



The Village Board of Nelsonville, Wisconsin, does ordain as follows, the guidelines for establishing village committees, commissions and boards.

A. Classifications. There are three types of review bodies established by the village board. They are:

- 1) Standing committees, commissions, and boards.
- 2) Special (statutory) boards and commissions.
- 3) Ad hoc committees.

B. Definitions of classifications. As used in this section, the following terms shall have the meanings indicated:

1) **STANDING COMMITTEES, COMMISSIONS, AND BOARDS**

Standing committees, commissions, and boards are those bodies which are appointed by the village president subject to confirmation of the village board and which shall meet regularly to conduct required business of the committee.

2) **SPECIAL STATUTORY BOARDS AND COMMISSIONS**

Special statutory boards and commissions are those bodies whose composition, duties and functions are specifically prescribed by the Wisconsin Statutes. Members are appointed by the president subject to confirmation of the village board.

3) **AD HOC COMMITTEES**

Ad hoc committees are created for a special purpose and for a limited duration of time. They may be created and their members appointed by the president subject to confirmation of the village board. When the ad hoc committee has fulfilled the charge given to it by the president, the committee shall be disbanded.

C. Classifications of existing committees, commissions, and boards. The existing committees, commissions, and boards of the village are classified as follows:

- 1) Standing committees, commissions, and boards.
 - i. Parks Commission. [Ordinance # 2017-01]
- 2) Special statutory boards and commissions.
 - i. Planning and Zoning Commission
 - ii. Zoning Board of Appeals
 - iii. Board of Review

D. Meetings: standing committees, commissions, and boards. All standing committees, commissions, and boards shall meet at regularly scheduled days and times. Meetings shall be noticed by the village clerk in accordance with Ch. 19, Wis. Stats. Special meetings may be

called by the chair and any two committee, commission, or board members upon written request therefor the village clerk.

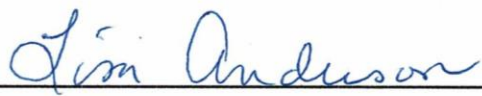
- E. Quorum. Every commission, committee, or board is deemed to have a quorum present for the purpose of transacting business if a majority of the voting members are present, unless this Code or statutes require a different quorum, in which case such provisions shall apply.
- F. Records and reports. Every commission, committee or board shall keep written summary of its proceedings and shall file copies of same with the village clerk.
- G. Procedure. Every commission, committee or board shall elect a chairperson and secretary.
- H. Appointments.
 - 1) Except as otherwise provided herein, the village president shall appoint trustee and citizen members for village standing, special or ad hoc village board, committee or commission.
 - 2) Membership is appointed annually by the village president and confirmed by the village board at its annual organizational meeting to be held by the village board at their meeting after the first Tuesday in April.
 - 3) The village president shall, subject to confirmation by the village board, have the authority to appoint any village board member to serve as an alternate member of any standing, special or ad hoc board, committee or commission when the regular appointee is not able to attend.
 - i. In the event the position of village president is vacant as defined by the Wisconsin statutes for a period of more than 30 days, the village board may appoint a trustee to serve as an alternate member of any standing, special or ad hoc board, committee or commission, when the regular appointee is not able to attend.
 - 4) Any appointment pursuant to § H(1) or (2) shall be made by submitting a request in writing to have the nominee's name placed on an agenda for consideration at an upcoming village board meeting. The board shall determine what background information, if any, shall be provided in support of the nomination.
 - 5) Any alternate appointed pursuant to this subsection:
 - i. May receive an appointment limited to a specific meeting or a specified period of time; and
 - ii. Shall have full voting authority.
- I. Filling Vacancies.
 - 1) In the event the position of village president is vacant as defined by the Wisconsin Statutes for a period of more than 30 days, a village trustee shall have the right to nominate any trustee or citizen for a vacant position on a standing, special or ad hoc board, committee or commission by submitting a request in writing to have the nominee's name placed on an agenda for consideration at an upcoming village board meeting.
 - 2) In the event any citizen position on a standing, special or ad hoc board, committee or commission remains vacant for a period exceeding 60 days, any village board member may nominate a citizen for the vacant position by submitting a request in writing to

have the nominee's name place on an agenda for consideration at an upcoming village board meeting.

- 3) Any nomination made pursuant to § I(1) or (2) shall be made by submitting a request in writing to have the nominee's name placed on an agenda for consideration at an upcoming village board meeting. The board shall determine what background information, if any, shall be provided in support of the nomination.

Adopted on this 15th day of August, 2018.

Signed: 
Robert Bailey, Village President

Signed: 
Lisa Anderson, Clerk/Treasurer