

**VILLAGE OF WALDO
SHEBOYGAN COUNTY, WISCONSIN
ORDINANCE NO. 2025-07**

**An Ordinance Repealing Ordinance 5-2006 in Its Entirety and Replacing It with
Ordinance 2025-07, to Establish Chapter 10, Article IV Village Board.**

WHEREAS, the Village Board of the Village of Waldo, Sheboygan County, Wisconsin, recognizes the need to establish clear procedures governing the operations, meetings, and decision-making processes of the Village Board to ensure effective and transparent governance; and

WHEREAS, the Village Board of the Village of Waldo previously enacted Ordinance 6-2005 to establish certain procedures for the governance of the Village Board; and

WHEREAS, the Village Board has determined that Ordinance 6-2005 is outdated and in need of revision to better reflect current practices, procedures, and legal requirements; and

WHEREAS, the Village Board of the Village of Waldo has reviewed and discussed the proposed revisions to the Village Board Procedures, as set forth in Chapter 10, Article IV of the Village Code; and

WHEREAS, the Village Board believes that the adoption of Chapter 10, Article IV, Village Board Procedures, will provide a more organized, efficient, and transparent process for conducting the affairs of the Village Board; and

WHEREAS, the Village Board has determined that it is in the best interest of the Village of Waldo and its residents to repeal Ordinance 5-2006 in its entirety and adopt the updated provisions set forth in Ordinance 2025-07; and

NOW, THEREFORE, BE IT ORDAINED by the Village Board of the Village of Waldo, Sheboygan County, Wisconsin, as follows:

Section 1. Repeal of Ordinance 6-2005

Ordinance 5-2006, as adopted by the Village Board of the Village of Waldo, is hereby repealed in its entirety.

Section 2. Adoption of Chapter 10, Article IV - Village Board

The Village Board hereby adopts Chapter 10, Article IV, of the Village Code to read as follows:

CHAPTER 10 – BOARDS, COMMISSIONS AND COMMITTEES

Article IV - Village Board

Section 10-20. - General Provisions

- (a) **Purpose:** This article establishes procedures for the operations, meetings, and decision-making processes of the Village Board of the Village of Waldo.
- (b) **Interpretation:** If any section or subsection of this article is found to be in conflict with Wisconsin State Statutes or other ordinances, such statutes or ordinances shall take precedence, and the conflicting section shall be amended to comply with the law.

Section 10-21. - Village Board Membership

- (a) The Village Board shall consist of the Village President and four Trustees. The Village Board shall be constituted as provided in Wis. Stats. § 61.34. The Board shall be referred to as the Village Board of Waldo.
- (b) The Village Board shall hold meetings and conduct business in accordance with the Wisconsin Open Meetings Law, Wis. Stats. § 19.81 et seq.

Section 10-22. - Elections of Board Members

- (a) Village elections shall occur as provided by Wisconsin State law, with a schedule for electing trustees and the village president.
- (b) In odd-numbered years, the Village President and Trustee positions 2 and 4 shall be elected.
- (c) In even-numbered years, Trustee positions 1 and 3 shall be elected.

Section 10-23. - Meetings of the Village Board

- (a) **Regular Meetings:** Regular meetings of the Village Board shall be held at the Village Hall on the second Monday of each month at 6:00 p.m.
- (b) **Special Meetings:** Special meetings may be called by the Village President or two members of the Village Board, provided proper notice is given to all board members and the public in compliance with Wis. Stats. § 19.84.

Section 10-24. - Quorum and Voting

- (a) A quorum of the Village Board shall consist of a majority of the members elected.
- (b) **Voting:** Each member of the Village Board shall have one vote. A motion is adopted if it receives the affirmative vote of a majority of the members elected at a meeting where a quorum is established.

(c) **Roll Call Voting:** Roll call voting shall be conducted when requested by any member, on questions concerning the adoption of measures related to taxes, appropriations, disbursements, or the creation of any liability.

Section 10-25. - Presiding Officer

(a) **Chairperson:** The Village President shall serve as the presiding officer. In the event the President is absent, the senior Trustee based on the date of their original election shall preside until the Village President returns.

(b) **Clerk-Treasurer:** The Village Clerk-Treasurer shall be responsible for maintaining the minutes of all meetings. In the absence of the Clerk-Treasurer, this responsibility shall be carried out by a designee of the Clerk-Treasurer.

Section 10-26. - Agenda Preparation

(a) **Agenda Preparation:**

1. The Village Clerk-Treasurer shall prepare an agenda incorporating the matters comprising the order of business for each regular Village Board meeting.
2. Any person, firm, corporation, or Village Trustee who desires to present a matter to the Village Board for its review and consideration shall make a written request to the Village Clerk-Treasurer no later than 4:00 p.m. seven business days preceding the regular Village Board meeting. This request shall specify in detail the action requested by the Village Board and shall be accompanied by any necessary documents to be distributed to the Village Trustees in connection with the matter.

(b) **Submission Review:** The Village Clerk-Treasurer shall present all timely written requests that meet the above requirements to the Village President for review.

(c) **Village President's Discretion:** The Village President shall place written requests on the next regular Village Board agenda unless one of the following conditions is met:

1. The written request was not submitted timely.
2. The written request did not contain the required specificity.
3. The written request does not meet the time constraints of applicable laws.
4. The written request did not include required documents.
5. The written request is not within the Village Board's jurisdiction.
6. The written request has been placed on a Village Board agenda in the last six months.
7. The request is a personal matter of the requester and not of general village-wide concern.
8. The written request is determined by the Village Attorney to violate the law if placed on the agenda.
9. The request would require more time than is reasonably available at the next meeting or would likely result in attendance exceeding the Village Hall's capacity.

If any of these conditions are met, the matter shall be placed on the next agenda solely for the Village Board to decide whether to place the matter on the agenda for further consideration.

(d) **Final Agenda Determination:** The Village President's decision on placing matters on the agenda shall be final. The Village Clerk-Treasurer shall then prepare the final agenda based on the Village President's determinations and distribute it to each Village Board member by the Thursday prior to the meeting.

(e) **No Agenda Item Consideration:** No matter will be considered by the Village Board unless it is on the agenda prepared by the Village Clerk-Treasurer.

Section 10-27. - Order of Business

The order of business at Village Board meetings shall follow the agenda prepared by the Village Clerk-Treasurer, and may include the following:

1. Call to order by presiding officer.
2. Dispense with the reading of the minutes.
3. Public Comment.
4. Unfinished business.
5. New business.
6. Reports from officials.
7. Adjournment.

Section 10-28. - Motions and Debate

(a) **Motions:** All motions shall be made and seconded before discussion. The presiding officer shall restate the motion before debate.

(b) **Debate:** Members shall confine their remarks to the matter under discussion and avoid personal remarks.

(c) **Change of Vote:** Once the results of a vote have been announced, no member may change their vote.

Section 10-29. - Public Participation

(a) **Public Comments:** Members of the public may address the Village Board during public comment period. The presiding officer may limit the time for public comments.

(b) **Procedure:** Each speaker must provide their name and address before speaking. Remarks shall be confined to the agenda item under discussion.

Section 10-30. - Conduct of Deliberations

(a) Deliberations shall follow Robert's Rules of Order unless otherwise provided by this ordinance.

(b) All members shall maintain proper decorum, and the presiding officer may call for order if necessary.

Section 3. Severability

If any section, provision, or part of this ordinance is declared to be invalid or unconstitutional, such invalidity shall not affect the validity of the remainder of the ordinance.

Section 4. Effective Date

This ordinance shall take effect upon passage and publication, as required by law.

Passed and adopted by the Village Board of the Village of Waldo, Sheboygan County, Wisconsin, this 13th day of MAY, 2025.

By: 
Travis Thomas-Village President

Attest: 
Lisa Gillette-Village Clerk/Treasurer