

CODE OF ORDINANCES
Town of Willard, Rusk County, Wisconsin

CHAPTER 3
TOWN MEETINGS

3.01 ANNUAL TOWN AND SPECIAL MEETINGS

- (1) TITLE AND PURPOSE.** This ordinance is entitled the "Town of Willard Town Meetings Ordinance". The purpose of this ordinance is to set forth the powers and duties of Town officials and document them for the public as well as members of the Town Board.
- (2) AUTHORITY.** The Town Board has the specific authority under Wisconsin Statutes, and the Town's Village Powers, to adopt and enforce this ordinance.
- (3) ADOPTION OF ORDINANCE.** By adoption of this ordinance, The Town Board confirms the specific statutory authority, powers, and duties noted above, to establish the powers and duties of the Regular and Special Town Meetings of the residents of the Town.
- (4) REQUIREMENT FOR ANNUAL MEETING.**
- (a) **The Town shall** hold the Annual Town Meeting on the third (3rd) Tuesday of April. The Annual Town Meeting shall be held at the Town Hall at N 1510 Highway 27, Conrath, Wisconsin. No agenda is required for the Annual Town Meeting. The Town Board need not provide public notice of the Annual Town Meeting unless the date, or location, has been changed. If the Town Board decides to provide public notice of the Annual Town Meeting, the Town Clerk shall publish a Class 2 notice of the Annual Town Meeting per Section 3.02(7) of this ordinance.
- (b) **Recess.** If the Town Chair is unable to attend the Annual Town Meeting, elected Town Officials may meet on the third (3rd) Tuesday in April, call the meeting to order, and request a motion to recess to a date and time certain. The second meeting shall be held within thirty (30) days after the date of the original Annual Town Meeting. The meeting is then adjourned, and the Town Clerk shall publish a Class 2 notice of the second meeting.
- (5) CHANGE OF MEETING DATE.**
1. The Town of Willard Annual Town Meeting may be set on a date different than the third (3rd) Tuesday of April only if all the following apply:
- a. The prior Town of Willard Annual Town Meeting selected a different date.
- b. The date selected is within ten (10) days after the third (3rd) Tuesday of April.
2. With a different date selected, the Town Clerk shall publish a Class 2 notice of the Annual Town Meeting.
- (6) CHANGE OF MEETING LOCATION.** If the Town Board changes the location of the Annual Town Meeting, the Town Clerk shall publish a Class 2 notice.
- (7) JURISDICTION OF ANNUAL TOWN MEETING.**
- (a) **Business.** The Town of Willard meeting may transact any business at the Annual Town Meeting, or at any properly adjourned Annual Town Meeting, over which the Annual Town Meeting has legal jurisdiction. The Annual Town Meeting, or any properly adjourned Annual Town Meeting, shall not transact business where the legal jurisdiction to transact that business is with the Town Board.
- (b) **Advisory Notes.** The Town Meeting may take advisory votes on matters that pertain to actions that could, or should, be taken by the Town Board.
- (8) PRESIDING OFFICER OF ANNUAL TOWN MEETING AND SPECIAL TOWN MEETING.**
- (a) **Presiding Officer.** The Annual Town Meeting and any other Special Town Meeting shall have as the presiding officer the Town Chair. If the Town Chair is absent, another member of the Town Board shall be elected the presiding officer of the Annual Town Meeting or Special Town Meeting by a majority vote of the qualified electors of the Town of Willard present and voting at the annual or special meeting. If no member of the Town Board is present, the qualified electors at the Annual Town Meeting or Special Town Meeting shall elect the presiding officer of such meeting by a majority vote of the qualified electors present and voting.
- (b) **Per Diem.** If the Annual Town Meeting is held in a year when the office of Town Chair is filled by election, the person holding the position of Town Chair, on the date prior to the election to fill the office of Town Chair, shall preside as presiding officer of the Annual Town Meeting. The Town Chair is entitled to receive any per diem which is ordinarily paid to a presiding officer of the Annual Town Meeting. If such person is absent from the Annual Town Meeting the presiding officer of the Annual Town Meeting shall be chosen under paragraph (a) noted above.

- (9) ORDER OF BUSINESS OF ANNUAL TOWN MEETING, AND SPECIAL TOWN MEETING.** At the Annual Town Meeting, or at any other Special Town Meeting, the presiding officer of the Annual Town Meeting, or Special Town Meeting, shall state the business to be transacted, and the order in which the business will be considered. No proposal by any person to levy a tax for the Town of Willard, except a tax to defray necessary Town of Willard expenses, shall be acted on out of the order stated by the presiding officer of the Annual Town Meeting or Special Town Meeting.
- (10) METHOD OF ACTION BY ELECTORS.** At the Annual Town Meeting, or at any other Special Town Meeting, all action shall be by vote. All questions shall be decided by the majority of the qualified electors present and voting. Only qualified electors may vote at an Annual Town Meeting or Special Town Meeting.
- (11) ENFORCEMENT AUTHORITY AT ANNUAL TOWN MEETING AND SPECIAL TOWN MEETING.** The presiding officer of the Annual Town Meeting or Special Town Meeting shall maintain order and decorum. The presiding officer of the annual or Special Town Meeting may order any person to leave such meeting if this person has conducted himself or herself in a disorderly manner and has persisted on such conduct after being requested by the presiding officer of the annual or Special Town Meeting to cease such conduct. If the person refuses the order of the presiding officer of the Annual, or Special Town Meeting, the presiding officer then may order a constable or other law enforcement officer to take the person into custody until the annual or Special Town Meeting is adjourned.
- (12) RECONSIDERATION OF ACTIONS.**
- (a) **Time Limit.** At the Annual Town Meeting or Special Town Meeting, a vote may be only reconsidered at the same Annual or Special Town Meeting at which the vote was taken if the qualified electors, at the Annual or Special Town Meeting, vote to reconsider within one (1) hour after the initial vote was taken.
 - (b) **Subsequent Town Meeting.** No action of the Annual Town Meeting or Special Town Meeting may be reconsidered at a subsequent Special Town Meeting held prior to the next Annual Town Meeting unless a Special Town Meeting is convened pursuant to Wisconsin Statutes and the written request or call for a Special Town Meeting which states that the purpose for the Special Town Meeting is reconsideration of prior action taken at a prior Annual Town Meeting or at a prior Special Town Meeting.
 - (c) **Continuing Resolution.** For directives or grants of authority to the Town Board a continuing Resolution remains in effect until rescinded at a subsequent Town Meeting by a number of electors equal to or greater than the number of electors who voted for the original Resolution.
- (13) TOWN CLERK DUTIES AT ANNUAL TOWN MEETING AND SPECIAL TOWN MEETING.**
- (a) **Town Clerk.** At the Annual Town Meeting, or at any other Special Town Meeting, the Town Clerk shall serve as clerk of the Annual Town Meeting or of the Special Town Meeting. If the Town Clerk is absent the Deputy Town Clerk shall serve as clerk of such meeting. If the Town Clerk and the Deputy Town Clerk are both absent the presiding officer at such meetings shall appoint a clerk protem as clerk for the Annual Town Meeting or for the Special Town Meeting.
 - (b) **Minutes and Poll List.** The clerk of the Annual Town Meeting or Special Town Meeting shall keep the minutes of said meeting. The clerk of the Annual Town Meeting or Special Town Meeting shall keep a poll list of electors if required by prior Annual Town Meeting actions with the poll list to contain the names and addresses of every elector voting at the Annual Town Meeting or Special Town Meeting. The Minutes of the Annual Town Meeting or Special Town Meeting shall be signed by the clerk of said meeting and these minutes shall be filed in the office of the Town Clerk within five (5) days after the Annual Town Meeting or Special Town Meeting.
- (14) SPECIAL TOWN MEETING.**
- (a) **Calling Special Meeting.** In the Town of Willard, a Special Town Meeting may be convened if called by:
 1. Any Annual Town Meeting or Special Town Meeting
 2. Written request, signed by a number of electors equal to but not less than ten percent (10%) of the votes cast in the Town of Willard for governor at the last general election as filed with the Town Clerk of the Town of Willard
 3. The Town Board
 - (b) **Meeting Request or Call.** Special Town Meeting request or Special Town Meeting call shall contain the time, date, and purpose of the Special Town Meeting. The location of the Special Town Meeting shall be where the preceding Annual Town Meeting was held, unless the location is changed by the Town Board. A Special Town Meeting may be reconvened to a time and date certain if the resumed Special Town Meeting is held within thirty (30) days of the originally scheduled Special Town Meeting.
 - (c) **Business and Public Notice.** Any business which may be transacted by the Annual Town Meeting may be transacted at a Special Town Meeting. The Town Clerk shall, not more than twenty (20) days nor less than fifteen (15) days before the date of the Special Town Meeting, publish a Class 2 public notice of the Special Town Meeting under Wisconsin Statutes. The public notice shall state the purpose, date, time, and location of the Special Town Meeting in at least one public place likely to give notice to persons affected and placed electronically on an Internet site maintained by the municipality.
- (15) SPECIFIC STATUTORY AUTHORITY, POWERS, AND DUTIES.**
- (a) **Direct Powers.**
 1. Raise Money. The Town Meeting may raise money, including levying taxes, to pay for expenses of the Town, unless the authority has been delegated to the Town Board.
 2. Town Officers and Officers. The Town Meeting may fix the compensation of elective Town offices unless the authority has been delegated to the Town Board for non-voting officers.
 3. Combined Offices of Town Clerk and Town Treasurer. The Town Meeting of the Town of Willard may combine the offices of Town Clerk and Town Treasurer.
 4. Combined Offices of Town Clerk and Town Assessor. The Town Meeting of the Town of Willard may combine the offices of Town Assessor and Town Clerk.

5. Office of Town Constable. The Town Meeting of the Town of Willard may establish or abolish the office of Town Constable and establish the number of constables. Such action is effective at the end of the then current election term.
 6. Designation of Full-Time or Part-Time Status for Town Clerk and Town Treasurer.
 - a. The Town Meeting of the Town of Willard may designate the office of Town Clerk, Town Treasurer, or the combined offices of Clerk and Treasurer as part-time.
 - b. The Town Meeting of the Town of Willard has designated the following officers of the Town of Willard as part-time: Town Clerk, Town Treasurer.
 7. Election of Town Officers. The Annual Town Meeting of the Town of Willard may adopt a plan under Section 5.60(6), Wisconsin Statutes, to elect Town board supervisors at large to numbered seats.
 8. Nomination of Officers. The Town Meeting may provide for the nomination of candidates for elective Town offices at a nonpartisan primary election.
 9. Public Waterways. The Town Meeting may appropriate money for the improvement and maintenance of a public waterway.
 10. Cemeteries. The Town Meeting of the Town of Willard may authorize the acquisition and conveyance of cemeteries.
 11. Administrator Agreements: The Town Meeting may approve agreements to employ an administrator to serve at the pleasure of the Board or for a fixed term of not more than three (3) years.
- (b) **Directives or Grants of Authority to Town Board.**
1. Raise Money. The Town Meeting may authorize the Town Board to raise money, including levying taxes, to pay for expenses of the Town.
 2. Exercise of Village Powers.
 - a. The Town Meeting may authorize the Town Board to exercise powers of a village board. A resolution adopted under this paragraph is general and continuing.
 - b. The Town Meeting of the Town of Willard did on April 18, 1998, authorize the Town Board to exercise Village Powers. Such powers were confirmed by Town Meeting Resolution dated April 18, 1998.
 3. General Obligation Bonds. The Town Meeting may authorize the Town Board to issue general obligation bonds in the manner and for the purposes provided by law.
 4. Purchase of Land. The Town Meeting may authorize the Town Board to purchase any land within the Town of Willard for present or anticipated Town purposes.
 5. Town Buildings. The Town Meeting may authorize the Town Board to purchase, lease or construct buildings for the use of the Town to combine for this purpose the Town of Willard funds with those of a society or corporation doing business or located in the Town of Willard and to accept contributions of money, labor, or space for this purpose.
 6. Disposal of Property. The Town Meeting may authorize the Town Board of the Town of Willard to dispose of Town property, real or personal, other than property donated to and required to be held by the Town for a special purpose.
 7. Exercise of Certain Zoning Authority. The Town Meeting may, under Village Powers, authorize the Town Board to adopt and enforce Town Zoning ordinances.
 8. Watershed Protection, and Soil and Water Conservation. The Town Meeting may authorize the Town Board to engage in watershed protection, soil conservation, or water conservation, activities beneficial to the Town of Willard.
 9. Appointed Assessors. The Town Meeting may authorize the Town Board to select assessors by appointment.
 10. Compensation of Elective Town Offices. The Town Meeting may authorize the Town Board to fix the compensation of elective Town offices.
- (c) **Authorization of Town Board to Appropriate Money.**
1. The Town Meeting may authorize the Town Board to appropriate money in the next annual budget for: conservation of natural resources by the Town of Willard, or a bonafide non-profit organization.
 2. Civic Functions: Civic and other functions.
 3. Insect, Weeds, and Animal Diseases: The control of insect pests, weeds or plant or animal diseases within the Town.
 4. Rural Numbering Systems: Posting signs and otherwise cooperating with the county in the establishment of a rural numbering system.
 5. Cemetery Improvements: The improvement of cemeteries.

3.02 OPEN MEETINGS

- (1) **TITLE AND PURPOSE.** This ordinance is entitled the 'Town of Willard Open Meeting Ordinance'. The purpose of this ordinance is to document for the public and members of the Town Board the obligations, responsibilities, and procedures to comply with the State Open Meeting Law.
- (2) **AUTHORITY.** The Town Board has the specific authority, powers, and duties pursuant to Wisconsin Statutes, to manage and direct public meetings in the Town of Willard to comply with the State Open Meeting Law.
- (3) **ADOPTION OF ORDINANCE.** The Town Board has, by adoption of this ordinance, confirmed the statutory authority, powers and duties of the Town of Willard officers and has established, by the above noted chapters and this ordinance, the powers and duties of the Town Board, Town of Willard employees and Town officers related to properly manage and direct Town Meetings under the State Open Meeting Laws.
- (4) **OPEN PUBLIC MEETINGS.** All meetings of the Town Board shall be held in open session, and shall be open to the public, except as noted in paragraph (9). In addition, all meetings of any committees, any commissions, any agencies, and boards and any other special government units of the Town shall be held in open session, and open to the public, except as noted in paragraph (9).

(5) PUBLIC NOTICE OF MEETINGS.

- (a) **General Public Notice.** All meetings of the Town Board and all meetings of any committees, any commissions, any agencies, any boards, or any other special government units of the Town shall provide public notice of these meetings pursuant to Wisconsin Statutes and this ordinance.
- (b) **Responsible Person.** The Town Chair, or his or her designee and the chair or presiding officer of any committee, commission, agency, board, or any other special government unit of the Town, or his or her designee, shall be the responsible person to communicate orally or in writing notice of any meeting to any concerned media who have filed a written request for such public notice of meetings and to any official newspaper for the Town of Willard.
- (c) **Additional Notice to Media.** In addition to the above noted, the Town Clerk shall forward a copy of the adopted meeting annual calendar of the Town Board to any concerned media and to any official newspaper for the Town within thirty (30) days of its adoption. The Town Clerk shall forward any change by the Town Board in its annual meeting calendar related to the time or date of a regular meeting or to the location of a regular public meeting within seven (7) days of the formal change.
- (d) **Time for Notice.** The public notice of any meeting of the Town Board and the public notice of any meeting of any special office, committee, commission, agency, board or any other special government unit of the Town shall be given at least twenty-four (24) hours prior to the commencement of the meeting, unless for good cause such public notice is impossible or impractical in which case, shorter notice may be given, but in no case may public notice of any meeting be provided less than two (2) hours in advance of the meeting.
- (e) **Elements of Notice.** Any written public notice of any meeting shall set forth the time, date, place, and subject matter of the meeting, including any possible closed meeting and any subject matter intended for consideration of any possible closed session. The actual form of the written public notice shall be used that is reasonably likely to apprise members of the general public, any concerned media, and the official newspaper of the meeting.

(6) SPECIAL GOVERNMENT UNITS.

- (a) **Special Government Units Notice.** Any committee, commission, agency, board, or other special government unit of the Town shall comply with Chapter 19, Wisconsin Statutes, and the sections of this ordinance. Any committee, commission, agency, board, or other special government unit shall, in addition, provide a written copy of a public notice of any meeting to the Town Clerk or to the Deputy Clerk of the Town of Willard prior to any meeting.
- (b) **Exceptions.** The special government unit need not provide such public notice if all the following conditions are met.
 - 1. The special government unit is a formally constituted committee, or subcommittee, of the Town Board.
 - 2. The committee, or subcommittee, of the Town Board is meeting during a lawful meeting of the Town Board, during a recess of a lawful meeting of the Town Board, or immediately after adjournment of a lawful meeting of the Town Board.
 - 3. The committee, or subcommittee, of the Town Board is meeting for the purpose of discussing or acting upon a matter which was the subject of the meeting of the Town Board.
 - 4. The committee, or subcommittee, of the Town Board is meeting for the purpose of discussing or acting upon a matter which was the subject of the meeting of the Town Board.
 - 5. The Town Chair publicly announces the time, place, and subject matter of the meeting of the committee or subcommittee in advance at the meeting of the Town Board.

(7) POSTING AND PUBLISHING OF PUBLIC NOTICE.

- (a) **Posting.** At minimum, the responsible person to provide any public notice or his or her designee shall post written public notice of any meeting of the Town Board, and any meeting of any committee, commission, agency, board, or any other special government unit of the Town at, or near, the following locations:
 - 1. Town Hall
 - 2. River Country Co-op Convenience Store
 - 3. Placed electronically on an Internet site maintained by the municipality
- (b) **Publishing.** In lieu of, or in addition to, the above noted written posting of the public notice for the meeting of the Town Board and any other special government units noted herein; proper written public notice may be achieved by the Town Chair or his or her designee by publishing a Class 1 notice for any meeting of the Town Board or any other government units noted herein, in the Town of Willard official newspaper and by publishing public notice of any meeting at the discretion of the Town Chair of the Town Board, and in any other publication likely to apprise the general public of the meeting. Publication of the public notice of a meeting in the official newspaper or in any other publication is not required by this ordinance except as noted below.
 - 1. Annual Town Meeting Dates and Location: Any Annual Town Meeting that has been established at a date different than the third (3rd) Tuesday of April, or established at any location different than the location of the last Annual Meeting, shall require that the Town Clerk publish a Class 2 notice stating the date, time, and location of the Annual Town Meeting. In lieu of publication, The Town shall post the Annual Meeting notice in one physical location, and a town-maintained website. Notice shall be posted at least fifteen (15), and not more than twenty (20), days in advance of the meeting, and left up until the meeting.
 - 2. Special Town Meeting Date and Location: Any Special Town Meeting that has been established shall require that the Town Clerk or his or her designee publish a Class 2 notice stating the purpose, date, time, and location of the Special Town Meeting. The time for publication shall be not more than twenty (20) nor less than fifteen (15) days prior to the Special Town Meeting.

(8) RECORDING, BROADCASTING AND PHOTOGRAPHING OF MEETINGS.

- (a) **General Media Coverage Rule.** Any concerned media, the official newspaper of the Town, or any other person, may broadcast, photograph, or record any part or all of any open session of an Annual Town Meeting, a Special Town Meeting, a meeting of the Town Board, or any meeting of any special office, committee, commission, agency, board, or any other special government unit of the Town covered by this ordinance.
- (b) **Exceptions.** The Town Chair or the chair or presiding officer of any Town Meeting or any other Town government meeting of the Town, its officers or its employees may, prior to or at the meeting establish reasonable standards for the location and placement of any broadcasting, photography or recording devices. No person shall broadcast, photograph, or record any matter or persons at any government meeting in the Town of Willard in such a manner to unreasonably interrupt the deliberations and discussions nor unreasonably block the view or the opportunity to hear any person at any Town of Willard government meeting.

(9) EXCEPTIONS TO OPEN MEETING.

(a) Procedure for Closed Session.

- 1. Any meeting of the Town Board and any public meeting of any committee, commission, agency, board, or any other special government unit may be held in the closed session upon a motion for a closed session duly made and carried by a roll call vote of the members. The vote shall be conducted in a manner to allow the public to ascertain how each member of the Town Board or each member of the committee, commission, board, or any other special government unit of the Town voted on the motion. The actual vote for a closed session shall be recorded in the minutes by the recording officer of the meeting with a clear identification of the names of the members voting for the motion and the names of the members opposing the motion. Prior to the adoption of the motion, the Town Chair or the presiding officer of the meeting formally shall, at the open meeting portion, announce to all persons at the meeting the nature of the business or matter to be considered at such closed session and shall also formally announce the specific closed meeting exemption and subsection under Chapter 19, Wisconsin Statutes.
- 2. No person in the closed session shall bring before any closed session meeting any business, or matter, except that business, or matter, which relates to the business, or matter, contained in the formal announcement of the closed session by the Town Chair, or by the presiding officer of the public meeting.

(b) Purposes for Closed Session. A closed session of the Town Board or a closed session of any special office, committee, commission, agency, board, or any other special government unit of the Town may be held for the following purposes:

- 1. Deliberation concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before the Town Board or before any special office, committee, commission, agency, board, or any other special government unit of the Town.
- 2. Dismissal, demotion, licensing, or discipline as follows:
 - a. considering dismissal, demotion, licensing, or discipline of:
 - 1.) Any public employee for the Town.
 - 2.) Any person licensed by the Town.
 - 3.) Any special office, committee, commission, agency, board, or any other special government unit of the Town.
 - b. The investigation of charges against any person by the Town may be done provided that the public employee or person licensed is given actual notice of any evidentiary hearing by the Town Board or by any committee, commission, agency, board, or any other special government unit of the Town prior to the final action being taken by said Town Board or the committee, commission, agency, board or any other special government unit of the Town and the open meeting notice of the public meeting at which final action may be taken. The actual notice shall contain a statement that the person has the right to demand that the evidentiary hearing or meeting be held in open session.
 - c. The above paragraphs do not apply to any evidentiary hearing or meeting of the Town Board or any committee, commission, agency, board, or any other special government unit of the Town where the public employee or person licensed requests in writing prior to the meeting or hearing to the Town Clerk that an open session be held.
- 3. Considering employment, promotion, compensation, or performance evaluation data of a public employee of the Town where the Town Board of the Town or any committee, commission, agency, board, or any other special government unit of the Town has jurisdiction over the public employee or exercises responsibility for the public employee.
- 4. Considering specific strategy for crime detection or prevention in the Town.
- 5. Deliberating or negotiating the purchasing of public property for the Town or for any committee, commission, agency, board, or other special government unit of the Town or conducting other specified public business for the Town or for any special office, committee, commission, agency, board, or any other special government unit of the Town whenever competitive or bargaining reasons require a closed session.
- 6. Considering financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or investigation of charges against specific persons except where paragraph (b) applies, which, if discussed in public, would be likely to have substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.
- 7. Conferring with legal counsel for the Town Board of the Town or for any committee, commission, agency, board, or any other special government unit of the Town about litigation which exists or is likely to arise.
- 8. Consideration of requests for confidential written advice from any ethics board established by and for the Town Board; i.e., an Economic Adjustment Program (business).
- 9. Such other purposes, as may be allowed by Wisconsin Statutes, as it amended from time to time, and relevant Case Law.

(c) Exceptions.

1. The Town Board and any committee, commission, agency, board, or any other special government unit may not commence a meeting, subsequently convened in closed session, and thereafter reconvened in open session within twelve (12) hours after completion of the closed session, unless public notice of such subsequent open session was given at the same time and in the same manner as the public notice of the meeting convened prior to the closed session. For this purpose, the officer or designee effecting notice may use the phrase *'The board may reconvene in open session to consider other topics.'*
2. Neither the Town Board, any committee, commission, agency, board or any special government unit of the Town nor any member of the above-noted, nor any person shall construe this ordinance to authorize the Town Board or any special office, committee, commission, agency, board or any other special government unit of the Town to consider at a closed session meeting the final ratification or approval of any collective bargaining agreement where this agreement has been negotiated by the Town Board or by any special office, committee, commission, agency, board or any other special government units of the Town or on their behalf.

(10) EXCLUSION OF MEMBERS.

- (a) **No member of the Town Board** may be excluded from an open or closed meeting of the Town Board and no member of the body may be excluded from any meeting of a subunit of that governmental body.
- (b) **No member of the Town Board** that has or believes he or she has any direct or indirect conflict or conflicts as noted shall knowingly attend or continue to remain at any closed or open meeting of any committee, commission, agency, board, or any other special government units of the Town where at these meeting items related to the conflict will be discussed and/or will be voted upon.
- (c) **The Town Clerk shall** have the right to attend all closed sessions of the Town Board unless the Town Board by a majority vote excludes the Town Clerk from any particular closed session.

(11) STATE LAW. The Town Board and any member of any committee, commission, agency, board, or any other special government units of the Town shall comply with all applicable provisions of the State Open Meeting Law Chapter 19, Wisconsin Statutes. Any meeting established, notices provided and any employee and by any agents of the Town of Willard shall comply with all applicable provisions of the State Open Meeting Law, as it may be amended and interpreted from time to time.

3.03 TOWN OF WILLARD OFFICIAL TOWN NEWSPAPER

- (1) TITLE AND PURPOSE.** This section is entitled the "Town of Willard Official Town Newspaper". The purpose of this section is to document, for the public and the Town Board, any actions and responsibilities pertaining to designation of the official newspaper.
- (2) AUTHORITY.** The Town Board, pursuant to Chapters 60 and 985, Wisconsin Statutes, may designate an official Town of Willard newspaper.
- (3) ADOPTION OF ORDINANCE.** The Town Board has, by adoption of this ordinance confirms its statutory authority, powers and duties noted above in Chapters 60 and 985, Wisconsin Statutes, and establishes pursuant to these chapters and this ordinance the powers and duties of the Town Board to designate an official Town newspaper.
- (4) OFFICIAL TOWN NEWSPAPER, PUBLICATION, AND POSTING.** The Town of Willard does not designate an official Town newspaper. Posting according to Section 3.02(7) of this ordinance shall be sufficient publication. If the State requires publication in a newspaper, the Town may provide proper publication in a newspaper that meets State of Wisconsin standards which is published, and circulated, in Rusk County.

Ordinance Chapter 3

Adopted this 9th day of May, 2022

Robert Nelson	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>
Mark Taft	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>
Linda Bentley	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>

Attest: Mary Jane Nelson, Town Clerk