

CHAPTER 2

RULES OF PROCEDURE

2.01 SALARIES.

The President and Trustees may by three-fourths vote of all members of the Village Board in December determine that an annual salary be paid to the President and Trustees. Salaries heretofore established shall not be increased or decreased during their terms of office.

- (A) The salary for the Village President of the Village of Rockdale is hereby established in the amount of \$1600 per year.
- (B) Trustees: The salary for each Trustee in the Village of Rockdale is hereby established in the amount of \$500 per year.
- (C) Deduction for missed meetings: Deductions from salaries for missed meetings will be \$50.00 per meeting for any regular meeting without advanced 24 hour notification of anticipated absence.

2.02 MEETINGS.

Regular Meetings. Regular meetings of the Village Board shall be held on the third Monday of each calendar month at 6:00 p.m. local time, except when the day so designated falls on a legal holiday, in which case the regular meeting shall be held the following day, or at such other date and time as the Village Board shall designate. An alternative meeting date of the third Monday may be designated by motion of the Board. All meetings shall be held at the Village Hall unless specified otherwise in the minutes of the preceding meeting or by written notice posted at the regular meeting place at least three (3) hours prior to any meeting.

2.03 ANNUAL MEETING.

The Village does not hold an annual meeting.

2.04 BOARD MINUTES.

The Village Clerk-Treasurer shall keep a record of all board proceedings and post the proceedings in the three posting stations.

2.05 SPECIAL MEETINGS.

Special meetings of the Board may be called by the Village President, or by two (2) Trustees filing a request with the Village Clerk-Treasurer at least forty-eight (48) hours prior to the time specified for such meeting. The Village Clerk-Treasurer shall select the day for the special meeting and immediately notify each Trustee of the time and purpose of such meeting. The notice shall be delivered or mailed to each Trustee personally or left at his usual place of abode a minimum of twenty-four (24) hours prior to the meeting time. The Village Clerk-Treasurer shall cause a record of such notice to be filed in

his/her office prior to the time fixed for such special meeting. No business shall be transacted at a special meeting except for the purpose stated in the notice thereof. Notice to the public of special meetings shall conform to the open meeting requirements of Sec. 61.32 and Chapter 19, Subch. IV, Wis. Stats. The Village Clerk-Treasurer shall give notice immediately upon the call for such meeting being filed with him/her.

The request for any special meeting shall state the purpose for which the meeting is to be called and no business shall be transacted but that for which the meeting has been called. Individuals requesting a special meeting of the Village Board shall be required to pay a fee of One Hundred Dollars (\$100.00) for such meeting.

2.06 **QUORUM.**

Three fifths of the membership of the Village Board shall constitute a quorum. The Village President shall be counted in computing a quorum.

2.07 **ORDER OF BUSINESS.**

- (A) Call Meeting to Order
- (B) Roll Call
- (C) Announce Meeting Sign-in
- (D) Acknowledgement of Meeting Notice/Posting
- (E) President's Welcome/Announcements
- (F) Preview of Agenda
- (G) Public Comment
- (H) Approval of Board Meeting Minutes of Previous Meeting
- (I) Old Business
- (J) New Business
- (K) Public Comment
- (L) Correspondence
- (M) Treasurer's Report
- (N) Sewer Clerk Report
- (O) Any Other Business
- (P) Adjourn

2.08 **ROBERT'S RULES OF ORDER.**

When not otherwise covered under this Code of Ordinances, Robert's Rules of Order, Newly Revised shall govern.

2.09 **SUSPENSION OF RULES.**

Any of the rules hereunder may be suspended by a 2/3 vote of the members present.

2.10 **PAYMENT OF PROFESSIONAL FEES.**

Any individual or entity requesting action to be taken by the Village of Rockdale shall be responsible for payment of all fees related to engineering, legal or other professional services deemed necessary by the Village Board for it to determine whether granting the requested action is in furtherance of the public health, safety and welfare. All such fees shall be invoiced to and separately paid by the requesting individual or entity. At the time of submitting a request to the Village for action the requesting individual or entity shall sign an agreement in the form prescribed by the Village agreeing to be solely responsible for payment of all such fees.