



City of Beaver Dam, Wisconsin
Common Council Meeting

238 Commercial Drive (DPW Building)
Tuesday, May 12, 2026 at 6:30 PM

AGENDA

- 1) Call to Order
 - a) Brief Survey for Alderpersons
- 2) Training & Planning
 - a) Alderpersons Best Practices Training
 - b) Establishing priorities for 2026--2027 election cycle
- 3) Adjourn

This agenda was posted and made available to the news media, public and various City officials, and staff in compliance with the State of WI Open Meetings Law and Operations Committee policy:

Posted: 5/12/26 at 9:00 a.m. by Larry Bierke

A quorum of the Common Council may attend this meeting.

Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made to the City Clerk's office at 887-4600, Ext. 338, with as much advance notice as possible.

City Council Survey

Please circle **one** answer unless otherwise noted.

1. Motivation & Role

1. Role of a Council member: Represent constituents Independent decisions
2. Most excited about: Problem-solving Long-term planning Engagement
3. Success means: Low taxes Better services Growth

2. Community Priorities

4. City is on right track: Yes No
5. Biggest challenge today: Financial Infrastructure Growth Staffing
6. Biggest future challenge: Growth Infrastructure Budget Housing
7. Services meet needs: Yes No

3. Financial Philosophy

8. Property taxes: Increase Same Decrease
9. When forced: Cut spending Raise revenue
10. Borrowing: Acceptable Avoid
11. Priority: Build Reserves New projects
12. Risk tolerance: High Moderate Low

4. Growth & Development

13. Pursue more growth: Yes No
14. Growth focus: Residential Commercial Industrial
15. Pace of development: Too fast Right Too slow

5. Infrastructure & Services

16. Do We: Pay Down Debt Build Fire Stations Improve Roads
17. Highest Priority: Staff Wages Limit Tax Levy Increases Invest in infrastructure

6. Communication & Engagement

- 18. Public input: Strong influence Considered
- 19. Communication effective: Yes No
- 20. Transparency: Strong Needs improvement
- 21. Engage residents: Yes No

7. Top Priorities (Circle 2)

22. Public Safety Infrastructure Economic Development Housing Parks Fiscal Stability

8. After reading the attached Comprehensive Planning Goals, what sticks out as an issue that we need to address?

9. In your own words, what would you like other City Council members to know?



SHORT RANGE

Projects & Recommendations	Resources
Top 5 Short-range Priorities	
• Organize City by Neighborhoods	-
• Destination Amenity (Beaver Statue)	\$\$
• Establish Developer Impact Fee for Park and Green Space	-
• Develop Plan & Expand Bike Routes and Multi-use Trails	\$
• Incorporate Art into Crosswalks	\$
Community Connectivity	
• Complete Streets Standards & Policy Plan	-
• Development Requirement Sidewalk and Nature Path	-
• Incorporate Roundabouts (Plan)	-
• Bicycle Repair Stations	\$\$
• Enhance Rapid Transit or Shared Taxi	\$\$\$
Creating Community	
• Conservation Overlay District	-
• Develop Historic District, Preservation Commission, and Ordinance	-
• Establish Property Maintenance Codes	-
• Green Energy Sustainability Policy & Plan (Rain Gardens, Street Trees, etc.)	-
• Develop Multi-use & Mixed-use Zoning	-
• Rural Preservation Zoning	-
• Urban Growth Boundary	-
• Auxiliary Dwelling Unit Ordinance	-
• Update Zoning (smaller lots/houses)	-
Diversified Living	
• Activate Community Housing Authority or Development Authority	-
• Beautification & Housing Façade Program	\$\$
• Identify Community Development Block Grant Target Areas	-
Downtown Revitalization	
• Codify Downtown Guidelines	-
• Streetscape Standard & Uniformity Policy	-
• Maintain Downtown Façade Restoration Program	\$\$
Quality of Life	
• Wayfinding Signage Improvement	\$
• Continue to Update and Follow Comprehensive Outdoor Rec Plan	-



MID-RANGE

Projects & Recommendations	Resources
Top 5 Mid-range Priorities	
• Downtown Plaza or Center for Event Gatherings	\$\$\$
• North Spring TID Blight Redevelopment	p\$
• Cotton Mill Park Public Pier	\$\$
• Public Indoor Recreation (Pickleball Court)	p\$\$\$
• Neighborhood Signage	\$\$
Community Connectivity	
• Spring Street Pedestrian Mall	P -
• Downtown Trolley	P\$\$\$
• Seasonal Water Taxi	P\$\$
Creating Community	
• Focus on Infill development (City Property)	-
Diversified Living	
• Absentee Landlord Program	-
• Monitor Statistical Data of emergency housing need	-
• Formalize agreements with local partners for emergency housing and services	-
• Housing Trust Fund	-
• Land Trust Fund	-
• Recruit a Housing Cooperative	P
• Recruit a Manufactured Home Development	P
• Recruit a Senior Continuum Living Center	P
Downtown Revitalization	
• Vacant Store Window Dressing	P
• Business Improvement District	P
• Downtown Banners	\$
• Recruit Downtown Housing	P
Economic Prosperity	
• South Madison TID – Promote Development	p\$
• Additional Tourism & Event Promotion focused on Downtown & Lake	P\$
• Develop Small Business Support Programs	P\$
• Develop Retention & Revitalization Programs	P\$

How to be an Effective Beaver Dam Common Council Member: Aldersperson Best Practices Training

MAY 12, 2026

**WILLIAM L. OEMICHEN, PROFESSOR OF PRACTICE – LAW
UNIVERSITY OF WISCONSIN – MADISON DIVISION OF EXTENSION
LOCAL GOVERNMENT EDUCATION PROGRAM**

Acknowledgments: UW Madison – Division of Extension

Daniel Foth, Local Government Specialist

Dan Hill: Retired Local Government Specialist

Larry Larmer: Retired Local Government Specialist

Philip Freeburg: Retired Distinguished Lecturer, Local Government Law Educator



Extension

UNIVERSITY OF WISCONSIN-MADISON
LOCAL GOVERNMENT EDUCATION PROGRAM

Beaver Dam Introductions

- Name
- Time on the City of Beaver Dam Common Council
- Employment and/or what keeps you busy



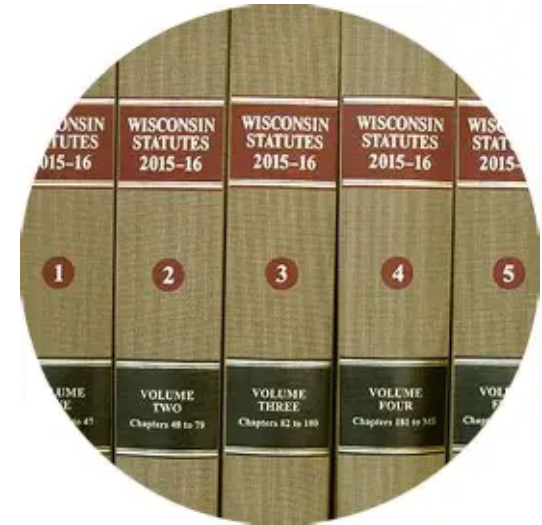
What is the First Thing to Remember?

Know and



Where does our city authority come from?

- Wisconsin Statutes – Chapter 62 and 66
- Beaver Dam Municipal Code



Code of Ordinances

Supplement 45 Update 1

Online content updated on April 10, 2026

MUNICIPAL CODE City of BEAVER DAM, WISCONSIN Codified through Ordinance No. 3-2026, enacted February 16, 2026. (Supp. No. 45, Update 1)



Mayor

- ARTICLE II. - MAYOR AND COUNCIL
- Sec. 2-41. - Mayor.
- The mayor shall be the chief executive officer. The mayor shall take care that city ordinances and state laws are observed and enforced and that all city officers and employees discharge their duties.



Presiding Officer - Mayor

- Sec. 2-45. - Presiding officer.
- The mayor shall take the chair at the hour appointed for the council to meet, and shall immediately call the members to order, and may, at the instance of any two members, order the attendance of absentees. In the absence of the mayor, the president of the council shall take his place or any member may call the council to order. The presiding officer shall preserve decorum and decide all questions of order subject to appeal to the council.



Mayor – Chief Executive Officer

(Wis. Stat. § 62.09(8))

- (a) **The mayor shall be the chief executive officer.** The mayor shall take care that city ordinances and state laws are observed and enforced and that all city officers and employees discharge their duties.
- (b) The mayor shall from time to time give the council such information and recommend such measures as the mayor may deem advantageous to the city. When present the mayor shall preside at the meetings of the council.
- (c) **The mayor shall have the veto power as to all acts of the council,** except such as to which it is expressly or by necessary implication otherwise provided. All such acts shall be submitted to the mayor by the clerk and shall be in force upon approval evidenced by the mayor's signature, or upon failing to approve or disapprove within 5 days, which fact shall be certified thereon by the clerk. If the mayor disapproves the mayor's objections shall be filed with the clerk, who shall present them to the council at its next meeting. **A two-thirds vote of all the members of the council shall then make the act effective notwithstanding the objections of the mayor.**
- (d) Except in cities that have adopted s. [62.13 \(6\)](#), the mayor shall be the head of the fire and police departments, and where there is no board of police and fire commissioners shall appoint all police officers, and the mayor may, in any city, appoint security personnel to serve without pay, and in case of riot or other emergency, appoint as many special police officers as may be necessary.
- (e) The council at its first meeting subsequent to the regular election and qualification of new members, shall after organization, choose from its members a **president, who, in the absence of the mayor, shall preside at meetings of the council, and during the absence or inability of the mayor shall have the power and duties of the mayor,** except that the president shall not have power to approve an act of the council which the mayor has disapproved by filing objections with the clerk. The president shall when so officiating be styled "Acting Mayor".



Common Council *(Wis. Stat. § 62.11)*

- Alders primarily serve their legislative function through
 - law-making
 - budgetary approval
 - cooperative decision-making
- Alder's authority is collective versus individual



Standing & Other Committees/Commissions

(§ 36-5 v& General Provisions)

Standing Committees (§ 36-5)

- (1) Finance Committee – Three Members
- (2) Personal and Negotiating Committee – Three Members

General Provisions – Committees (Article I)

- § 7-1. Board of Review.
- § 7-2. Library Board.
- § 7-3. Board of Health.
- § 7-4. Zoning Board of Appeals.
- § 7-5. Plan Commission.
- § 7-6. Board of Parks, Recreation and Cemeteries.
- § 7-8. Police and Fire Commission.
- 7-10. Rice Lake Housing Authority.
- § 7-11. Economic Development Committee.
- § 7-12. Extraterritorial Zoning Committee.
- § 7-13. Tourism Commission.
- § 7-15. Cable Television Commission.
- § 7-16. Business Improvement District Board of Directors.
- § 7-17. Americans with Disabilities Act Compliance Committee.

Police and Fire Commission - (Article II)

Article III - Public Works Appeals Board - (Article III)

- Use committees to do the “work”
- Board Meetings to approve/ratify the committee recommendations
- Recognize committee work, or why have the committee?



Committees

- Sec. 2-46. - Committees.
- (a) Appointment. Standing committees of the common council shall be appointed by the mayor and confirmed by the common council for a one-year term and shall consist of the following:
 - Administrative Committee
 - Operations Committee



Administrative Committee

(1) Administrative committee.

The administrative committee is responsible for review and recommendation of:

- a. The classification, compensation, and employment appeal hearings of employees except as provided for via optional powers of the police and fire commission;
- b. Financial matters including budgets, debt service, tax incremental financing, capital improvement plan funding;
- c. Risk management and service contracts;
- d. Liquor, beverage, sundry licensure, and other city permits; and
- e. Any and all policy duties as assigned by the mayor.



Operations Committee

(2) Operations committee.

The operations committee is responsible for review and recommendation of:

- a. Capital improvement plan project prioritization including buildings, streets, parks, and utility infrastructure, water, wastewater, and stormwater utilities;
- b. Construction contracts and special assessments;
- c. Equipment additions and replacement plans;
- d. City property and facility planning;
- e. Refuse and recycle operation contracts; and
- f. Any and all policy duties as assigned by the mayor.



Council Committees

- Use committees to do the “work”
- Council Meetings to approve/ratify the committee recommendations
- Recognize committee work, or why have the committee?



COMMON COUNCIL FUNCTION - VISIONARY

- The Alder role is that of “visionary.”
- Alder’s authority is collective versus individual
- Legislate – to enact policy
 - Holds staff accountable for policy implementation
 - No operational nor staff control resides with individual Alders
 - Communications with staff – gathering information encouraged
 - budgetary approval, and
 - cooperative decision making
- Individual Alders leadership role is within the board, committees, or commissions
- Involve, represent & accountable to public
- Focus on long-term rather than past or short-term
- Cooperate with other governments



Common Council - Alder Functions

- Alders primarily serve their legislative function through
 - law making
 - budgetary approval
 - cooperative decision-making
- Alder's authority is collective versus individual

36-2



Alders

- Prepares for the Meeting
- Attends the Meeting (on time!)
- Contribute as appropriate.
- Respects other opinions and comments
- No sidebar discussions - address comments to the presiding officer
- Focus on THIS topic—not last week’s vote
- Listen to understand
- Vote
- **Mute and stay off personal electronic devices**



Questions a Critical Thinker Asks



a place of mind

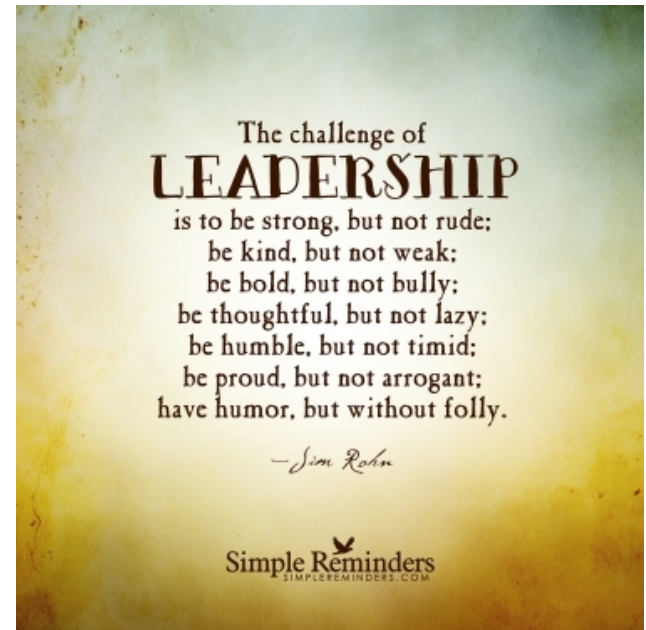
learningcommons.ubc.ca



Extension
UNIVERSITY OF WISCONSIN-MADISON
LOCAL GOVERNMENT EDUCATION PROGRAM

Leadership and Management

- Collective Leadership – City Council
 - Inspire a Shared Vision
 - Challenge the Process
 - Enable Others to Act
 - Encourage the Heart
- Management
 - Day to Day Operations



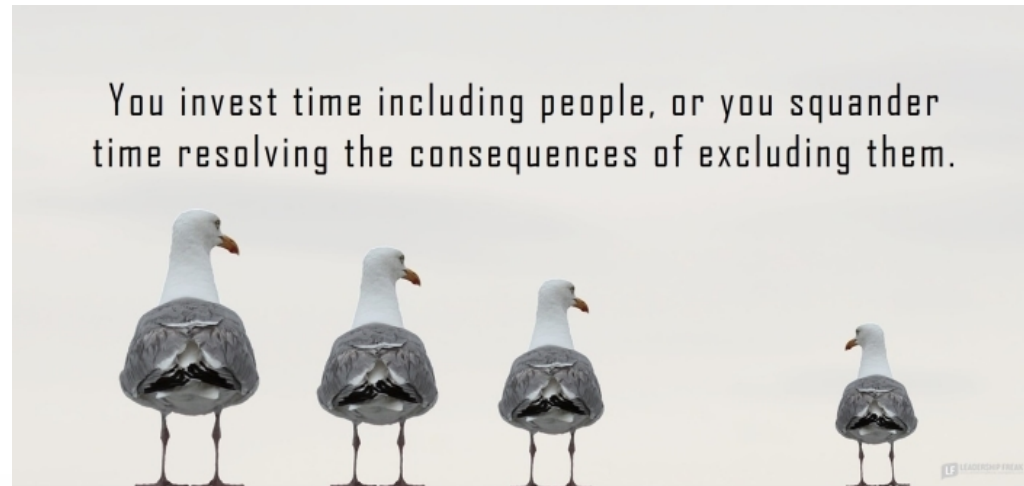
City Administrator Duties

- Sec. 2-404.1. - City administrator.
- (b) Duties and responsibilities.
- (1) The city administrator shall be at all times responsible to the mayor and common council and shall be responsible for the efficient and effective administration of day-to-day operations and services provided by the city, including:
 - Supervision of all departments
 - Coordination with:
 - Beaver Dam Area Development Corporation
 - Police and Fire Department
 - Contracted inspection services
 - Library
 - Implementation of all city ordinances, resolutions, state statutes and council directives.



Policy vs. Administration & Operations

- Policy (Council) = “What” and “Why”
- Administration and Operations (Staff) = “How”
“When” and “Where”



Policy vs. Administrator & Operations

- **Policy**

- “What” – Will we fund a new highway equipment?
- “Why” – Is it a necessary service to our citizens?

- **Admin/Ops**

- “How” – How will we plow the roads?
- “When” – When will we start repairs?
- “Where” - Where will we fill potholes?



Operations (Administrator, Departments & Staff)

- Mayor is the Chief Executive Officer for the city
- Administrator is the Chief Operating Officer for the City
- Implementation of policies and strategies
- Shorter term
- Day to day operations
- Related to smaller functions
- Addresses department or individual issues
- Requires attention to detail
- Staff require specialized training



Alder / Staff Relations

- What value does the staff bring?
- How do you ensure focus is on policy implementation, not operational decisions?
- How to get the most value from staff?
- What are the ways to keep staff?
- How important is the City's "reputation" as a great place to work?
- What are you doing to build public trust in the City, Common Council, and Staff?



Summary - Ends and Means

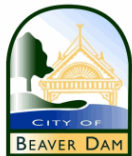
- Policy making = Ends
- Administration = Means



Summary - Ends and Means



- Green Bay Packers have a Board of Directors
- Board represents the shareholders
- You do not see the Board Members on the sidelines calling plays
- Nor are they in the huddle



Mayor - Meetings

- Mayor works w/City Administrator to prepare agenda content
 - Members may place items on the agenda
 - An Alder can always make a motion at a meeting to add an Agenda item to the next meeting's Agenda.
- Clerk prepares the Agenda for Open Meeting Law purposes
- Mayor has all the rights of participation, including making and seconding motions



Agendas

- Purpose of the Agenda
 - Sets the expectations for the members of the governmental body and the public.
 - Items of business that will be addressed.
 - The order in which they will be considered.
 - Order of Business (Sec. 2-44)
 - Conform with the Wisconsin Open Meetings Law



Minutes

- The official record of the proceedings of the governing body.
 - Accurate record that a meeting was held.
 - Captures the substance of the official action taken by the body.
 - “Substance”—an intelligible abstract or synopsis of the essential elements of the official action taken by a local governing body, including the subject matter of a motion, the persons making and seconding the motion, and the roll call vote on the motion. *Wis. Stat. § 985.01(6)*
- Record motions, seconds, and any action taken
- Not a blow-by-blow account



Minutes – Core Concept

- Minutes should focus on what the body ***did***, not on what was ***said***. That is what was
 - Announced
 - Reported
 - Discussed
 - Ordered
 - Commitments made
 - Decisions made



Recording Formal Decisions

- Exact wording of all motions - As a recorder, ensure you get the wording down before the vote is taken.
- Must record person making and seconding *Wis. Stat. Sec. § 985 (6)*
- If a decision is made by unanimous consent, the minutes should reflect it.
- Show the distribution of counted votes (“Motion carried, 5-2”).
- Roll call vote – indicate how each person voted.
- Voice vote – indicate outcome and that voice vote was taken (Motion carried, voice vote)



What is a Meeting?



- Meeting is a gathering of members of a governmental body for purposes of exercising its responsibilities *Wis. Stat. Sec. 19.82(2)*

(36-12)



Intent of Open Meetings Law



Ensure:

- Public Access
- Open Decision-Making: information gathering, discussion, and voting

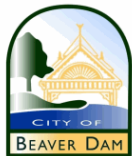
Through:

- Advance public notice of meetings,
- Meetings that are open and accessible to the public
- Limited closed sessions.



What bodies are subject to the WI Open Meetings law?

- local governing bodies of general and special purpose units of government,
- their committees, commissions and boards,
- special study and advisory committees, and other bodies or subunits created by a governmental body or an officer, and
- governmental and quasi-governmental corporations.
 - (Body members covered by the law include citizen members.)



Meeting defined - The Two Tests

Numbers test = enough members of a body are present to determine the outcome of an action

Purpose test = discussion, information gathering or decision-making on a matter within the jurisdiction of the body.



Numbers Test

- By statute, if one-half of the members of a body are present, there is a presumption that a meeting has occurred, unless the purpose test is not met.
- A lesser number of members may meet the numbers test if they can affect the outcome.

$\frac{1}{2}$

< $\frac{1}{2}$



Quorum

- Two-thirds of the common council's members constitute a quorum. (Wis. Stat. § 62.11(3)(b))
- A quorum must be present to conduct business.
- If a meeting is noticed and convenes with fewer members than a quorum, consider adjourning and rescheduling until a future meeting when a quorum is present.
 - See Board of Supervisors of Oconto County v. Hall, 47 Wis. 208, 213 (1879) (stating the general rule that any action taken by a governmental body at a meeting without a quorum is null and void).



Some Special Cases



Walking Quorum--A series of phone calls, e-mails or conversations to "line up votes," gather information or conduct other business

Emails, Texts, Social Media posts, and phone conferences may constitute a meeting if the number and purpose tests are met.



Permitted closed sessions

Wis. Stat. §19.85

Closed sessions are limited to those authorized by statute, including...

- Deliberations concerning a judicial or quasi-judicial “case”.
- Personnel matters including employee discipline and licensing.
- Deliberations on property acquisitions, investments.
- Competitive or bargaining issues.



Closed session procedures

- Convene in open session.
- Announce authority and purpose of proposed closed session.
- Close session by a majority vote, showing vote of each member.
- If unanimous, note as such



Closed session procedures

- All governing body members (includes any who objected. Also, any Personnel essential to closed meeting discussion)
- If a committee, then members of parent body may remain.
- Limit discussion to announced items.
- Do not reconvene in open session unless it was included in the public notice.



The Audience & Citizens – The Community



CITIZENS RIGHT TO ADDRESS THE COMMON COUNCIL

- The Mayor or presiding officer may impose a time limit, collectively and individually, on the comments of citizens.
- The Chair may provide limited answers to public questions, but no debate.
- May ask for clarifying comments
- Take no action, except to place on a future Agenda if needed.

Consider a Public Comment Policy

- Comments must pertain to agenda items
- Three-minute time limit per person
- Maintain decorum



Rules of Order

- Sec. 2-48. - Parliamentary rules.
- (a) Absence of standing rule. In the absence of a standing rule, the council shall refer to Robert's Rules of Order, Newly Revised.



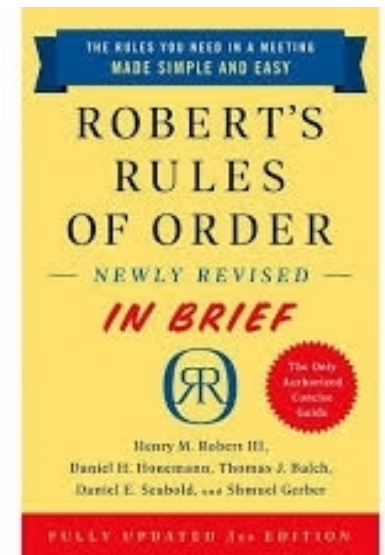
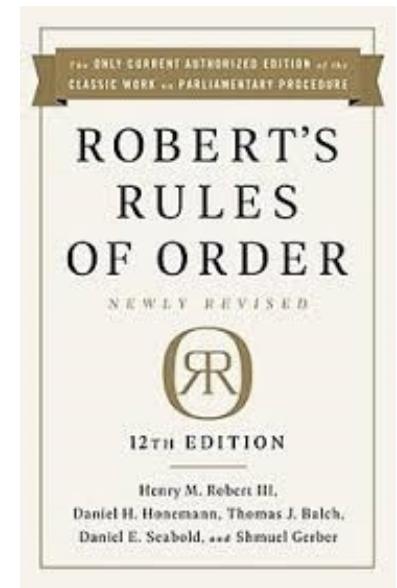
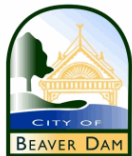
Meeting Procedures & Rules

- Facilitate a decision made by the majority
- Providing the ability to hear all views.
- Provide an orderly way to disagree without being disagreeable
- Sets expectations for the meeting process and conduct
- Sources of Meeting Rules
 - State statutes and the Constitution
 - Local Government Meeting Rules
 - Rules of Order (RONR)



Roberts Rules of Order

- Facilitate Discussion, Not Obstruct It
 - Justice and courtesy to all
 - Each proposition is entitled to full and free **debate** discussion
 - Address only one issue at a time
 - Common understanding
 - Substance over process
- Fairness to All
 - Majority
 - Respect the rights of the minority & individual Members
- Provide Order
 - The majority rules
 - Decorum



Decorum Rules For Elected Officials & Meeting Participants



The Golden Rule

TREAT OTHER PEOPLE THE
WAY YOU WOULD LIKE TO
BE TREATED

WITH RESPECT

- Stay on the Agenda
- Confine remarks to the pending issue
- Stay on Topic – Do not speak to an action not pending
- Refrain from speaking against your own motion
- Avoid (no) “negative” motions
- Refrain from actions that “disturb the assembly.”
- Respect – Golden Rule as a guiding principle



Motions and Regular Process

Step #1: The Motion.

A member says, "I move that we [states action being sought]"

Step #2: The Second

Another member says, "Second"

This simply means the item is worth discussing

Step #3: Restatement

The Mayor repeats the motion to ensure everyone is clear on the wording

Step #4: Debate

The board discusses the motion

Step #5: The Vote

The Mayor asks for "Ayes" and "Nays"

Step #6: Announcement

The Mayor declares, "The motion passes (or fails)"



Motions - Amendments

Step #1: The Motion

A board member makes a Main Motion (e.g., "I move we buy 10 blue chairs")

Step #2: Primary Amendment

A member moves to amend (e.g., "I move to strike 'blue' and insert 'red'")

Step #3: Secondary Amendment

A member moves to amend the amendment (e.g., "I move to strike 'red' and insert 'maroon'")

Step #4: Vote on Secondary

The group votes only on whether to change "red" to "maroon"

Step #5: Vote on Primary Amendment

The group votes on the primary amendment (as it may have been changed by the secondary)

Step #6: Vote on Main Motion

Finally, the group votes on the main motion "as amended"



ROBERT'S RULES OF ORDER CHEAT SHEET

YOU WANT TO...	YOU SAY...	MAY YOU INTERRUPT THE SPEAKER?	DO YOU NEED A SECONDER?	CAN IT BE DEBATED?	CAN IT BE AMENDED?	IS A VOTE REQUIRED?
INTRODUCE AN ITEM FOR CONSIDERATION	I move that/to...	No	Yes	Yes	Yes	Yes, majority
PROPOSE A CHANGE TO A MOTION	I move to amend the motion to...	No	Yes	Yes	Yes	Yes, majority
SEND A MOTION TO A COMMITTEE FOR FURTHER STUDY	I move to refer the motion to...	No	Yes	Yes	Yes	Yes, majority
POSTPONE DISCUSSION ON A MOTION UNTIL A LATER DATE	I move to table the motion until...	No	Yes	Yes	Yes, but only in regards to timeline	Yes, majority
CALL ATTENTION TO A RULE THAT HAS BEEN BROKEN	Point order.	Yes	No	No	No	No
SEEK CLARITY ON A TOPIC	Request for information	Yes, provided the question may be asked without being on the speaker's list	No	No	No	No
PROTEST THE CURRENT CONDITIONS IN THE ROOM	Point of personal privilege	Yes	No	No	No	No
PROTEST THE CURRENT RULING OF THE CHAIR	I move to appeal the decision of the Chair	Yes	Yes	Varies	No	Majority in the negative to reverse the decision of the Chair
LIMIT OR EXTEND DEBATE ON AN ITEM	I move to limit/extend the debate by...	No	Yes	No	Yes, but only the amount by which debate is being limited/extend	Yes, 2/3
END DEBATE ON AN ITEM	I call the question.*	No	Yes	No	No	Yes, 2/3
RECONSIDER A MOTION VOTED UPON EARLIER IN THE MEETING	I move to reconsider...**	No	Yes	Varies	No	Yes, majority
TAKE A BREAK	I move to recess for...	No	Yes	No	Yes, but only the length of time	Yes, majority
END THE MEETING	I move to adjourn...	No	Yes	No	No	Yes, majority

* Members who wish to call the question may not add to the discussion in any way immediately before calling the question.

** Only Members who were on the prevailing side may move a motion to reconsider. Members must state which side they voted in when moving to reconsider.



Robert 's Rules of Order Motions Chart

- <https://robertsrules.org/motions.htm>

**Part 1 - Main Motions. These motions are listed in order of precedence.
A motion can be introduced if it is higher on the chart than the pending motion.**

RONR §	Purpose	You Say:	Interrupt	2nd	Debate?	Amend?	Vote?
§21	Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20	Take a break	I move to recess ...	No	Yes	No	Yes	Majority
§19	Register complaint	I rise to ask a question of privilege	Yes	No	No	No	None
§18	Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17	Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16	Close debate (discussion)	I move the previous question ...	No	Yes	No	No	2/3rd
§15	limit or extend debate (discussion)	I move that discussion be limited to ...	No	Yes	No	Yes	2/3rd
§14	Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13	Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12	Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11	Kill main motion	I move that the motion be postponed indefinitely ...	No	Yes	Yes	No	Majority
§10	Bring business before assembly (a main motion)	I move that (to) ...	No	Yes	Yes	Yes	Majority



Robert 's Rules of Order Motions Chart

- <https://robertsrules.org/motions.htm>

Part 2 - Incidental Motions. No order of precedence.
These motions arise Incidentally and are decided immediately.

RONR §	Purpose	You Say:	Interrupt	2nd	Debate?	Amend?	Vote?
§23	Enforce rules	Point of Order	Yes	No	No	No	None
§24	Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies s	No	Majority
§25	Suspend rules	I move to suspend the rules	No	Yes	No	No	2/3rd
§26	Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3rd
§27	Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29	Demand a rising vote	I move of a rising vote	Yes	No	No	No	None
§33	Parliamentary law question	Parliamentary inquiry	Yes, if urgent	No	No	No	None
§33	Request for information	Point of Information	Yes, if urgent	No	No	No	None

Part 3 - Motions that bring a questions again before the assembly
No order of precedence. Introduce only when nothing else is pending.

RONR §	Purpose	You Say:	Interrupt	2nd	Debate?	Amend?	Vote?
§34	Take matter from table	I move to take from the table...	No	Yes	No	No	Majority
§35	Cancel previous action	I move to rescind ...	No	Yes	Yes	Yes	2/3rd or Majority with notice
§37	Reconsider motion	I move to reconsider...	No	Yes	Varies	No	Majority



Incidental Motions

- Incidental Motions - *Relates to the conduct of the meeting*
 - Division of a Question – *chair responds*
 - Point of Order – *chair responds*
 - Withdraw a Motion – *majority vote*
 - Appeal a Decision of the Chair - *Member motion & second*
 - Suspend the rules
 - Split a Main Motion containing two or more separate parts.
 - Decide amendments to complex main motions in separate parts



Privileged Motions

- Privileged Motion - *Relates to the meeting itself*
 - Raise a Question of Privilege – *chair responds*
 - Call for orders
 - Stick to the Agenda
 - Pressing issue
 - Raise a question of Privilege
 - Recess
 - specified length of time
 - Fix a time to adjourn
 - Adjourn – *majority vote*



Subsidiary Motions

- Subsidiary Motions - *Relates to the treatment of main motions*
- Lay on the Table (table motion) – *majority vote*
- Previous Question (close discussion) – *two-thirds vote*
- Amend – *majority vote*
- Postpone - majority
- Refer to Committee - majority
- Extend Debate – *two-thirds vote*



Side Trip on Voting



- Quorum must vote
- Unless a roll call vote, there is no record of an individual abstaining from a vote
- Not required to vote, *Wrezeski v. City of Madison*, 558 F. Supp. 664 (W.D. Wis. 1983)
- Conflicts of interest
 - Remove oneself from participation or voting
 - Do not have to disclose
 - Treated as absent for quorum and voting purposes, *Ballinger v. Door City*. 131 Wis. 2d 624 (Ct. App. 1986)



Side Trip on Voting



- Therefore, the individual with a conflict of interest must remove themselves from the meeting
- Suggest a roll call vote to note member removing themselves
- A member can change his/her vote before final result is announced. *45 RONR 408*
- Where there is a tie vote, the motion fails as there is no majority in favor



Side Trip on Voting - Abstentions



- Suggest voting present, versus abstaining
- Avoids potential quorum issues,
- Citizens expect your representation



Questions?



Resources



- **Local Government Center Website** - <https://lgc.uwex.edu/>
 - Effective Meetings - <https://lgc.uwex.edu/effective-meetings/>
 - Provides wealth of Parliamentary Procedure information, written and video format
- **Electronic Meetings** - <https://lgc.uwex.edu/update-government-meetings-during-covid-19-pandemic/>
 - Provides OOG, resolution templates, and webinar resources
- **Deliberative Governance** - <https://lgc.uwex.edu/deliberative-governance/>
 - Provides deliberative governance tools, guides and web resources
- **League of Wisconsin Municipalities**,
 - Handbook for Wisconsin Municipal Officials
 - The conduct of Village Board Meetings
 - The Conduct of Village Board Meetings
 - Local Government Options for Conducting Meetings Remotely
- **Robert's Rules of Order Newly Revised** – 12th Edition 2020
- **Office of Open Government**, <https://www.doj.state.wi.us/office-open-government/office-open-government>. Public Records/Open Meetings (PROM) Help Line: 608-267-2220
- **Bill Oemichen and Daniel Foth**, Local Government Center, UW Madison - Division of Extension woemichen@wisc.edu and Daniel.Foth@wisc.edu



Thanks!

Local Government Education University of Wisconsin-Madison Division of Extension

William L. Oemichen, J.D.
Professor of Practice – Law
Local Government Education Program
woemichen@wisc.edu
(608)-262-9960

