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# City of West Allis Matter Summary

7525 W. Greenfield Ave.  
West Allis, WI 53214

File Number	Title	Status
R-2003-0008	Resolution Resolution Relative to Updating Meetings Policy for Inclusion in the City of West Allis Policies & Procedures Manual. Introduced: 01/07/2003	In Committee <i>Advisory</i> Controlling Body: <del>Administration &amp; Finance</del> Committee

**COMMITTEE RECOMMENDATION** adopted as amended

MOVER: Narlock AYES 5 NOES 0

SECONDER: Lajsic EXCUSED \_\_\_\_\_

COMMITTEE ACTION DATE January 13, 2003

**SIGNATURES OF COMMITTEE MEMBERS**

Chair *Paul Inall* Vice-Chair *Vincent Vitale*

*[Signature]* *Breanne Reinke* *Kurt Kopplin*

**COMMON COUNCIL ACTION** adopted as amended

FINAL ACTION DATE 1-21-03

MOVER:  
Reinke

SECONDER:  
Vitale

	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	<input checked="" type="checkbox"/>	_____
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"/>	_____
TOTAL	<u>10</u>	_____



# City of West Allis

7525 W. Greenfield Ave.  
West Allis, WI 53214

## Resolution

**File Number: R-2003-0008**

**Final Action: 1/21/2003**

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, 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.

**ADOPTED AS AMENDED** 01/21/2003

Paul M. Ziehler, Acting City Clerk/Treasurer

**APPROVED AS AMENDED** 1-27-03

Jeannette Bell, Mayor



Meetings	Common Council	300		
	302	1-3	1/1/82	1/21/03

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 p.m. unless otherwise established by the Council, 8:00 o'clock in the evening 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. 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. ~~In case of the absence of the Mayor and President, the City Clerk shall call the meeting to order and the Aldermen present shall elect one of their number, President Pro Tem.~~

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 all those persons, ~~except members and officers of the Council.~~ 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:

ORDER OF BUSINESS

The order of business of Council meetings shall be as follows:

- ~~1.) Call to order by presiding officer.~~
- ~~2.) Call of the roll and announcement of presence or absence of a quorum.~~
- ~~3.) Approval of the minutes of the last previous meeting or meetings.~~
- ~~4.) Scheduled hearings.~~
- ~~5.) Statements by citizens.~~
- ~~6.) Unfinished business appearing on the record.~~
- ~~7.) Presentation of communications and petitions.~~
- ~~8.) Reports of standing committees.~~
- ~~9.) Reports of special committees.~~
- ~~10.) Introduction of proposed resolutions and ordinances.~~
- ~~11.) Miscellaneous business.~~

- 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. ~~Citizens who desire to address the Council shall so indicate to the presiding officer prior to the meeting.~~ 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 if necessary 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.

Meetings	Common Council	300			
	302	1-3	1/1/82	1/21/03	

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- 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

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- 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).
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Note No. 31

# CITY OF WEST ALLIS

File No. 2548 / 2715

Referred to the  
**Advisory**  
ADMINISTRATION AND FINANCE  
Committee

## COMMON COUNCIL RESOLUTION

Resolution No. \_\_\_\_\_  
**Advisory**  
By ADMINISTRATION AND FINANCE

Date: January 7, 2003

The Committee on Advisory ADMINISTRATION AND FINANCE to whom was on

January 7, 2003, referred the Resolution relative to updating Meetings policy for inclusion in  
the City of West Allis Policies & Procedures Manual.

report back with \_\_\_\_\_ and recommended the Resolution be

\_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

~~\_\_\_\_\_~~  
~~\_\_\_\_\_~~  
~~\_\_\_\_\_~~

RESOLUTION NO. \_\_\_\_\_

By Advisory Committee

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

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ADOPTED: \_\_\_\_\_, 2003

\_\_\_\_\_  
Acting City Clerk/Treasurer

APPROVED: \_\_\_\_\_, 2003

\_\_\_\_\_  
Mayor

Meetings	Common Council	300			
		302	1-3	1/1/82	1/7/03

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