VILLAGE OF MCFARLAND | *NOTICE OF PUBLIC MEETING*

Special Village Board

Tuesday, April 20, 2021 | **5:30 PM** | **McFarland Municipal Center**
Community Room

AGENDA

You are invited to this meeting through a Zoom webinar. The Public is strongly encouraged to watch and participate in these meetings remotely through either the webinar or telephone options listed below.

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:
https://us02web.zoom.us/j/86791391700

Or by Telephone: +1 (312) 626-6799
Webinar ID: 867 9139 1700

1. CALL TO ORDER.

2. ATTENDANCE/ROLL CALL.

3. NEW BOARD WELCOMING CEREMONY - McFarland Municipal Center Parking Lot - 5:15 p.m. to 6:30 p.m.

   a. Ceremonial swearing in of elected Village President Carolyn Clow and elected Village Trustees Stephanie Brassington, Chris St. Clair, and Carrie Nelson.

   b. Drive Thru Donation Event - Village Board members will be holding a drive-thru donation event in the parking lot to greet residents and take donations for the McFarland Food Pantry and McFarland Lions Club.

4. RECESS - 6:30 p.m. to 7:00 p.m.

   a. The Village Board will recess from 6:30 p.m. to 7:00 p.m. to prepare for the Annual Organizational meeting activities.

5. RECONVENE VIA ZOOM - COMMUNITY ROOM - 7:00 p.m.

6. PUBLIC APPEARANCES.

   a. This is an opportunity for members of the public to address the Village Board. Please remember this is a virtual meeting conducted through the Zoom online meeting platform. Zoom meeting attendees wishing to address the board may do so using the Question and Answer feature within the Zoom online meeting platform. You may state your name, address, and provide your comments to the board for their consideration. Members of the public who are present in person and wish to address the board should fill out a public comment form and turn into the meeting chairperson. Members of the public may speak during public appearances or during their selected agenda item as they designate on the public comment form. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to cassandra.suettinger@mcfarland.wi.us to be included as part of the meeting.

7. BUSINESS.
   a. Committee Appointments

      1) Discussion and action to confirm appointment of Village Board members to boards, commissions, and committees as recommended by the Village President.

      2) Election of Trustee Flaherty as the Village Board representative on the Library Board (2/3 vote required) as recommended by the Village President.

      3) Election of Trustee St. Clair as the Village Board representative to the Plan Commission (2/3 vote required) as recommended by the Village President.

   b. Organizational Issues

      1) Discussion on Committee restructuring.

      2) Discussion of process and timetable for appointment of citizen members to boards, commissions, and commitees.

      3) Discussion and action on filling the vacancy of Village Trustee.

      4) Presentation and discussion regarding meeting orientation for Village Board members.

8. ADJOURNMENT.

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Tuesday, April 20, 2021**

SECTION: **Business**

DEPARTMENT: **Administration**

CONTACT: **Cassandra Suettinger, Village Clerk/Treasurer**

AGENDA ITEM: **Discussion and action to confirm appointment of Village Board members to boards, commissions, and committees as recommended by the Village President.**

PREVIOUS ACTION:

ISSUE SUMMARY:
Please find enclosed the appointments of Village Board members to the various seats within our boards, commissions, and committees. These appointments are made by the Village President subject to confirmation by the Village Board. This list also includes the Village Presidents appointments of chairperson where applicable within the various groups. A simple majority is needed to confirm the appointments follows the board's consideration.

FINANCIAL/BUDGET IMPACT:
N/A

VILLAGE PLAN REFERENCE:
N/A

ORDINANCE REFERENCE:
Village Ordinance 2-185 and also 2-187.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
Action is required on this item by the Village Board in order to confirm the appointments presented by the Village President.

ATTACHMENTS:
1. 2021 VP Appointments

Village President Appointments

2021-2022

Elected Official	Committee Appointments
President Carolyn Clow	Personnel Committee (Chair) Plan Commission (Chair) Finance Committee Senior Outreach Committee Volunteer Committee Ethics Board Joint Village/School District
Trustee Stephanie Brassington	Public Safety (Chair) Community Development Authority Diversity, Equity & Inclusion Committee
Trustee Mike Flaherty	Senior Outreach Committee (Chair) Communications & Technology Committee (Chair) Library Board Joint Village/School District
Trustee Carrie Nelson	Parks, Rec & Natural Resources (Chair) Landmarks Committee (Chair) Public Utilities Communications & Technology
Trustee Justin Rupert	Public Works (Chair) Parks, Rec & Natural Resources Community Development Authority
Trustee Christopher St. Clair	Finance Committee (Chair) Personnel Committee Plan Commission Public Works

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Tuesday, April 20, 2021**

SECTION: **Business**

DEPARTMENT: **Administration**

CONTACT: **Cassandra Suettinger, Village Clerk/Treasurer**

AGENDA ITEM: **Election of Trustee Flaherty as the Village Board representative on the Library Board (2/3 vote required) as recommended by the Village President.**

PREVIOUS ACTION:

ISSUE SUMMARY:
By Village Ordinance, the Library Board shall consist of seven citizens, appointed by the Village President and subject to approval by the Village Board. Not more than one Village Trustee shall at any one time be a member of the Library Board. The Village President shall appoint the Superintendent of the McFarland School District, or a representative of the Superintendent, to represent the McFarland School District on the Library Board.

FINANCIAL/BUDGET IMPACT:
N/A

VILLAGE PLAN REFERENCE:
N/A

ORDINANCE REFERENCE:
Chapter 2, Article IV, Division 8 - Library Board

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
Action is required on this item by the Village Board in order to confirm the appointments presented by the Village President. This appointment, by Village Ordinance, requires a two-thirds vote. With the current 6 member composition of the Board, four votes are required to satisfy the requirement.

ATTACHMENTS:
None

VILLAGE OF

McFarland

SUMMARY SHEET

MEETING DATE: **Tuesday, April 20, 2021**

SECTION: **Business**

DEPARTMENT: **Administration**

CONTACT: **Cassandra Suettinger, Village Clerk/Treasurer**

AGENDA ITEM: **Election of Trustee St. Clair as the Village Board representative to the Plan Commission (2/3 vote required) as recommended by the Village President.**

PREVIOUS ACTION:

ISSUE SUMMARY:

By Ordinance the Plan Commission consists of seven members including the Village President, who shall be its presiding officer, and at least one but no more than two Village Trustees. The remaining members shall be citizens. In addition, the Community Development Director shall be an ex officio member of the Plan Commission, without voting rights. Citizen members shall be persons of recognized experience and qualifications.

FINANCIAL/BUDGET IMPACT:

N/A

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

Chapter 2, Article IV, Division - Plan Commission.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Action is required on this item by the Village Board in order to confirm the appointments presented by the Village President. This appointment, by Village Ordinance, requires a two-thirds vote. With the current 6 member composition of the Board, four votes are required to satisfy the requirement.

ATTACHMENTS:

None

VILLAGE OF
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SUMMARY SHEET

MEETING DATE: **Tuesday, April 20, 2021**

SECTION: **Business**

DEPARTMENT: **Administration**

CONTACT: **Matt Schuenke, Village Administrator**

AGENDA ITEM: **Discussion on Committee restructuring.**

PREVIOUS ACTION:
None.

ISSUE SUMMARY:
The Village President would like to discuss opportunities to restructure our boards, commissions, and committees. These items will be presented and discussed in the meeting as to what sorts of changes might be desired.

FINANCIAL/BUDGET IMPACT:
None.

VILLAGE PLAN REFERENCE:
None.

ORDINANCE REFERENCE:
None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
This is mainly idea development and as such presented for discussion only. There is no action associated with this item nor decision sought as part of this meeting.

ATTACHMENTS:
None

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Tuesday, April 20, 2021**

SECTION: **Staff Reports**

DEPARTMENT: **Administration**

CONTACT: **Matt Schuenke, Village Administrator**

AGENDA ITEM: **Discussion of process and timetable for appointment of citizen members to boards, commissions, and commitees.**

PREVIOUS ACTION:
None.

ISSUE SUMMARY:
Annually the Village President will make resident appointments to our boards, commissions, and committees. These are subject to confirmation by the Village Board usually by a majority vote but sometimes by super-majority where noted. These do not happen at the Annual Meeting but typically start to be made at the first regular board meeting which will be on April 26th. Given that the previous item may change how many appointments need to be made and to where, this is presented also for discussion as to the process by which appointments will be made and confirmed this year.

FINANCIAL/BUDGET IMPACT:
None.

VILLAGE PLAN REFERENCE:
None.

ORDINANCE REFERENCE:
None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
Presented for discussion only. No action needed as part of this item.

ATTACHMENTS:
None

VILLAGE OF
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SUMMARY SHEET

MEETING DATE: **Tuesday, April 20, 2021**

SECTION: **Business**

DEPARTMENT: **Administration**

CONTACT: **Cassandra Suettinger, Village Clerk/Treasurer**

AGENDA ITEM: **Discussion and action on filling the vacancy of Village Trustee.**

PREVIOUS ACTION:

ISSUE SUMMARY:
With the Spring Election, former Trustee Carolyn Clow has accepted office of Village President. Effective April 20th, the Village Board now has a vacancy for Village Trustee that it needs to determine how it would like to handle. Wisconsin Statute 17.24 addresses the process for filling vacancies village offices. The Board has the following options available to consider how to fill the vacancy:

1. No Action - The Village Board could choose to take no action and leave the office vacant for the remainder of the term expiring April 18, 2022. This option is not very common as it creates an even numbered Board, which can present challenges for achieving a majority for voting purposes.

2. Special Election - The Board could order a special election to fill the vacancy. This option is more common for State or County offices. We rarely see it at the local level, because administering a special election has expenses attached to it that would be solely bore by the Village.

3. Appointment - The Board could choose to fill the vacancy via appointment. Most municipalities choose this method for filling out unfinished terms, and similarly this is how the Village has historically chosen to handle vacancies on the Village Board. Most communities handle this process much the same as we do for our Boards, Committees and Commissions. A post and advertisement is created outlining the vacancy and duties, and residents are given an opportunity to submit a letter of interest for the position. Based on the number of applicants, and qualifications, the Boards then appoints from those interested parties. Sometimes Boards will also bring applicants in to conduct a public interview by the Board. The nomination itself to fill the vacancy can be made by any board member, and is subject to a simple majority of the Board.

FINANCIAL/BUDGET IMPACT:
N/A

VILLAGE PLAN REFERENCE:
N/A

ORDINANCE REFERENCE:
Village Ordinance 2-512 *(Note: Village Ordinance 2-512 incorrectly references WI Statute 17.23 which pertains to Cities, the correct WI Statute regarding Village vacancies is 17.24)*

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
Submitted for discussion and possible action.

ATTACHMENTS:
None

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Tuesday, April 20, 2021**

SECTION: **Business**

DEPARTMENT: **Administration**

CONTACT: **Matt Schuenke, Village Administrator**

AGENDA ITEM: **Presentation and discussion regarding meeting orientation for Village Board members.**

PREVIOUS ACTION:
None.

ISSUE SUMMARY:
Please find enclosed the meeting development process. This has been shared previously with the Village Board and is the process on how we go about attempting to uniformly develop our meetings for all boards, commissions, and committees. We will discuss these various steps in the process so we are all clear on how agendas get prepared and distributed.

Additionally, enclosed is an article from the League of Wisconsin Municipalities. Each of the board members will serve as a meeting chair at one point or another, this is meant to help serve as a guide to navigate this process. Chairing the meeting starts with following the agenda. We cannot conduct business in a meeting that is not listed on the agenda and the meeting Chair will navigate that process. We will review the steps in this process as laid out in the attachment and go over any questions the group may have.

FINANCIAL/BUDGET IMPACT:
None.

VILLAGE PLAN REFERENCE:
None.

ORDINANCE REFERENCE:
None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
Presented for discussion.

ATTACHMENTS:
1. Agenda Creation Process 04152021 mgs
2. Bad Meeting Behavior_ Painting the Shed Red (PDF)

VILLAGE OF McFarland

Agenda/Packet Creation Process

1. Generally by Monday at 4:30 pm of the week prior to the scheduled meeting, a draft agenda is prepared in CivicClerk and emailed to the Meeting Chair with the Village Administrator, Clerk/Treasurer, and Communications & Technology Director CC'ed on the email.

2. The Meeting Chair will have 48 hours (i.e. – two days to respond) to confirm receipt of the agenda and if they have any questions, changes, etc. If the Chair does not respond at the expiration of this time period, staff shall proceed with the agenda as drafted. If there is less than 48 hours for review, agenda drafter will contact Meeting Chair to discuss draft agenda to allow for review.

3. If there are no agenda items or not enough agenda items to hold a meeting, then a request for cancellation shall be sent to the Village Administrator for approval. If approved, the request for cancellation shall be sent to the Chair in lieu of a draft agenda. The time frame to process a cancellation request shall follow the same format identified in item 1 above. The response requirement from the meeting chair shall follow the same format identified in item 2 above.

    a. If Chair confirms cancellation, an email is sent to the Committee with the Village Administrator, Clerk/Treasurer, and Communications & Technology Director CC'ed on the email as soon as possible following confirmation.

    b. If Chair does not approve cancellation, Staff shall work with them to prepare the meeting including agenda and packet as discussed and directed.

4. Both Staff and the Chair shall be expected to coordinate and work together to evaluate the agenda and understand packet materials being prepared.

5. Once approval is received from the Meeting Chair, or the period for approval has passed, Staff shall proceed to build the meeting packet on CivicClerk as outlined within the draft agenda.

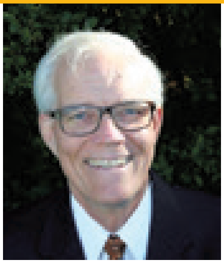
6. Agendas and packets shall be initiated to the Public and Committee by Friday at 4:30 pm at the latest. Agendas and packets should not be initiated prior to Thursday at noon unless otherwise approved by the Administrator. Staff is expected to load packet materials in their entirety and send to the Committee within these time frames unless circumstances provide that:

    a. Required documents will not be available by the packet deadline, but will be available by or prior to when the meeting is scheduled to be held; and

    b. The agenda is time sensitive and requires action be taken for distribution prior to when materials are to be available.

    In these circumstances, any materials not put in the packet shall be emailed to committee members as soon as possible even if they are to be presented in the meeting. Additionally, the materials shall be loaded into CivicClerk within the meeting packet. An amended packet shall be created and initiated to both committee members and the public.

7. If there are closed session items, a closed session packet needs to be created separately in CivicClerk. The closed session packet should be emailed separately to committee members. CLOSED SESSION PACKETS SHOULD NOT BE PUBLISHED TO THE PUBLIC. If you need assistance in preparing a closed session packets in CivicClerk, please contact the Clerk/Treasurer directly.



Bad Meeting Behavior: Painting the Shed Red

Dan Hill, Retired, UW-Extension Local Government Center

Municipal board members have no authority to act on their own. Only the board has authority to act. The board acts through participatory, collective decision-making – in other words, at meetings. So, if you want to see your ideas turned into policies, you need to understand the basic principles of deliberation in a public body.

That understanding starts with Robert's Rules of Order (Robert's). Most units of government in Wisconsin have adopted Robert's as their guide for conducting meetings. Robert's spells out the rules of engagement so that debate, discussion, and decision-making take place in an orderly way. Robert's balances the rights of individual members with the rights of the group.

To the uninitiated, parliamentary procedure can seem complicated and arcane, conjuring images of men in long black robes and powdered wigs, rigidly restricting participation to obstruct their opponents. The spirit of Robert's is just the opposite. Used as intended, parliamentary procedure enhances the democratic decision-making process by helping groups fairly weigh and consider the ideas and opinions of all its members.

Following the eight steps outlined below, members can place a proposal before the group, discuss the proposal's merits, and vote the proposal up or down.

Step 1. Member obtains the floor. Members cannot simply shout out at will. They must first obtain the floor by being recognized by the chair. Depending on the formality of the group, this can be done in a variety of ways. In large, formal groups, the member stands or raises his/her hand when no one else has the floor, addresses the chair, receives recognition from the chair, and then speaks in debate or makes a motion. In smaller, less formal groups, the member simply raises his/her hand and begins to speak once recognized by the chair. In a growing number of municipalities, members use electronic devices to indicate their desire to obtain the floor. After "buzzing in," the member waits for recognition by the chair.

Step 2. Member makes a motion. A motion is a statement for the group to take a particular action; it is a proposal to do something. (Note: The maker of the motion should agree with the action being proposed in the motion. Robert's prohibits the maker of the motion from *speaking* against it. On the other hand, the maker of the motion, after listening to debate, may later decide to vote against it.)

The proper way to make a motion is to state: "I move that… (followed by the specific action being proposed)".

Motions should be precise and specific.

Avoid making "negative" motions, that is, a motion "not to do something," where a member must vote "yes" to mean "do not do this." This could easily lead to confusion and unintended results, as when it comes time to vote, each member must unravel the underlying meaning of a "yes" or "no" vote.

Avoid the use of the phrase, "so moved." While it may seem like an innocent shortcut, making a motion by merely stating "so moved" can create much confusion. Typically, this shortcut is taken in a committee setting after there has been some debate or discussion on a topic. For example, during the discussion a member merely suggests an idea for an action that the committee might take. Another member, liking this idea, then simply states "so moved," meaning, "I like that idea. Let's discuss it and vote on it." Using this shortcut is incorrect and very bad practice. It often leads to unwanted outcomes. Members end up wasting time debating (and even voting on!) different versions of the motion because each heard the original idea differently. Be specific and clear the first time.

Step 3. Another member seconds the motion. Another member who deems the motion worthy of consideration says – without obtaining the floor – "I second the motion," "I second it," or simply "Second." The purpose of the second is to make sure that at least two members think the issue is important enough to bring before the body. The person who seconds the motion does not necessarily agree with it, only that it should

► p.8

be discussed and decided upon. In fact, a member may disagree with the proposal but seconds the motion so that the body will be on record as having opposed it. Motions that do not receive a second do not move forward.

Step 4. Chair states the question on the motion. Once the motion has been made and seconded, the chair restates the motion. Usually the restatement follows this form, "It has been moved and seconded that…" By restating the motion, the chair ensures that everyone heard the same proposal and can, thereby, keep debate focused on the motion at hand. Here lies a turning point in the proceedings. Up until the time that the chair restates the motion, the maker of the motion owns the motion and may change it or withdraw it without the consent of the body. Once the motion has been restated by the chair, the motion belongs to the group and any modifications to the motion must have the consent of the body.

Step 5. Members debate. During debate members may undertake a host of possible actions, including discussion of the merits of the proposal, changing the wording of the motion, delaying action on the proposal, and referring the motion to a committee.

The maker of the motion has the right to be the first to address the body. Thereafter, members obtain the floor in the usual way. Robert's limits speeches to no more than 10 minutes, with members permitted to speak no more than twice on the same motion in the same day. (These limits on debate are relaxed for groups of a dozen members or fewer, where the rules are less formal.) While each member has the right to speak twice, no member should be allowed to speak a second time when a member who has not yet spoken desires the floor.

During debate members should:

• Address comments to the chair, not toward another member.

• Refrain from referring to the motives of other members.

• Avoid side conversations; speak only when they have the floor.

• Limit their comments to those pertinent to the issue under discussion.

Step 5a. Amending a motion. At times, a motion is not acceptable as is. During debate and discussion the body may then amend – alter the wording of – the motion that is already on the floor to make it satisfactory to a majority. The motion to amend takes the form, "I move to amend the motion by…" The member then has three choices: 1) inserting or adding words; 2) striking (deleting) consecutive words; or 3) striking and inserting. In making the motion to amend the member specifies the location for the deletions and/or insertions. The amendment must relate to the subject of the motion it is amending. A motion to amend may be amended. In other words, a member may move to amend a primary amendment with a secondary amendment. Primary and secondary amendments require a second and a majority vote to pass.

For those of you who have attended the League's Local Government 101 Workshop, the red shed will be familiar. The discussion around what color to paint the shed is the example Dan Hill uses when discussing a "walking quorum."

For example, a main motion is pending to "paint the shed red." During discussion on this motion one of the members becomes concerned about costs. That member then makes a motion to amend the main motion by "adding the words 'at a cost not to exceed $5,000' after the word 'shed.'" The motion to amend is seconded by another member, restated by the chair and debate takes place. While discussing the motion to amend, another member moves to make a secondary amendment (amending the amendment) by "striking $5,000 and inserting $3,000." This motion is seconded and restated by the chair.

Each of these motions is in order because each succeeding motion is of higher rank than the previous. The body will then dispose of these motions in reverse order. Think of these motions as nested cups, one inside another. The most recently added cup must be dealt with first. In our example, the body will discuss and vote first on the secondary motion to "strike $5,000 and insert $3,000." If this motion passes, then the amendment to the main motion becomes "at a cost not to exceed $3,000." If the motion fails, the amendment remains "at a cost not to exceed $5,000." The body would then discuss and vote on the amendment. Finally, the body returns to discussion and voting on the main motion, either as originally stated or as changed by any adopted votes to amend. In other words, the vote on each subsequent motion incorporates the changes enacted by the subsidiary motions.

► p.9

Step 6. Ending discussion and putting the motion to a vote. The chair does not have unilateral authority to end debate. However, the chair should pay close attention to the debate and, when it is clear that discussion is finished, ask, "Are you ready for the question?" or "Are you ready to vote on the motion?" If any member seeks to continue debate and discussion, the chair should, within reason, permit it.

A member may make a motion to close debate or "move the previous question." Because this motion limits members' rights, it requires a supermajority vote of two-thirds or unanimous consent to pass.

Much confusion exists regarding ending debate. Many incorrectly believe that they can unilaterally end debate by stating, "I call the question" or "Question." The member, tired of debate, rises and states, "Madam Chair, I call the question" and expects debate to end immediately. Robert's gives no such power to any one individual.

A member who "calls the question" does not simply end debate, with a vote taken instantly. Rather, a member may make a motion to end debate or "move the previous question." The motion requires a second and a two-thirds majority vote to pass. Once the motion to end debate passes, the chair must put the pending motion to a vote.

If during discussion on a motion a member calls out, "I call the question," the presiding officer should check the member's intent. If, indeed, the member wants to end the discussion and proceed to a vote, the presiding officer could coach the member on proper procedure and suggest that the member make a proper motion to end debate.

Step 7. Members vote. Once the body is prepared to vote, the chair should restate the exact wording of the motion that the body will be deciding upon. It is sound practice for the chair to state at this time the effect of an "aye" vote and of a "no" vote. The presiding officer then tells the members what method of voting will be used – voice vote or counted vote are most typical. The chair first asks for those in the affirmative, "aye," and then the negative, "no," responses. Counted votes may be taken by members raising their hands, standing, roll call, signed ballots, or machine. The chair should always call for the negative vote no matter how overwhelming the result may seem.

In local government, a recorded vote is highly recommended. Citizens have the right to know how their representatives have voted. In particular, substantive decisions, such as votes on ordinances, budgets, and resolutions, call for visible, counted votes.

Step 8. Chair announces results. The chair announces the results of the vote – whether the motion passes or fails and, if known, the number of votes on each side. The announcement should also include the effect of the vote: "We will purchase the equipment" or "We will not create the proposed new position" or "We will paint the shed red at a cost not to exceed $3,000."

Understanding and following proper procedures during meetings can help municipal board members discuss issues in a productive way while seeing each other as collaborative problem-solvers working on behalf of residents. Individual members may even see some of their ideas turned into policy. And the shed painted red.

Resources:
Robert's Rules of Order Newly Revised, Edition 11.

Robert's Rules of Order, In Brief (A more accessible version of Robert's; highly recommended for municipal government board members.)

About the Author:

Dan Hill is a recently-retired UW-Extension Local Government Specialist. As a local government specialist, Dan has worked with his colleagues at the Local Government Center to design and deliver educational programs for the tens of thousands of appointed and elected officials from Wisconsin's local units of government. Dan continues to serve as an advisor to local government officials on management of meetings of governmental bodies, parliamentary procedure, and the open meetings law. Contact the UW-Extension Local Government Center at lgc@uwex.edu