

RULES OF THE COMMON COUNCIL

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Table of Contents

SECTION 1: PURPOSE AND DEFINITIONS	2
1.01 Purpose	2
1.02 Interpretation	3
SECTION 2 CITY COUNCIL ORGANIZATION.....	3
2.01 Constitution of the Common Council and Quorum.....	3
2.02 City Council Meetings.....	3
2.03 Agenda Responsibilities for the Council, Committees, Commissions and Boards	4
2.04 Electronic Communications	5
2.05 Committees of the City Council and Other Boards and Commissions – Creation and Existence	5
2.06 Committee and Other Boards and Commissions Appointments and Removals	6
2.07 City Council Member Compensation	7
2.08 Meeting Minutes.....	7
2.9 City Council Meeting Seating Arrangements.....	7
2.10 Post-Election Procedures.....	8
2.11 Council Relationship with the City Administrator, Department Heads and City Employees	8
2.12 Vacancies in Office of City Council Member	8
2.14 Official Statements by Council Members.....	9
2.15 Closed Session at Committee Meetings – Attendance	9
SECTION 3 CITY COUNCIL OFFICERS.....	9
3.01 Presiding Officer	9
3.02 Mayor	10
3.03 Council President.....	11
3.03 Chairs of Committees.	11
SECTION 4 RULES OF PROCEDURE.....	11
4.01 Parliamentary Authority	11
4.02 Committee of the Whole.....	11
4.03 Remote Attendance at Meetings.....	11
4.04 Order of Business	12
4.05 Personal Electronic Devices	13
4.06 Recognition, Debate and Voting at City Council Meetings	13
4.07 Public Decorum and Comment.....	14

4.08 Reconsideration 15
4.09 Resolutions – Form and Introduction 16
4.10 Suspension of and Amendment to Rules 17

SECTION 1: PURPOSE AND DEFINITIONS

1.01 Purpose

The Common Council of the City of Richland Center (referred to as the “City Council” or

“Council”) recognizes and understands the importance of City government, and the programs and services it provides, to the citizens of Richland Center. The City Council further recognizes citizens’ rightful expectation that the financial resources provided to the City through tax levy and other sources be invested in a wise and deliberate matter. Therefore, in recognition of these principles, the City Council hereby adopts the following Rules of the Common Council (referred to as “Council Rules” or “Rules”) in order to promote orderly and efficient rules of governance for the City Council and all City-related governmental bodies.

1.02 Interpretation

These Council Rules are not intended to, and shall not, supersede any requirements or provisions in the Wisconsin Statutes. In the event of any conflict between the Wisconsin Statutes and these Council Rules, the Wisconsin Statutes shall take precedence. The latest version of Robert’s Rules of Order shall govern in all circumstances not otherwise addressed by law or these Rules.

1.03 Committees, Commissions and Boards

As used in this document, references to “Committees” shall also refer to other commissions and boards unless such reference creates an absurd or impossible interpretation.

SECTION 2 CITY COUNCIL ORGANIZATION
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2.01 Constitution of the Common Council and Quorum

The Common Council shall consist of the Mayor and alderpersons. Two-thirds of all seated members of the Council, excluding the Mayor, shall constitute a quorum.

2.02 City Council Meetings

The period of time between the organizational meetings in Section 2.02(A) hereof shall constitute a session of the City Council, and any business pending and upon which the Council has not acted prior to the close of a session can no longer be acted upon without being reintroduced.

(A) The Organizational Meeting. On the third Tuesday in April, after each Spring general election at which the Mayor and/or alderpersons are elected for full terms, the City Council will meet and shall:

1. Organize and transact general business;
2. Elect a Council President, by majority vote of all Council Members, to perform the duties set forth in Section 3.03;
3. Conduct appointments to committees, commissions and boards, such appointments being made by the Mayor and subject to confirmation of the Council unless otherwise specified;

Persons nominated for Council President are allowed 10 minutes to speak and answer questions. Voting shall take place by written secret ballot and the City Clerk and City Attorney shall serve as ballot clerks. A majority of votes of the Council Members present shall be necessary to elect the Council President.

(B) Regular Meetings. The City Council shall meet for the purpose of transacting general business at half past six o'clock (6:30PM/1830) on the first Tuesday of each month unless otherwise decided upon by the Council.

(C) Special Meetings. Special meetings of the City Council may be called upon written notice from the Mayor, provided to the alderpersons in a manner likely to give each notice of the meeting, provided at least six (6) hours prior to said meeting. The notice shall specify the time, place and purpose of the meeting. Attendance at such a meeting shall constitute a waiver of any defect of notice.

A special meeting may also be called if two alderpersons consent in writing to a meeting. Such written consent must be filed with the City Clerk before the commencement of the meeting. Notice of such meeting shall be provided to the Mayor by means likely to give notice of such meeting.

Notwithstanding the above, any special meeting of the Council must conform to laws governing public notice and open meetings.

2.03 Code of Conduct

The City Council may adopt and amend a code of conduct. Any code so adopted shall be appended to these Rules and incorporated herein by reference.

2.03 Agenda Responsibilities for the Council, Committees, Commissions and Boards

(A) The City Clerk is responsible for the contents of the agenda for any City Council meeting except for a special meeting called by the alderpersons. The Clerk shall add to the agenda all items recommended for consideration by the various committees, commissions and boards as well as those recommended by the Mayor. If circumstances preclude an item from being considered by a committee prior to its consideration at a Council meeting, the Mayor, Council President or the Chair of the relevant committee may authorize its inclusion on the agenda. Consultation should be made with the City Attorney prior to the inclusion of any closed sessions items.

(B) Any individual member of the Council desiring an item to be placed on the agenda for a Council meeting shall make a motion during the Future Agenda Items portion of the agenda at a City Council meeting to have an item placed on the agenda for the next meeting. The Council may vote to refer said matter to committee (with the Council President determining the appropriate committee), approve the item's addition to the next meeting's agenda, or to deny the motion.

(C) The Committee Chair shall serve as the presiding officer of their Committee meeting. Department heads, in consultation with the City Clerk and the Chair, are responsible for the preparation of all Committee meeting agendas. In the event there is no department head, the Clerk or designated member of the body will be assigned this responsibility.

(E) A Committee may request another Committee to attend a future meeting of the requesting body. In such an event, each Committee shall prepare an agenda for the joint meeting in the usual manner.

(F) In the first meeting of a Committee following the Organizational Meeting, the Committee shall adopt dates and times for regular Committee meetings and shall make every attempt to schedule such meetings prior to the regular City Council meetings and with due regard to the meeting dates and times of other Committees. Committees shall also elect Chairs (and other officers, as necessary) from amongst their members at this first meeting.

(G) The City Clerk, in consultation with the presiding officer of the relevant body, is responsible for providing notice of every meeting of the City Council and its subunits by posting the agenda in compliance with Wisconsin's Open Meetings Law, Wis. Stat. § 19.81, et seq.

(H) The City Clerk shall make every effort to distribute the agenda to all City Council Members, the City Administrator, and the City Attorney, in addition to any other interested persons, by the end of day on the Thursday immediately preceding a regular City Council meeting, but under no circumstances later than the end of day on that Friday. Any Committee or Council Member responsible for submitting materials (resolutions, ordinances, ordinance amendments, reports, etc.) for inclusion in the meeting packet shall provide the materials to the City Clerk no later than the end of the business day on the Tuesday preceding the week of the regular meeting. The agenda and meeting packets shall be delivered in electronic format to the recipient's City email address unless a recipient requests a hard copy of the materials. The requirements of this Section 2.03(D) may be waived, in whole or in part, by the Mayor, Council President, or Committee Chair in their discretion.

2.04 Electronic Communications

The City shall provide every Council Member with a City email address. Use of email for communications is strongly encouraged for all Council Members. All Council Members shall utilize their City email address for City business and shall not conduct City business on any other email address. Texting among members of the Council may be used for scheduling purposes only, and may still be subject to release under public records laws.

2.05 Committees of the City Council and Other Boards and Commissions – Creation and Existence

(A) Standing Committees. The City Council shall establish the standing committees (referred to as “Standing Committees”), designated on Appendix A to these Council Rules as may from time to time be amended. Standing Committees are regular committees of the City Council, shall have the authority, power, duties and responsibilities as set forth in Appendix A and shall operate according to the procedures set forth in Appendix A. Committees shall elect officers from among their members at their first meeting after their creation.

(B) Advisory Committees. The City Council may establish advisory committees, whose purpose shall be to review matters of a specific nature and provide reports and recommendations to the Council or a standing committee. Advisory committees are not decision-making bodies. Appointment of citizen members to an advisory committee may be considered to maximize the efficacy of these bodies.

(C) Ad Hoc Committees. The City Council may form ad hoc committees (referred to as “Ad Hoc Committees”) from time to time by resolution or action of the City Council. Any resolution or action creating an Ad Hoc Committee shall specify the name of the committee, the committee’s purpose, the number of members of the committee, the appointing authority for committee membership, the duration of the committee and the committee’s reporting relationship. Unless otherwise defined, the appointing authority shall be the Mayor subject to confirmation by the Council. Appendix A will be updated by May 1 in even-numbered years to reflect current Ad Hoc Committees and particulars surrounding each particular Ad Hoc Committee’s operations. In these Council Rules, Ad Hoc Committees and Standing Committees are together referred to as “Committees.” An Ad Hoc Committee shall elect a Chair from among its members at its first meeting after its creation.

(D) Other Boards and Commissions. The City may be associated with certain Other Boards and Commissions (referred to as “Other Boards and Commissions”). Appendix A will be updated from time to time to reflect current Other Boards and Commissions and particulars surrounding operations.

(E) Residency. Unless otherwise required by law, a candidate need not be a resident of the City to be considered for appointment to a Committee, Commission or Board. However, the Council the residency of a candidate may be used as a factor when considering their confirmation.

(F) Council President Consideration for Quorum. The Council President may serve as a member, with full rights and privileges, of any Committee, Commission, or Board if there is not otherwise a quorum present at a given meeting.

2.06 Committee and Other Boards and Commissions Appointments and Removals

(A) At the time of the Organizational Meeting, or as otherwise required by law

or circumstances, the Mayor shall appoint members of committees, subject to confirmation by the City Council.

(B) At the first meeting of each committee following the Organizational Meeting, each committee shall elect from among its members a Chair.

(C) The Mayor or Council President may recommend the removal of any member of any Committee, at any time and for any reason, to the City Council and the City Council may make such removal. The Mayor or Council President may recommend the removal of the designation as Chair of any Committee, at any time for any reason, and the City Council may make such removal.

2.07 City Council Member Compensation

(A) Compensation of Members. The Council shall have the right to ordain the compensation of its members and the members of Other Boards, Committees and Commissions, but no change to said compensation shall be effective in the same session in which it is passed.

(B) Expense Reimbursement. Council Members shall be reimbursed for expenses in the amounts, and according to the regulations and procedures, established by the Council from time to time. If no such regulations are established specific to the Council, the Council shall follow the regulations and procedures for reimbursement found in the Employee Handbook.

2.08 Meeting Minutes

(A) City Council Meetings. The City Clerk is responsible for the preparation of minutes for all meetings of the City Council. The City Clerk may use a personal recording device to record any open session portion of a meeting for purposes of verifying the accuracy of the proceedings. The City Clerk shall destroy any recording not sooner than ninety (90) days after approval of the minutes of the meeting at which the recording is taken. The City Clerk shall not record any closed session of a City Council meeting. A draft form of the minutes of meetings shall be included in the meeting packet distributed prior to City Council meetings as specified in Section 2.03(D).

(B) Committee, Other Council and Commission Meetings. The City Clerk or their designee is responsible for taking and recording the minutes of any meeting of the Committee. All draft minutes shall be filed with the City Clerk's office no later than fourteen (14) days after the meeting to which the draft minutes apply and shall be in a format approved by the City Clerk.

2.9 City Council Meeting Seating Arrangements

Except as provided herein, City Council Members shall be seated in order by district number. The Mayor shall sit at the designated head of the room. The City Administrator, City

Clerk and City Attorney shall each be seated as designated by the Mayor. There shall be a designated area for members of the public and members of the press. The Mayor may alter the seating arrangements to meet the needs of individual Council Members or members of the public.

2.10 Post-Election Procedures

(A) Within 7 days after City Council Members are elected in the Spring general election, the City Clerk shall distribute orientation materials to all persons elected to the City Council, including a copy of these Rules.

(B) Council Members interested in nomination for the position of Council President are encouraged to indicate their interest in the positions on the Council President candidate answers form. In addition, such Council Members are encouraged to answer two additional questions:

- *Why do you want to serve as Council President?*
- *What do you feel are the strengths and weaknesses you would bring to the role of Council President?*

All Council Members shall also complete a Committee/Board/Commission Preference form. The City Clerk will create and distribute these forms to all City Council Members-elect in advance of the Organizational Meeting.

(C) All Council Members must complete the Wisconsin League of Municipalities “Local Government Basics Training” prior to becoming eligible for appointment to any committee, commission, or board. Another course, training, or equivalent experience may be substituted for this training at the discretion of the Council President.

2.11 Council Relationship with the City Administrator, Department Heads and City Employees

The City Council serves as the legislative body in City government. As such, the City Council’s role is to enact policy. To implement the policy the City Council establishes, the City Council shall appoint a person as the City Administrator. The Administrator shall perform all duties and have such authority as specified in the Position Description, these Council Rules and as otherwise may be authorized and directed by the City Council from time to time. Department Heads are responsible, and shall report, to the Administrator. City Council Members desiring information or a report from a Department Head or other City staff shall request such information or report either in the context of a City Council or Committee meeting or from the Administrator. The Administrator shall serve as a non-voting, *ex officio* member of all Committees, Commissions and Boards.

2.12 Vacancies in Office of City Council Member

(A) Vacancies – How Caused. Vacancies in the office of alderperson or Mayor

shall be determined according to Wis. Stat. § 17.03.

(B) Vacancies – How Filled. Vacancies in the office of alderperson or Mayor may be filled, pursuant to Wis. Stat. § 17.23(1), by a majority vote of the Council. Vacancies shall be announced at the first Council meeting following their creation, and the vacancy shall be filled at the subsequent Council meeting. If circumstances require the appointment occur sooner, the Council may waive this requirement by a three-fourths (3/4) vote.

2.14 Official Statements by Council Members

No Council Members other than the Mayor or Council President is authorized to make any official statement or comment on behalf of the City Council. If a Council Member makes a statement or comment, the Council Member shall ensure such statement or comment contains language indicating the statement or comment reflects the personal views of the Council Member and not the views of the City Council.

2.15 Closed Session at Committee Meetings – Attendance

In accordance with Wis. Stat. § 19.89, and unless otherwise provided by law, no Council Member may be excluded from any meeting of the Council. However, a Committee may exclude a Council Member that is not a member of the Committee from a closed session portion of a meeting upon a three-fourths (3/4) majority vote of the Committee members present. No individual may attend a closed session by remote means unless approved to do so by the presiding officer.

SECTION 3 CITY COUNCIL OFFICERS

3.01 Presiding Officer

(A) The Mayor shall act as the presiding officer at all meetings of the City Council. In the absence of the Mayor, the Council President shall act as presiding officer, but shall retain their vote while so serving and do not cast a vote in the event of a tie. If both the Mayor and the Council President are absent, the Clerk shall call the Council to order and thereupon the Council shall elect a *pro tempore* presiding officer.

(B) The presiding officer shall decide all questions of order.

(C) The presiding officer may at any time request or permit a person other than a Council Member to address the Council. Such an address shall be for the purpose of explaining, clarifying or otherwise assisting the Council in evaluating the merits or legality of the matter under consideration.

(D) It shall be the duty of the presiding officer to preserve decorum, and if any member shall transgress these Rules, the presiding officer or any member may call to order, in which case the member called to order shall immediately sit and be silent unless permitted by the presiding officer to explain.

(E) The presiding officer shall have the right to order the ejection of any person who shall persistently speak out of order or otherwise act so as to disrupt a meeting of the Council. If appropriate, the presiding officer may report a violation of these Rules to law enforcement for purposes of taking appropriate action, which may include (without limitation), removal of the offending person and/or issuing a citation for disorderly conduct or other appropriate charge.

(F) Any decision of the presiding officer may be appealed by a Council Member to the Council as a whole using the following procedure: within a reasonable time after the decision of the presiding officer is made, the appellant shall state their disagreement and demand a determination by the Council as to whether the decision of the presiding officer shall stand or be reversed. The matter will then be voted upon without debate. No action of the presiding officer shall be reversed unless two-thirds (2/3) of Council Members present shall vote for such reversal.

Whether an appeal is made within a reasonable time is a decision made by the presiding officer, subject to the same rights of appeal as above. An appeal of the officer's decision on whether the time is reasonable must be made within the same meeting as the decision itself.

3.02 Mayor

(A) The Mayor shall have all the powers, duties and responsibilities granted to the position pursuant to Wis. Stat. § 62.09(8). The Council may define the Mayor's responsibilities so long as such definition does not unlawfully interfere with the exercise of the Mayor's statutory authorities.

(B) The Mayor shall have the power to veto all acts of Council, except where it is expressly or by necessary implication otherwise provided by Wisconsin Statutes. All acts of the Council shall be submitted to the Mayor by the Clerk and shall be in force upon approval evidenced by the Mayor's signature, or upon failing to approve or disapprove within five (5) days, which fact shall be certified thereon by the Clerk. If the Mayor disapproves of an act of the Council, the Mayor's objections shall be filed with the Clerk, who shall present them to the Council at its next meeting. A two-thirds (2/3) vote of all of the members of the Council shall then make the act effective notwithstanding the objections of the Mayor.

(C) The Mayor shall serve as the spokesperson for the City and is authorized to comment to the public or press on any matter of City business provided any such comments are consistent with the City's policies or expressed positions.

(D) The Mayor shall have the power to order the attendance of any absentee Council Member at a meeting of the City Council.

(E) The Mayor may not serve as a member of a Committee for the purposes of creating a quorum.

3.03 Council President

(A) The Council President shall perform all duties as specified in these Council Rules. In addition, the Council President shall perform such other duties as the City Council may authorize from time to time. The Council President may serve as a member, with full rights and privileges, of any Committee if there is otherwise not a quorum at any Committee meeting.

(B) The Council President shall serve as the spokesperson for the City Council and is authorized to comment to the public or press on any matter of City business provided any such comments are consistent with the City Council's policies or expressed positions.

(C) In the event of a vacancy in the position of Council President, the City Council shall hold an election for the position according to the procedure set forth in Section 2.02(A)2.

3.03 Chairs of Committees.

The Chair of a Committee shall preside at Committee meetings. If the Chair is also an elected representative, they shall serve as the spokesperson on behalf of the Committee in City Council meetings.

SECTION 4 RULES OF PROCEDURE

4.01 Parliamentary Authority

The latest edition of *Robert's Rules of Order, Newly Revised* ("RONR") shall govern the proceedings at all meetings of the City Council and the Committees. The City Attorney or their designee shall serve as parliamentarian for all such meetings and shall consult with the presiding officer on all questions of parliamentary procedure.

4.02 Committee of the Whole

The City Council may convene as the committee of the whole at the call of the Mayor or Council President provided the public is provided notice of any such meeting in accordance with Wisconsin's Open Meetings Law, Wis. Stat. § 19.81, et seq.

4.03 Remote Attendance at Meetings

(A) Remote Attendance at Meetings. Council Members shall make every attempt to attend City Council and Committee meetings in-person. A Council Member authorized under these Council Rules to attend a meeting by remote communication (telephonic or videoconference technology) shall be considered present for a meeting with full rights to participate and vote. Any Council Member attending a Council or Committee meeting remotely shall be encouraged to keep

their camera on for the entirety of their attendance if attending by video, and shall be excused from any closed session part of a meeting unless granted permission to remain in the meeting by the presiding officer or Committee Chair. No person may serve as presiding officer of a City Council meeting if the person is attending the meeting by remote communication unless the entire meeting is held by remote communication as provided in Section 4.03(B).

(B) Fully Remote Meetings. If in-person meetings are not advised or not possible due to an emergency situation, as declared by the appropriate authority under Wis. Stat. Chap. 323 or otherwise determined by the Mayor or Council President, meetings of the City Council and Committees may be conducted via teleconference, video conference or other such methods, provided that members of the public can access the meeting in accordance with Wis. Stat. § 19.89, Wisconsin's Open Meetings Law.

4.04 Order of Business

(A) City Council Meetings.

The order of business for all meetings of the City Council shall be as follows:

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Verification of Open Meetings Law Compliance
5. Approve Agenda
6. Approve Minutes of Previous Meeting(s)
7. Public Comment
8. Special Orders of Business/Recognitions
9. Public Hearings
10. Resolutions
11. Ordinances and Ordinance Amendments
12. Reports
 - a. Reports of Committees, Commissions and Boards
 - b. Administrator's Report
 - c. Reports of other Department Heads
13. Correspondence
14. Future Agenda Items
15. Closed Session (if any)
16. Adjourn

The order of business may be changed by the Mayor or by majority vote of the Council. When preparing the agenda for the meeting, where no business is contemplated on an item on this order of business, the item can be omitted.

(B) Committee Meetings.

The order of business for all meetings of Committees shall be as follows:

1. Call to Order
2. Roll Call
3. Verification of Open Meetings Law Compliance
4. Approve Agenda
5. Approve Minutes from Previous Meeting(s)
6. Public Comment
7. Public Hearing
8. Reports
9. Contract Approvals
10. Resolutions
11. Ordinances and Ordinance Amendments
12. Correspondence
13. Future Agenda Items
14. Closed Session (if any)
15. Adjourn

The order of business may be changed by the committee or other Council and commission chair or by majority vote of the committee or other Council and commission. When preparing the agenda for the meeting, where no business is contemplated on an item on this order of business, the item can be omitted.

(C) Approval of Minutes. There is no requirement that minutes of a previous meeting be read unless requested by a majority of the City Council or Committee.

(D) Consideration of Resolutions. There is no requirement that resolutions introduced at a meeting be read, unless requested by the Council President or a majority of the City Council or Committee, provided such resolution(s) is made available to the Council or Committee members prior to the meeting.

4.05 Personal Electronic Devices

(A) City Council Members. All City Council Members shall silence their mobile phones and all other personal electronic devices during a meeting of the City Council and of any Committee on which the Council Member serves, except those provided to them for the purposes of conducting City business. Such devices may not be used during any such meeting except in the event of an emergency or with permission of the presiding officer of the meeting. This Section 4.05(A) does not preclude the recording of open session portions of any meeting by any person.

(B) Other Meeting Attendees. All other meeting attendees shall silence their mobile phones and other personal electronic devices during a meeting of the City Council and of any Committee. This Section 4.05(B) does not preclude the recording of open session portions of any meeting by any person.

4.06 Recognition, Debate and Voting at City Council Meetings

(A) Recognition. A Council Member must be recognized by the presiding officer prior to speaking and shall do so by rising or raising a hand. The presiding officer is responsible for determining recognition and the order thereof.

(B) Debate. Each Council Member shall be entitled to speak on any matter pending before the Council and open for discussion. Any member may move to limit or extend the floor time of any speaker and such motion shall require two-thirds (2/3) vote and is not debatable. Discussion and comments should be directed to the presiding officer and not to any individual Council Member, City staff or member of the public. All Council Member comments shall be germane to the business currently pending before the Council. Council Members shall maintain and exercise proper decorum at all times when discussing any matter before the Council.

(C) Voting. Unless roll call or secret ballot voting is required by the Wisconsin Statutes or these Council Rules, when a question is put to the City Council, the presiding officer shall conduct a voice vote by asking for those in favor and those opposed. When conducting roll call votes, the City Clerk shall call the roll in numeric order according to supervisory district and each succeeding roll call vote at the same meeting shall start with the next succeeding name that completed the last preceding roll call vote.

(D) Abstention. All City Council Members are expected to represent their constituents and fully participate in meetings of the City Council, including voting. Nonetheless, there are recognized circumstances where participation in discussion, voting, or both would be inappropriate. A Council Member may abstain from participating in discussion, voting or both. When a Council Member abstains, the presiding officer shall provide the Council Member with the opportunity to explain the reason for the abstention and, if a reason is provided, the City Clerk shall record the reason in the meeting minutes.

(E) With the exception of subsection (D), this Section 4.06 does not apply to Committee meetings. Unless otherwise required by the Wisconsin Statutes or these Council Rules, Committee meeting procedure shall be governed by RONR 49:21, *Procedure in Small Councils*.

4.07 Public Decorum and Comment

(A) Rules of Decorum. All attendees at City Council and Committee meetings are expected to maintain appropriate decorum during the meeting. Talking, shouting, outbursts, clapping and similar gestures are prohibited. Any attendee may be requested to cease any activities, including the use of signs, banners or displays, that unduly disrupt a meeting consistent with applicable law. Citizens in the audience are not to audibly respond to comments being made during a meeting or to make demonstrations either in support of or in opposition to a speaker or idea. The Chair of the meeting is responsible for enforcing meeting decorum.

(B) Rules for Public Comment. The following rules apply to all periods of public comment at City Council and Committee meetings:

1. Any person who wishes to address the City Council during the “Public Comment” portion of the agenda must provide their name and address prior to beginning comment. A form may be provided by the Council for this purpose.
2. A commenter may not speak longer than three (3) minutes and may only speak once per meeting. Time may not be transferred from one speaker to another.
4. Comments should be directed to the Council as a whole and not addressed to individual Council Members.
5. Commenters shall refrain from asking questions of the Council or any individual Council Member.
6. Commenters should be courteous in their language, avoid personalized remarks and refrain from comments that are rude, obscene, profane, personally attacking, and which demonstrate a lack of respect for others.
7. The presiding officer reserves the right to terminate an individual’s public comments if these rules are violated. As well, the presiding officer has the authority to rule speakers out of order and may call a short recess in disorderly situations.

(C) Public Participation at Meetings. Unless specifically requested by the presiding officer of a meeting, members of the public are not allowed to participate in any meeting. No Council Member or member of a Committee may cede time during discussion of a pending question to a member of the public. This Section 4.07(C) shall not be construed to prohibit City staff from providing information and reports to the City Council or a Committee consistent with the meeting agenda or practice of the City Council or Committee.

(D) Council Member Participation at Committee Meetings of Which They Are Not a Member. Subject to Section 2.15, Council Members, including the Mayor, are allowed to attend any meeting of a Committee. No Council Member, including the Mayor, may speak at a Committee meeting except during public comment or upon permission of the Chair of the Committee.

4.08 Reconsideration

Any City Council Member on the prevailing side of any question determined by the City Council may make a motion to reconsider the question at the same or next succeeding meeting.

When the City Council is equally divided on any question before it, the question shall be considered lost, but in that case any City Council Member present at the meeting where the question was considered may move for reconsideration at the same or next succeeding meeting.

4.09 Resolutions – Form and Introduction

(A) Form of Resolutions. A Council Member may request the assistance of administration and staff, together with the City Attorney, in drafting any proposed Resolution provided, however, the identity of the Council Member shall not be confidential. Resolutions shall be in form approved by the City Clerk and City Attorney. In addition to any other form requirements, all proposed Resolutions shall include the following:

1. A space for a fiscal note. The City Administrator or designee is responsible for reviewing the financial impact of any proposed Resolution and providing any comments relating to such financial impact, if requested to do so.
2. A space for a legal note. The City Attorney or designee is responsible for reviewing whether the proposed Resolution is within the scope of the City's authority and otherwise providing any comments relating to the legal impact of the proposed Resolution, if requested to do so.
3. A space indicating the identity of the Committee(s) that considered the proposed Resolution, the date of the Committee(s) meeting at which such consideration occurred, the official action of the Committee(s) on the proposed Resolution and the votes of the Committee(s) members relative to the proposed Resolution.

(B) Introduction of Resolutions. A Resolution may be proposed by an individual Council Member or by a Committee.

1. Resolutions Proposed by an individual Council Member. If a Resolution is proposed by an individual Council Member, prior to any action by the Council on the proposed Resolution, the Council President shall refer the proposed Resolution to the appropriate Committee. The City Council may, from time to time, request a report from the presiding officer as to referral of proposed Resolutions. The Committee(s) to which a proposed Resolution is referred shall file the official action on any proposed Resolution with the City Clerk as soon as practicable following the meeting at which such official action occurred, and the act of filing shall serve as a request that the proposed Resolution be placed on the agenda for the next City Council meeting. The requirements of this Section 4.09(B)1 may be waived, in whole or in part, by the presiding officer in their discretion.

2. Resolutions Proposed by a Committee. A Committee may propose a Resolution. Any Committee that recommends City Council adoption of a Resolution proposed by the Committee shall file the official action on the proposed Resolution with the City Clerk as soon as practicable following the meeting at which such official action occurred, and the act of filing shall serve as a request that the proposed Resolution be placed on the agenda for the next City Council meeting.

4.10 Suspension of and Amendment to Rules

- (A) Suspension of Rules. Any rule in these Rules may be suspended by two-thirds (2/3) vote provided any such suspension does not cause a violation of the Wisconsin Statutes.
- (B) Amendment to Rules. The City Council may amend these Rules by two-thirds (2/3) vote of the Council Members provided any proposed amendment is provided in writing to all Council Members in the meeting packet distributed by the City Clerk under Rule 2.03(D). Appendix A relating to committees may be amended at any time by majority vote.

APPENDIX A – COMMITTEES, BOARDS AND COMMISSIONS

Updated May 9, 2026

This Appendix A is created and updated pursuant to Section X.XX of the Council Rules. Committees are intended as policy-making bodies, determining the broad outlines and principles governing administration of their area of concern.

As used in this Appendix, “Committees” shall refer to all committees, commissions, boards, or other, similar bodies, unless otherwise specified.

I. RULES GOVERNING ALL COMMITTEES

- A. Unless otherwise specified in statute, herein, or in another valid authority appointments to committees shall be by appointment of the Mayor, subject to confirmation by the Council.
- B. No individual may serve more than three consecutive terms as the chair of a given committee.
- C. Committee proceedings not otherwise addressed in these Rules shall be governed by the newest edition of Robert’s Rules of Order.
- D. The Council may impose limitations on the number of terms an individual may serve on a given committee or as an officer thereof.

II. STANDING COMMITTEES

Standing committees are intended to be permanent. The Council may delegate to them certain decision-making authority. These Committees will handle the regular business of the City, each with distinct areas of authority.

GENERAL GOVERNMENT COMMITTEE

This Committee shall have jurisdiction over matters that affect the entire city, including legal matters, governance of the Council itself, and citywide policies and procedures.

- A. The Chairs of the Budget, Public Works, and Personnel Committees shall comprise the General Government Committee. Each Chair may name a designee to serve on this Committee in their stead, and shall do so if serving as the Chair of more than one of the constituent Committees.
- B. Reviews and revises the Council Rules when called upon to do so, but no less than biennially and with the goal of completing any revisions prior to the swearing-in of new Council Members.
- C. May Provide direction to the City Attorney in matters pertaining to legal services and shall solicit receive advice from the City Attorney.

- D. Monitors the actual vs. proposed annual budget in funds managed by the City Administrator, Common Council, Clerk, City Attorney, Zoning, and Treasurer Departments on a minimum quarterly basis.
- E. Provides oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding issues that arise out of the offices of the City Administrator, City Clerk, City Attorney, Zoning Administrator and Treasurer.
- F. Unless delegated to other officers of the City, the committee, together with such professional assistance as may be provided by the City Administrator, shall represent the City in collective bargaining and all other situations and procedures covered by Wis. Stat. § 111.70, including the applications and interpretation of all collective bargaining agreements. The Common Council shall have authority to approve or reject any and all agreements of any employee bargaining units.
- G. Consider all claims made against the City and, if allowed under statute, dispose of any claim or otherwise make a recommendation to the Common Council as to how to dispose of each such claim.
- H. Provides oversight and advice regarding technology needs of all City departments.
- I. Provides oversight and advice over the City Administrator's recommendations for property, liability, and workers' compensation policies.
- J. Provides oversight and advice regarding all security matters relating to all buildings and grounds owned and/or utilized by the City.

BUDGET COMMITTEE

This Committee shall conduct oversight of the City's financial matters, including revenues and expenditures, and shall work with appropriate officials to develop and monitor the annual budget.

- A. The Budget Committee shall consist of three Alderpersons.
- B. Provides oversight and advice regarding all financial matters of the Common Council for the purpose of keeping expenditures under control and within the budget adopted by the Common Council, the Treasurer's recommendations for investment monies, and financial audits by outside auditors.
- C. Prepare the annual budget for submission to the Common Council.
- D. Handle all matters relating to debt service issues.
- E. Make fund transfers between budget lines within the budgets of individual departments or committees in the annual City budget within the authority granted in Wis. Stat. § 65.90(5).
- F. Provides oversight and advice regarding the amount of bonds of various City officers and employees.
- G. Act as the Audit Committee, providing oversight and advice regarding reports on all expense vouchers for members of the Common Council and the various departments of the City.

PERSONNEL COMMITTEE

This Committee shall conduct oversight of the City's personnel matters, including personnel policies, hearing employee grievances, and monitoring the City Administrator's performance as Chief Personnel Officer.

- A. The Personnel Committee shall consist of three Alderpersons.
- B. Review proposed modifications and updates to the City's Personnel Policies, including any recommended deviations therefrom. Following review, the Committee shall make such recommendations to the Common Council as it determines appropriate.
- C. Provides oversight and advice regarding the performance of the City Administrator, including providing any performance review established by policy.
- D. The committee shall from time to time provide oversight and advice regarding Job Analysis and Evaluations and a study of the organizational chart, and if a change in any of the above is recommended, said recommendation shall be submitted to the Common Council for action.
- E. Provides oversight and advice over the City Administrator's recommendations for employees' health insurance policies.

PLANNING COMMITTEE

This committee will create, monitor, and apply the City's Master Plan and other such documents, as well as serving as the City's zoning authority.

- A. Operates pursuant to the relevant provisions of Wis. Stat. § 62.23, as they may be from time to time amended.
- B. Acts as the Zoning Committee as follows:
 1. Provides oversight and advice over the City Zoning Ordinance and Land Division Ordinances in cooperation with the City Attorney.
 2. May grant conditional use permits according to the terms of the City Zoning Ordinance, subject to appeal to the Zoning Board of Appeals.
 3. Make recommendations to the Common Council in all matters relating to exclusive agricultural zoning as provided in Wis. Stat. Chapter 91, if an appropriate ordinance is adopted.

PUBLIC SAFETY STANDING COMMITTEE

This committee will oversee those services which provide for the health and safety of the City's residents, as well as providing priorities and guidance in the prioritization of enforcement actions by the City's various departments.

- A. The Public Safety Committee shall consist of three Alderpersons, with preference given to those who also serve on the Fire Board, Public Works Committee, and/or the governing bodies of other emergency or public safety services.
- B. Monitors the actual vs. proposed annual budget in funds managed by the Richland Center Police Department and Emergency Manager.
- C. To audit all bills for expenditures within the police department.

- D. Provides oversight and advice regarding service and maintenance of all departmental equipment.
- E. Present to the Council any suggestions the Committee may have concerning law enforcement and other duties required by the police department.
- F. Provides oversight and advice regarding matters pertaining to the operation of the police radio system.
- G. Provides oversight and advice regarding the security and maintenance and rental (if applicable) of the City's radio towers and the accompanying building and surrounding fenced grounds.
- H. Provides oversight and advice regarding the operation of the City's 911 emergency telephone response system.
- I. Develop and recommend to the Council for adoption an emergency management plan compatible with the state plan as required under Wis. Stat. § 32.14(b)(1).

PUBLIC WORKS STANDING COMMITTEE

This committee shall provide oversight of the use, maintenance, and management of the City's properties, including all buildings, cemeteries, grounds, parks, and other facilities.

- A. Monitors the actual vs. proposed annual budget in funds managed by the Public Works and Parks Departments on a minimum quarterly basis.
- B. Provides oversight and advice regarding the operation, maintenance and janitor service of all City buildings not specifically assigned by the Wisconsin Statutes, or by action of the Council, to other agencies or departments in the City.
- C. Provides oversight and advice regarding a perpetual inventory of the real estate and buildings owned by the City.
- D. Provides oversight and advice regarding utilization and repair policies of all public lands, buildings, recreation sites, access sites inclusive of all short-term public holdings of the City not specifically assigned by the Wisconsin Statutes, or by action of the Council, to other bodies, agencies or departments of the City
- E. Provides oversight and advice an annual inspection of inventories and buildings so they can establish policies related thereto.
- F. When appropriate, effect the appraisal of real property to be sold by the City.
- G. Review and make the final decision on requests by citizens and citizen groups to use major portions of City grounds.

UTILITY COMMISSION

This commission shall serve as described in Wis. Stat. § 66.0805, under the general control and supervision of the Common Council, to operate the City's public utilities in coordination with other City departments.

- A. The Commission shall be a quasi-independent body, but ultimately subject to the authority of the Council.
- B. The Commission may adopt its own bylaws governing its proceedings.

- C. The Commission shall operate the Utilities as a department of the City, subject to the ordinances adopted by the Council governing said operations.
- D. The Commission shall collaborate in its efforts with the appropriate City personnel for the purposes of planning and development.
 - a. Such collaboration shall include, but is not limited to, coordination and sharing of equipment, labor, and other resources with other City departments.

LIBRARY BOARD

This commission shall serve as described in Wis. Stat. ch. 43, to operate the City’s public library.

- A. The Library Board may adopt its own bylaws governing its proceedings.
- B. The Library Board shall present its proposed budget in a timely manner to allow for proper consideration and approval by the Council.

III. ADVISORY COMMITTEES

Committees intended to be permanent, but not decision-making bodies.

HISTORICAL PRESERVATION SOCIETY

This body shall advise the Planning Commission on the exercise of authorities under Wis. Stat. § 62.23(em) relating to the designation of historic places and their preservation.

IV. AD HOC COMMITTEES

Committees intended to be temporary, typically with specialized fields of focus.

V. OTHER BOARDS AND COMMISSIONS

Bodies with representation by the City, but not necessarily under the authority of the Council.

FIRE BOARD

The governing body of the Richland Fire Department, this body was created through an agreement between the City and the Rural Fire District when the two organizations merged their resources.

- A. Fire Board operations are governed by contract.

POLICE COMMISSION

The Commission shall handle personnel matters within the Richland Center Police Department.

- A. The Commission shall have the powers and authorities granted to it under Wis. Stat. § 62.13.

TREE BOARD

This body will provide oversight and guidance regarding trees, plants, and other forestry matters within the City.

- A. The Tree Board shall have the powers and authorities granted to it under Ch. 301.03 of the Code of Ordinances.

HOUSING AUTHORITY

The Authority will work to address issues of housing within the City and manage City-owned housing entities.

- A. The Housing Authority shall have the powers and authorities granted to it under Wis. Stat. § 66.1301.

NATATORIUM BOARD

This Board jointly oversees the operation of the Symons Natatorium Complex.

- A. Natatorium Board functions are governed by contract.

APPENDIX B

CODE OF CONDUCT FOR ELECTED OFFICIALS

The intent of this Code is to provide guidelines for the elected members of City government as they interact with each other and with members of the public. While acknowledging an individual's right to expression, the Council feels that elected officials must be held to a higher standard of behavior, and therefore violation of this Code may be construed as inefficiency, neglect of duty, official misconduct, and/or malfeasance in office, depending on the nature and severity of the offense.

The provisions of this Code apply to all elected officers of the City of Richland Center, regardless of the use of the term "Council Member" or other titles throughout.

Official Statements by Council Members

- The Mayor and/or City Administrator are authorized to make official statements on behalf of the City, and the Council President is authorized to make official statements on behalf of the Council.
- No Council Member other than the Council President is authorized to make any official statement or comment on behalf of the City or Council.
- If a Council Member makes a statement or comment, the Council Member shall ensure such statement or comment contains language indicating the statement or comment reflects the personal views of the Council Member and not the views of the City or Council.

Council Member Rules of Conduct

Each Council Member shall:

- (A) Uphold the Oath of Office and faithfully and impartially discharge the duties of a Council Member to the best of their ability;
- (B) Adhere to the ordinances and policies adopted by the Council intended to apply to Council Members;
- (C) Act in the best interests of City government at all times;
- (D) Refrain from conduct which a reasonable person would deem unethical, offensive or otherwise contrary to community values;
- (E) Be responsive to the needs of the community;
- (F) Represent the interest of constituents by attending and participating in meetings; adequately prepare for meetings and observe the rules of decorum and these Council Rules at meetings; and conduct City government business in a manner consistent with law and refrain from discussions surrounding City business outside the appropriate meetings and channels of communication.
- (G) Council Member Conduct at Meetings. In addition to the rules of decorum in RONR, Council Members shall, at all meetings of the City Council or a Committee, conduct themselves and dress in a professional and respectful manner. Council Member comments should be directed to the presiding officer and not to any individual Council Member, City employee or member of the

public. All comments must be respectful, courteous, appropriate and germane to the topic under discussion. Any inappropriate conduct will be recognized and addressed by the presiding officer. The presiding officer of a Council or Committee meeting shall have the power to direct a Council Member's removal from a meeting.

(H) Council Member Conduct Outside Meetings. In addition to the proceeding provisions, Council Members shall adhere to the following.

1. Council Members shall at all times exhibit professional and courteous behavior when interacting with the City Administrator and City employees. Council Members shall be mindful that in their interactions with City employees they represent said employees' employer, and act accordingly.

2. Council Members shall refrain from requesting that a City employee perform a task or function without first obtaining the appropriate authorization. Matters relating to official City business should be addressed through the Administrator or the appropriate Committee, Board or Commission.

(I) As elected representatives, Council Members receive complaints from constituents, including City employees and the general public. Council Members shall refer complaints and/or concerns regarding the management and operation of City government to the appropriate step within the chain of command (Department Head and/or City Administrator). Outside of the chain of command, Council Members shall refrain from reviewing or discussing the merits of such complaints or concerns until the matter has been submitted to the chain of command and reported by that authority to the Board or Committee. However, Council Members shall be entitled to reasonable updates or other information so as to respond to the reporter. Council Members may make referrals to the appropriate party in the chain of command if determined to be the best way to resolve the matter.

Procedure for Enforcement

(A) If the Council Rules are violated during a meeting of a Board, Committee, Other Board or Commission, the presiding officer of the meeting shall have all powers under these Rules to immediately bring a Council Member's conduct into conformity with the Council Rules. If appropriate, the Board Chair or other presiding officer of the meeting may report a violation of the Council Rules to law enforcement for purposes of taking appropriate action, which may include (without limitation) removal of the offending Council Member from a meeting and/or issuing a citation for disorderly conduct or other violations, as appropriate. In addition, the presiding officer of the meeting shall refer the matter to the Council to determine what, if any, further sanction is warranted. The Council Member who is alleged to have violated the Council Rules shall be provided an opportunity to address the Council prior to final determination and disposition.

(B) The Council may, in its discretion, impose one or more of the following sanctions:

1. Private reprimand, a confidential record of which shall be kept by the City Clerk;
2. Censure without a formal Resolution of the Council;
3. Censure with a formal Resolution of the Council;
4. Removal from position of Committee Chair;
5. Removal from Committee; and

6. Referral to Council and the City Attorney to determine if cause exists to remove the Council Member from office.

If the Council determines cause (defined as inefficiency, neglect of duty, official misconduct or malfeasance in office) exists to remove the Council Member from office, the Council is authorized to appoint agents to (a) conduct any further and other investigation as may be necessary; (b) prepare verified charges seeking the Council Member's removal from office; and (c) prosecute the Council Member's removal from office. Any such proceedings shall comply with Wis. Stats. Chap. 17.