

TITLE III: ADMINISTRATION

Chapter

30. COMMON COUNCIL

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GOVERNMENT IN GENERAL

§ 30.01 FORM OF GOVERNMENT.

The city operates under the Mayor-Council form of government pursuant to Wis. Stats. Ch. 62. The city certificate of incorporation was issued March 31, 1894, and is recorded in Vol. 4, Miscellaneous Records of the Secretary of State, pages 419 and 420.
(1989 Code, § 1.01)

§ 30.02 MEETINGS.

(A) *Organizational meeting.* Following a regular city election, the new Council shall meet on the third Tuesday of April.

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(B) *Regular meetings.* Regular meetings of the Council shall be held on the first Tuesday of each month at 7:00 p.m. Any regular meeting falling upon a legal holiday shall be held on the next following secular day, at the same hour and place.

(Am. Ord. 486, passed 1-7-1992)

(C) *Special meetings.* Special meetings may be called by the Mayor upon written notice of the time and purpose thereof to each member of the Council, delivered to him or her personally or left at his or her usual place of abode at least 6 hours before the meeting. A special meeting shall be called by the City Clerk-Treasurer upon written request therefor by a majority of all the members of the Council filed with the Clerk-Treasurer not less than 24 hours prior to the time of the meeting which shall be specified in the request. The Clerk-Treasurer shall cause written notice of the meeting to be delivered to each member of the Council personally or left at his or her usual place of abode at least 6 hours before the meeting.

(1) A special meeting may be held without notice when all members of the Council are present in person, or consent in writing to the holding of such meeting.

(2) At a special meeting no business shall be transacted other than that for which the meeting was called, except by unanimous consent of all members of the Council.

(D) *Place of meetings.* All meetings shall be held at the Council chambers in the City Hall.

(E) *Meetings to be public.* Except as provided in Wis. Stats. § 19.85, all meetings of the Council, committees thereof, and boards and commissions shall be open to the public.

(1989 Code, § 2.01)

§ 30.03 QUORUM AND ATTENDANCE.

Two-thirds of the members of the Council shall constitute a quorum. A lesser number may compel the attendance of absent members or may adjourn. The Mayor shall not be counted in determining whether a quorum is present.

(1989 Code, § 2.02)

§ 30.04 PRESIDING OFFICER.

(A) The Mayor shall preside at all meetings when present and shall preserve order and decorum, decide all questions of order and conduct the proceedings in accordance with these rules and the parliamentary rules of procedure contained in *Robert's Rules of Order, Revised*. In the absence of the Mayor, the President of the Council shall preside. In the absence of both the Mayor and the President of the Council, the Clerk-Treasurer shall call the Council to order and the Council shall select one of its members president pro-tern.

(B) Any member may appeal to the Council from a decision of the presiding officer.
(1989 Code, § 2.03)

§ 30.05 ORDER OF BUSINESS.

(A) At all regular meetings, the order of business shall be according to the agenda prepared by the Clerk-Treasurer and mailed to the Mayor and each member of the Council no later than the Monday preceding the regular meeting. Members of the Council and city officers desiring a matter to be placed on the agenda shall submit the same in writing to the Clerk-Treasurer not later than the close of regular hours on the Thursday preceding the regular meeting. When in doubt, the Clerk-Treasurer shall be advised by the Mayor whether to include an item on the agenda.

(B) Generally, the following order shall be observed in the conduct of all meetings of the Council:

(1) Call to order by the presiding officer;

(2) Roll call;

(3) Approval of the minutes of the preceding meeting. The Clerk-Treasurer shall have prepared the minutes of the preceding meeting which he or she shall mail with the agenda to the Mayor and each member of the Council so that the approval of the minutes can be handled expeditiously;

(4) Public hearings;

(5) Public appearances;

(6) Committee reports;

(7) Reports of city officers;

(8) Unfinished business;

(9) New business, including the introduction of ordinances and resolutions; and

(10) Communications and miscellaneous business.

(1989 Code, § 2.04)

§ 30.06 COMMITTEES.

(A) *Appointment.* The following standing committees of the Council shall be appointed by the Mayor annually at the first regular meeting of the Council in May:

(1) Finance;

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- (2) Streets and Sidewalks and Solid Waste Disposal;
- (3) Police and License;
- (4) Public Property and Health;
- (5) Water and Sewer;
- (6) Ordinances and Claims; and
- (7) Personnel Committee.

(Am. Ord. 410, passed - -)

(B) Members. Each committee shall consist of such members as shall be appointed by the Mayor, subject to confirmation by the Council. The Mayor shall be ex officio Chairperson of the Committee on Finance. The chairpersons of the other committees shall be designated by the Mayor.

(C) Reference and reports. The Mayor shall refer new business coming before the Council to the appropriate committee, unless otherwise referred or disposed of by motion of the Council. Unless otherwise provided in the reference, the Committee shall report thereon to the Council at its next regular meeting. Committee reports shall be in writing and shall be filed with the City Clerk-Treasurer not later than the close of normal business hours on the Thursday preceding the next regular meeting of the Council. The chairperson of the committee shall report verbally to the Council at the meeting at which the report of the committee is to be made. Adoption of the committee report shall comprise final Council action on any ordinance, resolution or other matter recommended for adoption by the committee report.

(D) Special committees. The Mayor may, from time to time, appoint such special committees as he or she may deem necessary, which appointments shall be announced to the Council stating the number of members and the object of the committee.

(E) Cooperation of city officers. All city officers shall, upon request of the chairperson of the committee, confer with the committee and supply to it such information as may be requested in connection with any matter pending before the committee.
(1989 Code, § 2.05)

§ 30.07 ORDINANCES AND RESOLUTIONS.

All ordinances and resolutions to be considered by the Council shall be prepared in writing and submitted to the City Clerk-Treasurer not later than the close of normal business hours on the Thursday preceding the Council meeting. All ordinances and resolutions shall be read by title and author and referred to the appropriate committee as provided in § 30.06. Any member of the Council may require the reading in full of any ordinance or resolution at any time it is before the Council.
(1989 Code, § 2.06)

§ 30.08 BILLS AND FINANCIAL CLAIMS.

All bills and financial claims shall be itemized and shall be examined by the Committee on Finance for report to the Council, provided payment of regular wages and salaries, according to schedules adopted by the Council, shall be made by the Clerk-Treasurer without submission to the Council. (1989 Code, § 2.07)

PROCEDURES

§ 30.15 PARLIAMENTARY PROCEDURE.

(A) *Robert's Rules of Order, Revised.* Unless otherwise provided in these rules, the Council in its deliberations shall be guided by *Robert's Rules of Order, Revised.*

(B) *Recognition and speaking.* No member shall address the Council until he or she has been recognized by the presiding officer. He or she shall address himself or herself to the presiding officer and confine his or her remarks to the questions under discussion and avoid all personalities. When two or more members seek recognition, the presiding officer shall name the member who is to speak first.

(C) *Motions.*

(1) No motion shall be discussed or acted upon until it has been seconded. No motion shall be withdrawn or amended without the consent of the person making the same and the person seconding it.

(2) When a question is under discussion, the following motions shall have precedence in the order listed:

- (a) To adjourn;
- (b) To recess;
- (c) To lay on the table;
- (d) To move the previous question;
- (e) To postpone to a day certain;
- (f) To refer to a committee;
- (g) To amend; or

(h) To postpone indefinitely.

(3) Any member wishing to terminate debate may move the previous question which shall require a 2/3 vote of the members present.

(D) *Voting.*

(1) Any member of the Council may demand an aye and nay vote on any matter, and all aye and nay votes shall be recorded in the journal. On confirmation of appointments and on the adoption of any measure assessing or levying taxes, appropriating or disbursing money or creating any liability or charge against the city, or any fund thereof, the vote shall be aye and nay. Every member of the Council shall vote when a question is put unless the Council by a majority vote of those present shall excuse him or her for special cause. A member of the Council may not change his or her vote on any question after the result has been announced.

(2) The Mayor shall not vote except in the case of a tie. When the Mayor does vote in the case of a tie, his or her vote shall be counted in determining whether sufficient number of the Council has voted favorably or unfavorably on any measure. A majority vote of all members of the Council in favor of any proposed ordinance, resolution or appointment shall be necessary for passage or approval, unless a larger number is required by statute. Except as otherwise provided, a majority vote of those present shall prevail in other cases.

(1989 Code, § 2.08)

§ 30.16 RECONSIDERATION OF QUESTIONS.

Any member voting in the majority may move reconsideration of any question, except confirmation of the appointment of a city official, at the same meeting or at the next succeeding regular meeting. A motion to reconsider being put and lost shall not be renewed.

(1989 Code, § 2.09)

§ 30.17 SUSPENSION OF RULES.

These rules or any part thereof may be temporarily suspended by a recorded vote of 2/3 of the members present.

(1989 Code, § 2.10)

§ 30.18 AMENDMENT OF RULES.

These rules or any part thereof may be amended by a recorded vote of 2/3 of all the members of the Council.

(1989 Code, § 2.11)