

Meetings	Common Council	300
	302	1-3
		1/1/82
		6/3/03

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 or such other place as the Common Council may designate on the first and third Tuesdays of each month or such other days that the Common Council may agree upon. The time of the Common Council meeting shall be established by the Common Council at its convenience. Public hearings may 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/Treasurer 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. Seven (7) members 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).
Not more than a half (1/2) hour shall be allowed for statements by citizens to the Council. Each individual shall be limited to five (5) minutes to address the Council. Participants are required to print their names and addresses on the sign-in sheet for speakers and shall announce their name and address. 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. No citizen may speak more than once during this portion of the meeting. The Clerk or his/her designee shall keep time and shall announce when a speaker has one (1) minute of speaking time remaining. Upon any one speaker reaching the allotted five (5) minutes, the Clerk shall announce "Time", and the Chair shall ask the speaker to conclude his/her remarks. Any speaker so informed who continues to address the Council shall be considered to have created a disturbance under subsection 3.01(a) of the West Allis Revised Municipal Code. Upon conclusion of a half (1/2) hour total time (and after a speaker has concluded), the Clerk shall announce that the time for citizen statements has expired. This portion of the meeting shall then end unless an Alderperson moves to extend the time, the motion is seconded, and a majority of the Council present votes to extend the time. An individual speaker's time may not be extended.
- 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.