

**VILLAGE OF LITTLE CHUTE
RESOLUTION NO. 40, SERIES OF 2008**

**RESOLUTION ESTABLISHING PROTOCOL
FOR VILLAGE BOARD MEETINGS**

WHEREAS, the Village Board wishes to conduct its meetings pursuant to State Statute,

WHEREAS, pursuant to the Village Code the Regular Board meetings shall be the 1st and 3rd Wednesday of each month at 6:00 p.m., and Committee of the Whole meetings shall be the 2nd and 4th Wednesday of each month.

NOW THEREFORE BE IT RESOLVED BY THE VILLAGE BOARD OF THE VILLAGE OF LITTLE CHUTE that the following protocol be adopted for the conduct of Village Board meeting:

1. These rules shall remain in effect until repealed or amended by the Village Board and may be amended from time to time by the Village Board with a majority vote of its members.
2. Whenever a majority vote required hereinafter, the same shall mean a majority vote of the Village Board present at a meeting of the Village Board. A quorum shall consist of at least four members of the Village Board.
3. The Village Clerk in consultation with the Village President and Village Administrator shall administratively prepare the written agenda for meetings of the Village Board. All items to appear before the Village Board shall be submitted to the Village Clerk's office no later than Thursday at 12:00 noon the week prior to the Village Board meeting.
4. Any member of the Village Board may place an item on the agenda by contacting the Village Clerk's office prior to 12:00 noon on the Thursday prior to the following Board meeting.
5. Oral communications to the Village Board at the meeting of the Board are encouraged but shall be permitted only in the following manner:
 - a. Under the agenda item "Public Appearance for items not on the Agenda", a speaker recognized by the Chair may address any item that does not appear on the agenda. A speaker addressing the Village Board shall try to limit their remarks to five (5) minutes. It shall be the prerogative of the Chair to allow additional time if circumstances warrant. The speaker shall state their name and address before addressing the Village Board.

- b. After the Village Board's discussion of any agenda item, any speaker recognized by the Chair may address the Village Board. A speaker addressing the Village Board shall try to limit their remarks to five (5) minutes. It shall be the prerogative of the Chair to allow additional time if circumstances warrant. Speakers addressing the Village Board shall state their name and address before addressing the Village Board.
 - c. The overall length of the Public Comment agenda item shall not exceed 15 minutes per meeting.
 - d. Presentation shall be directed to topics subject to board action and relating to the Village of Little Chute.
- 6. All presentations authorized by this rule are for the purpose of granting citizens the opportunity to be heard, to express their views, and to inform the Village Board. In no case shall the same be in the nature of engaging others in public debate. The Village Board shall be under no obligation to respond specifically to any speaker.
- 7. Presentations shall not deal in personalities or personal attacks on members of the Board or Village employees.
- 8. All remarks shall be addressed to the body through the Chair; individual Village Board members shall have the right to inquire of members of the audience whenever they deem such inquiries to be helpful to the public business. The Village Board shall take no action and make no decision on any item presented during the "Public Appearance" section. Instead, the Village Board shall direct the Village Administrator or staff member to take action or to schedule the matter for Board discussion at a later date.
- 9. All meeting of the Village Board shall be transacted as far as practical in the following order subject to the rules of the Village Board:
 - a. Invocation
 - b. Pledge of Allegiance
 - c. Roll Call
 - d. Public Appearance for Items Not on the Agenda
 - e. Approval of Minutes
 - f. Report of Other Minutes
 - g. Ordinances/Resolutions/Proclamations
 - h. Items for action/discussion
 - i. Operator's Licenses
 - j. Department and Officers Progress Reports
 - k. Disbursement List
 - l. Call for Unfinished Business
 - m. Items for Future Agendas
 - n. Closed Session (If Required)
 - o. Adjournment
- 10. The Village Board may by motion; second and majority vote waive any of the above.

Introduced: October 29, 2008

Approved and Adopted: November 5, 2008

By: _____
Charles Fischer, Village President

Attest: _____
Vicki Schneider, Village Clerk