, Wisconsin, as originally adopted, May 26, 2009. The Town of Neenah Comprehensive Plan may be amended using the below reference amendment process.
- (b.) A true, correct and complete copy of the Comprehensive Plan shall be maintained in the Office of the Town Clerk of the Town of Neenah and shall be available for public inspection during all regular business hours of that office.
- (c.) The appropriate officers and officials of the Town of Neenah be, and the same hereby are, authorized to take all such other and further action as they shall deem necessary or appropriate under and pursuant to the provisions of Section 66.1001 of the Wisconsin Statutes to implement and carry out the terms and provisions of the Comprehensive Plan for the effective growth and development of the Town of Neenah as envisioned under and pursuant to the Comprehensive Plan.
- (d.) In order to amend the Comprehensive Plan:
 - i. An applicant must submit the appropriate paperwork with the fee to the Town Clerk.
 - ii. The Plan Commission accepts the application at the next Plan Commission meeting and set a date for a public hearing.
 - iii. After the public hearing, the Plan Commission either recommends approval via a resolution and findings or recommends denial with findings.
 - iv. The Town Board will meet to either accept or deny the recommendation of the Plan Commission.

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