

TOWN OF PLEASANT SPRINGS

THE ANNUAL MEETING

PURPOSE

The Annual Meeting is a cornerstone of the town form of government. Town electors may introduce and vote on matters as provided by state statute. Residents attending the Annual Meeting may only act on those things specified in §60, WI Stats. Electors must be 18 or more years old and residing in the town for at least 28 days before the meeting.

REQUIRED PROCEDURES FOR ANNUAL MEETING (WI. STATS. 60.11)

WHEN: Third Tuesday in April, or within 10 days thereafter.

WHERE: Location of previous Annual Meeting; Only the Town Board may change the location and public notice is necessary if changed.

NOTICE: No notice is required if the meeting is held on the 3rd Tuesday of April; notices are posted at the three posting boards.

PRESIDING OFFICER: The Town Chairperson is the presiding officer of the Annual Meeting. The Chairperson is given broad statutory authority to decide how the meetings will be conducted. This includes the power to state the business to be transacted and the order in which the items will be taken up, regulate the proceedings, decide all questions of order and declare which votes passed. The Chairperson should have a clear idea of areas in which the Town Meeting has legal authority, to be able to indicate whether a matter being taken up is binding or advisory.

PARLIAMENTARY PROCEDURE: Robert's Rules of Order is used.

ACTIONS BY VOTE: All actions of a town meeting shall be by vote. All questions shall be decided by a majority of the electors voting. Votes may be by ballot, show of hands, standing, or voice vote. Only town electors may vote or otherwise officially participate in the Annual Meeting. For example, a nonresident property owner may address the Annual Meeting on a particular subject, but may not make a motion with respect to the subject or vote on it.

RECONSIDERATION OF ACTIONS: Actions may be reconsidered within one hour of the annual meeting, or at a Special Town Meeting.

QUORUM: A quorum is not required. Town officers are electors and are entitled to vote and/or make motions.

GENERAL POWERS OF THE TOWN MEETING (WI. STATS. 60.11)

Although the Annual Town Meeting is the opportunity for all town electors to meet and vote on various matters, the Annual Meeting has only the powers authorized by statute. If an Annual Meeting adopts a motion beyond its statutory authority, it is not binding on the Town Board.

Issues raised that are not a town meeting power should be declared "out of order" and no vote taken. The Chairman may wish to take an "advisory vote" on a certain issue, but should declare that it is not a power of the town meeting and is only advisory to the Town Board.

AUTHORIZED DIRECT ACTIONS

Electors may do the following:

- Levy taxes
- Fix compensation of Town offices
- Combine certain offices
- Provide for appointment by Town Board of the town clerk, town treasurer, or both, or of the combined office of town clerk and town treasurer
- Establish or abolish the office of Constable
- Establish Town Board members by numbered seats
- Provide for the nomination of candidates for elective town offices at a nonpartisan primary election

May grant authority to the Town Board to:

- Raise money
- Purchase land or buildings
- Exercise village powers
- Issue general obligation bonds
- Purchase, lease or construct buildings for the use of the town
- Dispose of town property
- Appropriate money for conservation of natural resources
- Fix the compensation for elective town offices
- Set the hourly wage of certain town employees