

**CHAPTER 2**  
**- THE GOVERNING BODY**

2.01 TOWN BOARD. The Town Board shall consist of the Town Chairperson and two (2) Supervisors.

2.02 (1) ANNUAL AND SPECIAL MEETINGS: The Annual Town Meeting and Special Town Meetings shall be held in the Conover Center - (town hall).

(2) REGULAR MEETING: Regular meeting of the Town Board shall be held on the first Thursday of each month at 6:00 p.m., unless otherwise specified. Any regular meeting falling on a legal holiday will be pre-set by the board at the previous month's meeting and shall be held unless otherwise specified, at 6:00 p.m. in the Conover Center. All meetings of the Board, including special and adjourned meetings, shall be in the Conover Center. [Res 143-14 – May 1, 2014]

(3) OPEN MEETING LAW. All meetings of the Town Board, its committees, board and commissions, shall be open to the public and preceded by public notice as provided in WS 19.84 and be posted in three (3) public locations in accordance with law.

(4) ADJOURNMENTS. The Board may, by a majority vote of those present, but not less than 2 affirmative votes, adjourn from time to time to a specific date and hour.

2.03 ORDER OF BUSINESS. The business of the Board shall be conducted in the order as prescribed in advance by the Board or at the discretion of the Town Clerk.

2.04 PRESIDING OFFICER. (1) The chairperson, at the stated hours, shall call the meeting to order. If the Chairperson is absent at the designated time of any meeting, the Clerk or, in his absence, the senior supervisor present, based on date of original election, shall call the meeting to order and the supervisors present shall elect one of their number to act as chairperson for that meeting.

(2) DUTIES. The presiding officer shall preserve order and decorum, decide all questions of order and conduct the proceedings of the meeting. Whenever the presiding officer shall desire to speak upon any question or make any motion, he shall vacate the chair and designate a supervisor to preside temporarily.

(3) DECISIONS, APPEALS FROM. Any member may appeal from a decision of the presiding officer. An appeals shall be sustained by a 2/3 vote of the members excluding the presiding officer.

2.05 QUORUM. A majority of the member of the Town Board shall constitute a Quorum.

2.06 ORDINANCES, RESOLUTIONS AND COMMITTEE REPORTS. All ordinances, resolutions, communications and other matters submitted to the Town Board shall be read by title and author and referred to the appropriate committee by the Chairperson. The Clerk shall read and record each such reference by title. Any supervisor may require the reading in full of any matter at any time it is before the board. Each committee shall, at the next regular meeting, submit a written report on all matters referred to it, unless a longer time is granted by vote of the board, and such report shall be entered into the proceedings. Such report shall recommend a definite action of the committee and shall be filed with the Clerk prior to each meeting. Minority reports may be filed with the clerk and each meeting shall be open to the public. Any committee may require any town officer to confer with it or supply information needed in connection with any matter pending before the committee.

2.07 CONDUCT OF DELIBERATIONS. Deliberations of the Town Board shall be conducted in the following manner:

(1) No supervisor shall address the Board until he has been recognized by the presiding officer. He shall then address himself to the Chairperson and confine his remarks to the question under discussion and avoid all personalities.

(2) When 2 or more members simultaneously seek recognition, the presiding officer shall name the member who is speak first.

(3) No person other than a member shall address the Board, unless recognized by the Chairperson.

(4) No motion shall be discussed or acted upon until it has been seconded unless the rules permit one supervisor to initiate action. No motion shall be withdrawn without the consent of the person making the same and the person seconding it.

(5) When a question is under discussion, no action shall be in order except the following motions, which shall have precedence in the order listed:

- (a) to adjourn
- (b) to lay on the table
- (c) to move the previous question
- (d) to postpone to a certain day
- (e) to refer to a committee
- (f) to amend
- (g) to postpone indefinitely

(6) Any supervisor may demand an aye and nay vote on any matter, and such vote shall be entered in the proceedings. 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 by these rules, a majority vote of those present shall prevail in other cases.

(7) 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.

2.08 APPROPRIATIONS AND ACCOUNTS. All ordinances or resolutions appropriating money, or creating any charge against the Town other than the payment of claims for purchases or work previously authorized by the Board, shall only be acted upon by the board at the next regular meeting. This provision may be suspended by affirmative vote of 2 members of the Board. A roll call vote shall be taken and recorded on all appropriations.

2.09 RECONSIDERATION OF QUESTION. Any member voting with the majority may move for a reconsideration of the vote on any question at that meeting. A motion to reconsider being put and lost shall not be renewed. A supervisor may not change his vote on any question after the result has been announced.

2.11 PUBLICATION AND EFFECT OR ORDINANCES. All ordinances and bylaws shall be signed by the Town Board and countersigned by the Clerk; and, if any penalty or forfeiture is thereby imposed, shall be published as a Class 1 notice, under WS 985, and shall take effect on the day after is publication or a later date if expressly prescribed. If there is no newspaper published in the Town, the Town Board may in lieu of newspaper publication, have copies of ordinances and bylaws posted in a least 3 public places in the Town and proof thereof filed and recorded by the Town Clerk, and the same shall take effect the day after the proof of posting has been filed and recorded, or at a later date if expressly provided in the ordinance or by law.

2.12 AMENDMENT OF RULES. These rules shall not be rescinded or amended unless the proposed amendment or motion to rescind has laid over from a regular meeting, and then it shall require a vote of 2/3 of all the members of the Board.

2.13 SUSPENSION OF RULES These rules, or any part thereof, may be temporarily suspended in connection with any matter under consideration by affirmative vote of 2 members of the board.