

CHAPTER 2

THE COMMON COUNCIL

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2.01 COMMON COUNCIL. (1) GENERAL. (a) The Mayor and 12 Aldermen shall constitute the Council. (See also sec. 1.02 of this Code)

(b) The Mayor shall not be counted in determining whether a quorum is present at a meeting, but may vote in case of a tie.

(c) When the Mayor does vote in case of a tie, his vote shall be counted in determining whether a sufficient number of the Council has voted favorably or unfavorably on any measure.

(d) The Council shall be the judge of the election and qualifications of its members, may compel their attendance, and may fine or expel for neglect of duty.

(e) A majority of all the members shall be necessary to confirm appointments. In case of a tie, the Mayor shall have a vote as in other cases.

(2) QUORUM. Two-thirds of the members of the Council shall constitute a quorum, except a lesser number may compel the attendance of absent members and adjourn.

2.02 COUNCIL MEETINGS. (1) ANNUAL ORGANIZATIONAL MEETING
The Council shall meet annually on the third Tuesday of April for the purpose of organization.

(2) REGULAR MEETINGS. The regular meetings of the Council shall be held in the Council room in the City Hall on the first * and third Tuesdays of each month at 7:00 P.M., except that when the day for holding any regular meeting shall be a legal holiday, the regular meeting shall be held on the next secular day. Further, in the event any election falls on the first or third Tuesdays of the month, such regular meeting shall be held on the next successive Tuesday of the month.

(3) SPECIAL MEETINGS. (a) Special meetings of the Council may be called by the Mayor, or in his/her absence the President of the Council, at such time as he/she may appoint, by written notice of the purpose and time thereof to each member delivered to him/her personally or left at his usual place of abode, at least 6 hours before the meeting.

(b) Upon petition of 3 or more of the members of the Council, the Mayor, or in his/her absence the President of the Council, shall call a special meeting of the Council.

(c) In addition to all other notice requirements, the requirement of sub. (5) below shall be complied with.

(4) ADJOURNMENTS. Any regular or special meeting may be adjourned by a majority of the members present, but no adjournment shall be made to a time later than the next regular meeting.

(5) OPEN MEETINGS. Except as provided in § 19.85, Wis. Stats., all meetings of the Council or of the City Board, commission, committee, or otherwise designated formally constituted subunit of City government shall be open sessions as defined by § 19.82, Wis. Stats. Pursuant to § 19.84, Wis. Stats., notice of all meetings shall be given as to time, place and subject matter not less than 24 hours prior to the commencement of such meetings unless for good cause such notice is impossible or impractical, in which case, shorter notice may be given, but in no event less than 2 hours in advance of the meeting. In addition, such notice shall be posted for a like period on the City Hall bulletin board. The subject matter of all closed sessions shall be announced by the Mayor and a roll call vote taken on the motion to go into closed session so as to comply with the requirements of § 19.85, Wis. Stats.

(6) CALL TO ORDER. The Mayor, or in his/her absence the President of the • Common Council or his/her absence, the Common Council member with the most years of continuous uninterrupted years of service on the Common Council, shall promptly call each meeting of the Common Council or Committee of the Whole to order at the hour fixed for the the holding of such meeting. (* Special Mtg. 10-17-06 ORD. NO. 15 – 06) (• Reg Mtg 6-05-07 ORD. NO. 10-07)

2.03 • ORDER OF BUSINESS. At all regular meetings of the Council the order of business shall be conducted as follows unless the same shall be temporarily suspended by the Council:

- (1) Call to order and roll call
- (2) Report as to compliance with open meeting law requirements
- (3) Public input
- (4) Approval of Council Minutes
- (5) Items removed from Consent Agenda
- (6) Committee Reports and Actions
- (7) Consent agenda
- (8) Old business
- (9) New business
- (10) Such other business as may legally come before the Common Council

2.04 CONSENT AGENDA. The City Administrator is hereby authorized to create a subsection on any Council agenda entitled "Consent Agenda" in which the City Administrator shall place matters which, in his/her judgment, are routine and noncontroversial and which do not require a special vote or action to be taken by the Common Council. No separate discussion or debate shall be permitted on any matters

which have been included in the Consent Agenda. A single motion, seconded and adopted by a majority vote of the Council shall be sufficient to approve, adopt, enact or otherwise favorably resolve any matter listed on the Consent Agenda without the requirement of a separate reading or discussion thereof. At such time during a Common Council meeting when the Consent Agenda is reached, any Alderman may request removal of any item or part thereof previously included in the Consent Agenda and such item or part thereof shall be removed without debate or vote. Any item or part thereof removed from the Consent Agenda by action of the Council shall be separately considered at an appropriate time during the Common Council's regular order of business. (• **Reg Mtg. 3-17-09 ORD. No. 09-02**)

2.05 COUNCIL RULES OF PROCEDURE. (1) **PARLIAMENTARY PROCEDURE.** In the absence of any other rule or provision of law, the Council shall be governed by *Robert's Rules of Order*, Revised.

(2) **QUESTIONS OF PROCEDURE.** The Mayor or presiding officer shall decide all questions of order, but any Alderman may appeal from his ruling to the Council.

(3) **ALL MEMBERS TO VOTE.** Every member present when a question is put shall vote thereon unless excused by the Council.

(4) **ADDRESSING THE CHAIR.** When an Alderman is about to speak to a question or make a motion, he shall raise his hand and address the Mayor presiding officer, who shall recognize him by pronouncing his name. Every speaker shall confine himself to the question under consideration and avoid personalities. No speaker shall speak more than twice on any question or for more than 10 minutes at any one time without leave from the Mayor, and the same rules shall be observed in committee of the whole.

(5) **ORDINANCES AND RESOLUTIONS.** All ordinances, bylaws and communications and all resolutions appropriating money or creating any charge against any funds of the City shall be read by title and author and be referred to the appropriate committee by the Mayor. No ordinance, bylaw or resolution shall be considered unless presented in writing by an Alderman. Unless requested by a majority of the Council members before final vote is taken, no ordinance, resolution or bylaw need be read in full.

(6) **MOTIONS.** When a question is before the Council, no motion shall be received, unless to adjourn, lay on the table, to refer to a committee or to amend, which several questions shall have precedence in the order in which they are offered. A motion to adjourn shall always be in order unless the Council shall be engaged in voting, and shall be determined without debate.

(7) **AYES and NOES.** The ayes and noes shall be taken and recorded on any question before the Council upon the call of any member.

(8) **PRESIDING OF OFFICER MAY VACATE CHAIR.** Whenever the presiding officer desires to speak on any question or make any motion, he shall vacate the chair and designate an Alderman to preside temporarily.

(9) **RECONSIDERATION.** Any person who voted in the majority on any question or any person who voted in the negative when the Council was equally divided may move a reconsideration of such vote on the same or next succeeding meeting of the Council. A motion to reconsider having been put and lost shall not again be in order.

(10) **SUSPENSION OF RULES.** No standing rule shall be rescinded, changed or suspended except by a vote of 2/3 of the members present.

2.06 STANDING COMMITTEES. (1) **GENERAL PROVISIONS.** Unless specifically provided otherwise, the following provisions shall apply to all standing committees:

(a) **Appointments.** The Mayor shall, at the annual organizational meeting of the Council, appoint members to the standing committees and designate a chairman.

(b) **Meetings.** The Committees shall meet at the time established by the Chairman.

(c) **Committee Reports.** Matters shall be referred to the appropriate Committee by the Mayor or the Council and each Committee shall, at the next regular Council meeting, submit a written or oral report on all matters referred to it. Such reports shall recommend a definite action on each item, which recommendation shall be noted in the minutes of the Council meeting. Committees may require City staff members to confer with them and to supply information in connection with any matter pending before them.

(d) **Mayor Ex-Officio Member.** The Mayor shall be an ex-officio member of all Committees.

(2) **FINANCE COMMITTEE.** The Finance Committee shall consist of 5 Aldermen. The Committee shall be responsible for approving claims, the investigation of unusual claims against the City, the investigation of and application for any State, Federal or County grants and aids for which the City may be eligible; the recommendation for the pay scale and fringe benefit guidelines for City employees; the preparation of the annual budget; and all other matters referred to the Committee by the Council.

(3) **PERSONNEL AND LICENSING COMMITTEE.** The Personnel and Licensing Committee shall consist of 5 Aldermen. The Committee shall be responsible for bargaining with City employee units pursuant to guidelines established by the Council; promoting the voluntary conciliation, mediation and arbitration of disputes

between City bargaining unit employees and the City; the investigation and recommendations for license and permit applications requiring Council action; and investigating and making recommendations to the Council regarding the City's insurance program.

(4) PUBLIC WORKS COMMITTEE. The Public Works Committee shall consist of 5 Aldermen. The Committee shall be responsible for the construction and maintenance of all City streets and sidewalks, the operation of the water and waste water utilities and the construction of sewer and water main, the preparation and letting of bids for all authorized public construction, the preparation of proposals for authorized equipment purchases, the maintenance of City buildings and grounds and policy recommendations to the Council for the operation of same, the annual preparation of the public works budget and submission of same to the Finance Committee, and all other matters referred to the Committee by the Council.

(5) PROTECTION AND HEALTH COMMITTEE. The Protection and Health Committee shall consist of 5 Aldermen. The committee shall be responsible for all sanitation matters, health, Police and Fire Department budgets and such other matters referred to the Committee by the Council.

(6) PROPERTY COMMITTEE. The Property Committee shall consist of 3 Aldermen. The Committee shall be responsible for the maintenance, rental and sale of all City land not used for City purposes, subject to Council approval, and such other related matters referred to it by the Council.

2.07 SPECIAL COMMITTEES. All special committees shall be appointed by the Mayor or presiding officer, subject to approval of the Council, unless otherwise directed by the Council.

CHARTER ORDINANCE

Pursuant to Section 66.01 of the Wisconsin Statutes, the Common Council for the City of Prairie du Chien, Crawford County, Wisconsin, hereby enacts the following Charter Ordinance:

Section 1: That any Council Member, who is required to assume the Mayor's position to conduct any City Council meeting at which the Mayor is absent, shall upon assuming that position, retain all rights and privileges to vote on any issue that may come before the meeting over which the Council Member is presiding due to the Mayor's absence.

Section 2: This Charter Ordinance shall be effective 60 days after its passage and publication as required by Section 66.01(5), Wis. Stats., and subject, within the time frame above set forth, to the referendum procedure set forth in Section 66.01, Wis. Stats.

INTRODUCED BY:

Passed and approved this 13th day of January, 1998.

Karl K. Steiner, Mayor

ATTEST:

Gary Koch, City Administrator/Clerk/Treasurer