

MUNICIPAL CODE OF THE VILLAGE OF CASCO

CHAPTER 3

VILLAGE BOARD MEETINGS

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3.01 MEETING TIME AND DATE.

(1) Regular Meetings. Regular meetings of the Village Board shall be tentatively held on the first Tuesday of each calendar month at 6:30 p.m. Any regular meeting falling on a legal holiday or election shall be held on the next day or week at the same hour and place.

(2) Special Meetings. Special meetings of the Board may be called by 2 Trustees by filing a written request with the Clerk at least 24 hours prior to the time specified for such meeting. The Clerk shall immediately notify each Trustee of the time and purpose of such meeting. The notice shall be delivered to each Trustee personally or left at his usual place of abode. The Clerk shall cause an affidavit of service of such notice to be filed in her office prior to the time fixed or such special meeting. Special meetings may be held without notice when all members of the Board are present, or consent in writing to the holding of such meeting. Unless all Trustees are in attendance, no business shall be transacted at a special meeting except for the purpose stated in the notice thereof.

(3) Place of meetings. All meetings of the Board, including special and adjourned meetings, shall be held in the Village Hall.

(4) Quorum. Three Trustees, including the Village President, shall constitute a quorum but a lesser number may adjourn from time to time or compel the attendance of absent members. A call of the house may be ordered by majority vote if 2 Trustees are present. Any Trustee who shall without good cause fail to attend a regular or adjourned meeting or special meeting called in accordance with these rules shall be subject to a fine of \$5 by vote of all members present at such meeting whether or not such members constitute a quorum.

3.02 ORDER OF BUSINESS.

The business of the Village 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 specified date.)
3. Reading, correction and approval of minutes of previous meeting.
4. Reading of bills and presenting for payment.
5. Committee reports.
6. Unfinished business from previous meeting.
7. New business, including introduction of ordinances and resolutions.
8. Reports of Village officers.
9. Communications and miscellaneous business.

3.03 PRESIDING OFFICER.

(1) Control of Meeting. The village President shall preserve order and conduct the proceedings of the meeting. A member may appeal from the decision of the presiding officer. Such appeal is not debatable and must be sustained by a majority of the members present, exclusive of the presiding officer.

(2) Absence of President. If the President is absent at any meeting, the Clerk shall call the meeting to order and preside until the Board selects a Trustee to preside for that meeting.

(3) Participation in Debate. The presiding officer may speak upon any question or make any motion if he vacates the chair and designates a Trustee to preside temporarily.

3.04 ORDINANCES AND RESOLUTIONS.

Ordinances, resolutions, bylaws, communications and other matters submitted to the Board shall be read by title and author and referred to the appropriate committee by the President. No ordinance, resolution or bylaw shall be considered unless presented in writing by a Trustee. Unless requested by a Trustee before final vote is taken, no ordinance, resolution or bylaw need be read in full.

3.05 GENERAL RULES.

The deliberations of the Board shall be conducted in accordance with the parliamentary rules contained in Robert's Rules of Order, Newly Revised, which is hereby incorporated in this section by reference. No person other than a member shall address the Board except by majority vote of the members present. No ordinance, resolution or other motion shall be discussed or acted upon unless it has been seconded. No motion shall be withdrawn or amended without the consent of the person making the same and the person seconding it.

3.06 SUSPENSION OF RULES.

These rules or any part thereof may be temporarily suspended in connection with any matter under consideration by a recorded vote of 2/3 of the members present.