TOWN OF PERRY

POLICY 2015-1
GENERAL RULES OF ORDER FOR COMMITTEES
AND OTHER GROUPS APPOINTED BY THE TOWN BOARD

Purpose:

This policy is for committees or other groups appointed by the Town of Perry Board. It establishes the general structure and implements general rules of order.

Definition:

Local governing bodies of general and special purpose units of government, committees, commissions and boards are all defined as "governmental bodies" and are subject to the Open Meetings Law. WI §19.82(1). Special study committees and other advisory committees set up by the local governing body are also subject to the law.

Meetings:

A meeting is defined as a convening of members of a governmental body for the purpose of exercising responsibilities, authority, power or duties vested in the body. WI §19.82(2). A meeting is called by the committee chair.

> **Quorum –** if one-half or more of the members of a governmental body are present, a statutory presumption exists that there is a meeting. WI §19.82(2)

> **Open Session –** every meeting of a governmental body shall be held in open session and is held in a place reasonably accessible to the members of the public and open to all citizens at all times. WI §19.82(3)

Public Notice:

Public notice is required for every meeting of a governmental body. WI §19.84. This notice may be accomplished by posting in places likely to be seen by the public; a minimum of three locations is recommended. Every public notice shall set forth time, date, place and subject matter, in such form as is reasonably likely to apprise citizens of the public. WI §19.84(1)(2)

> **Timing of public notice –** public notice of every meeting of a governmental body shall be given at least a 24-hour notice prior to the commencement of such meeting. WI §19.84(3)

> **Agenda –** the committee chair sets the agenda. The purpose of the agenda is to organize materials to be considered and to give members an opportunity to study the issues before the meeting. The agenda shall be posted in three places – Town Hall, Town Garage, Daleyville signpost (1088 State Highway 78) and forwarded to Clerk Mary Price for Town records (mlprice@mhtc.net); and to Deputy Clerk Stephanie Zwettler (sszwettler@tds.net) for posting on the Town's website.

Minutes:

The minutes of all committees are considered public records. The purpose of minutes is to provide a record of the actions taken by a board and not to provide a transcript of the discussions that occurred during the meeting. If no action is taken, the minutes may simply reflect that the meeting occurred, include the subject of the meeting and that no action occurred. It is not necessary to reflect the conversations and discussions. The minutes should reflect motions made and seconds, identify the movants, dissenting votes, the general summary for the dissenting vote.

The following is an outline which may serve as a template in the preparation of meeting minutes.

- Name/identity of the committee;
- Date, time and location of meeting;
- Time meeting called to order;
- Names of members in attendance, those absent (and if any are by teleconference)
- Statement of quorum, if necessary;
- Identification of subjects for consideration;
- Motions and seconds;
- Any conflicts of interest or abstainments from voting;
- Time meeting adjourned.

Committee draft minutes shall be sent to Clerk Mary Price (mlprice@mhtc.net) and Deputy Clerk Stephanie Zwettler (sszwettler@tds.net) for web posting within one week following the meeting. WI §19.21(1)

Note: Draft minutes are considered a public record and are therefore subject to the Open Records Law. However, handwritten notes that are prepared by a committee secretary or clerk are not considered a matter of public record. WI §19.32(2).

Each committee shall vote to approve the draft minutes at its next meeting. Committee members may suggest corrections to the minutes when they are in draft form.

Prepared by: Mary Price, Clerk, and Stephanie Zwettler, Deputy Clerk

Adopted by Board: August 11, 2015

Effective: August 11, 2015