

## CHAPTER 1 GENERAL GOVERNMENT

1.01	Meetings
1.02	Annual Meeting
1.03	Special Town Meetings
1.04	Elected Officials
1.05	Clerk-Treasurer
1.06	Assessor
1.07	Legal Advice, Other Help
1.08	Board of Review

### **1.01 MEETINGS**

(1) Regular Town Board Meetings. Regular meetings of the Town Board of the Town of Center shall be held on the second Monday of each calendar month at 7:00 P.M.

(2) Place of Meetings. Meetings of the Town Board shall be held at the Town Hall or at such other place designated within the Town.

(3) Quorum. Any three supervisors of the Town, including the Town Chairperson shall constitute a quorum, unless otherwise provided by law. The Chairperson may administer oaths and affidavits in all matters pertaining to the affairs of the Town.

(4) Order of Business at Regular Town Board Meetings. All Town business shall be conducted in accordance with posted agenda under Wisconsin State Statutes.

### **1.02 ANNUAL MEETING**

(1) Date. There shall be an annual Town meeting of the Town of Center on the third Tuesday of April of each year at which time all business shall be transacted which is required or permitted to be transacted by Wisconsin Statutes at such meeting. At the Annual Meeting, the electors may set the date of the next annual Town meeting; however this date shall be within ten (10) days after the third Tuesday in April and notice shall be given of the meeting under Wis. Stats. Sec. 60.11(5).

(2) Time. The hour for holding succeeding annual Town meetings may be fixed at any such meeting.

(3) Place. Any annual or special Town meeting may be held in the Town or in any village or city within or adjoining the Town.

(4) Presiding Officer.

(a) If present, the Town Board Chairperson shall chair the Town meeting. If the Town Board Chairperson is absent, then another

Town Board Supervisor shall chair the Town meeting. If no Town Board Supervisor is present, the Town Board shall elect a chairperson to preside over the meeting.

- (b) If the Annual Town Board Meeting is held in a year when the office of the Town Board Chairperson is filled by election, the person holding the office on the date prior to the date of the election shall preside at the annual Town meeting and is entitled to receive per diem, which is always paid to the presiding officer. If such person is absent or refuses to serve as the presiding officer, the presiding officer shall be chosen as under paragraph (a).

(6) Clerk of Meeting. The Town Clerk shall serve as clerk of the Town meeting. If absent, the Deputy Town Clerk shall so serve. If the Deputy Town Clerk is absent or if there is no Deputy Clerk, the Town Meeting Chairperson shall appoint a Town Clerk for the meeting.

### **1.03 SPECIAL TOWN MEETINGS**

(1) Purpose. Special Town meetings may be held for the purpose of transacting any lawful business which might be done at the annual meeting. No matter voted upon or decided at any such special Town meeting shall be acted upon in any subsequent special Town meeting; however, a vote may be reconsidered pursuant to Wis. Stats. Sec. 60.14.

(2) How Called. Special Town meetings may be called by the electors at the regular annual meeting, the Town Board, or pursuant to a request being made to the Town Clerk in writing signed by a number of electors equal to not less than 10 percent of the votes cast in the Town for governor at the last general election.

(3) Notice. The Town clerk with whom the request is filed shall not more than twenty (20) days nor less than fifteen (15) days before the date of the meeting, publish a Class 2 Notice as specified under Chapter 985

(4) Contents of Notice. The notice shall state the date, time, location and purpose of the meeting.

### **1.04 ELECTED OFFICIALS**

Elected officials shall be designated as chairperson and supervisors, 1, 2, 3 and 4. Each odd-numbered year, the chairperson and two supervisors 1 and 3 shall be elected for a two-year term and in the even-numbered year, two supervisors 2 and 4 shall be elected for a two-year term. (amended April 21, 2014 Annual Meeting)

The terms of elected town officers elected in April 2012 and thereafter have their terms of office commence on the 3rd Tuesday in April. (adopted by Ordinance #3-2011-12, March, 2012)

**1.05 CLERK-TREASURER**

- (1) The position of Town Clerk and Town Treasurer for the Town of Center shall be a combined position pursuant Wis. Stats. Section 60.305(1).
- (2) The position of Clerk-Treasurer shall be filled by appointment by the Town Board.
- (3) The Town Board shall set the salary for the Clerk-Treasurer each year at the time of appointment.

**1.06 ASSESSOR**

- (1) The Town Board shall appoint the Assessor for the Town of Center.
- (2) The Town Board shall set the Town Assessor's salary at the time of appointment.
- (3) The Town Board reserves the right to inspect the Assessor's books for complete and accurate up-to-date record keeping. Such inspections to take place at a regularly scheduled Town Board meeting at the Board's discretion.

**1.07 LEGAL ADVICE AND OTHER HELP**

The Town board is empowered to procure legal advice when needed in the conduct of Town affairs and employ counsel for that purpose. Also such stenographic, clerical and expert help as may from time to time be necessary in the conduct of the affairs of the Town and the promotion of the financial welfare, to enter into the necessary contracts for the performance of such services, and to determine the qualifications including the residence of the person so employed.

**1.08 BOARD OF REVIEW**

The Board of Review for the Town of Center shall be composed of the supervisors for the Town of Center. The Board of Review shall have the duties and powers prescribed by Wis. Stats. Sections 70.46 and 70.47.