

11. Order of Business for Common Council Meetings:

- a. Call to Order
- b. Roll Call
- c. Pledge of Allegiance and Invocation
- d. Presentations
- e. Public Hearings
- f. Public Input
- g. Appointments and Other Business Presented by the Mayor
- h. Consent Agenda
- i. Standing Committee Reports
  - i. Recess (as needed)
- j. Other Business
- k. Adjourn

12. Consent Agenda:

- a. The chair of a standing committee shall determine what is placed on the consent agenda for the Common Council meeting during the standing committee meeting or prior to the Common Council agenda being published.
- b. No separate discussion or debate on matters included in the consent agenda shall be permitted.
- c. When the consent agenda is reached, any member may request removal of any item from the consent agenda and such item shall be removed without debate or vote.
- d. Any item or part thereof removed from the consent agenda shall be separately considered during the reports of standing committees for the standing committee the document belongs to.
- e. A single motion, seconded and adopted by a majority vote of the members shall be sufficient to approve, adopt, enact or otherwise favorably resolve any matter listed on the consent agenda.

13. Any document which does not receive a majority vote of the standing committee shall be placed on the Common Council agenda under the appropriate standing committee reports declaring its denial. This minority document may be acted upon by the Common Council under Robert's Rules of Order for minority documents.
14. Members of the public will be permitted to speak at any Common Council meeting on any matter of public interest. The comments from each speaker shall be limited to five (5) minutes in length unless extended by majority action of the Common Council.
15. When any Common Council member or city staff is about to speak or deliver any matter to the Common Council and Mayor, the individual shall respectfully address the Mayor as Mr. or Ms. Mayor, or the Acting Mayor by the name of President or Vice-President, and shall not proceed with remarks until recognized by the meeting Chair. All individuals shall respectfully address fellow Common Council members as Alder, Alderperson, or the like.
16. The rules of parliamentary practice comprised in Robert's Rules of Order Newly Revised (1970) shall govern this Common Council in all cases in which they are applicable when not inconsistent with the General Charter, State Statutes, or with these rules.
17. These rules may be amended only by the proposed amendment being submitted in writing and voted upon at the next regular business meeting and adopted by a two-thirds vote of those members present.
18. A special Common Council meeting may be called by the Mayor at any time the Mayor deems necessary.
  - a. No action shall be taken by the Common Council at any special meeting except that stated on the agenda for the meeting.
  - b. A special Common Council meeting must have written notice delivered personally to each Common Council member or left at the member's usual abode at least six hours before the meeting per Wis. Stat. § 62.11(2).
19. Any item that needs to be acted upon by the Common Council in a timely manner but has not gone through the proper standing committee may be added to the Common Council agenda upon approval of the Mayor.
20. Notices which have been previously published, such as notices for public hearings, need not be read aloud at Common Council meetings but may be incorporated by reference into the minutes.
21. Items which have been recommended by any standing committee for placing on file shall automatically be placed on the Common Council consent agenda unless otherwise requested by any member of the Common Council.
22. Alderpersons are expected to attend Common Council meetings and standing committee meetings. Alderpersons are required to provide notice to the Mayor and City Clerk prior to any Common Council meeting if they will be absent, or the Chairperson of the standing committee they will miss.
23. In cases of inclement weather or for other good cause, the Mayor (for Common Council meetings) or the Chairperson (for Committee meetings) may adjourn a scheduled meeting by giving notice to the public at least two hours before the scheduled start of the meeting. Such notice shall include a time and date to which the meeting is adjourned. Council members shall be notified of such time and date by e-mail and/or phone.

## **WI Statute 62:11 Section 2 and what it says about notification.**

(2) Time of meeting. The council shall meet at least once a month, and on the first Tuesday unless a different day be fixed by the council. More frequent regular meetings may be established by the council, **and the mayor may call a special meeting by written notice delivered personally to each member or left at the member's usual abode at least 6 hours before the meeting.** Following a regular city election the new council shall first meet on the 3rd Tuesday of April.