

CHAPTER 1: GENERAL PROVISIONS

SECTION 1.01 NUMBER OF MEMBERS OF TOWN BOARD

The Town Board of the Town of Baraboo shall consist of five (5) members.¹

SECTION 1.02 MEETINGS

A. REGULAR MEETINGSS.

3. Location. The regular meeting of the Town Board of the Town of Baraboo will be held at the Town Hall, located at 101 Cedar Street in West Baraboo, at 7:00 PM on the second Monday of each month.

4. Notice. All regular Town Board meetings shall be posted pursuant to the notice requirements of Wis. Stat. § 19.84. There will be four (4) usual and customary locations as follows:

- a. The notice holder outside of the West entry gate of the recycle center on Crawford Street.
- b. The notice holder on North side of Gall Road across from entrance to Glacier's View Subdivision.
- c. On the glass of the Town of Baraboo hall East entry door.
- d. Notice holder in Giese Park on Rock Hill Road.

B. SPECIAL MEETINGS.

1. Open Meeting. No special meeting of the Town Board of the Town of Baraboo shall be held unless compliance with state open meetings laws is possible.

2. Who May Call. Any special meeting of the Town Board of the Town of Baraboo may be called by any member of the Town Board by notifying the Town Chair.

3. A Special Town Meeting may be convened if:

- a. Called by any Annual Town Meeting or Special Town Meeting.
- b. Called by written request, signed by a number of electors equal to, or greater than, ten percent (10%) of the votes cast in the Town of Baraboo for governor at the last general election as filed with the Town Clerk of the Town of Baraboo.
- c. Called by the Town Board.

¹ Note: The number of Board Members raised by action of the Town at the Annual Meeting held April 8, 1997

C. ABSENCE OF TOWN CHAIR AT CALL TO ORDER OF MEETING.

The presiding officer at the meeting of the Town Board will be the Town Chair. If the Town Chair is not present at the time for the call to order, the most senior member of the Town Board present, based on date of original election as a member of the Town Board shall call the meeting to order and preside as Town Chair until the Town Chair is again present.

D. ORDER AND CONDUCT AT TOWN BOARD MEETING.

1. The Chair of each Town Board Meeting shall preside over and regulate its proceedings, decide all questions of order and make public declaration of the result of all votes taken.
2. At the opening of every Town Board Meeting, the Chair thereof shall state the business to be transacted, and the order in which such business will be entertained; and no matter shall be acted upon out of the order of business as so stated by the Chair.
3. The Chair shall possess authority to enforce obedience to all of the Chair's lawful orders and requirements as Chair.
4. If any person at such meeting shall conduct themselves in a disorderly manner or act so as to disrupt the meeting, and, after notice from the Chair, shall persist therein, the Chair may order them to withdraw from the meeting, and if such person refuses to withdraw, then the Chair may order any police officer to take them into custody and remove them from the meeting place.
5. The regular business order agenda for the Town of Baraboo shall include:
 - a. Call to order
 - b. State and certify that open meeting laws have been met.
 - c. Read the minutes of the last meeting and approve these minutes after errors have been corrected.
 - d. Read the Town Treasurer's report and approve this report after errors have been corrected.
 - e. Act on posted meeting agenda items.
 - f. Establish future meeting agenda.
 - g. Sign checks and vouchers.
 - h. Adjournment.

E. ANNUAL TOWN MEETING.

1. Location for Annual Town Meeting. The Town of Baraboo annual Town Meeting shall be held at the Town of Baraboo Town Hall located at 101 Cedar Street, West Baraboo. Every annual Town Meeting will be held at this location unless the location is changed by the Town Board.

2. Jurisdiction of Annual Town Meeting. The Town Board, by its Town Chair, or senior Town Board member if the Town Chair is not present, shall object to any action taken at the annual Town Meeting, or special Town Meeting, where the jurisdiction for the action to be taken lies not with the Town Meeting but with the Town Board. The Town Chair, or the senior Town Board member, shall note such Board member's objection and the reason for the objection in the public record.

3. Presiding Officer. The Chair of the Town of Baraboo shall be Chair of the Town Meetings when present. If absent, the senior Supervisor of the Town Board as designated shall serve as Chair. If no Supervisor shall be so designated, then the qualified electors at such meeting shall choose an acting Chair for it, as the first order of business.

4. Town Clerk Duties at Town Meetings. The Town Clerk shall be Clerk of all Town Meetings and shall keep faithful minutes of the proceedings and a correct poll list containing the names of all persons voting there at. If the Town Clerk be absent; the meeting Chair shall appoint an Acting Clerk for such meeting. The minutes of the Town Meeting shall be subscribed by the Clerk, or Acting Clerk, and filed in the office of the Town Clerk within five (5) days after each meeting, and such minutes shall constitute the sole official record of said meeting, and of all actions taken thereat.

5. Method of Action by Electors. At the Town of Baraboo Annual Town Meeting or at any other Special Town Meeting all action shall be by Vote. All questions shall be decided by the majority of the qualified electors present and voting. Only qualified electors may vote at an Annual Town Meeting or Special Town Meeting.

6. Date. The traditional date for the annual Town Meeting will be held on the third Tuesday of April, or as otherwise allowed by law.

7. Time. The annual Town Meeting shall convene at a time to be posted and shall adjourn upon a vote of the majority of the qualified electors present and voting at time of adjournment.

F. MEETING IN THE PUBLIC.

Any business of any meeting of the Town Board shall be in open session and accessible to the public, except as provided in the current Wis. Stats.

G. AMENDMENT OF RULES.

These rules or any part of these rules or any other rules of the Town Board may be altered or amended at any meeting of the Town Board, including any special meeting of the Town Board.

SECTION 1.03 OFFICIAL OATH AND BOND

A. AUTHORITY.

The Town Board has the specific authority, powers, and duties, pursuant to Wis. Stat. § 60.31, to require that certain elected officials take an official oath and to require that the official file the appropriate bond.

1. Oath. The oral oath shall be "I, _____ swear (or affirm) that I will support the constitution of the United States and the constitution of the state of Wisconsin, and will faithfully and impartially discharge the duties of the office of _____ to the best of my ability. So help me God."

2. Officers to File Bond. The following officers of the Town of Baraboo shall be required to execute and file an appropriate bond in the amount noted below:

Office	Amount
Town Clerk	See Town Fee Schedule
Town Treasurer	See Town Fee Schedule

3. Bond Cost. The bond costs shall be provided by the Town of Baraboo. The bond may be furnished by a surety company, pursuant to Wis. Stat. § 60.31.

SECTION 1.04 SEVERABILITY

The provisions of this Code of Ordinances are declared to be severable, throughout the entirety of the Code. If any section, sentence, clause, or phrase of this Code shall, for any reason, be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses, or phrases of this Code. It is expressly declared that the Town Board would have passed valid provisions on the subject, had the Town Board known the provision would be held invalid. The legislative body forming this Code intends that this Code shall stand, notwithstanding the invalidity of any part, to the fullest extent allowed by any other applicable law.

SECTION 1.05 STATUTORY REFERENCE AND INCORPORATION

A. REFERENCES

Any references in this Code to the Wisconsin Statutes, or Wis. Stats., pertain to the Statutes of the State of Wisconsin for the current year. The Code hereby incorporates any amendments or revisions made to any provisions of the Wisconsin Statutes referenced or cited within this Code such that this Code continues in force to the fullest extent allowed by the law of Wisconsin and the United States. The material set forth in this Code referring to or citing the Wisconsin Statutes is not intended to be a complete citation of all provisions of the particular section or of all relevant statutory law on the particular subject. In all cases, the Statutes should be consulted for the exact text of any section cited and for other relevant authorities on the particular subject.

B. INCORPORATION

All relevant statutes not otherwise referenced or legislated upon by this code are hereby incorporated to the fullest extent possible to the extent they may be applicable to the Town of Baraboo.

SECTION 1.06 CONSTRUCTION

Throughout this Code all references using masculine terms include feminine, to singular include plural, and to persons includes all legal entities.