

1.0 PURPOSE:

To describe the role of the presiding officer of the Common Council.

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 Common Council of the City of West Allis to be governed by policies and procedures in regard to that body's presiding officer. The presiding officer is the Mayor, President of the Common Council or the presiding member of it.

4.0 REFERENCES:

Section 3.02, City of West Allis Revised Municipal Code.

5.0 PROCEDURES:

5.1 RESPONSIBILITY

It is the responsibility of the presiding officer to chair sessions of the Common Council.

5.2 GENERAL POLICIES

5.2.1 It shall be the duty of the presiding officer to open the session at the time fixed for the meeting, or at the time to which adjournment may be had, by taking the chair and calling the members to order.

5.2.2 It shall be the duty of the presiding officer to clear the Council floor (that part of the Council Chamber within the rail) of all unauthorized persons prior to convening the meeting of the Common Council. Authorized persons on the floor of the Council during meetings of the Council shall be the Mayor, Clerk, Aldermen, Chief Executive Officers of Municipalities attached to the City for school purposes, School Board Commissioners, City and school district staff personnel, members of City boards, commissions and committees, and members of the press. The Council may from time to time authorize additional persons on the Council floor.

- 5.2.3 It shall be the duty of the presiding officer to announce, at the conclusion of the roll call, the fact of the presence of a quorum, or not, as the case may be.
- 5.2.4 It shall be the duty of the presiding officer to announce the business before the Council in the order in which it is to be acted upon.
- 5.2.5 It shall be the duty of the presiding officer to receive and submit, in proper manner, all motions and propositions presented by members.
- 5.2.6 It shall be the duty of the presiding officer to put to vote the questions, which are regularly moved, or which necessarily arise in the course of the proceedings, and to announce the result.
- 5.2.7 It shall be the duty of the presiding officer to restrain the members while engaged in debate within the rules of order.
- 5.2.8 The Mayor or other presiding officer shall ensure that no signs, placards, banners, or other similar items are displayed in the Council chambers during a Council meeting. Any person failing to remove such items shall be considered to have caused a disturbance under subsection 3.01(9) of the West Allis Revised Municipal Code.
- 5.2.9 The Mayor or other presiding officer shall preserve order and decorum, decide all questions of order and shall inform the Council, when necessary, on any point of order or practice. He/she may speak to points of order in preference to others and seek the advice of the City Attorney on such points of order or practice.
- 5.2.10 It shall be the duty of the presiding officer to authenticate, by his signature, when necessary, all ordinances, resolutions, orders and proceedings of the meetings of the Council over which he presides.
- 5.2.11 It shall be the duty of the presiding officer to name the members who are to serve on committees when directed to do so in a particular case, or when it is a part of his general duty by these rules, or on any other occasion when it becomes necessary to do so.
- 5.2.12 It shall be the duty of the presiding officer to represent and stand for the Council meetings over which he presides, declaring its will, and in all things obeying its commands.
- 5.2.13 The Mayor or other presiding officer of the Council shall preserve order and decorum. The presiding officer may speak to points of order in preference to others, rising from his seat for that purpose; and he shall decide questions of order, subject to an appeal by any member.
- 5.2.14 The Mayor or other presiding officer of the Council may call a member to the chair, but such substitution shall not extend beyond an adjournment.
- 5.2.15 In the absence of the Mayor and President of the Council, one of its members shall be elected to preside temporarily until the return of the Mayor or President of the Council.
- 5.2.16 The Mayor shall not vote on the call of yeas and nays, except in the case of a tie vote among the Aldermen, when he shall cast the deciding vote.
- 5.2.17 The Mayor shall have the authority to exercise the general veto powers as are prescribed in Section 62.09(8)(c) of the Wisconsin Statutes.