

ORDINANCE NO. 21-09

**AN ORDINANCE REPEALING AND RECREATING
CHAPTER 2.04 COUNCIL RULES**

The Common Council of the City of Platteville, Wisconsin do ordain as follows:

Section 1. Chapter 2.04 Council Rules is hereby repealed and recreated as follows:

2.04 COUNCIL RULES. The following rules of order and procedure shall govern the deliberations and meetings of the Common Council and of the committees thereof:

Rule 1. Following a regular City election, the Council shall meet on the third Tuesday in April for the purpose of organization. Regular meetings of the Council shall be held on the second Tuesday and fourth Tuesday of each calendar month at the hour of 6:00 PM. Any regular meeting falling upon a legal holiday shall be held on the next following secular day at the same hour and place, unless changed by a majority vote of the members elect of the Common Council. All meetings of the Council, including special and adjourned meetings, shall be held within a municipal facility unless changed by a majority vote of the members elect of the Common Council for any specific meeting. All meetings of the Council and Plan Commission shall occur in person. In the event an Alderperson or Plan Commission Member is unable to attend in person they will be allowed to attend by either teleconference or video conference twice per year.

Rule 2. Special meetings may be called by the Council President or by any two Alderpersons or by the City Manager upon written or electronic notice of the time and purpose thereof to each member of the Council, delivered to each personally or left at the Alderperson's usual place of abode at least six hours before the meeting. The Clerk shall cause an affidavit of service of each notice to be filed in the Clerk's office prior to the time fixed for such special meeting. A special meeting may be held without such notice when all members of the Council are present in person or consent in writing to the holding of such a meeting. If written consent is obtained, it shall be filed with the Clerk prior to the beginning of the meeting. Attendance by any Council Member shall be deemed a waiver on the person's part of any defective notice. Any special meeting attended by all Alderpersons shall be a regular meeting for the transaction of any business that may come before such meeting.

Rule 3. (a) The Council may, by a majority vote of those present, adjourn from time to time to a specific date and hour.

(b) No action shall be taken unless a quorum is present.

(c) As provided by Section 64.07(3) of the Wisconsin Statutes, four members of the council physically present within the Council Chambers or assigned meeting room shall constitute a quorum for the transaction of business, and a majority vote of all the members of the Council must vote in favor of the following for such actions to be binding of the entire council:

1. A confirmation.
2. Ordinances and Resolutions.
3. Real estate transactions.

4. Appropriating and/or obligating the City.

Rule 4. The business of the Council shall be conducted in the following order:

1. Call to order by Presiding Officer.
2. Roll Call. If a quorum is not present, the meeting shall thereupon adjourn, which may be to a specific date pursuant to rule 3(a).
3. Public Hearings, if any.
4. Special Presentations, if any.
5. Consideration of the minutes of the preceding meeting or meetings which have been furnished by the Clerk to each Alderperson and approving the same if correct and rectifying mistakes, if any exist, and other routine business.
6. Consideration of the minutes and other routine business of the Common Council may be combined into a Consent Agenda. Any member may request the Council President to remove an item from the Consent Agenda for a separate vote. This request shall be granted as a courtesy and is not subject to debate or vote. Items removed from the Consent Agenda will be considered directly following action on the Consent Agenda.
7. Citizens' Comments, Observations and Petitions, if any.
8. Reports of committees, if any, and reports of City officials and department heads as directed or requested by the City Manager or the Common Council.
9. Action Items.
10. Information and Discussion Items.
11. Work Session.
12. Closed Session.
13. Adjournment. In the absence of the Clerk, the Presiding Officer shall appoint a Clerk pro tempore.

Rule 5. The Presiding Officer at the stated hour shall call the meeting to order. The Presiding Officer shall preserve order and decorum, decide all questions of order and conduct the proceedings of the meeting in accordance with the parliamentary rules contained in Robert's Rules of Order Newly Revised, unless otherwise provided by statute or by these rules. Any member shall have the right of appeal from a decision of the Presiding Officer. The appeal may be sustained by a majority of the members present, exclusive of the Presiding Officer.

Rule 6. If the Council President is absent at the designated time of any meeting, the Council President Pro-tempore shall preside and during the absence or inability of the Council President to attend, shall have the powers and duties of the Council President. The Council

President shall be selected by a majority vote of all members of the Council at the annual meeting on the third Tuesday of April. The Council President shall designate and appoint the Council President Pro-tempore at or before the first regular meeting in May of each year and such appointment shall be until the next annual meeting of the Council on the third Tuesday of April. The Council President Pro-tempore shall act in the absence of the Council President. In the absence of both the Council President and the Council President Pro-tempore, the Clerk shall call the meeting to order and shall preside until the Council shall, by motion, select an acting Council President for that meeting. In such a case, the selection of an acting Council President shall be the first order of business.

Rule 7. Whenever the Council President desires to speak upon any question, or to make any motion, the Council President shall not be required to vacate the chair to do so, but may, if he desires, vacate the chair for such portion of the proceedings as the Council President shall designate and shall designate the Council President Pro-tempore, if present and if not, any Alderperson, to preside temporarily.

Rule 8. (a) The number and designation of Council committees and the number of members on each shall be as directed by the Council President at the regular meeting in May of each year and the chairperson of each committee shall be as designated by the Council President.

(b) The Council President may declare the entire Council a committee of the whole for informal discussion at any meeting or for any other purpose and shall be ex-officio chairperson of same; provided there is no objection by anyone of the Alderpersons present at the meeting.

(c) The Council President may, from time to time, appoint such special committees as may be deemed advisable or as provided for by motion or resolution, stating the number of members and object thereof, to perform such duties as may be assigned to them.

Rule 9. (a) Any Alderperson may require the reading of any ordinance, resolution, or communication at any time it is before the Council.

(b) All bills and other financial claims against the City shall be itemized and upon receipt thereof shall be examined by the City Manager and the Comptroller and then referred by the Comptroller to an appropriate committee, board or commission for report thereon at the ensuing meeting of the Council, provided that payment of regular wages and salaries of officials and employees according to schedules adopted by the Council shall be made by the Comptroller without submission to the Council after verification by the department head submitting the same and after approval of the Comptroller. As to officials or employees not within any specific department of the City, the above required verification by the department head may be omitted.

(c) Each committee shall at the next regular Common Council meeting submit either a written or an oral report on all matters referred to it, unless a longer time is granted by vote of the Council, and such report shall be entered in the proceedings. Such report shall make a recommendation to the Council on each item, shall, if in writing, be signed by the chairperson of the committee and shall be filed with the Clerk prior to each meeting.

Minority reports may be submitted. Any Alderperson may examine all bills and financial claims against the City and refer any questions to the Comptroller.

(d) Any committee, board or commission may require the City Manager, Department Director or Comptroller to confer with it and supply information needed in connection with any matter pending before the committee.

Rule 10. (Repealed)

Rule 11. No ordinance or resolution shall be considered by the Council unless presented in writing by the Council President, Alderperson, City Manager, or any other Department Director.

Rule 12. The deliberation of the Council shall be conducted in the following matter:

1. No Alderperson shall address the Council until recognized by the Presiding Officer. The Alderperson shall thereupon address all remarks to the Chairperson and confine all remarks to the question under discussion and avoid all personalities.
2. When two or more members simultaneously seek recognition, the Presiding Officer shall name the member who is to speak first.
3. No person other than a member shall address the Council except that with the permission of the Presiding Officer. Citizens may address the Council as to matters which are being considered at the time and further excepting that citizens may be allowed to address the Council otherwise upon a majority vote of all members present.
4. No notice shall be discussed or acted upon unless and until it has been seconded. No motion shall be withdrawn or amended without the consent of the person making the same and the person seconding it.
5. When a question is under discussion no action shall be in order, except (1) to adjourn, (2) to recess, (3) to lay on the table, (4) to move the previous question, (5) to postpone to a certain day, (6) to refer to a committee, (7) amend, (8) to postpone indefinitely. These motions shall have precedence in the order listed.
6. Any member wishing to terminate the debate may move the previous question, in which event the Presiding Officer shall announce the question as, "Shall the main question now be put?" If two-thirds of the members present vote in the affirmative, the main question shall be taken without further debate, its effect being to put an end to all debate and to bring the Council to a direct vote, first upon any pending amendments, and then upon the main question.
7. All votes of the Common Council shall be by voice, with a roll call by the Clerk, using aye and nay, and all aye and nay votes shall be recorded by the Clerk. No Alderperson may change their vote on any question after the result has been announced. Except as otherwise provided by the Wisconsin Statutes or by ordinance, a majority of those present shall prevail in all cases.

8. A motion to adjourn shall always be in order, and a motion to adjourn, to recess, to lay on the table, and a call for the previous question shall be decided without debate.

Rule 13. All ordinances, motions or resolutions appropriating money or creating any charge against the City other than payment of claims for purchases or work previously authorized by the Council shall be acted upon by the Council at the next regular meeting, except that this provision may be suspended by recorded vote of three-fourths of all members of the Council. This rule does not pertain to items contained within the “consent calendar”.

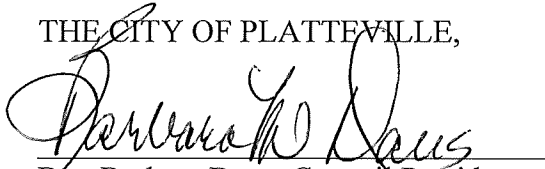
Rule 14. A matter that was voted on can be brought back again through a motion to reconsider. This motion must be made either on the same day after the original motion was voted on or at the next succeeding regular Common Council meeting. The motion to reconsider may be made and seconded only by members who voted on the prevailing side of the original vote (such as someone who voted “yes” if the motion has passed or voted “no” if the motion was defeated.) The making of the motion to reconsider takes precedence over all other motions. It is not, however, considered at the time it is made if other business is pending. If the motion could not be considered at the time it is made, a member could call up the motion to reconsider when it is appropriate to do so.

Rule 15. After each meeting of the Common Council and prior to the next regular meeting of the Common Council, the Clerk shall supply to each Alderperson an electronically created copy of the proceedings or, if requested, at their residence a printed copy of the proceedings thereof. By majority action of those present the Council may dispense with the reading of the minutes at the ensuing meeting.

Rule 16. These rules or any part thereof may be temporarily suspended in connection with any matter under consideration by a recorded vote of two-thirds of the members present. Rule 17. The assent of two-thirds of all the members of the Council shall be required to amend these rules or any part thereof.


Approved and adopted by the Common Council of the City of Platteville by a vote of 6 to 0 this 9th day of November 2021.

THE CITY OF PLATTEVILLE,



By: Barbara Daus, Council President

ATTEST:



Candace Klaas, City Clerk
Published: November 17, 2021