

47



City of West Allis Matter Summary

7525 W. Greenfield Ave.
West Allis, WI 53214

File Number	Title	Status
R-2003-0169	Resolution Resolution Relative to Updating Meetings Policy for Inclusion in the City of West Allis Policies & Procedures Manual. Introduced: 05/20/2003	In Committee Controlling Body: Administration & Finance Committee

COMMITTEE RECOMMENDATION

Recommend Approval adoption

MOVER: Lajsic

AYES 5 NOES 0

SECONDER: Reinke

EXCUSED _____

COMMITTEE ACTION DATE 5/28/03

SIGNATURES OF COMMITTEE MEMBERS

[Signature]
Chair

[Signature]
Vice-Chair

COMMON COUNCIL ACTION adopted

FINAL ACTION DATE JUN 03 2003

MOVER:
Czaplewski

SECONDER:
Narlock

	AYE	NO
1. Barczak	<input checked="" type="checkbox"/>	_____
2. Czaplewski	<input checked="" type="checkbox"/>	_____
3. Kopplin	<input checked="" type="checkbox"/>	_____
4. Lajsic	<input checked="" type="checkbox"/>	_____
5. Murphy		_____
6. Narlock	<input checked="" type="checkbox"/>	_____
7. Reinke	<input checked="" type="checkbox"/>	_____
8. Sengstock	<input checked="" type="checkbox"/>	_____
9. Trudell	<input checked="" type="checkbox"/>	_____
10. Vitale	<input checked="" type="checkbox"/>	_____
<u>Weigel</u>	<input checked="" type="checkbox"/>	_____
TOTAL	<u>10</u>	_____



City of West Allis

7525 W. Greenfield Ave.
West Allis, WI 53214

Resolution

File Number: R-2003-0169

Final Action:
6-3-03

Resolution Relative to Updating Meetings Policy for Inclusion in the City of West Allis Policies & Procedures Manual.

WHEREAS, Policy No. 302, Meetings, was originally included in the City of West Allis Policies & Procedures Manual on January 1, 1982; and,

WHEREAS, Policy No. 302 was revised on January 27, 2003; and

WHEREAS, it is necessary to revise and update said policy at this time.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of West Allis that Policy No. 302, Meetings, be approved as presented in the attached restatement.

BE IT FURTHER RESOLVED that the City Administrative Officer is authorized and directed to include Policy No. 302 in the City's Policies & Procedures Manual and distribute said policy to all departments, divisions, and offices.

ADM\ORDRES\ADMR220

ADOPTED

6/3/03

Paul M. Ziehler, CAO, Clerk/Treasurer

APPROVED

June 6, 2003

Jeannette Bell, Mayor

1.0 PURPOSE:

To describe the procedures to be followed for meetings of the Common Council of the City of West Allis.

2.0 ORGANIZATIONS AFFECTED:

This policy applies to the Common Council and to all City of West Allis departments, boards, commissions, and the general public.

3.0 POLICY:

It is the policy of the City of West Allis to follow standard procedures for Common Council meetings.

4.0 REFERENCES:

Subchapter V, Chapter 19, Wisconsin Statutes,
Section 62.11, Wisconsin Statutes.
Sections 3.01, 3.04, and 3.015(2) of the City of West Allis Revised Municipal Code.

5.0 PROCEDURES:

5.1 GENERAL POLICIES - COUNCIL MEETINGS

5.1.1 Regular Meetings. Regular meetings of the Common Council of the City of West Allis shall be held at the Council Chambers in the City Hall on the first and third Tuesdays of each month at 7:30 o'clock in the evening p.m. unless otherwise established by the Council, provided however, that public hearings may be scheduled at an earlier hour on such days and may then be taken up out of the regular order of business. that the Common Council may cancel meetings or change the date and time of the meetings at the Council's convenience. Following a regular City election, the new Council shall first meet on the third Tuesday of April.

5.1.2 Special Meetings. Special meetings of the Common Council may be called by the Mayor (or in his/her absence, by 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 personally or left at his usual abode, at least six (6) hours before the meeting. Upon petition of five (5) or more members of the Council, the Mayor (or in his/her absence, the President of the Council) shall call a special meeting of the Common Council. No other business shall be considered or transacted at any special meeting other than that for which the special meeting was called.

- 5.1.3 Adjournments. Any regular or special meeting may be adjourned by a majority of the members present.
- 5.1.4 Meetings Shall be Public. All meetings of the Council shall be open and public, and all of its procedure shall be recorded by the City Clerk or under his/her authorization in record books kept for that purpose.
- 5.1.5 Call to Order. The Mayor or President or Acting President of the Council (as the case may be) shall promptly call each meeting of the Council to order, at the hour fixed for the holding of such meeting.

The direct line of succession and order shall be as follows:

Chairpersons of the Administration & Finance Committee
 Chairpersons of the Board of Public Works
 Chairpersons of the Safety & Development Committee
 Chairpersons of the License & Health Committee
 Chairpersons of the Advisory Committee

- 5.1.6 Roll Calls and Quorum. Before proceeding to business, the roll of the members of the Council shall be called alphabetically, and the names of those present and those absent shall be recorded in the proceedings of the Council. Two-thirds (2/3) of the members-elect of the Council, or any greater number, shall constitute a quorum for transaction of business; but a lesser number can adjourn and shall have the power to compel the attendance of absent members. The Mayor shall not be counted in determining whether a quorum is present.
- 5.1.7 Attendance; Leave of Absence. No member of the Council, the City Clerk/Treasurer or his/her designee, or other City official, Chief of Police or Police Officer whose duty it shall be to attend, shall absent himself/herself from the meetings of the Council, unless for illness or other good cause.
- 5.1.8 Committee Members to Remain at Meeting. No members of any committee shall, during a meeting of the Council, have the privilege of absenting themselves from such meeting by reason of membership in such committee, except by special leave then given.
- 5.1.9 Disturbance; How Suppressed. Whenever any disturbance or disorderly conduct shall occur in the Council Chambers or rooms or halls adjacent thereto, the Mayor or other presiding officer of the Council shall have power and authority, with the aid of the Chief of Police, or other Police Officer in attendance upon the meeting of the Council, to cause the same to be cleared of those persons, as required or authorized by law.
- 5.1.10 Notice of Meetings. Notice of meetings of the Common Council shall be given in accordance with the Open Meetings Law, Subchapter V, Chapter 19, Wisconsin Statutes.

5.2 GENERAL POLICIES - ORDER OF BUSINESS

5.2.1 Order of Business. The order of business of the Common Council meetings shall be as follows:

- 1.) Call to order by presiding officers.
- 2.) Call of the roll and announcement of presence or absence of a quorum.
- 3.) Pledge of Allegiance to the Flag of the United States of America.
- 4.) Scheduled public hearings.
- 5.) Statements by citizens (Citizen Participation).
- 6.) Announcement of recess meetings.
- 7.) Miscellaneous business.
- 8.) Approval of agenda of meeting.
- 9.) Approval of minutes of previous meeting(s).
- 10.) Items not referred to Committee.
- 11.) Regular meeting standing committee reports.
- 12.) "Recess" committee meetings.
- 13.) New and previous matters.
(Recess meeting standing committee reports.)
- 14.) Reports of special committees.
- 15.) Additional miscellaneous business.
- 16.) Adjournment.

Not more than one-half hour shall be allowed in the above order of business for statements by citizens to the Council. ~~The Mayor or the presiding officer may limit the amount of time each citizen is allowed to speak in order that the allotted time can be shared equitably and all other Council business is conducted in a practical time frame. All questions by citizens during such period shall be directed to the chair only, and no debate or response is permitted. Each individual shall be limited to five minutes to address the Council. Dialogue with members of the Council is not permitted other than scheduling and other similar non-substantive matters. Such questions shall be directed to the Chair only.~~