

Village of Sister Bay Code of Ordinances

Chapter 3

Establishment of Rules of Order and Organization for All Standing and Special Committees

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Village of Sister Bay Code of Ordinances

1 (Created Ordinance No. 100-030904.)

2 **Sec. 3.1 Committee Organization**

3 The President shall designate the Chairperson for
4 each committee on an annual basis. The Chair-
5 person shall record the attendance and minutes
6 of all committee meetings. The Chairperson may
7 designate an individual to record the minutes of
8 the meeting. The Chairperson or designee is re-
9 sponsible for providing the Clerk/Treasurer a
10 copy of the minutes within two weeks of the
11 meeting. If a Village Board member is not the
12 Chairperson of a joint intergovernmental com-
13 mittee, then that member is responsible for re-
14 porting to the Board the results of those meet-
15 ings.

16 **Sec. 3.2 Committee Meetings**

17 All committee meetings shall be held at the Vil-
18 lage Administration Building, Village Hall, Sister
19 Bay and Liberty Grove Fire Station(s), Sister Bay
20 Library, Sports Complex, Sewer and Water Plant,
21 Sister Bay Marina or Liberty Grove Town Hall.

22 **Sec. 3.3 Quorum**

23 A majority of committee membership shall con-
24 stitute a quorum for the transaction of business.

25 **Sec. 3.4 Absences and Attendance**

26 Any member of a committee who has knowledge
27 of the fact that he/she will not be able to attend a
28 scheduled meeting shall notify the Village Ad-
29 ministrator at the earliest possible opportunity.
30 The Village Administrator shall notify the Chair-
31 person of the committee or commission in the
32 event that the projected absences will produce a
33 lack of quorum. If the Village Administrator is not
34 notified of an absence it will be recorded as an
35 unexcused absence. Committees only function if
36 members attend the meetings and therefore
37 regular attendance is expected. If a member
38 misses more than half of the regular meetings
39 during the preceding twelve months for whatever
40 reason the Chairperson shall report that atten-
41 dance to the President. The President shall rec-
42 ommend removal to the Board of any member
43 whose attendance at meetings exceeds the
44 guideline.

45 **Sec. 3.5 Agenda and Minutes**

46 A written agenda for all meetings shall be pro-
47 vided to members by the committee Chairperson
48 forty-eight (48) hours prior to such meeting.

49 **Sec. 3.6 Expenses**

50 Committee meetings means the convening of a
51 quorum of the members of a committee for the
52 purpose of exercising the responsibilities, au-
53 thority, power or duties delegated to or vested
54 in the committee. The committee Chairperson
55 and members shall receive \$40.00 for atten-
56 dance at each committee meeting which in-
57 cludes attendance at any school, institute, or
58 meeting which the Board, its relevant commit-
59 tee or Chairperson direct committee members
60 to attend as provided by Sec. 59.06(2), Wis.
61 Stats. including attendance at a committee
62 meeting of a committee other than which the
63 person is a member of when such attendance is
64 requested by such other committee. Members
65 shall submit written documentation of their at-
66 tendance at meetings as required by the Board
67 of Trustees. Whether Board members serving as
68 members of an Ad Hoc Committee shall receive
69 compensation shall be determined at the time
70 of the creation of the Ad Hoc Committee.

71 **Sec. 3.7 Budget**

72 All committees shall prepare an annual budget
73 and submit it to the Finance Committee if appli-
74 cable.

75 **Sec. 3.8 Other**

76 All committees shall be governed by the same
77 applicable rules adopted for the Village of Sister
78 Bay Board of Trustees. If there are no rules
79 specified for a particular situation, Roberts Rules
80 of Order will apply.