

## ORDINANCE NO. 96

### AN ORDINANCE RELATING TO THE MANAGEMENT OF TOWN BOARD MEETINGS AND SUBUNITS THEREOF

The Town Board of the Town of Oregon, Dane County, Wisconsin, do hereby ordain as follows:

1. Section 2.20.020 of the Town of Oregon Municipal Code is hereby created to read as follows:

**“Section 2.20.020 Rules and Procedures for Town Board Meetings.**

a. Regular Town Board Meetings. Regular meetings of the Town Board of Supervisors shall be held on the second Tuesday of each month, unless changes by prior action of the Town Board.

b. Rules of Conduct at Town Board Meetings. Unless other rules of conduct are specifically adopted by the Town Board, all Town Board meetings shall be governed by Robert's Rules of Order Newly Revised, 12<sup>th</sup> edition, or if superseded, by the newest version of Robert's Rules of Order.

c.1. Order and Policy of Decorum for Town Board Meetings. Wisconsin's Open Meeting Law, Wis. Stats. Chap. 19, Subch. V., establishes the statutory policy of openness in government and grants citizens the right to observe open sessions of meetings of governmental bodies as well as educate themselves about the operations of governance.

2. The right of citizens to observe governmental meetings does not grant them the inherent right to speak or actively participate in meetings of governmental bodies. The Town Board retains the right to permit and regulate citizen participation at meetings as it deems necessary.

3. The Town Board may establish a public comment period during certain of its meetings. When public comment periods are allowed, they will be included in the notice of that meeting. During public comment periods, the Town Board may receive information from citizens attending the meeting, but may not take formal action other than the possible referral of the matter to a committee or to a subsequent Town Board meeting.

4. Decorum at Town Board Meetings.

A. While the Town Board finds public input from citizens to be essential, it also finds it necessary to maintain order at meetings, as well as minimize the occurrence of hostility, redundancy and overall inefficiency.

B. The Policy of Decorum for Public Meetings establishes standards of conduct at Town Board meetings.

C. The purpose of the Policy of Decorum is to promote mutual respect, civility and orderly conduct among elected and appointed Town officials, Town Staff and members of the public. This Policy is not intended to deprive any person of his or her right to freedom of expression, but rather to promote open dialog and positive communications, while discouraging intimidating, demeaning, volatile, hostile or aggressive actions to the greatest extent possible and reasonable. The Town expects its elected and appointed officials, as well as its employees to comply with this policy. The Town also expects citizens to follow the same rules.

D. The Town conducts numerous public meetings, not only of its Town Board, but also of its Commissions and Committees. In order to safeguard representative democracy in the Town, all elected and appointed officials as well as Town employees are expected to adhere to the following standards of conduct:

- (1) Treat everyone with courtesy;
- (2) Listen to others respectfully;
- (3) Exercise self-control;
- (4) Exercise honesty at all times;
- (5) Give open-minded consideration to all viewpoints;
- (6) Focus on the issue and avoid personalized debates;
- (7) Embrace respectful disagreements and dissent as democratic rights that are inherent components of an inclusive public process are tools for forging decisions.
- (8) Allow all Town Supervisors and Commission and Committee members to speak without intimidation or interruption; and
- (9) Provide fair and equitable treatment for all persons bringing business before Town Legislative bodies.

d. The Town also requires that citizens also exercise civility by complying with these Rules of Decorum during open meeting. If, however, any disruptive or otherwise inappropriate conduct contrary to these Rules of Decorum shall occur at any meeting, the Town Board Chair or other presiding officer of the Town Board or Commission or Committee may cause the room to be cleared of all persons engaged in the disruption or otherwise inappropriate conduct. Prior to taking this step, the Town Board Chair or other presiding officer shall first make a specific verbal request to the person(s) to immediately cease the disrespectful or otherwise inappropriate conduct.

e. These Rules of Decorum shall govern the attendees of all Town Board meetings, as well as the conduct of all Town Commissions and Committees.”

2. Section 2.20.021 of the Town of Oregon Municipal Code is hereby created to read as follows:

**“Section 2.20.021 Postings of Public Notices.**

The two (2) usual and customary posting locations for public notices and meeting agendas shall be the following: Town Hall, and the Town Website, subject to change by Town Board action.”

3. Section 2.15.010 of the Town of Oregon Municipal Code is hereby created to read as follows:

**“Section 2.15.010 Rules of Conduct for Town Meetings.**

All Town meetings shall be governed by Robert’s Rules of Order Newly Revised, 12<sup>th</sup> edition, or if superseded, by the newest version of Robert’s Rules of Order.”

This Ordinance shall take effect the day after passage and posting pursuant to law.

The above and foregoing ordinance was duly adopted by the Town Board of the Town of Oregon at its meeting held on \_\_\_\_ day of \_\_\_\_\_, 2023.

APPROVED:  
TOWN OF OREGON

\_\_\_\_\_  
By Carl Walser, Chair

ATTEST:

\_\_\_\_\_  
Jennifer Hanson, Town Clerk

Approved: \_\_\_\_\_

Published: \_\_\_\_\_

## AFFIDAVIT OF POSTING

STATE OF WISCONSIN  
Town of Oregon  
Dane County

I, Jennifer Hanson, the town clerk of the Town of Oregon, Dane County, Wisconsin, attest and affirm of the following:

1. That the following action was posted pursuant to s. 60.80 Wis. stats:

### **Ordinance No. 96**

#### **An Ordinance Relating to the Management of Town Board Meetings and Subunits Thereof**

2. That the above-noted action was posted as required in the following 3 places in the Town of Oregon, Dane County, Wisconsin:

1. Oregon Town Hall, 1138 Union Road, Oregon, WI 53575 & [www.town.oregon.wi.us](http://www.town.oregon.wi.us)
2. Town of Oregon Disposal Site (TORC), 1067 Storytown Rd., Oregon, WI 53575
3. Village of Oregon, 117 Spring St., Oregon, WI 53575.

3. That the posting of this action occurred at the following times and dates:

Posting: Thursday, August 10, 2023 at 12:00 p.m.

That I filed this affidavit in the records of the town clerk for the Town of Oregon on August 10, 2023.

Dated this 10<sup>th</sup> day of August 2023.

  
Jennifer J. Hanson, Town Clerk