



HANDBOOK

FOR

ELECTED AND APPOINTED VILLAGE OFFICIALS

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HANDBOOK for ELECTED AND APPOINTED
VILLAGE OFFICIALS

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Chapter 1

PROCEDURES FOR RUNNING PUBLIC MEETINGS[Sec. 1.01. Presiding Officers.](#)[Sec. 1.02. Quorum.](#)[Sec. 1.03. Actions by Less Than a Quorum.](#)[Sec. 1.04. Voting.](#)[Sec. 1.05. Abstaining from Voting.](#)[Sec. 1.06. Public Participation.](#)[Sec. 1.07. Authority of the “Chair.”](#)[Sec. 1.08. Conducting Effective Electronic Meetings.](#)[Sec. 1.09. Closed Session Electronic Meetings.](#)[Sec. 1.10. Use of Electronic Devices during Village Meetings.](#)[Sec. 1.11. Trustee Salary and Stipend Compensation.](#)[Sec. 1.12. Attorney Referrals Procedure.](#)[Bibliography and Sources](#)**Sec. 1.01 Presiding Officers.**

Generally, the Village President is the presiding officer at all Village Board Meetings in accordance with **Village of Weston Municipal Code Sec. 2.201. President.**¹ In the absence of the President, the senior Trustee shall call the meeting to order, and the Trustees shall elect one of their number president *pro tem* in accordance with **Village of Weston Municipal Code Sec. 2.211.** S/he shall be the presiding officer for that meeting.

Other presiding chairs, and vice-chairs of committees, commissions, and authorities are appointed by the President of the Village, subject to confirmation by the Board. The appointments to each Committee will be made at the first Village Board meeting in May.

Sec. 1.02. Quorum.

A quorum is the number or proportion of the members of an organization that must be present at a meeting in order to transact business legally,⁴ the minimum number of members who must be present at the meetings of a deliberative assembly for business to be validly transacted,⁵ or the minimum number of members, or proportion of the membership, that must be present to do business in the name of the group.⁶ There must be a quorum of the member body's [present](#) in order for the meeting to progress. In the absence of a quorum, any business transacted by the board, except to adjourn, is deemed to be void.⁷ In other words, at least one more than half, i.e.:

3 of 5	requires two of three to vote aye or the motion fails
4 of 7	requires three of four to vote aye or the motion fails
5 of 9	requires three of five to vote aye or the motion fails, etc.

¹ VILLAGE OF WESTON, WIS. MUNICIPAL CODE § 2.201.

² VILLAGE OF WESTON, WIS. MUNICIPAL CODE § 2.211.

³ VILLAGE OF WESTON, WIS. MUNICIPAL CODE § 2.214.

⁴ Alice Sturgis. *The Standard Code of Parliamentary Procedure Revised and Updated 4th Edition* (McGraw-Hill, 2001), 111.

⁵ Sarah Corbin Robert, Henry M. Robert III, William J. Evans, Daniel H. Honemann, and Thomas J. Balch, with the assistance of Daniel E. Seabold and Shmuel Gerbert. *Robert's Rules of Order Newly Revised 11th Edition* (Da Capo Press, 2011), 21.

⁶ Larry E. Larmer. *A Guide to Parliamentary Procedure for Local Governments in Wisconsin* (Dubuque, Iowa: Kendall/Hunt Publishing Company, 1998), 10, Sec. 2.5.1.

⁷ League of Wisconsin Municipalities. *The Conduct of Village Board Meetings*. (Madison, Wisconsin: League of Municipalities, Reprinted 2002), 4.

In calculating quorum requirements, answers with fractions are rounded up to the next whole number,⁸ although a lesser number can constitute a quorum for the purposes of triggering the open meeting law⁹ (i.e., a negative quorum or a walking quorum).

A gathering of members numbering fewer than quorum, but a sufficient number to block the passage of a contemplated action (a “negative quorum”), may be a violation of the Open Meetings Law.¹⁰

A **quorum** is the minimum number of the members, or proportion of the memberships, that must be present to do business in the name of the group.¹¹

1. If less than a quorum is present, then any action taken is not binding on the entire group.¹²
2. Personal liability may be incurred by members who collectively amount to fewer than a quorum, but who act for the group.¹³
3. If not specifically stated, a quorum is a “majority” of the members.¹⁴
 - a) It is not reduced for a vacant seat.¹⁵
 - b) It is not reduced for a member who has a “conflict of interest,” and has not been included on deliberations on that issue.¹⁶
4. **Presence** in the same room constitutes attendance. Further, if that member does not vote on an issue s/he is regarded as having abstained.¹⁷
5. **Teleconference participation** in meetings, or including an otherwise absent member via speaker phone, video, or other technological means, may be permitted only when the public’s right to monitor the proceedings is not compromised. Otherwise, it would be a violation of Wisconsin’s Open Meetings Laws.¹⁸

Closed session is a local government meeting that may be held under specific, limited circumstances. (See Wis. Stat. § [19.85\(1\)\(a\) – \(h\)](#)).¹⁹

In the event the Chair of a Committee, Commission, or Authority recognizes that there is not, or will not be, a quorum of members, they have the following authority:

Village of Weston Municipal Code, **Chapter 2, Section 2.214(f)**:

- (1) ***Chairperson to designate a Trustee to discharge member’s duties.*** In the absence of a meeting quorum, the Chairperson may appoint a Village Trustee to discharge a committee member’s duties.²⁰

⁸ League of Wisconsin Municipalities. *The Conduct of Village Board Meetings*. (Madison, Wisconsin: League of Municipalities, Reprinted 2002), at 7.

⁹ *Id.* at 12.

¹⁰ Larry E. Larmer. *A Guide to Parliamentary Procedure for Local Governments in Wisconsin* (Dubuque, Iowa: Kendall/Hunt Publishing Company, 1998), 12, Sec. 2.5.9.

¹¹ *Id.* at 10, Sec. 2.5.1.

¹² *Id.* at 10, Sec. 2.5.1.1.

¹³ *Id.* at 10, Sec. 2.5.1.2.

¹⁴ *Id.* at 10, Sec. 2.5.3.

¹⁵ *Id.* at 11, Sec. 2.5.1.4.

¹⁶ *Id.* at 11, Sec. 2.5.1.5.

¹⁷ *Id.* at 13, Sec. 2.7.2.

¹⁸ *Id.* at 13, Sec. 2.8.1.

¹⁹ Wis. Stat. § [19.85\(1\)\(a\)-\(h\)](#).

²⁰ VILLAGE OF WESTON, WIS. MUNICIPAL CODE § 2.214(f).

“Negative Quorum.” A negative quorum is a number of members less than quorum, but by voting in a block, it can prevent the passage of an item before the governing body.²¹ For example, some items require more than a majority vote; they may require a two-thirds (2/3), three-quarters (3/4), or a unanimous vote. If there are seven (7) members present, three (3) members can constitute a negative quorum by discussing how they would vote on an issue requiring greater than a majority vote. Even though three (3) members do not constitute a quorum, they do make up a negative quorum, which is in violation of [Chapter 19, Subchapter V](#), “Open Meetings of Governmental Bodies”.²²

“Walking Quorum.” A walking quorum is a series of gatherings among separate member groups within a governmental body. Each do not meet quorum, but they agree, tacitly or explicitly, to act uniformly in sufficient numbers to reach a quorum.²³ A walking quorum may produce a predetermined outcome, and, thus, render a publicly-held meeting a mere formality.²⁴ The Wisconsin Supreme Court has opined that any attempt to avoid the appearance of a meeting by using a walking quorum, is subject to prosecution under the open meetings law.²⁵ Furthermore, the requirements of the open meetings law cannot be circumvented by using an agent or surrogate to poll the members of governmental bodies through a series of individual contacts. The series of gatherings need not be face-to-face; for example, phone calls, email exchanges, and other electronic messages may suffice.²⁶

The essential feature of a “walking quorum” is the element of agreement among members of a body to act uniformly in sufficient numbers to reach a quorum. Where there is no such tacit or express agreement, exchanges among separate groups of members may take place without violating the open meetings law. Thus, if the members sign a document requesting that a subject be placed on an upcoming meeting’s Agenda, that likely does not constitute a “walking quorum”. The signers have neither engaged in substantive discussion, nor have agreed upon a uniform course of action concerning the proposed subject. In contrast, where the majority of members sign a document that expressly commits them to a future course of action, a court could find a walking quorum violation.

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A “walking quorum” bypasses any public input during discussions, so they cannot hear how a public official has come to his/her decision.

1. **A quorum of the Village Board** is a majority—four (4) of seven (7) members.
2. **Super Majority.** If there are business items on the Agenda requiring a “super majority” by ordinance, but there are insufficient members present to provide for a “super majority”, the matter must be deferred/postponed until the required number of members are present. In order to take action, all members present must either vote in the affirmative or the negative.

Sec. 1.03. Actions by Less Than a Quorum.

Any action taken by a governing body at a meeting is null and void without a lawful quorum; therefore, a governing body may not take any action without a quorum, except as specifically authorized. Wis. Stat. § [61.32](#)²⁸ authorizes a municipality’s governing body to compel the attendance of absent members if it meets quorum.

²¹ *State ex rel. Newspapers, Inc. v. Showers*, 135 Wis. 2d 77, 398 N.W. 2d 154 (1987).

²² Wis. Stat. § [19.82\(2\)](#).

²³ *Showers*, 135 Wis. 2d at 92, 398 N.W. 2d at 161.; Quoting *State ex rel. Lynch v. Conta*, 71 Wis. 2d 662, 239 N.W.2d 313.; Wisconsin Department of Justice. *Wisconsin Open Meetings Law Compliance Guide* (Madison, Wisconsin: Wisconsin Department of Justice, 2019), 12, ¶ 1.

²⁴ *Id.* at 12, ¶ 1; Quote from *Conta*, 71 Wis. 2d at 687, 239 N.W.2d at 331.

²⁵ Wisconsin Department of Justice. *Wisconsin Open Meetings Law Compliance Guide* (Madison, Wisconsin: Wisconsin Department of Justice, 2019), 12, ¶ 1.

²⁶ Wisconsin Department of Justice, <https://www.doj.state.wi.us/office-open-government/ask-the-oog/what-walking-quorum>; Wisconsin Department of Justice. *Wisconsin Open Meetings Law Compliance Guide* (Madison, Wisconsin: Wisconsin Department of Justice, 2019), 12, ¶ 3.

²⁷ Wisconsin Department of Justice. *Wisconsin Open Meetings Law Compliance Guide* (Madison, Wisconsin: Wisconsin Department of Justice, 2019), 12, ¶ 2.

²⁸ Wis. Stat. § [61.32](#).

Sec. 1.04. Voting. Under Wis. Stat. § [19.88](#)²⁹:

1. Unless otherwise specifically provided by statute, no secret ballot may be utilized to determine any election or other decision of a governmental body, except the election of the officers of such body in any meeting.³⁰
2. Except as provided in sub. 1. above, in the case of officers, any member of a governmental body may require that a vote be taken at any meeting, and in such a manner, that the vote of each member is ascertained and recorded.³¹ (See also **Rules of Order, Division of the Assembly**).
3. The motions and roll call votes of each governmental body’s meeting shall be recorded, preserved, and open to public inspection to the extent prescribed in The Wisconsin Statutes, [Chapter 19, Subchapter II, “Public Records and Property”](#).³²
4. You have the option of not voting, or abstaining,³³ even though each member’s vote is in the best interest of that member, as well as the Board, Committee, Commission, or Authority.³⁴
5. If no extraordinary vote is required, a measure will be approved by a majority of votes cast.³⁵ A vote to pass the measure requires at least the majority of affirmative votes within the quorum present.
6. When applying a certain fractional vote requirement (e.g., 3/4 of the members of the governing body), all resulting fractions must be raised to the next highest whole number.³⁶
7. A vote by less than a quorum of members does not allow official action to be taken on any item.³⁷
8. **Tie votes** means an equal number of votes in favor and opposed. Most boards, commissions, committees and authorities have an odd-numbered membership to avoid a tie. However, when the board, commission, committee or authority has enough members to conduct business—a quorum—and there is an even number present, a “tie vote” is possible. A tie vote means the issue has failed. In effect, the tie vote helps those voting no, because the matter before the board fails for lack of a majority.

Sec. 1.05. Abstaining From Voting.

Abstaining means “decline to vote.” You cannot count a nonvote; therefore, an “abstention” counts as zero.³⁹ Abstaining can affect an issue, particularly when the vote is qualified in some way, such as when a majority of those present, or a majority of the entire membership, is required.⁴⁰ In the Village Board’s instance, a majority is four (4) of seven (7) Trustees. If, during a vote, three (3) Trustees vote in favor of the issue, three (3) Trustees vote against it, and one (1) Trustee abstains, the issue is lost. It takes four (4) votes to pass. In this case, the abstention helps those voting no.

²⁹ Wis. Stat. § [19.88](#); Larry E. Larmer. *A Guide to Parliamentary Procedure for Local Governments in Wisconsin* (Dubuque, Iowa: Kendall/Hunt Publishing Company, 1998), 59, Section 7.13.1.

³⁰ Wis. Stat. § [19.88\(1\)](#).

³¹ Wis. Stat. § [19.88\(2\)](#).

³² Wis. Stat. § [19.88\(3\)](#).

³³ Larry E. Larmer. *A Guide to Parliamentary Procedure for Local Governments in Wisconsin* (Dubuque, Iowa: Kendall/Hunt Publishing Company, 1998), 58, Sec. 7.11.1.; League of Wisconsin Municipalities. *Handbook for Wisconsin Municipal Officials* (Madison, Wisconsin: League of Wisconsin Municipalities, 2/17), 145, ¶ 1-2; Sarah Corbin Robert, M. Robert III, William J. Evans, Daniel H. Honemann, and Thomas J. Balch, with the assistance of Daniel E. Seabold and Shmuel Gerbert. *Robert’s Rules of Order Newly Revised 11th Edition* (Da Capo Press, 2011), 407.

³⁴ Robert McConnell Production. *Robert’s Rules of Order Simplified and Applied 2nd Ed.* (Indianapolis, Indiana: Wiley Publishing, Inc., 2001), 70.

³⁵ League of Wisconsin Municipalities. *The Conduct of Village Board Meetings* (Madison, Wisconsin: League of Wisconsin Municipalities, Reprinted 2002), 6-7.

³⁶ *Id.* at 7; League of Wisconsin Municipalities. *Handbook for Wisconsin Municipal Officials* (Madison, Wisconsin: League of Wisconsin Municipalities, 2/17), 144, ¶ 3.

³⁷ Larry E. Larmer. *A Guide to Parliamentary Procedure for Local Governments in Wisconsin* (Dubuque, Iowa: Kendall/Hunt Publishing Company, 1998), 10, Sec. 2.5.1.1.

³⁸ Alice Sturgis. *The Standard Code of Parliamentary Procedure Revised and Updated 4th Edition* (McGraw-Hill, 2001), 136-137.

³⁹ Larry E. Larmer. *A Guide to Parliamentary Procedure for Local Governments in Wisconsin* (Dubuque, Iowa: Kendall/Hunt Publishing Company, 1998), 58, Sec. 7.11.2.

⁴⁰ Robert McConnell Production. *Robert’s Rules of Order Simplified and Applied 2nd Ed.* (Indianapolis, Indiana: Wiley Publishing, Inc., 2001), 70.

A member has the right to abstain from voting.⁴¹

1. Compelling a vote violates a person’s First Amendment rights. [*Wrzeski v. City of Madison*, 588 F. Supp. 664 (W.D. Wis 1983)].⁴²
2. Compelling an explanation for abstaining violates a person’s First Amendment rights. [*Wrzeski v. City of Madison*, 588 F. Supp. 664 (W.D. Wis 1983)].⁴³
3. An abstention is not a vote.⁴⁴
4. A member must abstain from voting if he/she has a financial or personal interest in the outcome of the vote.⁴⁵ (See Wis. Stat. § [19.59\(1\)\(c\)](#)).⁴⁶

Roll Call Votes When responding to a “roll call” vote with “**here**” or “**present**”, a member only indicates his/her presence, which may be useful in establishing a quorum at the time the vote was taken. If the vote for passage is a majority (or some other proportion) of the members present, or of the total membership, an abstention has the effect of voting “no”. It reduces the pool of possible “yes” votes.

A “**Roll Call Vote**” is decided upon by the assembly following a motion from a member. A majority vote is required to order a roll call.⁴⁷

A member must abstain from voting on an issue if s/he has a conflict of interest. (See Wis. Stat. § [19.59](#)).⁴⁸

1. A real or perceived personal or pecuniary (money or other objects of value) interest. (See Wis. Stat. § [19.59\(1\)\(c\)1.](#))⁴⁹
2. A personal connection to the issue being considered (a personal or familial). (See Wis. Stat. § [19.59\(1\)\(c\)2.](#))⁵⁰

Any Village Board Member, Committee Member, Commission Member, Member of an Authority may abstain from voting on any question before the body after notifying the Chair of his/her intention to abstain. The member must notify the Chair as soon as a conflict becomes apparent to the member. Once the Chair has been notified of a conflict, the member shall not enter into any discussions about the issue, and, if possible, **recuse** him/herself, leave the meeting table, and sit in the audience until the issue has been dealt with by the remaining members. Any member will be counted as **voting present**, and the member abstaining shall not be considered for purposes of evidencing the existence of a quorum.

Sec. 1.06. Public Participation.

The open meetings law is concerned only with the public’s right to be present at the meeting of a governmental body. It does not imply a right of the public to participate in government business or to speak at meetings⁵¹, except at a public hearing.⁵² Therefore, a governmental body may prohibit the public from

⁴¹ Larry E. Larmer. *A Guide to Parliamentary Procedure for Local Governments in Wisconsin* (Dubuque, Iowa: Kendall/Hunt Publishing Company, 1998), 58, Sec. 7.11.

⁴² *Wrzeski v. City of Madison*, 588 F. Supp. 664, 667-68 (W.D. Wis. 1983).

⁴³ *Id.*

⁴⁴ Robert McConnell Production. *Robert’s Rules of Order Simplified and Applied 2nd Ed.* (Indianapolis, Indiana: Wiley Publishing, Inc., 2001), 70.

⁴⁵ Alice Sturgis. *The Standard Code of Parliamentary Procedure Revised and Updated 4th Edition* (McGraw-Hill, 2001), 135.

⁴⁶ Wis. Stat. § [19.59\(1\)\(c\)](#).

⁴⁷ Alice Sturgis. *The Standard Code of Parliamentary Procedure Revised and Updated 4th Edition* (McGraw-Hill, 2001), 144.

⁴⁸ Wis. Stat. § [19.59](#).

⁴⁹ Wis. Stat. § [19.59\(1\)\(c\)1.](#)

⁵⁰ Wis. Stat. § [19.59\(1\)\(c\)2.](#)

⁵¹ League of Wisconsin Municipalities. *Handbook for Wisconsin Municipal Officials* (Madison, Wisconsin: League of Wisconsin Municipalities, 2/17), 185, ¶ 1.

⁵² *Id.* at 161-162.

speaking, or it may set conditions, such as limiting the amount of time a member of the public has to address the governing body.⁵³ Historically, the Village Board has allowed public comments at its meetings, and meetings of Committees, Commissions and Authorities, but has generally limited the length of time a person may be allowed to speak, the number of times a person may be allowed to speak, and/or the total amount of time allotted to speak concerning a particular issue. There is often tension between the desire to be responsive to constituents, and the need to run meetings effectively and efficiently.

Public Participation at Hearings. Although the public is not entitled to participate in a meeting, a public “hearing” is different, because it is specifically designed to allow the public to give input on a given matter during the hearing. In general, a public hearing is required only if a local ordinance mandates that a hearing be held.⁵⁴ In Wisconsin, a number of state statutes require municipalities to conduct public hearings before taking certain actions. For example, municipalities must hold a public hearing before adopting or amending a zoning ordinance that acts on a petition for a conditional use permit or variance, imposing special assessments, and adopting the annual budget.⁵⁵ This participation right typically ends when the “hearing” is closed, and the body of the committee is discussing the matter, unless, during deliberations, a member of the body has questions for a member of the public. The chair conducting the hearing is advised to announce near the end of the hearing that no further comment from the public is generally allowed, and that, if there is/are further comment(s), the chair should be notified.

Although a governmental body does not have to allow members of the public to participate in the meeting, a governmental body must make reasonable effort to accommodate any person desiring to record, film, or photograph meetings. This does not permit recording or filming that interferes with conduct of the meeting.

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Sec. 1.07. Authority of the Chair.

If the Chairperson is a member of the group, s/he has all the rights of participation as any other member. The Chairperson has an unbridged right to vote, unless there is a conflict of interest. Whether s/he is presiding at the time of the vote is of no consequence.

1. The Chairperson’s/member’s right to participate in deliberations by making or seconding motions, or entering into the discussion, may not be abridged. The Village President, since he/she is also a Trustee, Wis. Stat. § [61.24](#)⁵⁷, may make or second motions during a Board of Trustees meeting. The President’s right to enter into the discussion(s) and vote may not be abridged, subject only to those limitations common to other Trustees.
2. The **Chairperson** is responsible for administering the group’s deliberations.⁵⁸
 - a. S/he is the gatekeeper of ideas.⁵⁹
 - b. S/he oversees and is responsible for the agenda.⁶⁰
 - c. S/he announces issues, and ensures members’ comments are relevant to the issue.⁶¹
 - d. S/he states motions, seconds for clarity, and makes the issue known by the members.⁶²

⁵³ *Id.* at 185, ¶ 1.

⁵⁴ *Id.* at 161-162.

⁵⁵ *Ibid.*

⁵⁶ *Id.* at 185, ¶ 2.

⁵⁷ Wis. Stat. § [61.24](#); League of Wisconsin Municipalities. *The Conduct of Village Board Meetings* (Madison: League of Wisconsin Municipalities, Reprinted 2002), 3, ¶ 5; League of Wisconsin Municipalities. *The Powers and Duties of Wisconsin Village Presidents* (Madison: League of Wisconsin Municipalities, Reprinted 2002), 19, ¶ 1.

⁵⁸ Larry E. Larmer. *A Guide to Parliamentary Procedure for Local Governments in Wisconsin* (Dubuque, Iowa: Kendall/Hunt Publishing Company, 1998), 10, Sec. 2.5.1.1.

⁵⁹ *Id.* at 24, 4.4.1.

⁶⁰ *Id.* at 25, Sec. 4.4.1.1; *Id.* at 28, Sec. 4.7.

⁶¹ Larry E. Larmer. *A Guide to Parliamentary Procedure for Local Governments in Wisconsin* (Dubuque, Iowa: Kendall/Hunt Publishing Company, 1998), 25, Sec. 4.4.1.2.

⁶² *Id.* at 25, Sec. 4.4.1.3.

- e. S/he regulates members' participation in the deliberations.⁶³
 - f. S/he recognizes members who wish to participate in the discussion.⁶⁴
 - g. S/he is expected to seek balance in the debate.⁶⁵
 - h. S/he is expected to keep members' remarks relevant to the issue.⁶⁶
3. S/he is expected to make it clear to the members when a decision is being made, whether the decision is being made by voting or unanimous consent.⁶⁷
 4. When a vote is taken, the Chairperson must ask for votes on each side, even though the outcome is clearly evident.⁶⁸
 5. S/he announces the outcome of the vote. When reviewing a ballot, the Chairperson states both the affirmative and negative vote **count**.⁶⁹
 6. When the voting is by voice only, the announcement is subject to a motion of **"division of assembly,"** which requires that the vote be retaken in a visible form.⁷⁰
 7. The **Chairperson** is obliged to respond to members' reasonable requests and inquiries, such as:⁷¹
 - a. Substantive information on the issue;⁷²
 - b. Advice as to proper procedure;⁷³ and
 - c. Provisions for personal comfort.⁷⁴
 8. S/he is obliged to **respond** to each inquiry to the fullest extent possible, provided that the interests of the rest of the members are not unduly compromised.⁷⁵
 9. If the **Chairperson** is unable to respond to the request, or if his/her belief is that it is not in the best interest of the group, s/he must **explain** the reason.⁷⁶
 10. The **Chairperson** must rule on **"point of order"** motions after hearing the point, deciding whether the member is correct, and if any changes to the procedure are warranted.⁷⁷
 - a. If a member believes the Chairperson's response is inadequate, s/he may move to **"appeal from the decision of the Chair"**.⁷⁸
 - b. The **appeal**, if seconded, leads to a vote as to whether or not to alter the Chair's decision. A majority of those voting would be required to uphold the appeal and change the decision.

⁶³ *Id.* at 25, Sec. 4.4.2.

⁶⁴ *Id.* at 25, Sec. 4.4.2.1.

⁶⁵ *Id.* at 25, Sec. 4.4.2.2.

⁶⁶ *Id.* at 25, Sec. 4.4.2.3.

⁶⁷ *Id.* at 25, Sec. 4.4.1.3.

⁶⁸ *Id.* at 25, Sec. 4.4.3.1.

⁶⁹ *Id.* at 26, Sec. 4.4.3.2.

⁷⁰ *Id.* at 26, Sec. 4.4.3.4.

⁷¹ *Id.* at 26, Sec. 4.5.

⁷² *Id.* at 26, Sec. 4.5.1.

⁷³ *Id.* at 26, Sec. 4.5.1.

⁷⁴ *Id.* at 26, Sec. 4.5.1.

⁷⁵ *Id.* at 26, Sec. 4.5.2.

⁷⁶ *Id.* at 26, Sec. 4.5.3.

⁷⁷ *Id.* at 27, Sec. 4.6.

⁷⁸ Larry E. Larmer. *A Guide to Parliamentary Procedure for Local Governments in Wisconsin* (Dubuque, Iowa: Kendall/Hunt Publishing Company, 1998), 26, Sec. 4.5.4.

11. The **Chairperson** oversees committees, and is often, *ex officio*, a member of a committee.⁸⁰

Village of Weston Municipal Code, **Chapter 2, Sec. 2.214. Standing committees**, states:

- (a) **Appointments.** The President appoints standing committees of the Village, subject to confirmation by the Board. The appointments to each Committee will be made at the first Village Board meeting in May. Standing committees shall review such matters as may be referred to them by the Board, and shall submit recommendations for Board action. The Administrator and President, except where the President is designated a member of a Committee, shall serve on each committee as *ex officio* members.

12. The **Chairperson** is generally regarded as the spokesperson of the group, being careful to separate her/his own opinions from those of the group.⁸²

Section 1.08. Conducting Effective Electronic Public Meetings.

In Wisconsin, governmental bodies typically meet their open meetings obligations, particularly during a “pandemic” or other localized health outbreak, while practicing social distancing to help protect public health, natural disaster, severe or harsh weather, war, riot, or as a means to obtain a quorum. Meetings may be conducted via live streaming, two-way internet access, and/or telephone conference call if the public is provided with an effective way to monitor such proceedings. In addition, remote meetings must provide a way for the public to have reasonable, in-person access to such meetings in the event that they have no internet or telephone access. If the meeting is held “virtually,” the public must be provided with a reasonably-accessible place where they can observe such meetings if they have no other means of access.⁸³

1. When conducting a meeting remotely, the following requirements apply:
 - a. Follow notice requirements under Wis. Stat. § [19.84](#);⁸⁴
 - b. Include the information needed for remote access, such as teleconference dial-in information, a video link, and any necessary passcodes or login information;
 - c. If the meeting is via videoconference or internet-based, an alternate telephone option must be included, so that those who do not have internet access may monitor the proceedings;
 - d. Facilitate reasonably-accessible location(s) for people who cannot attend remotely, have a hearing disability, or, in cases where the meeting will have video “presentations” or complex plans, drawings, or charts, there must be a place to display the content;
 - e. The Chairperson should require all members to clearly identify themselves when logging in, and before speaking, and instruct all members not speak over one another; and
 - f. The members must record the meeting, and promptly make the recording publicly available on the Village of Weston website or social media.

⁷⁹ Ibid.

⁸⁰ *Id.* at 29, Sec. 4.8.

⁸¹ VILLAGE OF WESTON, WIS. MUNICIPAL CODE § 2.214. 0

⁸² Larry E. Larmer. *A Guide to Parliamentary Procedure for Local Governments in Wisconsin* (Dubuque, Iowa: Kendall/Hunt Publishing Company, 1998), 29, Sec. 4.9.

⁸³ Effective Electronic Public Meetings: Part 1 and Part 2 on February 24 and March 5, 2021. Conducted by the UW Madison Extension Local Government Education Program.

⁸⁴ Wis Stat. § [19.84](#).

⁸⁵ Effective Electronic Public Meetings: Part 1 and Part 2 on February 24 and March 5, 2021. Conducted by the UW Madison Extension Local Government Education Program.

2. Conducting a meeting.

- a. The Chair shall establish that there is a quorum “present” by a rollcall vote.
- b. The Chair shall call for a rollcall vote on all motions for the following reasons:
 - i. The public may determine who is voting;
 - ii. To determine if a quorum of voters was present during the vote; and
 - iii. To determine the outcome of the vote.
- c. The meeting members shall maintain internet and audio access throughout the meeting whenever present, but shall sign out upon any departure before adjournment.
- d. Every meeting member is responsible for his/her audio and internet connections; however, no action shall be invalidated on the grounds that the loss or poor quality of a member’s individual connection prevented participation in the meeting.
- e. The Chair should advise members of the body to mute/unmute at appropriate times, and to remain muted when NOT speaking.
- f. Proceed SLOWLY, and avoid talking over one another.
- g. If available, use headsets in a non-private space if attending remotely.
- h. Be sure of your background location to avoid any distractions, persons, noises, etc.
- i. Make sure that your face is centrally positioned on the screen if you are attending remotely with video capability.

3. Ask permission of the Chair to exit a meeting to ensure quorum and voting requirements. The Chair should ensure that members exiting or entering a meeting are clearly noted for the record.⁸⁸
4. No side conversations shall be held in the “chat box”. Members should NOT to use a “chat” function, unless it is for the purposes of Section 1.08. nos. 5 and 6., as it is distracting, and may be considered unethical. Any “chat” function use is considered a Public Record.⁸⁹
5. Speak up, raise your hand, or use other options the internet meeting service offers to request to speak. The Chair should recognize those requests by name.⁹⁰
 - a. Upon assigning the floor to a member, the presiding officer may clear any online queue of members who had been seeking recognition.
 - b. To claim preference in recognition, another member who had previously been seeking recognition may promptly seek recognition again, and the presiding officer shall recognize the member for the limited purpose of determining whether that member is entitled to preference in recognition.

⁸⁶ Effective Electronic Public Meetings: Part 1 and Part 2 on February 24 and March 5, 2021. Conducted by the UW Madison Extension Local Government Education Program.

⁸⁷ Ibid.

⁸⁸ Ibid.

⁸⁹ Ibid.

⁹⁰ Ibid.

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6. A member who intends to make a motion or request to interrupt a speaker, shall use the “chat,” or similar feature, and, thereafter, wait a reasonable time for the presiding officer’s instructions before attempting to interrupt the speaker by voice.⁹²
7. The Chair has discretion to use technology features to ensure that all members have a fair chance to speak.⁹³
8. It is advisable to have a person who is technologically-capable monitor and advise the Chair concerning members’, presenters’, and observers’ requests for recognition during a meeting by:
 - a. Noting and advising the Chair when meeting members are requesting the floor, and making a point of order;
 - b. Noting and advising the Chair when an observer wishes to make a public comment during the time set aside for public comment; and
 - c. At the request of the Chair, mute observers when/if they become disruptive.
9. Public Comment on remote meetings may be precluded, or it may be conducted by means as the Board may from time to time determine.⁹⁴
10. All business of any kind, formal or informal, must be initiated, discussed, and acted upon in open session, unless one of the exceptions in Wis. Stat. § [19.85\(1\)](#)⁹⁶ applies.
11. In cases where Wisconsin law requires a hearing, the Board can determine the means for public access to documents, exhibits, maps, testimony, or statements substantially similar to an in-person hearing, or as may otherwise be permitted by law.⁹⁷

Section 1.09. Conducting Closed Session Electronic Meetings.

Under Wis. Stat. § [19.85\(1\)](#)⁹⁸, a closed session meeting may be held; however, such meeting shall be clearly noticed in accordance with Wis. Stats. §§ [19.84\(2\)-\(3\)](#)⁹⁹.

1. Prior to convening an electronic “closed session”, the Chair shall announce that all unauthorized, virtual attendees will be excluded from the “closed session” and placed in a virtual “waiting room”. The Chair shall further advise that, when the members return to open session, those attendees in the virtual “waiting room” will be allowed access again.¹⁰⁰
2. Prior to convening an electronic “closed session” meeting, a member shall move to convene into a closed session, and state the particular exception enacted within the Wisconsin State Statutes permitting a closed session. As part of the motion, the member must also state sufficient information concerning the topic of the closed session, so the public may determine the subject to be discussed.¹⁰¹

⁹¹ Effective Electronic Public Meetings: Part 1 and Part 2 on February 24 and March 5, 2021. Conducted by the UW Madison Extension Local Government Education Program.

⁹² Ibid.

⁹³ Ibid.

⁹⁴ Ibid.

⁹⁵ Ibid.

⁹⁶ Wis. Stat. § [19.85\(1\)](#).

⁹⁷ Effective Electronic Public Meetings: Part 1 and Part 2 on February 24 and March 5, 2021. Conducted by the UW Madison Extension Local Government Education Program

⁹⁸ Wis. Stat. § [19.85\(1\)](#).

⁹⁹ Wis. Stats. §§ [19.84\(2\)-\(3\)](#).

¹⁰⁰ Effective Electronic Public Meetings: Part 1 and Part 2 on February 24 and March 5, 2021. Conducted by the UW Madison Extension Local Government Education Program.

¹⁰¹ Ibid.

3. There shall be a rollcall vote to convene a closed session. The Chair must determine whether there are sufficient members “present”, either in person, electronically, or by telephone means, to constitute a quorum. S/he must also determine that a majority of that quorum voted in favor of convening a closed session.¹⁰²
4. The meeting agenda shall notice such meeting closed session in accordance with Wis. Stats. §§ [19.84\(2\)-\(3\)](#)¹⁰³.
5. The Chair shall ensure that the public is unable to attend, view, hear or participate in any portion of the electronic, closed session meeting, unless authorized to appear by the members. The members may determine if Village staff, presenters, or others authorized may attend.
 - a. The Chair shall ask remaining participants in the closed session to certify that they are alone and cannot be overheard, or, otherwise, that others cannot hear or see the proceedings.
 - b. The Chair should be aware that any person authorized to virtually attend such electronic, closed session may record the same without knowledge or consent by the body members.
 - c. The Chair shall remind participants that they must turn off cameras during the closed session, if so equipped.
 - d. The Chair shall enlist the aid of the person designated as the technical assistant in Section 1.08. no. 8. to verify that access to the closed session is limited to those authorized by the members, and that those who are not authorized to attend are placed in a virtual “waiting room.”
6. Do not take official action in closed session, except in the rarest of circumstances with the advice and guidance of counsel.¹⁰⁴
7. Do not convene to discuss business in open session until the appointed time identified on the agenda and/or the technical assistant verifies that all participants who have been placed in the “waiting room” have been returned.¹⁰⁵
8. At all times, provide ample explanation to both members of the body and the public as to the process for the closed session and expectations.¹⁰⁶
9. After the conclusion of the electronic, closed session, the members shall move to return to open session, and, thereafter, the meeting shall progress as before to the conclusion of the agenda.
 - a. All members of the public who were excluded from the duly-convened, closed session by being placed in a virtual “waiting room”, and who were waiting to observe the meeting, will be returned from the virtual “waiting room” to observe the remainder of the meeting.

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¹⁰² Ibid.

¹⁰³ Wis. Stats. §§ [19.84\(2\)-\(3\)](#).

¹⁰⁴ Effective Electronic Public Meetings: Part 1 and Part 2 on February 24 and March 5, 2021. Conducted by the UW Madison Extension Local Government Education Program.

¹⁰⁵ Ibid.

¹⁰⁶ Ibid.

¹⁰⁷ Ibid.

¹⁰⁸ Effective Electronic Public Meetings: Part 1 and Part 2 on February 24 and March 5, 2021. Conducted by the UW Madison Extension Local Government Education Program.

Section 1.10. Use of Electronic Devices during Village Meetings.¹⁰⁹

Elected and appointed officials shall avoid excessive access of electronic messages during Village meetings. Accessing such communication could be construed as receiving public comment without the benefit of having the citizen in person to address their concerns to the entire Board, Committee, and/or Commission at once. In addition, officials shall not respond to electronic communications concerning any matter pending before the body during a meeting. Use of cellular phones is strictly prohibited during the Closed Session portions of meetings.

To ensure focus on the discussions during meetings, officials should only use the internet during meetings to access agendas, packets, and resource documents relevant to the discussion. Officials should not be utilizing the internet or electronic communication devices to review or access information regarding matters not in consideration before the body during a meeting.

In respect to the meeting at hand and the importance of its matters, officials should make every effort to refrain from sending or receiving electronic communication of a personal nature during meetings, though it may sometimes be necessary to send or receive very urgent/emergency family or business communications during meetings.

Section 1.11. Trustee Salary and Stipend Compensation.¹¹⁰

Salary. In accordance with Wis. Stats. §§ 61.32, the president and board of trustees of any village, whether operating under general or special law, may by a three-fourths vote of all the members of the village board determine that a salary be paid the president and trustees. The League of Wisconsin Municipalities has interpreted this language to mean that establishing salaries for the very first time requires a three-fourths vote, but increasing or decreasing previously established salaries requires a simple majority vote. Salaries have been paid to the President and Trustees since the incorporation of the Village. Subsequent changes to salaries thus require a simple majority vote of Trustees at a Board meeting with a quorum. The annual salary to be paid to the President and Trustees is outlined in Village of Weston Municipal Code Sec. 2.206 *Generally*. With regard to increases, Wis. Stats. §§ 66.0505 prohibits city and village officials who by virtue of their office are entitled to participate in setting the salary for that office, from collecting salary in excess of the salary provided at the time they took office during their term of office. The governing body may decide that a salary increase will take effect at the beginning of the next term, or at some other time, such as after the first year of the next term. This means, if seats are staggered, that newly elected officials could get more than officials continuing to serve out their terms.

Stipend. In addition to the annual salary determined by the Board of Trustees, elected officials will receive a stipend for every in-person attendance to a Village committee, commission, special Board of Trustees, or public safety board meeting that the official has appointment to for the current term of office. The stipend amount is determined by the Board of Trustees. The stipend will not be paid to any member attending virtually or via phone. To receive the stipend, the President and/or Trustee must be required to attend the meeting and the meeting must be posted and agendized, a quorum notice does not qualify. Attending a Village meeting due to interest and/or to participate in discussion does not qualify, even if the President/Trustee attending is queried during the meeting, unless it is a committee meeting where the Chair or Vice Chair asks for the President/Trustee to participate in order to achieve quorum, then a stipend would be warranted.

¹⁰⁹ Adopted by Act of the Village Board of Trustees on June 16, 2025

¹¹⁰ Adopted by Act of the Village Board of Trustees on February 17, 2025

Stipend Exceptions. Meetings except from the stipend include the twelve (12) regular Board meetings, one annual Board of Review meeting, any non-Village community meetings the President/Trustee selects to attend, and any Village-related meetings where a stipend is already provided to the official.

Section 1.12. Attorney Referrals Procedure.¹¹¹

Board of Trustee requests for referrals to the Municipal Attorney shall be handled through the Administrator. A written request should be sent to the Administrator outlining the request and rationale for asking. The Administrator will place the request for referral on the next available meeting for discussion and/or action by the Board of Trustees. In an urgent situation, when waiting for the next available meeting is not an option due to approaching deadline or immediate need, the Administrator may take a request directly to the Municipal Attorney. If an urgent situation would occur, the Administrator will note the matter referred to the Attorney at the next available Board of Trustees meeting. Staff request for referrals should also be directed through the Administrator. Staff items exempt from the policy are operational matters, such as zoning enforcement matters and items approved through action of the Board of Trustees, such as drafting of developer agreements or contract assistance.

Contacting the Municipal Attorney shall be limited to the Administrator, unless the Administrator designates a Department Director to make contact due to expertise in the subject matter being requested. The Administrator should be copied on correspondence if sent by a Department Director.

¹¹¹ Adopted by Act of the Village Board of Trustees on March 17, 2025

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Chapter 2

RULES OF ORDER

- [Sec. 2.01.](#) [Introduction.](#)
- [Sec. 2.02.](#) [Preparing for a Meeting.](#)
- [Sec. 2.03.](#) [Interruption of a Speaker.](#)
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- [Sec. 2.07.](#) [Subsidiary Motions: Postpone Indefinitely, Refer to a Committee, Postpone to a Specific Time, Limit or Extend the Limits of Debate, Close Debate \(Move the Previous Question or Call for the Question\), Table or Lay on the Table.](#)
- [Sec. 2.08.](#) [Privileged Motions: Set an Adjourned Meeting \(or “fix the time to which to adjourn”\), Adjourn, Recess, Request a Privilege, Call for the Orders of the Day.](#)
- [Sec. 2.09.](#) [Incidental Motions: Parliamentary Inquiry, Request Information, Point of Order, Division of Assembly, Division of the Question, Appeal from the Decision of the Chair, Consider by Paragraph or Seriatim \(in series\), Suspend the Rules, Withdraw a Motion, Object to Consideration.](#)
- [Sec. 2.10.](#) [Reopening a Previously Decided Motion. Motions: To Reconsider, To Rescind.](#)
- [Sec. 2.11.](#) [Compound Motions.](#)
- [Sec. 2.12.](#) [Rules of Decision Making and Voting.](#)
- [Sec. 2.13.](#) [Minutes of the Village Board and Other Committees, Commissions and Authorities.](#)
- [Sec. 2.14.](#) [Charter Ordinances.](#)
- [Sec. 2.15.](#) [Ordinances.](#)
- [Sec. 2.16.](#) [Resolutions.](#)
- [Sec. 2.17.](#) [Proclamations.](#)

[Bibliography](#) and [Sources](#)[APPENDIX A](#)**Sec. 2.01. Introduction.** Principals of parliamentary procedure:

1. The purpose of parliamentary procedure is to make it easier for people to work together effectively, and to help groups accomplish their purposes.¹ Rules of procedure should not be used to awe, entangle, or confuse the uninitiated,² but to assist a meeting, not inhibit it.
2. A meeting can deal with only one matter at a time.³ The various kinds of motions have therefore been assigned an order of precedence.⁴
3. All members have equal rights, privileges and obligations. One of the Chairperson’s main responsibilities is to use the authority of the Chair to ensure that all people attending a meeting are treated equally, for example, not to permit a vocal few to dominate the debates.⁵
4. A majority vote decides an issue. In any group, each member agrees to be governed by the vote of the majority. Parliamentary rules enable the majority to determine the will of those attending a meeting.⁶

¹ Alice Sturgis. *The Standard Code of Parliamentary Procedure Revised and Updated 4th Edition* (McGraw-Hill, 2001), 7.

² Ibid.

³ Robert McConnell Production. *Robert’s Rules of Order Simplified and Applied 2nd Ed.* (Indianapolis, Indiana: Wiley Publishing, Inc., 2001), 8.

⁴ Sarah Corbin Robert, M. Robert III, William J. Evans, Daniel H. Honemann, and Thomas J. Balch, with the assistance of Daniel E. Seabold and Shmuel Gerbert. *Robert’s Rules of Order Newly Revised 11th Edition* (Da Capo Press, 2011), 58-59.

⁵ Alice Sturgis. *The Standard Code of Parliamentary Procedure Revised and Updated 4th Edition* (McGraw-Hill, 2001), 8.

⁶ Ibid.

5. The rights of the minority must be protected at all times. Although the ultimate decision rests with a majority, all members have such basic rights as the right to be heard and the right to oppose. The rights of all members, majority and minority, should be the concern of every member. A person may be in a majority on one question, but in minority the on the next.⁷
6. Every matter presented for decision should be discussed fully. The right of every member to speak on any issue is as important as each member's right to vote.⁸
7. Every member has the right to understand the meaning of any question presented to a meeting, and to know what effect a decision will have. A member always has the right to request information on any motion he or she does not thoroughly understand.⁹

Moreover, all meeting must be characterized by fairness and by good faith. Parliamentary strategy is the art of using procedure legitimately to support or defeat an issue.¹⁰

Some rules of procedure are mandatory for local governments, such as Wisconsin "Open Meetings Law". Local governments may create their own rules within the bounds of higher laws. Local governments may designate a manual or procedure to follow in situations not covered by higher law or their own rules. Local governments may decide on procedures in instances not covered by higher law, their own rules, or their designated manual of procedures.

Before embracing or enacting specific "rules of order", a governmental body must do its research:

Which "rules of order?" Not only that, but which version, and are there any subsequent editions? As an example, most people know "Robert's Rules of Order Newly Revised", but don't know that it is now (2020) in its 12th edition. September, 2020.

If certain "rules of order" are adopted without limitation, the governmental body is bound to follow all the rules contained therein, many of which may be neither applicable nor desirable.

Some "rules of order" may contradict Wisconsin's Open Meeting and Open Records Laws; however, the governmental body must comply with those laws.

Sec. 2.02. Preparing for Meetings.

By doing his/her homework, the Chairperson can ensure a successful meeting. The Chair should become thoroughly knowledgeable with the business issues at the meeting, including any reports that committees or task forces are expected to give, any motions already submitted by individual members or groups of members, and, insofar as it is possible, any "new" business likely to be introduced. A Chairperson's preparation will enable him/her to "stay on top of things" while chairing the meeting, and to anticipate most of the questions likely to be asked, information sought, etc. The Chair should also ensure that key people for that meeting will be attending.

The Village President establishes the agenda for Village Board meetings, and, as appropriate, consults with the Village Administrator and members of Village staff.¹¹

⁷ Alice Sturgis. *The Standard Code of Parliamentary Procedure Revised and Updated 4th Edition* (McGraw-Hill, 2001), 8-9.

⁸ *Id.* at 9.

⁹ *Ibid.*

¹⁰ *Ibid.*

¹¹ League of Wisconsin Municipalities. *Handbook for Wisconsin Municipal Officials* (Madison, Wisconsin: League of Wisconsin Municipalities, 2/17), 153, ¶ 2.

Any member of the board may request that a matter be placed on the agenda for a future Village Board meeting by requesting that it be done under the “Comments from Trustees” section, and creating an “order of the day” for the next meeting.¹² Notably:

1. Members of the group must have a reasonable opportunity to place matters on the agenda;¹³
2. The order in which items on the agenda are taken up for consideration may be changed by two thirds (2/3) of the members voting. (five (5) members for the Village Board);¹⁴
3. New items **may not** be added to the agenda for later action in the same meeting;¹⁵ and
4. New items added to the agenda of an adjourned meeting **must be included** in the notice of the adjourned, i.e., the next meeting.¹⁶

A governmental body may never act on any items not listed in the “official” agenda.¹⁷

Village Board Meetings.

Special Meetings: A special meetings may be called by any two Trustees in writing. It must be filed with the Village Clerk, who shall thereupon seasonably notify all the trustees of the time and place of the meetings in the manner directed by the bylaws (Village of Weston Municipal Code, **Chapter 2 Administration DIVISION 2 MEETINGS, Sec. 2.206. Generally**).¹⁸

Regular Meetings: Regular meetings of the Board shall be held at the Village of Weston Municipal Center on the third (3rd) Monday of each month at 6:00 p.m. CST. Any regular meeting falling on a legal holiday shall be rescheduled at the preceding meeting. (Village of Weston Municipal Code **Chapter 2 Administration DIVISION 2 MEETINGS, Sec. 2.207. Regular Meetings**).¹⁹

Special Meetings Called by the President: Special meetings of the Board may be called by the President at such times as s/he may appoint. The President must inform each Trustee of the purpose and time of each meeting by either oral or written notice. The notice shall be given within a reasonable time prior to the meeting. (Village of Weston Municipal Code **Chapter 2 Administration DIVISION 2 MEETINGS, Sec. 2.208. Special Meetings**).²⁰

Agenda.

The Agenda contains the items of business to be discussed in a meeting. In the case of the Village of Weston’s Board, Committees, Commissions and Authorities, a designated person is charged with the responsibility of preparing the Agenda. The person preparing it can, of course, seek assistance. After it is posted, the Agenda can be amended, as long as the final Agenda is posted no later than twenty-four (24) hours prior to the meeting date and time, unless, for good cause, such notice is impossible or impractical; in that case, shorter notice may be given, but the notice may never be provided less than two (2) hours in advance of the meeting. (Wis. Stat. § [19.84](#) ²¹).

¹² Larry E. Larmer. *A Guide to Parliamentary Procedure for Local Governments in Wisconsin* (Dubuque, Iowa: Kendall/Hunt Publishing Company, 1998), 17, Sec. 3.4.

¹³ *Id.* at 16, Sec. 3.3.

¹⁴ *Id.* at 17, Sec. 3.5.

¹⁵ *Id.* at 17, Sec. 3.6.

¹⁶ *Id.* at 18, Sec. 3.7.

¹⁷ *Id.* at 17, Sec. 3.6

¹⁸ VILLAGE OF WESTON, WIS. MUNICIPAL CODE § 2.206.

¹⁹ VILLAGE OF WESTON, WIS. MUNICIPAL CODE § 2.207.

²⁰ VILLAGE OF WESTON, WIS. MUNICIPAL CODE § 2.208.

²¹ Wis. Stat. § [19.84](#).

Any member of the Board of Trustees may request that a matter be placed on the Agenda²² by Monday at 12:00 p.m. CST of the week preceding the Village Board Meeting. All items added to the Agenda by Village Board members shall contain a statement indicating the action that is requested by the Village Board, and the rationale for each action. A Trustee may accept the additions to the Village Board Agenda until Wednesday at 12:00 p.m. CST of the week preceding the Village Board Meeting. However, no staff research will be provided, and the Trustee making the request will be responsible for leading the discussion on the topic. Village staff may edit Agenda submissions in order to ensure compliance with the State of Wisconsin Open Meetings Law or any other applicable statutory requirements. In the event any of aforementioned deadlines for submission were to occur on a legal holiday, the deadline shall be 12:00 p.m. CST of the business day immediately preceding the holiday.

Village meeting notices are to be published and distributed on the Monday prior to the meeting, draft meeting agendas are to be sent to the Chair, Vice Chair, Village President, and all Trustees in relationship to the meeting on the Tuesday prior to the meeting by 6:00 p.m.²³

To allow elected and appointed officials and the public reasonable time to review background materials in advance of regularly scheduled public meetings, Agendas and Meeting Packets are to be completed and available by 4:00 P.M. on the Wednesday prior to the scheduled meeting. If meeting materials are not available by this time, the related item will be removed from the agenda and if there is no other business to be taken up, the meeting will be cancelled.

Exceptions. The intent is for there not to be exceptions for furnishing preparatory materials in advance of public meetings. However, there may be situations which call for convening special meetings on short notice due to emergencies. Additionally, materials regarding matters to be discussed in closed session may not be appropriate to provide in advance. Exceptional circumstances are to be addressed between the Administrator or Clerk and the Village President to determine whether it is appropriate to proceed with addressing the matter in question on the agenda and/or proceeding to conduct the meeting.

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Time or order of specific Agenda item(s) must be addressed at the time indicated on the “notice” and Agenda, unless two-thirds (2/3) of the members agree to take it up at a different time.²⁵ A motion is required to “suspend the rules”. In the case of the Village of Weston Board, seven (7) members, two thirds (2/3) (4.66) must be rounded up to five (5) members in order pass.

The times set aside for public input during a meeting should be clearly identified on the Agenda.²⁶

1. The public may be invited to speak on particular items.²⁷
2. The public may be invited to speak at a particular time during a meeting on any item on the Agenda.²⁸
3. Providing opportunity for public comment during any “hearing” is required.²⁹

Notice of Meetings.

²² League of Wisconsin Municipalities. *Handbook for Wisconsin Municipal Officials* (Madison, Wisconsin: League of Wisconsin Municipalities, 2/17), 152, ¶ 3.

²³ Added by Act of the Village Board of Trustees on September 16, 2024

²⁴ Amended by Act of the Village Board of Trustees on February 20, 2023

²⁵ Larry E. Larmer. *A Guide to Parliamentary Procedure for Local Governments in Wisconsin* (Dubuque, Iowa: Kendall/Hunt Publishing Company, 1998), 19, Sec. 3.9.

²⁶ *Id.* at 18, Sec. 3.10.

²⁷ *Ibid.*

²⁸ *Ibid.*

²⁹ League of Wisconsin Municipalities. *Handbook for Wisconsin Municipal Officials* (Madison, Wisconsin: League of Wisconsin Municipalities, 2/17), 161, ¶ 1.

Notice of meetings must be provided to all members and to the public. Wis. Stat. § [19.84](#)³⁰ requires the notice to contain:

Time, place, and business to be conducted. It must be sufficiently specific to inform any interested party.

Terms to avoid:

“Reports.”

“Unfinished Business.”

“New Business.”

“Other business that may come before the body,” unless there follows a more specific description.³¹

Closed Session.

In the event a Trustee seeks to place a matter on the Agenda in “Closed Session” under Wis. Stat. § [19.85](#)³², the Trustee shall consult with the Village Administrator and Village Attorney to determine whether an adequate statutory basis exists to discuss the subject at a Closed Session. Under these circumstances, no action shall be taken on any items coming out of Closed Session, unless the posted Agenda states that the action will be taken. If that is not stated in the Agenda, any action arising from a Closed Session may be addressed at the next regularly-scheduled Board meeting properly noticed in accordance with Wis. Stat. § [19.84](#).³³

Sec. 2.03. Interrupting a Speaker.

Each member shall have the right to speak freely without interruption or interference, provided that the “rules” are observed.³⁴ When any member is speaking, no member shall engage in private discourse, or, in any way, interrupt the speaker, except if it is regarding a question of order or to make inquires or requests of immediate concern.³⁵

Sec. 2.04. Introducing a Motion.

1. A motion comes from an individual member. It is not necessary to have a motion before a discussion begins. Often, a motion will arise from a discussion. The subject matter discussed, if not the motion itself, must be on the public notice and Agenda of the meeting. If the subject matter or motion is not listed on the meeting’s public notice and Agenda, the members must not deliberate the motion. The members may, however, add the matter to a later meeting’s notice and Agenda in compliance with (Wis. Stat. § [19.84](#).³⁶)³⁷

³⁰ Wis. Stat. § [19.84](#).

³¹ Larry E. Larmer. *A Guide to Parliamentary Procedures for Local Governments in Wisconsin* (Dubuque, Iowa: Kendall/Hunt Publishing Company, 1998).16, ¶ 3.

³² Wis. Stat. § [19.85](#).

³³ Wis. Stat. § [19.84](#).

³⁴ Sarah Corbin Robert, M. Robert III, William J. Evans, Daniel H. Honemann, and Thomas J. Balch, with the assistance of Daniel E. Seabold and Shmuel Gerbert. *Robert’s Rules of Order Newly Revised 11th Edition* (Da Capo Press, 2011), 30, ¶ 2.

³⁵ Alice Sturgis. *The Standard Code of Parliamentary Procedure Revised and Updated 4th Edition* (McGraw-Hill, 2001), 126, ¶ 1; Larry E. Larmer. *A Guide to Parliamentary Procedure for Local Governments in Wisconsin* (Dubuque, Iowa: Kendall/Hunt Publishing Company, 1998), 32, Sec. 5.3.3.; League of Wisconsin Municipalities. *Handbook for Wisconsin Municipal Officials* (Madison, Wisconsin: League of Wisconsin Municipalities, 2/17), 148, ¶ 7; Sarah Corbin Robert, M. Robert III, William J. Evans, Daniel H. Honemann, and Thomas J. Balch, with the assistance of Daniel E. Seabold and Shmuel Gerbert. *Robert’s Rules of Order Newly Revised 11th Edition* (Da Capo Press, 2011), 394.

³⁶ Wis. Stat. § [19.84](#).

³⁷ League of Wisconsin Municipalities. *Handbook for Wisconsin Municipal Officials* (Madison, Wisconsin: League of Wisconsin Municipalities, 2/17), 147, ¶ 1.

- a. **Motions are required for substantive matters of business.** “Substantive” matters are official actions of the group as it makes decisions in the form of ordinances and resolutions that affect the community. “Procedural” issues may be decided by unanimous consent.³⁸
 - b. **Motions must be worded clearly,** and their effects must not leave the members in an ambiguous situation. If necessary, the members should take the time to allow the motion’s maker to revise the motion, so s/he can properly convey its purpose. The motion being made should be repeated by the recording secretary before being seconded. Until there is a second, the motion is still “owned” by the maker, and, as such, may be withdrawn, changed, or restated. The Chair and other members should give sufficient time for the motion’s maker to allow for such action before seconding and formally stating the motion as made. The expression “**so moved**” should be avoided.³⁹
 - c. **“Negative motions” should be avoided if possible.** Motions typically propose a particular action, and, if voted down, the members do not take the action. If a motion is worded in the negative, i.e., instructing the members to avoid an action, the members are not required to take the action if the motion fails. It is important for the members to understand the effects of the passing or striking down the negative motion. Due to possibility of ambiguity and confusion, motions expressed in the negative should be ruled “out of order”, and the motion should be expressed in the affirmative.⁴⁰
 - d. **Motions proposing that the members avoid certain issues,** or “wash their hands” of them, should be avoided.⁴¹ Members should let an issue “die” by failing to either favor or oppose the motion.⁴²
 - e. **Motions to “reaffirm” existing legislation, policy, or resolution should be avoided. It creates ambiguity.**⁴³ Motions to “reaffirm” have little effect if passed, but create an ambiguous situation if they fail.⁴⁴
 - f. **Motions to “accept” or “approve” informational reports should be avoided.**⁴⁵ They are unnecessary.⁴⁶ If, by motion or unanimous consent, the members agree to “accept” or “approve” a report, they are agreeing to the accuracy of the report’s content, its conclusions, or any recommendation(s) the report may contain.⁴⁷ The members should “**acknowledge**” the reports in a carefully-worded motion to that effect.⁴⁸
2. **Most motions must be “seconded”.** A few motions do not require “seconds”, because, although technically classified as motions, they are actually either *requests* that are decided by the presiding officer, or demands that the Chair must grant. These are:
- a. Point of Order;

³⁸ *Id.* at 147, ¶ 2.

³⁹ *Id.* at 147, ¶ 3.

⁴⁰ Larry E. Larmer. *A Guide to Parliamentary Procedure for Local Governments in Wisconsin* (Dubuque, Iowa: Kendall/Hunt Publishing Company, 1998), 39, Sec. 6.2.1.; League of Wisconsin Municipalities. *Handbook for Wisconsin Municipal Officials* (Madison, Wisconsin: League of Wisconsin Municipalities, 2/17), 147, ¶ 3.

⁴¹ League of Wisconsin Municipalities. *Handbook for Wisconsin Municipal Officials* (Madison, Wisconsin: League of Wisconsin Municipalities, 2/17), 147, ¶ 3.

⁴² *Ibid* 147, ¶ 4

⁴³ Larry E. Larmer. *A Guide to Parliamentary Procedure for Local Governments in Wisconsin* (Dubuque, Iowa: Kendall/Hunt Publishing Company, 1998), 40, Sec. 6.3; League of Wisconsin Municipalities. *Handbook for Wisconsin Municipal Officials* (Madison, Wisconsin: League of Wisconsin Municipalities, 2/17), 147, ¶ 3.

⁴⁴ Larry E. Larmer. *A Guide to Parliamentary Procedure for Local Governments in Wisconsin* (Dubuque, Iowa: Kendall/Hunt Publishing Company, 1998), 40, Sec. 6.3.1.

⁴⁵ *Id.* at 40, Sec. 6.4.

⁴⁶ *Id.* at 40, Sec. 6.4.1.

⁴⁷ *Id.* at 40, Sec. 6.4.2.

⁴⁸ *Id.* at 40, Sec. 6.4.3.

- b. Parliamentary inquiry;
- c. Withdraw a motion;
- d. Division of a question;
- e. Division of the assembly; and
- f. Questions of Privilege.

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- 3 The motion must be seconded by any member, other than the person who brings the motion. The member seconding the motion may not necessarily be in favor of the motion, nor is s/he committed to argue or vote for it. The function of a second is to certify that at least one other member recognizes the motion as worthy of discussion. After having been moved and seconded, the motion is put before the members by the Chair who states the motion (e.g., “[I]t has been moved and seconded that....”). At that point, it is considered “**pending**”.⁵⁰
4. If **discussion** begins without the motion being seconded, the members have *de facto* seconded the motion, and the motion is in order.⁵¹ Clarification questions should not be taken as *de facto* seconds.⁵²
5. Once discussion has begun on a motion, “withdrawing” a second is of no consequence. The motion is still in order and pending.⁵³
6. When a motion has been made, seconded, and stated by the Chairperson, the members must decide the issue.⁵⁴
7. When a motion is pending, it is the only item that can be discussed; all irrelevant subject matter is out of order, except for motions.⁵⁵
8. If a motion has not been stated by the Chairperson, but the members discuss it, the motion becomes *de facto pending*.⁵⁶
9. Once a motion is pending, its maker cannot withdraw it without permission of the members. Permission is ordinarily granted by unanimous consent, but if the withdrawal is controversial, permission to withdraw must be put to a vote with a majority of the votes cast favoring withdrawal. “**Withdrawing a Motion**”.⁵⁷
10. Once a motion is pending, it can only be changed with consent of the members. Pending motions can be changed with unanimous consent, but if the change is controversial, it may require a formal “**motion to amend**”. A second and a majority vote are needed to approve the change(s).⁵⁸
11. **Motions must be in order.**⁵⁹

⁴⁹ Alice Strugis. *The Standard Code of Parliamentary Procedure Revised and Updated 4th Edition* (McGraw-Hill, 2001), 25, ¶ 2.

⁵⁰ League of Wisconsin Municipalities. *Handbook for Wisconsin Municipal Officials* (Madison, Wisconsin: League of Wisconsin Municipalities, 2/17), 147, ¶ 4.

⁵¹ Larry E. Larmer. *A Guide to Parliamentary Procedure for Local Governments in Wisconsin* (Dubuque, Iowa: Kendall/Hunt Publishing Company, 1998), 41, Sec. 6.5.3.

⁵² *Id.* at 41, Sec. 6.5.3.

⁵³ Larry E. Larmer. *A Guide to Parliamentary Procedure for Local Governments in Wisconsin* (Dubuque, Iowa: Kendall/Hunt Publishing Company, 1998), 41, Sec. 6.5.4.

⁵⁴ *Id.* at 42, Sec. 6.6.3; League of Wisconsin Municipalities. *Handbook for Wisconsin Municipal Officials* (Madison, Wisconsin: League of Wisconsin Municipalities, 2/17), 148, ¶ 2.

⁵⁵ 148, ¶ 1 League of Wisconsin Municipalities. *Handbook for Wisconsin Municipal Officials* (Madison, Wisconsin: League of Wisconsin Municipalities, 2/17).

⁵⁶ Larry E. Larmer. *A Guide to Parliamentary Procedure for Local Governments in Wisconsin* (Dubuque, Iowa: Kendall/Hunt Publishing Company, 1998), 42, Sec. 6.6.3.1.

⁵⁷ *Id.* at 4, Sec. 6.6.3.2.

⁵⁸ *Id.* at 42, Sec. 6.6.3.3.

⁵⁹ *Id.* at 43, Sec. 6.7.

- a. Motions that propose substantive decisions, such as resolutions and ordinances, are **not in order** if the members fail to list them on the notice for the meeting.⁶⁰
 - b. If a motion proposes the same substance as a previously-decided motion, it is “out of order”. If members seek to revisit an issue that was previously decided, a motion to “**reconsider**” would be in order based upon new information or insight.⁶¹
12. A motion is **out of order** if another motion of higher ranking is pending before the members.⁶² **Main motions** (e.g., resolutions and ordinances) are the lowest in rank, and cannot be made when any higher-ranking motions are pending. Motions to:
- a. Reconsider (only during the same meeting);
 - b. Rescind; and
 - c. Take from the Table
- are regarded as **main motions**.
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13. **Subsidiary motions** apply to main motions. They are in order when a main motion is pending, but not when a privileged motion is pending. Subsidiary motions are prioritized in the order listed below. Any motion ranked lower on the list is **not in order** when any one of the motions ranked higher than it is pending:
- a. Table (or “lay on the table”), and to take it from the table **later at the same meeting**. To take it from the table requires a motion.
 - b. Close debate (“move the previous question” or “call for the question”).
 - c. Limit or Extend Debate.
 - d. Postpone to Specific Time.
 - e. Refer to Committee.
 - f. Amend.
 - g. Postpone Indefinitely (to “kill” a motion).
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14. **Privileged motions**. Any privileged motion can be made while a main motion or a subsidiary motion is pending. Privileged motions are prioritized in the order listed below. Any motion ranked lower on the list is **not in order** when any one of those ranked higher than it is pending.
- a. Set an Adjourned Meeting (or “fix the time to adjourn”).
 - b. Adjourn.
 - c. Recess.
 - d. Request a Privilege.
 - e. Call for the Orders of the Day.
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15. **Incidental motions** are situation-specific. They have no rank among themselves. When an incidental motion becomes relevant, the order is correct, even if a motion of another class or

⁶⁰ *Id.* at 43, Sec. 6.7.1.

⁶¹ *Id.* at 43, Sec. 6.7.2.

⁶² *Id.* at 43, Sec. 6.7.3.

⁶³ *Id.* at 43-44, Secs. 6.7.3.1. & 6.7.3.

⁶⁴ Larry E. Larmer. *A Guide to Parliamentary Procedure for Local Governments in Wisconsin* (Dubuque, Iowa: Kendall/Hunt Publishing Company, 1998), 43-44, Secs. 6.7.3.2., 6.7.3.3. & 6.7.3.

⁶⁵ *Id.* at 43-44, 6.7.3.4., 6.7.3.5. & 6.7.3.

incidental motion is pending. Incidental motions are not motions in the customary sense, but are requests, inquires, orders, and appeals. The following motions are incidental:

- a. Parliamentary Inquiry;
- b. Request Information;
- c. Point of Order;
- d. Division of Assembly;
- e. Division of the Question;
- f. Appeal from the Decision of the Chair;
- g. Consider by Paragraph or Seriatim (in series);
- h. Suspend the Rules;
- i. Withdraw a Motion; and
- j. Object to Consideration.

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16. Upon disposing a higher-ranked motion that was made when a lower-ranked motion was pending, the members return their immediate attention to the lower-ranked motion.⁶⁷

Sec. 2.05. Discussing and Debating a Motion.

Customarily, the member who has offered the motion is permitted to speak on its behalf before opening the discussion to others.⁶⁸ During the discussion, members may limit the speaking time devoted to the motion.⁶⁹ The members may also limit the total time devoted to the motion, the number of times a single member may speak on the motion, and the amount of time a member may speak each time s/he addresses the motion.⁷⁰ The members may establish any of these limits as they see fit. If there are any standing rules at the time of discussion, they may “**suspend the rules**”⁷¹ by motion and two-thirds (2/3) approval in a vote.⁷² In the case of the Village of Weston Board, seven (7) members, two thirds (2/3) (4.66) must be rounded up to five (5) members in order pass.

Each member shall be allowed to speak on any issue as long as they follow the above limits. Closing the debate before every member has had the opportunity to speak on the issue is out of order.⁷³

Members should alternate statements that favor and oppose the motion. If there are repeated statements on one side of the issue, the Chairperson should request that members with other points of view see recognition.⁷⁴

No member may move to “**close debate**”, “**move the previous question**”, or “**call for the question**” if there are members who have not had the opportunity to speak on the issue—or if any members object to the motion. After satisfying the member’s opportunity to speak on an issue, a motion to “**close debate**”, “**move the previous question**”, or “**call for the question**” is in order. Such motion requires a second, and

⁶⁶ *Id.* at 44-45, Secs. 6.7.3.6. & 6.7.3.7.

⁶⁷ *Id.* at 45, Sec. 6.7.4.

⁶⁸ League of Wisconsin Municipalities. *Handbook for Wisconsin Municipal Officials* (Madison, Wisconsin: League of Wisconsin Municipalities, 2/17), 148, ¶ 1.

⁶⁹ *Id.* at 148, ¶ 3.

⁷⁰ *Ibid.*

⁷¹ Alice Sturgis. *The Standard Code of Parliamentary Procedure Revised and Updated 4th Edition* (McGraw-Hill, 2001), 84-87.

⁷² *Id.* at 87.

⁷³ League of Wisconsin Municipalities. *Handbook for Wisconsin Municipal Officials* (Madison, Wisconsin: League of Wisconsin Municipalities, 2/17), 148, ¶ 5.

⁷⁴ League of Wisconsin Municipalities. *Handbook for Wisconsin Municipal Officials* (Madison, Wisconsin: League of Wisconsin Municipalities, 2/17), 148, ¶ 6.

must be voted on and approved by a two-thirds (2/3) vote.⁷⁵ In the case of the Village of Weston Board, seven (7) members, two thirds (2/3) (4.66) must be rounded up to five (5) members in order pass.

1. The **rules of discussion and debate** may apply whether or not a motion is pending. The rules of discussion and debate are administered by the **Chairperson**, subject to appeal, and include:
 - a. Recognizing when members wish to speak;
 - b. Enforcing time limits; and
 - c. Administering other rules of discussion and debate the members may have.
2. If a member feels a **Chairperson’s rulings** are unfair or incorrect, they may be **appealed (“from the decision of the Chair”)**.⁷⁷
3. If members make comments during the debate of a motion, they must be relevant. Comments that are not related to the subject matter, or impact the decision, should be ruled **out of order** by the Chairperson.⁷⁸

Sec. 2.06. Amending a Motion.

Postpone Indefinitely. Postponing a motion indefinitely stops deliberations on a pending, **main motion** with no expectation that the members will ever address the matter again. If the motion to postpone indefinitely has passed, the motion to which it applies is simply dropped from deliberations.

1. If the issue comes up again, the “motion to postpone indefinitely” will have to be “reconsidered”, or the **main motion** will have to be reintroduced on the Agenda in a later-noticed meeting.
2. **Requires a second.** Should discussion begin without a second, the motion should be regarded as *de facto* seconded.
3. **Is open to discussion and debate.** It can include the merits of the **main motion** to which it applies.
4. **Is not amendable.** Unless otherwise specified, **it requires a majority of the votes cast for passage.**
5. **An affirmative vote on the motion to postpone it indefinitely can be reconsidered** later in the meeting. A negative vote cannot be considered.

Amending a Motion. A motion to amend seeks to change the wording and/or action proposed by the pending motion. If the “motion to amend” is passed, the pending motion is altered accordingly, and it is then subject to further deliberation and/or amendment.

1. Adopting a “motion to amend” does not pass the underlying motion.
2. **Requires a second.** Should discussion begin without a second, the motion should be regarded as *de facto* seconded.

⁷⁵ *Id.* at 148, ¶ 2;

Larry E. Larmer. *A Guide to Parliamentary Procedure for Local Governments in Wisconsin* (Dubuque, Iowa: Kendall/Hunt Publishing Company, 1998), 35, Secs. 5.8., 5.8.2, 5.8.3. & 5.8.4.

⁷⁶ *Id.* at 31, Secs. 5.1. & 5.1.1.

⁷⁷ *Id.* at 35, Secs. 5.2. & 5.2.2.

⁷⁸ *Id.* at 35, Secs. 5.4., 5.4.1. & 5.4.2.

⁷⁹ Larry E. Larmer. *A Guide to Parliamentary Procedure for Local Governments in Wisconsin* (Dubuque, Iowa: Kendall/Hunt Publishing Company, 1998), 64, APPENDIX A.

3. **Is open to discussion and debate**, if the motion to which it applies is debatable.
4. **Can be amended** with procedural limitations.
5. **Unless otherwise specified, it requires a majority of the votes cast for adoption**, even if the motion to which it applies requires a larger proportion or a larger pool of members.
6. **Can be reconsidered** later in the same meeting.

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Amendable Motions: Ordinances and Resolutions; Rescind, Limit or Extend Debate, Postpone to a Specific Time, Refer to the Committee, Amend, Set Time to which to Adjourn, Recess, Consider by Paragraph or Seriatim.⁸¹

1. Motions that contain a variable are capable of alteration. The only motions that may be amended without restriction are main motions and motions to amend.⁸²
2. The following four motions are open to restricted amendment:
 - a. **Postpone to a certain time;**
 - b. **Limit debate;**
 - c. **Recess** as to time; and
 - d. **Refer to a Committee** the names, number of members, methods of selection of the committee, and instructions, such as the time the motion is to be reported back to the assembly.

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3. Motions that cannot be qualitatively or quantitatively varied are not amendable.⁸⁴
4. Once a motion is pending, only the members, not the motion's maker, may amend it.⁸⁵

5. Amendments are made by:

- a. Addition (insertion);
- b. Deletion (striking out);
- c. Striking out and insertion; and
- d. Substitution.

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6. Amendments must be germane to the action proposed in the pending motion; that is, they must be closely related to, or have a bearing on, the subject of the motion to be amended.⁸⁷

⁸⁰ *Id.* at 64, APPENDIX A.

⁸¹ *Id.* at 83-84, APPENDIX B.

⁸² Alice Sturgis. *The Standard Code of Parliamentary Procedure Revised and Updated 4th Edition* (McGraw-Hill, 2001), 49, ¶ 1.

⁸³ Alice Sturgis. *The Standard Code of Parliamentary Procedure Revised and Updated 4th Edition* (McGraw-Hill, 2001), 48, ¶ 2.

⁸⁴ Larry E. Larmer. *A Guide to Parliamentary Procedure for Local Governments in Wisconsin* (Dubuque, Iowa: Kendall/Hunt Publishing Company, 1998), 46, Sec. 6.9.1.1.

⁸⁵ *Id.* at 53, ¶ 1.

⁸⁶ *Id.* at 47-48.

⁸⁷ Sarah Corbin Robert, M. Robert III, William J. Evans, Daniel H. Honemann, and Thomas J. Balch, with the assistance of Daniel E. Seabold and Shmuel Gerbert. *Robert's Rules of Order Newly Revised 11th Edition* (Da Capo Press, 2011), 131.

- a. If the proposed amendment's relevance to the pending motion is not clear, the members may decide whether to admit it.⁸⁸
 - b. The Chair may rule a proposed amendment out of order on the grounds that it is not germane to the pending motion, subject to appeal.⁸⁹
 - c. If the Chair is in doubt as to the germaneness of a proposed amendment, s/he may put the issue of germaneness to the members to decide by its vote.⁹⁰
 - d. Deciding that an amendment is germane does not mean that the amendment has been adopted.⁹¹
7. Even though it is hostile to the action proposed in the amendment, it may be in order.⁹²
 8. An amendment is in order, even if it alters the main motion in such a way that the amended motion would propose action different from, and even at odds with, the motion to which it applies.⁹³
 9. An amendment is “**out of order**” if its exact effect can be achieved by voting against the pending motion to which it applies.⁹⁴
 10. There is no limitation on the number of times a motion may be amended during the course of deliberation.⁹⁵
 11. Amendments, themselves, can be amended prior to being fully decided.⁹⁶
 12. To prevent deliberations from becoming too complex, only a subsequent amendment to an amendment (secondary amendment) may be pending at a time. Once a secondary amendment has been decided, any additional secondary amendment that raises a new issue is in order.⁹⁷
 13. Motions may be amended by substituting an entire restatement of the motion, i.e., a substitute motion. The substitute motion must be germane to the topic area, but it may propose a course of action quite different from the original motion.⁹⁸

⁸⁸ Robert McConnell Production. *Robert's Rules of Order Simplified and Applied 2nd Ed.* (Indianapolis, Indiana: Wiley Publishing, Inc., 2001), 87, ¶ 13.

⁸⁹ League of Wisconsin Municipalities. *Handbook for Wisconsin Municipal Officials* (Madison, Wisconsin: League of Wisconsin Municipalities, 2/17), 149, ¶ 2.

⁹⁰ *Ibid.*; Sarah Corbin Robert, M. Robert III, William J. Evans, Daniel H. Honemann, and Thomas J. Balch, with the assistance of Daniel E. Seabold and Shmuel Gerbert. *Robert's Rules of Order Newly Revised 11th Edition* (Da Capo Press, 2011), 137-138; Robert McConnell Production. *Robert's Rules of Order Simplified and Applied 2nd Ed.* (Indianapolis, Indiana: Wiley Publishing, Inc., 2001), 87, ¶ 13.

⁹¹ Sarah Corbin Robert, M. Robert III, William J. Evans, Daniel H. Honemann, and Thomas J. Balch, with the assistance of Daniel E. Seabold and Shmuel Gerbert. *Robert's Rules of Order Newly Revised 11th Edition* (Da Capo Press, 2011), 131.

⁹² Alice Sturgis. *The Standard Code of Parliamentary Procedure Revised and Updated 4th Edition* (McGraw-Hill, 2001), 50, ¶ 1; Sarah Corbin Robert, M. Robert III, William J. Evans, Daniel H. Honemann, and Thomas J. Balch, with the assistance of Daniel E. Seabold and Shmuel Gerbert. *Robert's Rules of Order Newly Revised 11th Edition* (Da Capo Press, 2011), 136.

⁹³ Alice Sturgis. *The Standard Code of Parliamentary Procedure Revised and Updated 4th Edition* (McGraw-Hill, 2001), 50, ¶ 1.

⁹⁴ Alice Sturgis. *The Standard Code of Parliamentary Procedure Revised and Updated 4th Edition* (McGraw-Hill, 2001), 50, ¶ 2; Sarah Corbin Robert, M. Robert III, William J. Evans, Daniel H. Honemann, and Thomas J. Balch, with the assistance of Daniel E. Seabold and Shmuel Gerbert. *Robert's Rules of Order Newly Revised 11th Edition* (Da Capo Press, 2011), 138.

⁹⁵ Alice Sturgis. *The Standard Code of Parliamentary Procedure Revised and Updated 4th Edition* (McGraw-Hill, 2001), 50-51, ¶ 3; Sarah Corbin Robert, M. Robert III, William J. Evans, Daniel H. Honemann, and Thomas J. Balch, with the assistance of Daniel E. Seabold and Shmuel Gerbert. *Robert's Rules of Order Newly Revised 11th Edition* (Da Capo Press, 2011), 135.

⁹⁶ Alice Sturgis. *The Standard Code of Parliamentary Procedure Revised and Updated 4th Edition* (McGraw-Hill, 2001), 50, ¶ 1; Sarah Corbin Robert, M. Robert III, William J. Evans, Daniel H. Honemann, and Thomas J. Balch, with the assistance of Daniel E. Seabold and Shmuel Gerbert. *Robert's Rules of Order Newly Revised 11th Edition* (Da Capo Press, 2011), 135.

⁹⁷ *Id.* at 50, ¶ 2; *Ibid.*

⁹⁸ Alice Sturgis. *The Standard Code of Parliamentary Procedure Revised and Updated 4th Edition* (McGraw-Hill, 2001), 48; Sarah Corbin Robert, M. Robert III, William J. Evans, Daniel H. Honemann, and Thomas J. Balch, with the assistance of Daniel E. Seabold and Shmuel Gerbert. *Robert's Rules of Order Newly Revised 11th Edition* (Da Capo Press, 2011), 153; League of Wisconsin Municipalities. *Handbook for Wisconsin Municipal Officials* (Madison, Wisconsin: League of Wisconsin Municipalities, 2/17), 149, ¶ 1.

14. Passing a motion to amend, to amend the amendment, or to amend by substitution, does not pass the main motion.⁹⁹
15. If the motion to amend or substitute passes, the amended or substituted motion is then pending. If the motion to amend or substitute fails, discussion returns to the motion that was pending when the failed motion to amend or substitute was made.¹⁰⁰
16. Previously-adopted main motions–i.e., ordinances or resolutions–can be amended only when “notice” has been duly provided, and when no other business is pending.¹⁰¹
17. The motion to amend existing legislation, policy, or resolution is a main motion, and can only be made when notice has been duly provided and when no other business is pending.¹⁰²

Sec. 2.07. Subsidiary Motions: Postpone Indefinitely*, Amend, Refer to a Committee, Postpone to a Specific Time, Limit or Extend the Limits of Debate, Close Debate (Move the Previous Question or Call for the Question), Table or Lay on the Table.**

A subsidiary motion is a motion that is being considered by the members so that it will express more satisfactorily the will of the members,¹⁰³ which proposes ways to handle other motions prior to, or instead of, voting on them directly.

* see **Section 2.06. Postpone Indefinitely**, page 10.

** see **Section 2.06. Amend**, pages 10-12.

1. Subsidiary motions apply to, and take precedence over, pending, **main motions**.¹⁰⁴
2. Subsidiary motions that apply to higher ranking motions, as well as other subsidiary motions, are:
 - a. Motions to Amend;
 - b. Motions to Limit or Extend Limits of Debate; and
 - c. Motions to Close Debate.
3. A **subsidiary motion** that can be applied to some other previously-decided **subsidiary motions** is a
 - a. Motion Reconsider

⁹⁹ Alice Sturgis. *The Standard Code of Parliamentary Procedure Revised and Updated 4th Edition* (McGraw-Hill, 2001), 53-54; Sarah Corbin Robert, M. Robert III, William J. Evans, Daniel H. Honemann, and Thomas J. Balch, with the assistance of Daniel E. Seabold and Shmuel Gerbert. *Robert's Rules of Order Newly Revised 11th Edition* (Da Capo Press, 2011), 131.

¹⁰⁰ Alice Sturgis. *The Standard Code of Parliamentary Procedure Revised and Updated 4th Edition* (McGraw-Hill, 2001), 54; League of Wisconsin Municipalities. *Handbook for Wisconsin Municipal Officials* (Madison, Wisconsin: League of Wisconsin Municipalities, 2/17), 149, ¶ 6; Sarah Corbin Robert, M. Robert III, William J. Evans, Daniel H. Honemann, and Thomas J. Balch, with the assistance of Daniel E. Seabold and Shmuel Gerbert. *Robert's Rules of Order Newly Revised 11th Edition* (Da Capo Press, 2011), 144.

¹⁰¹ League of Wisconsin Municipalities. *Handbook for Wisconsin Municipal Officials* (Madison, Wisconsin: League of Wisconsin Municipalities, 2/17), 151, ¶ 1-2.

¹⁰² *Id.* at 149, ¶ 2.

¹⁰³ Alice Sturgis. *The Standard Code of Parliamentary Procedure Revised and Updated 4th Edition* (McGraw-Hill, 2001), 47; ¶ 1.

¹⁰⁴ Sarah Corbin Robert, M. Robert III, William J. Evans, Daniel H. Honemann, and Thomas J. Balch, with the assistance of Daniel E. Seabold and Shmuel Gerbert. *Robert's Rules of Order Newly Revised 11th Edition* (Da Capo Press, 2011), 61; Alice Sturgis. *The Standard Code of Parliamentary Procedure Revised and Updated 4th Edition* (McGraw-Hill, 2001), 54.

¹⁰⁵ Larry E. Larmer. *A Guide to Parliamentary Procedure for Local Governments in Wisconsin* (Dubuque, Iowa: Kendall/Hunt Publishing Company, 1998), 64; Sarah Corbin Robert, M. Robert III, William J. Evans, Daniel H. Honemann, and Thomas J. Balch, with the assistance of Daniel E. Seabold and Shmuel Gerbert. *Robert's Rules of Order Newly Revised 11th Edition* (Da Capo Press, 2011), 65.

¹⁰⁶ Larry E. Larmer. *A Guide to Parliamentary Procedure for Local Governments in Wisconsin* (Dubuque, Iowa: Kendall/Hunt Publishing Company, 1998), 63, ¶ 1-2.

Refer to a Committee.

A Motion to Refer to a Committee proposes that a pending motion, and any pending amendments, be delegated to a committee for consideration.¹⁰⁷

1. The following specific instructions should be in the **motion to refer**:
 - a. The committee to which the issue will be delegated;
 - b. When to report; and
 - c. What specifically to consider.
2. If referring to a “special committee,” the **motion to refer** should either contain the names of the members to comprise the committee, or it should specify how they are to be selected.
3. If the Motion to Refer passes, the issue in its present state is sent to the committee, and the parent body stops deliberating on the issue until the committee issues its report.
4. Matters referred to a committee are made “orders of the day” if the report is due at the present meeting.
5. If a motion does not specify the time at which the committee is to report, the committee should plan to report at the next regular meeting.
6. If the parent body seeks to retract the matter prior to the committee’s report, or if the parent body is dissatisfied with the committee’s progress, it may move to “discharge the committee”.
7. If parent body retracts the matter by “discharging the committee”, it cannot deliberate on the matter at that time, unless it is noticed and on the Agenda.
8. If it fails to meet the notice and Agenda requirements, the parent body will have to delay consideration until a later meeting, so that proper notice can be issued.
9. **Requires a second.** Should discussion begin without a second, the motion should be regarded as *de facto* seconded.
10. **Is open to discussion and debate**, if the motion to which it applies is debatable.
11. **Can be amended.**
12. **Requires a majority of the votes cast for adoption**, unless otherwise specified, even if the motion to which it applies requires a larger proportion or a larger pool of members.
13. **Can be reconsidered**, but only before the committee actually takes up the referred matter. Thereafter, the parent body must “discharge the committee” if it seeks to deliberate the matter prior to the committee report.

Postpone to a Specified Time.

A motion to Postpone to a Specified time is brought when members seek to temporarily set aside the issue, but plan to focus attention on it in the future.

1. If the motion is passed, the matter is set aside as is, but it must be readdressed at a specified time. If the members fail to address it at the same meeting, the matter must be noticed and placed on the Agenda for discussion at a future meeting. If the members fail to readdress the matter at the specified time, the

¹⁰⁷ *Id.* at 63, ¶ 1.

¹⁰⁸ Larry E. Larmer. *A Guide to Parliamentary Procedure for Local Governments in Wisconsin* (Dubuque, Iowa: Kendall/Hunt Publishing Company, 1998), 65-66.

violation can be corrected by a privileged motion known as “call for the orders of the day.” The issue may be postponed again.

2. If the matter is scheduled to be re-evaluated later at the same meeting, the Agenda should include the hour and place specified on the Agenda.
3. If the matter must be returned to the members at a later meeting, the date and time of the meeting should be specified.
4. If the members seek to readdress a postponed issue, they may specify the particular time of day or placement on the Agenda.
5. The date and time should be specific. A “later date” insufficiently describes when the members seek to readdress the postponed issue.
6. **Requires a second.** Should discussion begin without a second, the motion should be regarded as *de facto* seconded.
7. **Is open to discussion and debate**, if the motion to which it applies is debatable.
8. **Can be amended** by altering the time at which the postponed matter will be readdressed.
9. **Requires a majority of the votes cast for adoption**, unless otherwise specified, even if the motion to which it applies requires a larger proportion or a larger pool of members.
10. **Can be reconsidered** at the same meeting the motion was initially decided.

Limit or Extend Limits of Debate. If no other rules are in place, this motion may be used to alter the limits on deliberation.

1. The motion is “subsidiary” under the following circumstances:
 - a. If it is made while another motion is pending.
 - b. If it is made while a series of motions are pending, such as a pending motion and a pending amendment to that motion. The subsidiary motion will only apply to the immediately-pending motion, unless it clearly specifies that all pending motions are to be affected.
 - c. If it is made while no motions are pending, but intended to apply to issues discussed in a future meeting, it is a “main motion.” It should clearly specify motion(s) to which it is intended to apply.
2. **Requires a second.** Should discussion begin without a second, the motion should be regarded as *de facto* seconded.
3. **Is not open to discussion and debate.**
4. **Can be amended** by proposing extension(s) or limitation(s) of different time intervals.
5. **Requires a majority of the votes cast for adoption**, unless otherwise specified, even if the motion to which it applies requires a larger proportion or a larger pool of members.

¹⁰⁹ Larry E. Larmer. *A Guide to Parliamentary Procedure for Local Governments in Wisconsin* (Dubuque, Iowa: Kendall/Hunt Publishing Company, 1998), 66.

6. **Can be reconsidered** in the same meeting in which it was initially decided.

110

Close Debate (Move the Previous Question, Call for the Question).

Closing a debate is a group decision to end the discussion on a pending issue, and to vote on them immediately.

1. A motion to “close debate” will only apply to the debate on an amendment if it is made when a series of motions are pending, as in the case of a “main motion” and an immediately-pending amendment, unless the motion specifically includes all pending motions.
2. The effect of the motion to “close debate” is to preclude any further discussion and debate on the motion(s) to which it applies, and to order an immediate vote on those matters.

NOTE: The decision to “close debate” is a group decision by the members. By “calling the question”, one member cannot halt that discussion. While it could be regarded as a motion, it would still need to be approved by the group, either by unanimous consent or by a two-thirds (2/3) vote. In the case of the Village of Weston Board, seven (7) members, two thirds (2/3) (4.66) must be rounded up to five (5) members in order pass.

3. **Requires a second.** Should discussion begin without a second, the motion should be regarded as *de facto* seconded.
4. **Is not open to discussion and debate.**
5. **Is not amendable.**
6. **Requires a two-thirds (2/3) of the votes cast for adoption,** unless otherwise specified, even if the motion to which it applies requires a larger proportion or a larger pool of members. In the case of the Village of Weston Board, seven (7) members, two thirds (2/3) (4.66) must be rounded up to five (5) members in order pass.

111

Table (Lay on the Table).

This is a group decision to set aside a pending “main motion”, and any adhering “subsidiary motions”, without specifying whether, or when, the motion shall be taken up again.

NOTE: The Village of Weston uses the term “table” to put aside issues with the intent of discussing them again **at the same meeting.**

1. It was originally intended to enable the members to set aside a pending matter in order to respond to an unexpected, but very important, issue.
2. It is improper to use this motion as a way to “kill” a proposal.
3. Unlike the “motion to postpone indefinitely”, the motion to “table” is not debatable. If the motion is used to try to “kill” a “main motion”, the members are prevented from discussing the “main motion.”
4. The “motion to table” cannot apply to pending “subsidiary motions” without applying to the “main motion” to which they adhere.

¹¹⁰ *Id.* at 67.

¹¹¹ Larry E. Larmer. *A Guide to Parliamentary Procedure for Local Governments in Wisconsin* (Dubuque, Iowa: Kendall/Hunt Publishing Company, 1998), 67-68.

5. If a motion is tabled, further action is required by the members to remove it from the table. The motion to remove the matter from the table may be made later in the same meeting.
6. **Requires a second.** Should discussion begin without a second, the motion should be regarded as *de facto* seconded.
7. **Is not open to discussion and debate.**
8. **Is not amendable.**
9. **Requires a majority of the votes cast for adoption,** unless otherwise specified.
10. **Cannot be reconsidered.**

112

Sec. 2.08. Privileged Motions: Privileged motions are those which do not relate to the pending question, but involve matters so urgent that they may justifiably interrupt any other matter without debate.

1. **Do not apply to other motions that are immediately pending.**
2. **Raise matters of such high importance, that they are entitled to take precedence over pending “main” and “subsidiary motions.”**
3. **“Subsidiary motions” to amend can be applied to some pending “privileged motions”, provided that they contain a variable which is subject to amending.**
4. Have a ranking among themselves. Some “privileged motions” will take precedence over others.
5. Are listed below in reverse order of precedence, with those described first yielding to any latter motion

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Call for the Orders of the Day. A member moves for Call for the Orders of the Day if s/he believes the Agenda is not being followed, or that a general or specified order for the current meeting is being neglected.

1. If the Chair agrees the call is accurate, s/he must take action to bring the proper matter before the group.
2. If the Chair agrees, s/he will rule accordingly, **subject to an appeal.**
3. If the Chair believes that there exists a good reason to depart from the **orders of the day**, s/he may put the matter to a vote among the members.
4. Two-thirds (2/3) of the voting members must agree to depart from the **orders of the day**. In the case of the Village of Weston Board, seven (7) members, two thirds (2/3) (4.66) must be rounded up to five (5) members in order pass.
5. **Need not be seconded.**
6. **Is not open to discussion and debate.**
7. **Cannot be amended.**

¹¹² Ibid. at 68-69.

¹¹³ Ibid. at 69.

8. **No vote is taken unless** the group decides to depart from the orders of the day, in which case **two thirds (2/3) of those voting must agree.** In the case of the Village of Weston Board, seven (7) members, two thirds (2/3) (4.66) must be rounded up to five (5) members in order pass.

9. **Cannot be reconsidered.**

Raise a Question of Privilege. Enables a member to interrupt pending business, other than business relating to one of the three privileged motions ranking above it, with a request or motion that justifies immediate attention.

1. The issues may be:
 - a. Behavior of on-lookers must be controlled.
 - b. Some aspect of discomfort must be addressed, such as room temperature.
2. If the Chair believes the request is simple and noncontroversial, s/he may order it fulfilled, subject to an appeal of other member(s). If the Chair believes the request is not sufficiently urgent, s/he may deny or delay it, subject to appeal. The Chair may also ask that the request be put in the form of a motion, thus leaving it to the members to decide whether to grant the request.
3. If the request is put in the form of a motion, it would be a **main motion**.
4. **Need not be seconded.**
5. **Is not open to discussion or debate.**
6. **Is not amendable.**
7. **Is ruled by the Chair**, subject to appeal, unless the request is put in motion form.
8. The Chair's decision **cannot be reconsidered.**

Recess. The members agree upon an intermission from the meeting for a specified period of time. "Recess" means the members intend to reconvene at a later point within the same time span the meeting might normally occupy.

1. The motion or decision should specify when the meeting will reconvene.
2. When reconvened, the members resume business at the exact point they took the recess.
3. If a "recess" is provided for in a printed Agenda, the Chair simply announces that the time for "recess" has arrived, and declares when the meeting will reconvene.
4. Cannot be made while there is a pending motion, a motion to adjourn, or a motion to set the time at which to adjourn.
5. Can be made when any other motion is pending.
6. Can be made when no other motion is pending. In that case, it is a "main motion," not a privilege one, and has the characteristics of such class.
7. **Requires a second.**

¹¹⁴ Larry E. Larmer. *A Guide to Parliamentary Procedure for Local Governments in Wisconsin* (Dubuque, Iowa: Kendall/Hunt Publishing Company, 1998), 70.

¹¹⁵ *Id.* at 70-71.

8. **Is not open to discussion and debate.**
9. **Can be amended** as to when the members will reconvene.
10. **Requires a majority of the votes cast for adoption**, unless otherwise specified.
11. **Cannot be reconsidered.**

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Adjourn. The members close the meeting immediately, even though business may be pending.

1. It is **in order** as a “privileged motion” only when the provision for the next meeting has been made, when no time for adjourning the present meeting has been determined, and if the motion, itself, does not specify the time at which, or to which date, the meeting will be adjourned.
2. It is a **main motion** if:
 - a. No provision is made for the next meeting.
 - b. The time for adjourning the meeting has already been determined.
 - c. The motion includes the time at which, or to which date, the meeting will be adjourned.
 - d. The “motion to adjourn” has the characteristics of a “main motion” if it is made under any one of the above conditions. If it is a “main motion,” it is **out of order** when other business is pending.
3. May **not be made** while a vote is being taken.
4. If the adjourned, pending matter is properly noticed and on the Agenda, it is placed under “unfinished business” at the next regular meeting.
5. If the time for adjournment is set on the present meeting’s Agenda, the Chair announces that the time for adjournment will commence. If the group is ready to adjourn, **no** motion to adjourn is required. The members may, however, by two-thirds (2/3) of the votes cast, decide not to adjourn the meeting. In the case of the Village of Weston Board, seven (7) members, two thirds (2/3) (4.66) must be rounded up to five (5) members in order pass.
6. **Requires a second.**
7. **Is not open to discussion and debate.** However, while a motion to adjourn is pending, it is **in order** to point out:
 - a. Business that should be taken care of before adjournment.
 - b. Special announcements.
 - c. A motion to reconsider an item of business at the next meeting.
 - d. A motion to set a time to meet before the next scheduled meeting.
8. **Is not amendable.**

¹¹⁶ Larry E. Larmer. *A Guide to Parliamentary Procedure for Local Governments in Wisconsin* (Dubuque, Iowa: Kendall/Hunt Publishing Company, 1998), at 71-72.

9. **Requires a majority of the votes cast for adoption**, unless otherwise specified.
10. **Cannot be reconsidered**, but may be made again after the next Agenda item has been taken up.

Set the Time at Which to Adjourn. The customary purpose is to continue business that the members do not want to continue in the present meeting, but will attend to before the next regular meeting.

1. Does not adjourn the present meeting, but says, in effect, “when we adjourn, we will adjourn to a specified time.”
2. The meeting created by this motion, if passed, is called an adjourned meeting.
3. If made when no business is pending, it is a **main motion**.
4. Can be made and passed during a meeting at which no quorum is met.
5. As a **privileged motion**, the motion to set the time at which to adjourn takes precedence over any other business.
6. This motion takes precedence over a “motion to adjourn”, so matters that need more urgent attention can be addressed before the next regular meeting.
7. **Requires a second.**
8. **Is not open to discussion and debate.**
9. **Can be amended** as to the time and place of the adjourned meeting.
10. **Requires a majority of the votes cast for adoption**, unless otherwise specified.
11. **Can be reconsidered.**

Sec. 2.09. Incidental Motions

Incidental motions respond to specific situations. Generally speaking, if they are relevant to the situation, they are **in order** and take precedence over any matter that may be pending.

1. There is no rank, and they are situationally-relevant. It is **in order** when other motions, including another **incidental motion**, are pending.
2. The first five incidental motions listed below are not proposals on which the members take action. Rather, they are mechanisms that members can use to protect their rights of participation.

Parliamentary Inquiry. It is used to exercise a member’s right to be informed of the proper procedures for initiating action or otherwise responding to the deliberation of the issue at hand.

1. A parliamentary inquiry may interrupt proceedings.

¹¹⁷ Larry E. Larmer. *A Guide to Parliamentary Procedure for Local Governments in Wisconsin* (Dubuque, Iowa: Kendall/Hunt Publishing Company, 1998), at 72-73.

¹¹⁸ *Id.* at 73-74

¹¹⁹ Larry E. Larmer. *A Guide to Parliamentary Procedure for Local Governments in Wisconsin* (Dubuque, Iowa: Kendall/Hunt Publishing Company, 1998), at 74.

3. The Chair is required to respond to the best of her/his ability, and may consult with appropriate counsel or members before responding.
4. The Chair's response to an inquiry is not subject to appeal. However, a member believing the Chairperson was in error may act contrary to the Chairperson's response. If ruled **out of order**, a member may then appeal the Chair's ruling.
5. **Does not require a second.**
6. **Is not open to discussion and debate.**
7. **Is not amendable.**
8. **Is not decided by vote;** rather, the Chair responds with an opinion.
9. **Cannot be reconsidered.**

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Request for Information. It is used to exercise a member's right to be as fully informed as possible on the issue at hand.

1. The Chair is required to respond to the best of her/his ability, and may consult with appropriate counsel or members before responding.
2. The response of the Chair to an inquiry is not subject to appeal.
3. **Does not require a second.**
4. **Is not open to discussion and debate,** except to clarify the request, and to consult briefly with members as needed.
5. **Is not amendable.**
6. **Is not decided by vote;** rather, the Chair responds with an opinion.
7. **Cannot be reconsidered.**

121

Point of Order. When a member announces that a procedure is incorrect, s/he "rises" to a **point of order**.

1. Without a second, a member is entitled to point out the perceived procedural impropriety.
2. The **Chair** is required to respond by ruling that the member is either correct or incorrect.
3. If the **Chair** rules that a member is incorrect, any member may appeal the Chair's decision.
4. Any member may appeal under a motion to "**appeal from the decision of the Chair**". The members decide proper procedure; therefore, a majority of those voting can overturn the Chair's ruling. A tie vote sustains the Chairperson's ruling.
5. **Does not require a second.**

¹²⁰ *Id.* at 74-75.

¹²¹ Larry E. Larmer. *A Guide to Parliamentary Procedure for Local Governments in Wisconsin* (Dubuque, Iowa: Kendall/Hunt Publishing Company, 1998), at 75.

6. **Is not open to discussion and debate**, other than to further explain the perceived procedural incorrectness.
7. **Is not amendable.**
8. Generally, it is **not decided by a vote**; rather, the Chair rules in response to the issue.
 - a. The Chair may, however, simply put the issue of the procedure's correctness to a vote. The decision is made by a majority of the votes cast.
 - b. Alternately, the Chair may issue a ruling. His/her ruling may be appealed. A majority of votes cast is required to overrule.
9. **Cannot be reconsidered.**

122

Division of the Assembly. Division of Assembly applies only when the members have conducted a voice vote. A member, upon hearing the Chairperson's announcement of the outcome, may require that the vote be taken again in some visible form usually a show of hands.

1. Does not require the votes thus taken be counted.
2. The "call for a division of the assembly" should not be confused with the right of any member of local government in Wisconsin to require that a vote be taken in such a manner that the votes of each member be known and made a part of the record.
 - a. It is an option contained in the Open Meetings Law, and must be ordered prior to the vote.
 - b. A "division" is relevant only after a voice vote has been taken, and does not require that each member's vote be made part of the record.
3. **Does not require a second.**
4. **Is not open to discussion and debate.**
5. **Is not amendable.**
6. **No vote is taken and no ruling is made**; the Chair is required to retake a vote in some visible manner.
7. **Cannot be reconsidered.**

123

Division of the Question (Separation). Division of the Question applies to a motion or resolution which may propose two or more actions. If the proposals could be adopted independently of one another, they may be separated and acted on individually.

1. A motion or resolution is divided (or separated) at the request of a member, whether or not the parts relate to the same subject.
2. Can be divided by separating as many of the different parts as desired.

¹²² *Id.* at 76.

¹²³ Larry E. Larmer. *A Guide to Parliamentary Procedure for Local Governments in Wisconsin* (Dubuque, Iowa: Kendall/Hunt Publishing Company, 1998), at 76-77.

3. Each divided part is deliberated and voted on individually, and the adoption or defeat of any part(s) has no bearing in the outcome of deliberation on the other parts.
4. **Does not require a second.**
5. **Is not open to discussion and debate.**
6. **There is nothing to amend.**
7. **No vote is taken;** the Chair orders the separation at the request of any member.
8. **Cannot be reconsidered.**

124

Appeal from the Decision of the Chair.

When a member believes the Chair has made an incorrect ruling, the member may “**appeal from the decision of the Chair.**” If the appeal is seconded, the matter is put to a vote of the members. A majority of the votes cast is required to overturn the Chair’s decision.

1. **Requires a second.**
2. **Is open to discussion and debate,** unless it concerns a ruling having to do with the order of business, the rules of debate, or the immediately-pending question is undebatable.
3. **Is not amendable.**
4. **Requires a majority** of the votes cast to overrule the decision of the Chair.
5. **Can be reconsidered.**

125

Consider by Paragraph (Seriatim).

When a single motion or resolution contains one or more parts that are not completely independent of one another, and which, *in toto*, comprise a single document, it is often convenient to focus on the parts, clauses, section, or paragraphs one at a time. Therefore, the members agree to address each part separately for purposes of debate and amendment.

1. Although the parts are debated and amended separately, no final decision to adopt or reject any one part is made until all have been separately debated and/or amended.
2. Subsidiary motions to **postpone indefinitely, refer to a committee, postpone to a specific time, or table** cannot be applied to any one part separately.
3. If any of these actions are desirable, they must be applied to the entire motion or resolution.
4. After the members have considered each of the separate parts, the entire document is deemed pending. The document, or any specific part, is open to debate and may be amended.
5. At the conclusion of the deliberations, a single vote is taken on the entire document.
6. **Requires a second.**
7. **Is not debatable.**

¹²⁴ *Id.* at 77-78.

¹²⁵ *Id.* at 78.

8. **Can be amended** as to the specification of the separate parts.
9. **Requires a majority of the votes cast for adoption**, unless otherwise specified.
10. **Cannot be reconsidered.**

126

Suspend the Rules. Members may act to suspend the rules if they find that one of their rules, or a rule in the manual of procedure, prevents them from executing an action.

1. If the rule is not a statutory provision or otherwise necessary to protect the interest of absent members or the public, it may be suspended with the consent of two-thirds (2/3) of the voting members. In the case of the Village of Weston Board, seven (7) members, two thirds (2/3) (4.66) must be rounded up to five (5) members in order pass.
2. Action taken to alter the order of items on the published Agenda is a variation of suspending the rules (rule of order).
3. **Requires a second.**
4. **Is not open to discussion and debate.**
5. **Is not amendable.**
6. **Requires approval of two-thirds (2/3) of those voting for passage**, unless otherwise specified. In the case of the Village of Weston Board, seven (7) members, two thirds (2/3) (4.66) must be rounded up to five (5) members in order pass.
7. **Cannot be reconsidered.**

127

Withdraw a Motion. A member cannot unilaterally “withdraw” a motion after the motion has been stated by the Chair.

1. The maker of the motion must request the members’ consent to withdraw the motion.
2. Permission is usually granted by unanimous consent. However, if the withdrawal is controversial, formal group action, i.e., a vote may be necessary.
3. **Does not require a second to seek unanimous consent;** however, it does require a second if unanimous consent has not been obtained and a vote to grant permission will be necessary.
4. **Is not subject to discussion and debate.**
5. **Is not amendable.**
6. **Requires approval of two-thirds (2/3) of those voting for passage**, unless otherwise specified. In the case of the Village of Weston Board, seven (7) members, two thirds (2/3) (4.66) must be rounded up to five (5) members in order pass.
7. **A negative vote can be reconsidered.**

¹²⁶ Larry E. Larmer. *A Guide to Parliamentary Procedure for Local Governments in Wisconsin* (Dubuque, Iowa: Kendall/Hunt Publishing Company, 1998), at 78.

¹²⁷ *Id.* at 79-80.

Object to Consideration. A member may believe that a particular issue being introduced is not appropriate for the members' deliberation. The perceived impropriety is that the issue is outside the members' sphere of influence or jurisdiction.

1. Once deliberation of an issue has begun, it is too late to object to its consideration.
2. Raising the objection can be done by a single member without a second; however, to sustain the objection, i.e., agreeing to avoid it, requires a two-thirds (2/3) vote by the members. In the case of the Village of Weston Board, seven (7) members, two thirds (2/3) (4.66) must be rounded up to five (5) members in order pass.
3. **Does not require a second.**
4. **Is not subject to discussion and debate**, other than to explain the reasons for the objection.
5. **Is not amendable.**
6. **Requires approval of two-thirds (2/3) of those voting for passage**, unless otherwise specified. In the case of the Village of Weston Board, seven (7) members, two thirds (2/3) (4.66) must be rounded up to five (5) members in order pass.
7. **The vote sustaining the objection can be reconsidered; the vote denying the objection cannot be reconsidered.**

Sec. 2.10. Reopening a Previously Decided Motion. In some instances, motions that have been decided can be reconsidered or rescinded.¹³⁰

Reconsideration. Members can reopen an issue that was previously decided. They discuss it as though it is a new issue. The earlier decision may have been either to adopt or defeat a motion.

1. Subject to full discussion.
2. Subject to amendment.
3. Subject to another action that would have been in order during its original deliberation.
4. The issue under consideration will then be decided with either the same outcome or a different outcome from the original decision.
5. Under parliamentary law, an action can be "reconsidered" only in the same meeting in which it was originally decided.¹³²
6. If the members pass an issue involving a contractual arrangement with an outside party, the members must be careful that reconsideration, and possible reversal of the initial decision, does not violate the rights of the contractual partner.¹³³

¹²⁸ Larry E. Larmer. *A Guide to Parliamentary Procedure for Local Governments in Wisconsin* (Dubuque, Iowa: Kendall/Hunt Publishing Company, 1998), at 80.

¹²⁹ *Id.* at 80-81.

¹³⁰ *Id.* at 48, Sec. 6.10.1.

¹³¹ *Id.* at 48-49, Sec. 6.10.2.

¹³² *Id.* at 49, Sec. 6.10.3.

¹³³ Larry E. Larmer. *A Guide to Parliamentary Procedure for Local Governments in Wisconsin* (Dubuque, Iowa: Kendall/Hunt Publishing Company, 1998), at 49, Sec. 6.10.4.

7. The **motion to reconsider** must be made by someone who voted with the prevailing side when the previous motion was decided.¹³⁴
8. If it is not possible to determine whether the maker of the motion to reconsider voted with the prevailing side, the motion should be permitted if it is otherwise in order.¹³⁵
9. The **motion to reconsider** may be seconded by any member, regardless of how s/he voted, or if s/he abstained, when the original motion was decided.¹³⁶

10. Types of motions which may be reconsidered:

- a. Main motion.
- b. An affirmative vote to **postpone indefinitely**.
- c. **Amend**.
- d. **Refer to a committee** before the committee begins considering the matter.
- e. **Postpone to a specific time**.
- f. The unexecuted portion of a decision to **limit or extend debate**.
- g. Closing debate (**previous question**) before voting on the main question begins.
- h. Set an adjourned meeting.

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Rescinding. Previously-adopted, main motions—i.e., ordinances or resolutions—can be rescinded.¹³⁸

1. The **motion to rescind** existing legislation, policy, or resolution is a main motion and **can be made only when notice has been properly issued, the action is on the meeting Agenda, and no other business is pending**.¹³⁹
2. The effect of the **motion to rescind** is to nullify a previously-adopted policy, ordinance, or resolution.¹⁴⁰
3. The **motion to rescind** can be made or seconded by any member.¹⁴¹
4. There is no time limit restriction on when a **motion to rescind** a previously adopted policy, ordinance, or resolution is in order.¹⁴²
5. If the members pass an issue involving a contractual arrangement with an outside party, the members must be careful that rescinding, and possible reversal of the initial decision, does not violate the rights of the contractual partner.¹⁴³

Sec. 2.11. Compound Motions. Compound motions can be divided, and have their parts considered separately.¹⁴⁴ When considering a motion or resolution by seriatim or paragraph, the separate parts are discussed individually, and may be amended by the members' action, but not finally

¹³⁴ *Id.* at 49, Sec. 6.10.5.

¹³⁵ *Id.* at 49, Sec. 6.10.5.1.

¹³⁶ *Id.* at 50, Sec. 6.10.5.2.

¹³⁷ *Id.* at 50, Sec. 6.10.5.2.

¹³⁸ *Id.* at 50, Sec. 6.11.

¹³⁹ *Id.* at 50, Sec. 6.11.1.

¹⁴⁰ *Id.* at 50, Sec. 6.11.2.

¹⁴¹ *Id.* at 50, Sec. 6.11.3.

¹⁴² *Id.* at 50, Sec. 6.11.4.

¹⁴³ *Id.* at 49, Sec. 6.10.4.

¹⁴⁴ Larry E. Larmer. *A Guide to Parliamentary Procedure for Local Governments in Wisconsin* (Dubuque, Iowa: Kendall/Hunt Publishing Company, 1998), at 51, Sec. 6.13.

adopted.¹⁴⁵ After each part has been considered separately, the whole document is open for further discussion, amendment, and adoption.¹⁴⁶

1. By either unanimous consent, or by passing the incidental motion to **divide the question**, the group may consider and decide on independent parts of a compound motion separately.¹⁴⁷
2. To be considered separately, the parts of the motion must be independent, so that adoption or defeat of one part does not logically affect deliberation on other part(s).¹⁴⁸
3. By either unanimous consent, or by passing the incidental motion, the members may decide to **consider by paragraph, or seriatim***, separate parts of complex motions, such as those in resolution form.¹⁴⁹

* Seriatim - One after another in a series. *

Sec. 2.12. Rules of Decision-Making and Voting.

1. Local governments should avoid a process that requires achieving **consensus** or **unanimity**.¹⁵⁰
 - a. Consensus as an outcome and consensus as a process are not the same.¹⁵¹
 - b. Consensus as an outcome means that the participants to a deliberation are in general agreement.¹⁵² This state of general agreement may be a result of any deliberative process.¹⁵³
 - c. Consensus as a process requires that deliberations be pursued until a decision that is acceptable to the members is reached.¹⁵⁴
 - d. An unqualified commitment to consensus as a process is not appropriate for local governments.¹⁵⁵
 - e. A consensus process may be too time-consuming.¹⁵⁶
 - f. Members may find it difficult to represent the desires of their constituents at the same time they are committed to a consensus process of deliberation.¹⁵⁷
2. **Some decisions may be made by unanimous consent.**¹⁵⁸ Unanimous consent is a form of group decision-making in which no vote is taken.¹⁵⁹ The Chair asks the members if there is any objection to a certain course of action or decision. If none exist, the Chair orders the action to be taken or decision made.¹⁶⁰
 - a. If one member objects, the decision or action can still be implemented, but only through a formal vote.¹⁶¹

¹⁴⁵ *Id.* at 52, Sec. 6.13.2.1.

¹⁴⁶ *Ibid.*

¹⁴⁷ Larry E. Larmer. *A Guide to Parliamentary Procedure for Local Governments in Wisconsin* (Dubuque, Iowa: Kendall/Hunt Publishing Company, 1998), at 51, Sec. 6.13.1.1.

¹⁴⁸ *Ibid.*

¹⁴⁹ Larry E. Larmer. *A Guide to Parliamentary Procedure for Local Governments in Wisconsin* (Dubuque, Iowa: Kendall/Hunt Publishing Company, 1998), at 51, Sec. 6.13.1.

¹⁵⁰ *Id.* at 53, Sec. 7.1.

¹⁵¹ *Id.* at 53, Sec. 7.1.1.

¹⁵² *Id.* at 53, Sec. 7.1.1.1.

¹⁵³ *Ibid.*

¹⁵⁴ Larry E. Larmer. *A Guide to Parliamentary Procedure for Local Governments in Wisconsin* (Dubuque, Iowa: Kendall/Hunt Publishing Company, 1998), at 53, Sec. 7.1.1.2.

¹⁵⁵ *Id.* at 53, Sec. 7.1.2.

¹⁵⁶ *Id.* at 53, Sec. 7.1.2.1.

¹⁵⁷ *Id.* at 53, Sec. 7.1.2.2.

¹⁵⁸ *Id.* at 54, Sec. 7.2.

¹⁵⁹ *Id.* at 54, Sec. 7.2.1.

¹⁶⁰ *Ibid.*

¹⁶¹ Larry E. Larmer. *A Guide to Parliamentary Procedure for Local Governments in Wisconsin* (Dubuque, Iowa: Kendall/Hunt Publishing Company, 1998), at 54, Sec. 7.2.1.

- b. Unanimous consent is a valid form of decision-making, unless some other form is explicitly required.¹⁶²
 - c. Unanimous consent as a decision-making process is useful expediency for routine or apparently noncontroversial decisions.¹⁶³
 - d. Unanimous consent is **not an appropriate mode of decision-making for ordinances, resolutions, and other substantive, local government decisions** that are best conducted through open, counted, and recorded voting.¹⁶⁴
3. **Some decisions may be made by voice vote.**¹⁶⁵
- a. When voice votes are taken, the Chairperson asks for both affirmative (aye) and negative (no) responses to determine whether the motion passes.¹⁶⁶
 - b. The Chair, after hearing the responses, must rule that either the ayes or noes prevail.¹⁶⁷
 - c. The Chair, if s/he is unsure of the voice vote, may take the votes in a visible and/or counted form.¹⁶⁸
 - d. Any member may order a re-vote in a visible form by moving for a **call for a division of the assembly** or “**division**”.¹⁶⁹
 - e. Voice voting is not the preferred form of decision-making **for ordinances, resolutions, and other substantive, local government decisions** that are best made by visible, counted and recorded voting.¹⁷⁰
4. **Most local government decisions should be made by a counted vote.**¹⁷¹
- a. Taken by raising hands.¹⁷²
 - b. Taken by roll call. Wis. Stat. § [19.88\(3\)](#).¹⁷³
 - c. Counted ballot.¹⁷⁴
 - d. Machine-counted.¹⁷⁵

The Chair announces the result of the counted vote, stating whether the motion passes or fails. S/he also states the number of votes for each side.¹⁷⁶ The outcome should be made a part of the meeting’s records.¹⁷⁷

5. **Some votes require that a record of each member’s vote be kept.**¹⁷⁸
- a. Wisconsin’s Open Meeting Law provides that any member may require each member to disclose their vote and have it entered into the record of the meeting. Wis. Stat. § [19.88\(2\)](#).¹⁷⁹

¹⁶² *Id.* at 54, Sec. 7.2.2.

¹⁶³ *Id.* at 54, Sec. 7.2.3.

¹⁶⁴ *Id.* at 54, Sec. 7.2.4.

¹⁶⁵ *Id.* at 55, Sec. 7.3.

¹⁶⁶ *Id.* at 55, Sec. 7.3.1.

¹⁶⁷ *Id.* at 55, Sec. 7.3.2.

¹⁶⁸ *Id.* at 55, Sec. 7.3.3.

¹⁶⁹ *Id.* at 55, Sec. 7.3.4.

¹⁷⁰ *Id.* at 55, Sec. 7.3.5.

¹⁷¹ *Id.* at 55, Sec. 7.4.

¹⁷² *Id.* at 55, Sec. 7.4.1.

¹⁷³ *Ibid*; Wis. Stat. § [19.88\(3\)](#).

¹⁷⁴ Larry E. Larmer. *A Guide to Parliamentary Procedure for Local Governments in Wisconsin* (Dubuque, Iowa: Kendall/Hunt Publishing Company, 1998), at 55, Sec. 7.4.1.

¹⁷⁵ *Ibid*.

¹⁷⁶ *Id.* at 55, Sec. 7.4.2.

¹⁷⁷ *Ibid*.

¹⁷⁸ League of Wisconsin Municipalities. *Handbook for Wisconsin Municipal Officials* (Madison, Wisconsin: League of Wisconsin Municipalities, 2/17), 143, ¶ 3; Larry E. Larmer. *A Guide to Parliamentary Procedure for Local Governments in Wisconsin* (Dubuque, Iowa: Kendall/Hunt Publishing Company, 1998), at 56, Sec. 7.5.

¹⁷⁹ Wis. Stat. § [19.88\(2\)](#); League of Wisconsin Municipalities. *Handbook for Wisconsin Municipal Officials* (Madison, Wisconsin: League of Wisconsin Municipalities, 2/17), 143, ¶ 3; Larry E. Larmer. *A Guide to Parliamentary Procedure for Local Governments in Wisconsin* (Dubuque, Iowa: Kendall/Hunt Publishing Company, 1998), at 56, Sec. 7.5.1.

- b. The members' own rules may require that recorded votes be taken on some issues.¹⁸⁰
 - c. Recorded votes must be taken on decisions to close the meeting to the public. Wis. Stat. §[19.85\(1\)](#).¹⁸¹
 - d. Recorded votes may be taken by machine, by calling the roll, Wis. Stat. §[19.88\(3\)](#)¹⁸², or by signed ballots.¹⁸³
 - e. If recorded votes are taken by signed ballots, each member's ballot must be disclosed at the end of the voting process, and entered into the record of the meeting.¹⁸⁴
6. **Secret ballots are not permitted in local government voting except when electing officers of the group.** Wis. Stat. §[19.88\(1\)](#).¹⁸⁵
7. **More than a majority of the votes cast may be required to pass a measure.**¹⁸⁶
- a. On selected issues, the proportion of votes needed to pass the measure may be more than a majority. For example, two-thirds, three-fourths, or some other proportion may be required by statute, the members' own rules, or its parliamentary manual.¹⁸⁷
- In calculating extraordinary vote requirements, if a required percentage of the legislative body results in a certain number of whole votes and a fraction, it is necessary to count the fraction as a whole vote, even though it results in a greater percentage of the body that would exist if the legislative body were equally divisible by such percentage into whole numbers.¹⁸⁸
- b. On select issues, statutes, ordinances, or the members' rules may require that the proportion, or number, of members voting be more than a majority of the members present or of the total number of members.¹⁸⁹
 - c. **Caution:** Given the possibility of absences and abstentions, a small minority can pass motions that bind the entire group¹⁹⁰. If the motion in question is not a main motion (i.e., does not involve a resolution or ordinance), and affects only those members assembled for this meeting, the low threshold required for passage may be appropriate.¹⁹¹
 - d. However, when exercising the governance function of passing resolutions and ordinances, such power in the hands of a small minority may be undesirable.¹⁹²
 - e. Statutes or membership rules may require higher thresholds for passage by requiring that more than a majority favor the issue and/or more members than simply those voting be taken into account, such as:

¹⁸⁰ League of Wisconsin Municipalities. *Handbook for Wisconsin Municipal Officials* (Madison, Wisconsin: League of Wisconsin Municipalities, 2/17), 143, ¶ 1-3; Larry E. Larmer. *A Guide to Parliamentary Procedure for Local Governments in Wisconsin* (Dubuque, Iowa: Kendall/Hunt Publishing Company, 1998), at 56, Sec. 7.5.2.

¹⁸¹ Wis. Stat. § [19.85\(1\)](#); League of Wisconsin Municipalities. *Handbook for Wisconsin Municipal Officials* (Madison, Wisconsin: League of Wisconsin Municipalities, 2/17), 143, ¶ 1-3; Larry E. Larmer. *A Guide to Parliamentary Procedure for Local Governments in Wisconsin* (Dubuque, Iowa: Kendall/Hunt Publishing Company, 1998), at 56, Sec. 7.5.3.

¹⁸² Wis. Stat. § [19.88\(3\)](#); Larry E. Larmer. *A Guide to Parliamentary Procedure for Local Governments in Wisconsin* (Dubuque, Iowa: Kendall/Hunt Publishing Company, 1998), at 56, Sec. 7.5.4.

¹⁸³ Larry E. Larmer. *A Guide to Parliamentary Procedure for Local Governments in Wisconsin* (Dubuque, Iowa: Kendall/Hunt Publishing Company, 1998), at 56, Sec. 7.5.4.

¹⁸⁴ *Id.* at 56, Sec. 7.5.4.1.

¹⁸⁵ Wis. Stat. § [19.88\(1\)](#); Larry E. Larmer. *A Guide to Parliamentary Procedure for Local Governments in Wisconsin* (Dubuque, Iowa: Kendall/Hunt Publishing Company, 1998), at 56, Sec. 7.6.

¹⁸⁶ Wis. Stat. § [61.32](#); VILLAGE OF WESTON, WIS. MUNICIPAL CODE §2.206.

¹⁸⁷ *Ibid.*

¹⁸⁸ League of Wisconsin Municipalities. *Handbook for Wisconsin Municipal Officials* (Madison, Wisconsin: League of Wisconsin Municipalities, 2/17), 144, ¶ 2; League of Wisconsin Municipalities. *The Conduct of Village Board Meetings* (Madison: League of Wisconsin Municipalities, Reprinted 2002), at 7, ¶ 1-2.

¹⁸⁹ Wis. Stat. § [61.32](#); VILLAGE OF WESTON, WIS. MUNICIPAL CODE §2.206; Larry E. Larmer. *A Guide to Parliamentary Procedure for Local Governments in Wisconsin* (Dubuque, Iowa: Kendall/Hunt Publishing Company, 1998), 56, Sec. 7.7.2.

¹⁹⁰ *Id.* at 57, ¶ 1.

¹⁹¹ Larry E. Larmer. *A Guide to Parliamentary Procedure for Local Governments in Wisconsin* (Dubuque, Iowa: Kendall/Hunt Publishing Company, 1998), at 57, Sec. 7.7.2. ¶ 1.

¹⁹² Larry E. Larmer. *A Guide to Parliamentary Procedure for Local Governments in Wisconsin* (Dubuque, Iowa: Kendall/Hunt Publishing Company, 1998), at 57, Sec. 7.7.2.

- i. The votes cast;
- ii. The members present;
- iii. Total membership; or
- iv. A specific number needed to pass.

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8. To determine the number of votes required to pass a particular measure, members must:
 - a. Be familiar with statutory requirements for the particular unit of government;
 - b. Be familiar with the group's own rules;
 - c. Know when the main motion is an ordinance or resolution requiring a quorum to vote; and
 - d. Understand that an abstention is not a vote.

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9. **Negative votes must be called for.** No matter how one-sided the outcome may appear following the call for affirmative votes, negative votes must be announced and counted.¹⁹⁵
10. **Members must be present to vote.**¹⁹⁶
 - a. Must vote in person or by means of telecommunication.¹⁹⁷
 - b. Members may not vote by proxy¹⁹⁸ or absentee ballot.¹⁹⁹
11. **A member may change her/his vote before the result is announced.**²⁰⁰
 - a. Members have the right to change their vote.²⁰¹
 - b. After the vote is announced, the member must obtain permission of the group to change her/his vote.²⁰²

¹⁹³ Ibid.

¹⁹⁴ *Id.* at 56, Sec. 7.7.2.

¹⁹⁵ Alice Sturgis. *The Standard Code of Parliamentary Procedure Revised and Updated 4th Edition* (McGraw-Hill, 2001), 143; Larry E. Larmer. *A Guide to Parliamentary Procedure for Local Governments in Wisconsin* (Dubuque, Iowa: Kendall/Hunt Publishing Company, 1998), 57, Sec. 7.8.; Sarah Corbin Robert, M. Robert III, William J. Evans, Daniel H. Honemann, and Thomas J. Balch, with the assistance of Daniel E. Seabold and Shmuel Gerbert. *Robert's Rules of Order Newly Revised 11th Edition* (Da Capo Press, 2011), 410; Robert McConnell Production. *Robert's Rules of Order Simplified and Applied 2nd Ed.* (Indianapolis, Indiana: Wiley Publishing, Inc., 2001), 54.

¹⁹⁶ Larry E. Larmer. *A Guide to Parliamentary Procedure for Local Governments in Wisconsin* (Dubuque, Iowa: Kendall/Hunt Publishing Company, 1998), 58, Sec. 7.9.

¹⁹⁷ *Id.* at 58, Sec. 7.9.1.

¹⁹⁸ Alice Sturgis. *The Standard Code of Parliamentary Procedure Revised and Updated 4th Edition* (McGraw-Hill, 2001), 147.

¹⁹⁹ League of Wisconsin Municipalities. *The Conduct of Village Board Meetings* (Madison: League of Wisconsin Municipalities, Reprinted 2002), 6, ¶ 3; Larry E. Larmer. *A Guide to Parliamentary Procedure for Local Governments in Wisconsin* (Dubuque, Iowa: Kendall/Hunt Publishing Company, 1998), 58, Sec. 7.9.2.; Sarah Corbin Robert, M. Robert III, William J. Evans, Daniel H. Honemann, and Thomas J. Balch, with the assistance of Daniel E. Seabold and Shmuel Gerbert. *Robert's Rules of Order Newly Revised 11th Edition* (Da Capo Press, 2011), 407; Sarah Corbin Robert, M. Robert III, William J. Evans, Daniel H. Honemann, and Thomas J. Balch, with the assistance of Daniel E. Seabold and Shmuel Gerbert. *Robert's Rules of Order Newly Revised 11th Edition* (Da Capo Press, 2011), 423-424.

²⁰⁰ Alice Sturgis. *The Standard Code of Parliamentary Procedure Revised and Updated 4th Edition* (McGraw-Hill, 2001), 149; Larry E. Larmer. *A Guide to Parliamentary Procedure for Local Governments in Wisconsin* (Dubuque, Iowa: Kendall/Hunt Publishing Company, 1998), 58, Sec. 7.10.; Sarah Corbin Robert, M. Robert III, William J. Evans, Daniel H. Honemann, and Thomas J. Balch, with the assistance of Daniel E. Seabold and Shmuel Gerbert. *Robert's Rules of Order Newly Revised 11th Edition* (Da Capo Press, 2011), 428-429; League of Wisconsin Municipalities. *The Conduct of Village Board Meetings* (Madison: League of Wisconsin Municipalities, Reprinted 2002), 7; Robert McConnell Production. *Robert's Rules of Order Simplified and Applied 2nd Ed.* (Indianapolis, Indiana: Wiley Publishing, Inc., 2001), 71.

²⁰¹ Alice Sturgis. *The Standard Code of Parliamentary Procedure Revised and Updated 4th Edition* (McGraw-Hill, 2001), 149; Larry E. Larmer. *A Guide to Parliamentary Procedure for Local Governments in Wisconsin* (Dubuque, Iowa: Kendall/Hunt Publishing Company, 1998), 58, Sec. 7.10.1; Sarah Corbin Robert, M. Robert III, William J. Evans, Daniel H. Honemann, and Thomas J. Balch, with the assistance of Daniel E. Seabold and Shmuel Gerbert. *Robert's Rules of Order Newly Revised 11th Edition* (Da Capo Press, 2011), 428-429; League of Wisconsin Municipalities. *The Conduct of Village Board Meetings* (Madison: League of Wisconsin Municipalities, Reprinted 2002), 7; Robert McConnell Production. *Robert's Rules of Order Simplified and Applied 2nd Ed.* (Indianapolis, Indiana: Wiley Publishing, Inc., 2001), 71.

²⁰² Alice Sturgis. *The Standard Code of Parliamentary Procedure Revised and Updated 4th Edition* (McGraw-Hill, 2001), 149; Larry E. Larmer. *A Guide to Parliamentary Procedure for Local Governments in Wisconsin* (Dubuque, Iowa: Kendall/Hunt Publishing Company, 1998), 58, Sec. 7.10.2; Sarah Corbin Robert, M. Robert III, William J. Evans, Daniel H. Honemann, and Thomas J. Balch, with the assistance of Daniel E. Seabold and Shmuel Gerbert. *Robert's Rules of Order Newly Revised 11th Edition* (Da Capo Press, 2011), 408-409.

12. **A member has the right to abstain from voting.**²⁰³
- a. An abstention is not a vote.²⁰⁴
 - b. When responding to a roll call vote with “here” or “present”, a member only indicates his/her presence, which may be useful in establishing the presence of a quorum at the time the vote was taken²⁰⁵. The member is not making a commitment to vote.²⁰⁶
 - c. A member must abstain from voting on an issue which he/she has a conflict of interest.²⁰⁷

Sec. 2.13. Minutes of the Village Board and Other Committees, Commissions and Authorities.

Minutes of the Village Board and other Committees, Commissions and Authorities shall be maintained in accordance with the requirements of Wisconsin law²⁰⁸. Notwithstanding the foregoing, minutes shall be in summary fashion; however, in all cases where a motion or resolution is recorded in the minutes, the name of the member moving the same shall be entered into the minutes, as well as a record of the vote on the motion.²⁰⁹

Sec. 2.14. Charter Ordinances. Pursuant to Wis. Stat. § [66.0101](#)²¹⁰, a Charter Ordinance is used when:

1. Amending, repealing, or otherwise modifying an existing charter ordinance;
2. Required by state statute;
3. Electing not to be governed by a specific state law; or
4. A high degree of formality and permanence is desired.

The procedure for enacting a charter ordinance is found in Wis. Stat. § [66.0101](#)²¹². It specifies that:

1. A two-thirds (2/3) vote of the Village Board is required for passage; In the case of the Village of Weston, seven (7) members, two thirds (2/3) (4.66) must be rounded up to five (5) members in order pass.

²⁰³ Alice Sturgis. *The Standard Code of Parliamentary Procedure Revised and Updated 4th Edition* (McGraw-Hill, 2001), 135; League of Wisconsin Municipalities. *Handbook for Wisconsin Municipal Officials* (Madison, Wisconsin: League of Wisconsin Municipalities, 2/17), page 145, ¶ 1; Sarah Corbin Robert, M. Robert III, William J. Evans, Daniel H. Honemann, and Thomas J. Balch, with the assistance of Daniel E. Seibold and Shmuel Gerbert. *Robert's Rules of Order Newly Revised 11th Edition* (Da Capo Press, 2011), 407; League of Wisconsin Municipalities. *The Conduct of Village Board Meetings* (Madison: League of Wisconsin Municipalities, Reprinted 2002), 8; Robert McConnell Production. *Robert's Rules of Order Simplified and Applied 2nd Ed.* (Indianapolis, Indiana: Wiley Publishing, Inc., 2001), 70.

²⁰⁴ Larry E. Larmer. *A Guide to Parliamentary Procedure for Local Governments in Wisconsin* (Dubuque, Iowa: Kendall/Hunt Publishing Company, 1998), 58, Sec. 7.11.2.; Robert McConnell Production. *Robert's Rules of Order Simplified and Applied 2nd Ed.* (Indianapolis, Indiana: Wiley Publishing, Inc., 2001), 70.

²⁰⁵ Larry E. Larmer. *A Guide to Parliamentary Procedure for Local Governments in Wisconsin* (Dubuque, Iowa: Kendall/Hunt Publishing Company, 1998), 58, Sec. 7.11.2.1

²⁰⁶ Ibid.

²⁰⁷ Alice Sturgis. *The Standard Code of Parliamentary Procedure Revised and Updated 4th Edition* (McGraw-Hill, 2001), 183; League of Wisconsin Municipalities. *Handbook for Wisconsin Municipal Officials* (Madison, Wisconsin: League of Wisconsin Municipalities, 2/17), 145, ¶ 2; League of Wisconsin Municipalities. *The Conduct of Village Board Meetings* (Madison: League of Wisconsin Municipalities, Reprinted 2002), 8, ¶ 1-2; Sarah Corbin Robert, M. Robert III, William J. Evans, Daniel H. Honemann, and Thomas J. Balch, with the assistance of Daniel E. Seibold and Shmuel Gerbert. *Robert's Rules of Order Newly Revised 11th Edition* (Da Capo Press, 2011), 407; Robert McConnell Production. *Robert's Rules of Order Simplified and Applied 2nd Ed.* (Indianapolis, Indiana: Wiley Publishing, Inc., 2001), 70.

²⁰⁸ Wis. Stats. §§ [61.32](#) and [62.11\(4\)](#).

²⁰⁹ Alice Sturgis. *The Standard Code of Parliamentary Procedure Revised and Updated 4th Edition* (McGraw-Hill, 2001), 200-201; League of Wisconsin Municipalities. *Handbook for Wisconsin Municipal Officials* (Madison, Wisconsin: League of Wisconsin Municipalities, 2/17), 159-161; Sarah Corbin Robert, M. Robert III, William J. Evans, Daniel H. Honemann, and Thomas J. Balch, with the assistance of Daniel E. Seibold and Shmuel Gerbert. *Robert's Rules of Order Newly Revised 11th Edition* (Da Capo Press, 2011), 458-460; League of Wisconsin Municipalities. *The Conduct of Village Board Meetings* (Madison: League of Wisconsin Municipalities, Reprinted 2002), 24, ¶ 1-2; Robert McConnell Production. *Robert's Rules of Order Simplified and Applied 2nd Ed.* (Indianapolis, Indiana: Wiley Publishing, Inc., 2001), 153-161; Wis. Stat. § [61.32](#); Wis. Stat. § [62.11\(4\)](#); League of Wisconsin Municipalities. *Handbook for Wisconsin Municipal Officials* (Madison, Wisconsin: League of Wisconsin Municipalities, 2/17), 159-161.

²¹⁰ Wis. Stat. § [66.0101](#).

²¹¹ League of Wisconsin Municipalities. *Handbook for Wisconsin Municipal Officials* (Madison, Wisconsin: League of Wisconsin Municipalities, 2/17), 167-169; League of Wisconsin Municipalities. *The Conduct of Village Board Meetings* (Madison: League of Wisconsin Municipalities, Reprinted 2002), 21.

²¹² Wis. Stat. § [66.0101](#).

2. The charter ordinance shall not be immediately effective, but shall take effect no sooner or later than sixty (60) days after passage;
3. The charter ordinance is subject to petition for referendum; and
4. If no petition is filed within the sixty (60) days, the charter ordinance shall then become effective, unless a later date is specified in the legislation.

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The following special rules apply to a charter ordinance enactment:

1. A charter ordinance must be entitled “Charter Ordinance” or clearly indicate that it is such an ordinance;
2. A charter ordinance must specify provisions of the charter that have been amended or repealed, or the section of state law made inapplicable in the city or village enacting the charter ordinance;
3. A charter ordinance must be within the legislative powers of the governing body to enact, not a mere exercise of administrative discretion or contrary to superior law; and
4. A charter ordinance must be adopted by a two-thirds (2/3) vote of the members-elect of the city council or village board.* , seven (7) members, two thirds (2/3) (4.66) must be rounded up to five (5) members in order pass.
5. A charter ordinance²¹⁵ must be published as a Class 1 Notice under Wis. Stat. [Chapter 985](#).²¹⁶

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*NOTE: In the case of the Village of Weston, a two-thirds (2/3) vote would require five (5) affirmative votes in order to be enacted.

NOTE: The Village of Weston currently (as of 2021) has one Charter Ordinance, No. 100.

Sec. 2.15. Ordinances.

Generally, an ordinance is a local law of a municipal corporation, duly enacted by the proper authorities, prescribing general, uniform, and permanent rules of conduct relating to the corporate powers of the municipality²¹⁷. A simple or ordinary ordinance, as opposed to a Charter Ordinance (see Wis. Stat. § [66.0101](#))²¹⁸, is used to effect most local legislative actions²¹⁹. Wisconsin State Statutes sometimes require exercise of village powers by enactment of ordinances.²²⁰

In general, the Village Board should use an ordinary ordinance when;

1. Amending, repealing or modifying an existing ordinance;
2. Required by state law;
3. The act is of general application and intended to be reasonably permanent;²²¹ or

²¹³ League of Wisconsin Municipalities. *Handbook for Wisconsin Municipal Officials* (Madison, Wisconsin: League of Wisconsin Municipalities, 2/17), 167-169; League of Wisconsin Municipalities. *The Conduct of Village Board Meetings* (Madison: League of Wisconsin Municipalities, Reprinted 2002), 21.

²¹⁴ League of Wisconsin Municipalities. *Handbook for Wisconsin Municipal Officials* (Madison, Wisconsin: League of Wisconsin Municipalities, 2/17), 169.

²¹⁵ Ibid.

²¹⁶ Wis. Stat. [Chapter 985](#).

²¹⁷ League of Wisconsin Municipalities. *Handbook for Wisconsin Municipal Officials* (Madison, Wisconsin: League of Wisconsin Municipalities, 2/17), 169, Sec. 2.

²¹⁸ Wis. Stat. § [66.0101](#).

²¹⁹ League of Wisconsin Municipalities. *Handbook for Wisconsin Municipal Officials* (Madison, Wisconsin: League of Wisconsin Municipalities, 2/17), 169; Sec. 2.

²²⁰ Ibid.

²²¹ League of Wisconsin Municipalities. *The Conduct of Village Board Meetings* (Madison: League of Wisconsin Municipalities, Reprinted 2002), 21.

4. Public notice (publication²²² and inclusion in the local code of ordinances or ordinance book²²³) is deemed desirable.

Only the Village Board can direct ordinances to be drafted, unless a delay in adopting an ordinance would jeopardize the public health, safety or welfare. Any proposed changes to existing codes or new ordinances will be discussed before the Village Board. The Village Board may then direct the Village Attorney, Village Clerk or Village Administrator to draft the legislation.

Sec. 2.16. Resolutions.

Resolutions are generally less-permanent enactments than ordinances. Resolutions commonly deal with matters of a special or temporary character. A resolution ordinarily denotes something less solemn or formal than, or not rising to the dignity of, an ordinance. They seldom, if ever, contain penalties, and are the most common form of legislation employed by governing bodies to deal with special matters not affecting the general public, such as granting special privileges, expressing opinions, or communicating with other governmental units, departments, or agencies of the municipality.²²⁴ Resolutions are brought to the board in writing.²²⁵

A resolution should be used when

1. Amending, repealing or modifying an existing resolution;
2. Required by state law;
3. The action is temporary in nature, or not of general public concern;
4. The act is an order or directive relating primarily to internal municipal governmental affairs;
5. The act confirms previous action of a municipal officer or body not properly authorized by the governing body; or
6. The act is an order or directive requiring a specified officer, agency, or person to comply therewith.

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Sec. 2.17. Proclamations.

A proclamation is an act formally declaring to the general public that the Village Board has acted in a particular way. It is a written or printed document issued by the Village President that sets out a declaration by the government, and announces matters to the public. A proclamation does not have the force of law.

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²²² League of Wisconsin Municipalities. *Handbook for Wisconsin Municipal Officials* (Madison, Wisconsin: League of Wisconsin Municipalities, 2/17), 171.

²²³ *Ibid.*

²²⁴ League of Wisconsin Municipalities. *Handbook for Wisconsin Municipal Officials* (Madison, Wisconsin: League of Wisconsin Municipalities, 2/17), 171-172.

²²⁵ *Ibid.*

²²⁶ League of Wisconsin Municipalities. *The Conduct of Village Board Meetings* (Madison: League of Wisconsin Municipalities, Reprinted 2002), 21.

²²⁷ *West's Encyclopedia of American Law, edition 2.* (2008). Retrieved February 8 2021 from <https://legal-dictionary.thefreedictionary.com/Proclamation>.

APPENDIX A

RULES OF ORDER PROMPTS

To:	You Say	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn at a fixed time	"I move to adjourn at (time)"	No	Yes	No	No	Majority
Adjourn, when agenda items are completed	"I move to adjourn"	No	Yes	No	No	Majority
Recess, for personal need	"I move for a recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp. etc.	"I raise a point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something <u>until later in the same meeting</u>	"I move we table it." or "Move to table"	No	Yes	No	No	Majority
End debate	"I move the previous question" or "I call for the question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move to postpone until, (meeting date or next meeting)" or "I move to defer"	No	Yes	Yes	Yes	Majority
Postpone consideration and send to a committee"	"I move to refer to (name of committee) and other attendant details"	No	Yes	Yes	Yes	Majority
Postpone consideration of something with the intent to "kill" it	"I move to postpone indefinitely"	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended." or "I move to amend"	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You Say	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order", stating the order	Yes	No	No		Chair decides
Request information	"Point of information"	Yes	No	No		None
Ask for a vote by actual count to verify voice vote	"I call for a division of the assembly" by: roll call, show of hands, etc.	Must be done before new motion	No	No		None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No		2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No		
Reconsider something already disposed of at the same meeting	"I move we now (or later) reconsider out action relative to..."	Yes	Yes	Only if original motion was debatable		Majority
Rescind action done at a previous meeting	"I move to rescind (ordinance #, resolution #) acted on (date)..."	No	Yes	Only if original motion was debatable		Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No		2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes		Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege)

PROCEDURE FOR HANDLING A MAIN MOTION

NOTE: Nothing goes to formal discussion without a motion being on the floor.

Obtaining and assigning the floor.

A member raises his/her hand when no one else has the floor or raises his/her hand waiting for the current speaker to finish.

The President or Chair recognizes the member by last name stating Mr. Mrs. (Last name).

How the motion is brought before the assembly.

1. Discussion about any item(s) listed on the official agenda may begin before the formal introduction of a motion. After discussion or if there is none...
2. The member makes the motion: *I move that (or "to")...*
3. Another member seconds the motion, (if the motion requires a second): *I second the motion or second.*
4. The President or Chair states the motion: *It is moved and seconded that...* At this time, the action belongs to the assembly for discussion and possible action. *Are you ready for the question.*

Consideration of the Motion.

1. Members can debate the motion.
2. Before speaking in debate, members obtain the floor by raising a hand.
3. The maker of a motion has the first right to the floor if s/he claims it properly.
4. Debate must be confined to the merits of the motion.
5. All members who wish to speak must be given the opportunity to speak, particularly before a member who has previously spoken is allowed to speak again.
6. Calling for the Question or a Motion to Close Debate is out of order if there are members who wish to speak, and have not yet had the opportunity to do so.
7. Calling for the Question or a motion to close debate must be seconded, and voted on with at least two thirds (2/3) of the assembly voting in favor. It may also be seconded by the Chair if no one seeks the floor for further debate. In the case of the Village of Weston Board, seven (7) members, two thirds (2/3) (4.66) must be rounded up to five (5) members in order pass.

The Chair puts the motion to a vote.

1. The Chair asks: *Are you ready for the question?* If no one raises their hand to claim the floor, the Chair proceeds to take the vote.
2. The Chair says: *The question is on the adoption of the motion that... All those in favor, say "Aye".* (Pause for response.) *All opposed, say "Aye".* (Pause for response). *Those abstaining please say "Aye."* The Chair must call for both affirmative and negative votes on a motion.

The Chair announces the result of the vote.

1. *The motion is carried; or*
2. *The motion fails; or*
3. *The motion fails due to a tie vote.*

WHEN DEBATING YOUR MOTIONS

1. Listen to the other side.
2. Focus on issues, not personalities.
3. Avoid questioning motives.
4. Be courteous.

HOW TO ACCOMPLISH YOUR AGENDA IN MEETINGS

MAIN MOTION

You want to propose an action on an agenda for the group.

After recognition, make a main motion.

Member, "I move that _____." It is best to avoid the terms "so moved".

AMENDING A MOTION

You want to change some of the wording that is being discussed.

- After recognition, "Madame/Mr. Chairman/President, I move that the motion be amended by adding the following words _____."
- After recognition, "Madame/Mr. Chairman/President, I move that the motion be amended by striking out the following words _____."
- After recognition, "Madame/Mr. Chairman/President, I move that the motion be amended by striking out the following words, _____ and adding in their place the following words _____."

REFER TO A COMMITTEE

You believe that an idea or proposal being discussed needs to be further studied and investigated.

After recognition, "Madame/Mr. Chairman/President, I move that the question be referred to _____ committee for further investigation (give further details such as which committee, or, if a committee at large, the membership and timeline for reporting back).

POSTPONE/DEFER TO DEFINITE DATE, TIME, AND MEETING

You want the assembly to have more time to consider the question under discussion, and you want to postpone/defer it to a definite date, time, or meeting, and have it come up for further consideration. The postponed/deferred matter must be on the agenda of the meeting at which it will be discussed.

After recognition, "Madame/Mr. Chairman/President, I move to postpone/defer the question until (date, time, meeting), and place it on that meeting's agenda."

POSTPONE INDEFINITELY (INTENT TO KILL MOTION)

You want to kill a motion that is being discussed, unless a formal motion is made to reconsider the original motion to postpone it indefinitely. ("Kill" the question)

After recognition, "Madame/Mr. Chairman/President, I move to postpone the question indefinitely."

In order to rescind the action, "to postpone indefinitely", a second and a two-thirds (2/3) vote is required to approve the action. In the case of the Village of Weston Board, seven (7) members, two thirds (2/3) (4.66) must be rounded up to five (5) members in order pass.

POSTPONE INDEFINITELY (INTENT TO GAUGE VOTE)

You are against the question just proposed, and want to learn who is for or against the motion.

After recognition, “Madame/Mr. Chairman/President, I move to postpone the motion indefinitely.”

PREVIOUS QUESTION, CALL FOR THE QUESTION

You think discussion has gone on for too long, and you want to stop the discussion and vote.

After recognition, “Madame/Mr. Chairman/President, I move the previous question/I call for the question.”

This requires a second, and it is out of order if there is a member who hasn’t spoken on the issue and wishes to do so, or if a member objects. It requires a two-thirds (2/3) vote to approve. In the case of the Village of Weston Board, seven (7) members, two thirds (2/3) (4.66) must be rounded up to five (5) members in order pass.

LIMIT DEBATE

You think discussion is getting long, but you want to give a reasonable length of time to consider the question. (This is relevant only if the assembly has formal rules about debate.)

After recognition, “Madame/Mr. Chairman/President, I move to limit discussion to two (2) minutes per speaker.” (Some other time period may be used.)

RECESS

You want to take a break for a while.

After recognition, “Madame/Mr. Chairman/President, I move to recess for ten (10) minutes.”

ADJOURNMENT

You want the meeting to end. (This motion is out of order when there are items remaining on the agenda.)

After recognition, “Madame/Mr. Chairman/President, I move to adjourn.”

PERMISSION TO WITHDRAW A MOTION

You have made a motion, and, after discussion, you find that you have changed your mind.

After recognition, “Madame/Mr. Chairman/President, I ask permission to withdraw my motion.”

CALL FOR ORDER OF THE DAY

After beginning of the meeting, or at any time during the meeting, the Chair is not following the order of the posted agenda.

Without recognition, you “Call for orders of the day.”

SUSPEND THE RULES

The agenda has been posted, and, as the meeting progresses, it becomes apparent that certain item(s) listed on the agenda need immediate attention.

After recognition, “Madame/Mr. Chairman/President, I move to suspend the rules and take up item _____ at this time.”

POINT OF (PERSONAL) PRIVILEGE

The noise from the audience or outside the meeting has become so great that you are having trouble hearing, or some other personal comfort measure, i.e., room too cold/warm, etc. needs to be addressed.

Without recognition, “Point of personal privilege.”

Chairman/President, “State your point...:”

Member: “There is too much noise, I can’t hear/I am too cold/warm.”

COMMITTEE OF THE WHOLE

An item on the agenda proposes an issue which will likely involve extensive discussion, or it is contentious, and may be the object of a member’s attempt to kill a motion by various maneuvers.

Committee of the whole suspends the rules, and allows all members, including the President/Chair, to openly and freely discuss the issue.

After recognition, “Madame/Mr. Chairman/President, I move that the assembly go into a committee of the whole.”

POINT OF ORDER

It is obvious that the meeting is not following proper rules.

Without recognition, “I rise to a point of order,” or “Point of order.”

POINT OF INFORMATION

You are wondering about some of the facts under discussion, such as a clearer explanation of the facts, source of the facts, etc.

Without recognition, “Point of information.”

POINT OF PARLIAMENTARY INQUIRY

You are confused about some of the meeting rules.

Without recognition, “Point of parliamentary inquiry.”

APPEAL FROM THE DECISION OF THE CHAIR

Without recognition, after a decision by the chair, “I appeal from the decision of the Chair.”

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