ORDINANCE 10—VILLAGE OF STETSONVILLE
AN ORDINANCE IN REGARD TO THE GOVERNING BODY

The Village Board of Stetsonville do ordain as follows:

SECTION 10.01 The following rules of order and procedure shall govern the deliberations and meetings of the Village Board and of committee thereof:

RULE 1. Regular meeting of the Village Board shall be held on the first Tuesday of each calendar month, at the hours of 8:00 P.M. any regular meeting falling upon a legal holiday shall be held on the next following secular day, at the same hours and place. All meetings of the Board shall be held in the Village Hall, including special and adjourned meetings.

RULE 2. Special meetings of the Village Board may be called by the Village President, by oral notification of the members of the council and the village clerk. Such notice must be given 24 hours previous to the time of the meeting.

RULE 3. The board may be a majority vote of those present, but not less than two affirmative votes, adjourn from time to time to a specific date and hour.

RULE 4. The business of the board shall be conducted in the following order:

1. Call to order by presiding officer.
2. Roll call. (if a quorum is not present, the meeting shall thereupon adjourn, which may be to a specific date pursuant to Rule 3.)
3. Reading the minutes of the previous of the preceding meeting, and approving the same if correct, and rectifying mistakes if any exist.
4. Reports of committees.
5. Unfinished business from previous meetings.
6. New business, including the introduction of ordinances and resolutions.
7. Reports of Village officers.
8. Communications and suggestions from citizens present.

In the absence of the clerk the President shall appoint a clerk pro tem.

RULE 5. The President at the stated hour shall call the meeting to order. He shall preserve order and decorum, decide all questions of order, and conduct the proceedings of the meeting in accordance with the parliamentary rules contained in Roberts Rules of Order, unless otherwise provided by statute or by these rules.

RULE 6. No ordinance or resolution shall be considered by the board unless presented by a trustee.

RULE 7. A quorum shall consist of any two board members of the council.

RULE 8. The deliberations of the Board shall be conducted in the following manner:

a. No trustee shall address the board until he has been recognized by the presiding officer. He shall thereupon address himself to the President and confine his remarks to the question under discussion and avoid all personalities.
b. When two or more members simultaneously seek recognition the presiding officer shall name the member who is to speak first.
c. No person other than a member shall address the board except under order of business number 9 as provided by rule 4.
d. Any Trustee may demand an aye and nay vote on any matter, and such vote shall be entered in the proceedings. Every member shall vote when the question is put unless the board may by a majority vote of the present shall excuse him for a special cause. A majority vote of all members of the board in favor of any proposed ordinance, resolution or appointment shall be necessary for passage or approval, unless a larger number is required by statute. Except as otherwise provided a majority vote of those present shall prevail in other cases.
e. A motion to adjourn shall always be in order, and a motion to adjourn, to lay on the table, and a call for the previous question shall be decided without debate.

RULE 9. These rules or any part thereof may be temporarily suspected in connection with any matter under consideration by a recorded vote of two-thirds of the members present.

SECTION 10.02 This ordinance shall take effect and be in force from and after its passage and posting.

Passed by the Board November 8, 1949.

/s/ *Harold Hauser,* Village President

Attest:
/s/ *Frederick Amacher,* Village Clerk