

## **RESOLUTION NO. 982005**

### **Posting Meeting and Forming Agendas**

**WHEREAS**, "R9825" shall be used and shall refer to Resolution number 982005 in its entirety including future amendments when passed.

#### **SECTION**

1. **AUTHORITY.** The Town Board of the Town of Cooperstown has explicit authority under Chapter 60 of the Wisconsin Statutes to have charge of Town affairs.
2. **PURPOSE** of R9825 as follows:
  - a. R9825 shall provide workable atmosphere for the Town Board and similar to other towns.
  - b. R9825 shall reinstate similar posting and agenda guidelines used by previously by the Town of Cooperstown.
  - c. R9825 shall provide earlier knowledge of meetings for Town Cooperstown residents as constituents have requested.
  - d. R9825 shall assure all agenda items properly turned in will be on the agenda for the meeting requested.

#### **3. GUIDELINES and PROCEDURES**

- a. A facsimile and telephone answering machine shall be kept on the line of the Town telephone number and working at all times.
- b. It is recommended that all Town Board Members and Town Plan Commission Members have either a telephone answering machine, a facsimile machine, or an email address in working order and available at all times.
- c. All agenda items should be received by the Town Clerk ten (10) days prior to the scheduled meeting, but no later than (4) days prior to the meeting.

- d. Only agenda items received by the Town Clerk in compliance with 3.(c) shall be included on the Agenda.
- e. All meetings shall be posted seventy-two (72) hours prior to the scheduled meeting, unless a longer time is required by Wisconsin State Statute.

- (1) Section 3.(e) shall apply to the Town of Cooperstown Plan Commission.

- (2) Section 3.(e) shall apply for any use of the Town Hall by more than town people for Town business.

- f. Complete postings shall include informing the Town Chairman and all Supervisors by telephone, facsimile, e-mail, or in-person of the time, date, place and all agenda items received by the Town Clerk pursuant to Section 3(c).

- (1) Section 3(f) shall apply to the Town Cooperstown Plan Commission and all Town Plan Commission Members.

- g. Agenda items from a Plan Commission meeting held less than four (4) days prior to the Town Board meeting will not meet the restrictions set forth in Section 3(e).

- h. A publication of all meeting shall be placed ~~in the Denmark Press in accordance with Section 19.84 (1) and (3) Wis. Stats.~~ \*on the website\* and include the following:

- (1) The time, date, place, and subject matter of the meeting pursuant to Section 19.84 Wis. Stats.

- (2) Any other information authorized by the Town Chairman.

- (3) Amendments may be added to Section 3 of R9825 by majority vote of the Town Chairman and Town Supervisors.

- (4) \*Class I & Class II postings will be published in accordance to Wis. Stats.\*

4. **REPEAL OR REMOVAL.** Repeal or removal of R9825 shall require majority vote in a Town referendum at regular election.
5. **VIOLATIONS.** Violations of R9825 may be considered upon determination of the Town Board as neglect of duties.
6. **EXCEPTIONS.**
  - a. R9825 shall not apply in a true emergency. A true emergency shall be determined by majority vote of Town Board as an occurrence which allows compliance with R9825 impractical. In such an occurrence, Section 18.84(3) Wis. Stats. shall apply.
  - b. R9825 shall not apply to a Town Board Member posting a meeting after the appointed person has neglected the designated duty of posting. In such an occurrence, Section 19.84(3), Wis. Stats., shall apply.
7. **SEVERABILITY.** In the event any portion of this resolution, which in part, is intended to incorporate Wisconsin municipal meeting and posting provision, if found invalid or contrary to State Statutes, the remaining portions shall remain in full force and effect.
8. **EFFECT.** This resolution shall be effective upon passage as provided by law.

**TOWN OF COOPERSTOWN MANITOWOC COUNTY STATE OF WISCONSIN**

**Resolution No. 982005**

Signed, dated and put into effect this 11<sup>th</sup> day of October, 2005

Chairman: William P Enz

Dated: 10-11-05

Supervisor: Fred Lemens

Dated: 10-11-05

Supervisor: John A Hager

Dated: 10-11-05

Attested: Sue Kornely, Clerk

Date Published: 10-18-05

Amended: March 11, 2008

Posted: March 24,2008