

Chapter 2

**ADMINISTRATION\***

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\***Cross references**—Administration and enforcement of building regulations, § 14.102 et seq.; civil emergencies, ch. 22; court, ch. 26; planning, ch. 50; taxation, ch. 62.

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**Article V. Finance**

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**ARTICLE I. IN GENERAL****Sec. 2.100. Fees and charges.**

All fees and charges required by the town are set by the town board from time to time, and none of the provisions of this Code or the ordinance adopting this Code shall affect such fees and charges.

**Sec. 2.101. Statutes adopted.**

The provisions of Wis. Stats. ch. 6, as amended, in regard to voter registration are incorporated and made a part of this section as if fully set forth at length.  
(Code 1982, § 13.03(3))

**Sec. 2.102. Voter registration.**

(a) *Authorization.* Before any adult resident of the town shall be permitted to vote at any election held within the limits of the town, he shall register as a qualified elector.

(b) *Registration.* The town clerk/treasurer shall receive applications for registration at his office during regular office hours throughout the year and at such other places and at such times as he deems advisable, except that pre-registration for any election or primary shall be closed at 5:00 p.m. on the second Wednesday next preceding the election or primary. Registration at other times and places is permissible in accordance with Wis. Stats. ch. 6 as indicated in section 2.101 (i.e., in the polling place on election day).  
(Code 1982, § 13.03(1), (4))

**Sec. 2.103. Campaign signs; removal.**

All signs erected to advertise the candidacy of a person running for political office or to advertise a political point of view on an issue to be voted upon in any election to be held within the town shall be taken down within 48 hours after the close of the polling places. This section shall not apply to political advertisements on permanent outdoor display signs and billboards erected pursuant to the town zoning regulations.  
(Ord. of 6-10-1985(3), § 1)

**ARTICLE II. TOWN BOARD****Sec. 2.104. How constituted.**

The elective officials of the town board shall be a town chairman and four supervisors and shall constitute a board to be designated "Town Board of Weston," three of whom shall constitute a quorum, except when otherwise provided by law; and the chairman may administer oaths and affidavits in all matters pertaining to the affairs of the town. Unless

otherwise set by resolution of the town board, meetings of the town board shall be held in the Weston Municipal Center. The town board shall have the duties and powers as provided in this article.

(Code 1982, § 1.10(1))

**State law reference**—Town board generally, Wis. Stats. § 60.20 et seq.

**Sec. 2.105. Duties and powers.**

The town board shall have all of the powers and duties conferred upon it by Wis. Stats. § 60.22 et seq., as amended, which sections are incorporated by reference and made a part of this section as though fully set forth. In addition, the town board shall exercise powers relating to villages and conferred on village boards, having been lawfully authorized so to do by resolution of a town meeting held on April 10, 1956, which resolution was adopted pursuant to Wis. Stats. § 60.10(2)(c).

(Code 1982, § 1.10(2))

**Sec. 2.106. Board meetings.**

(a) *Regular meetings.* Unless otherwise set by resolution of the board the regular meetings of the town board shall be held at the Weston Municipal Center on the third Tuesday of each month, commencing with the first meeting of the town board after the annual town meeting at 6:30 p.m.; except when the day for holding any regular meeting shall be a legal holiday or election day, the regular meeting shall be held at the same time and place on the next following secular day.

(b) *Special meetings.* Special meetings of the town board may be called by the chairman at such times as he may appoint by oral or written notice of the purpose and time of the meeting to each member, which notice shall be given within a reasonable time prior to the meeting.

(c) *Adjournments.* Any regular or special meeting may be adjourned by a majority of the members present at a town board meeting.

(d) *Meetings shall be public.* All meetings of the town board shall be open and public, and all its procedures shall be recorded by the town clerk/treasurer or under his authorization in record books kept for that purpose.

(e) *Call to order.* The town chairman shall promptly call each meeting of the town board to order at the hour fixed for the holding of such meeting. In case of the absence of the town chairman, the senior supervisor shall call the meeting to order and the supervisors present shall elect one of their number president pro tem.

(f) *Attendance; leave of absence.* No member of the town board, the town clerk/treasurer, the designated law enforcement officer whose duty it shall be to attend a town board meeting shall absent himself from the meetings of the board unless for illness or other good cause without first having obtained leave of absence.

(g) *Disturbance, how suppressed.* Whenever any disturbance or disorderly conduct shall occur in the town board meetings or rooms or halls adjacent to such meetings, the town chairman or other presiding officer of the board shall have power and authority by and with the aid of the designated attending law enforcement officer to cause the disturbance or disorderly conduct to be cleared of all persons except members and officers of the town board.  
(Code 1982, § 1.18)

**Sec. 2.107. Accounts to be audited, filed and referred.**

Every account presented to the town board to be audited shall be filed as provided by law and shall not be allowed or directed to be passed until it shall have been examined and recommended for allowance by the appropriate committee and audited by the board; and no account shall be acted upon unless it has been filed with the town clerk/treasurer at least by the Wednesday preceding the Monday upon which a town board meeting is to be held, at which meeting said account is to be presented.  
(Code 1982, § 1.21)

**Sec. 2.108. Publication of ordinances.**

All ordinances adopted by the town board shall be published as provided by Wis. Stats. § 60.80, as amended, and shall not be in effect until so published unless otherwise provided.  
(Code 1982, § 1.20(6))

**Sec. 2.109. Order of business.**

The order of business set forth in this section shall in all cases be adhered to, but the order may be temporarily suspended by unanimous vote.

- (1) Call of roll and announcement of presence or absence of a quorum.
  - (2) Reading and correcting the minutes of the last preceding meeting or meetings unless dispensed with by the board without objection from any member.
  - (3) Old business.
  - (4) Reports of standing committees.
  - (5) Reports of special committees.
  - (6) New business.
- (Code 1982, § 1.19)

**Sec. 2.110. Committees.**

(a) *Standing committees.* The planning commission is a standing committee of the town board and the members shall be appointed by the town chairman with the consent of the board.

(b) *Special committees.* Select or special committees may be provided for on motion or by resolution designating the number and object and, unless otherwise ordered, shall be appointed by the town chairman with the approval of the town board.  
(Code 1982, § 1.20(1), (2))

**Sec. 2.111. Tie vote; chairman to vote.**

The chairman of the town board shall not vote on the call of "Ayes" and "Noes" except in the case of a tie vote in the board, when he shall cast the deciding vote.  
(Code 1982, § 1.20(9))

**Sec. 2.112. Duties of presiding officer.**

The presiding officer at meetings of the town board shall be the town chairman, unless otherwise provided, and shall have the following duties:

- (1) The chairman shall be the chief executive officer. He shall take care that town ordinances and state laws are observed and enforced and that all town officers and employes discharge their duties.
- (2) He shall give the board such information and recommend such measures as he may deem advantageous to the town.
- (3) He shall inform the town board when necessary or when referred to for that purpose on any point of order or practice.
- (4) He shall authenticate by his signature when necessary, all ordinances, resolutions, orders and proceedings of the meetings of the board over which he presides.
- (5) The chairman, or other presiding officer of the town board, shall preserve order and decorum, may speak to points of order in preference to others rising from his seat for that purpose, and shall decide questions of order subject to an appeal by any two members, on which appeal no member shall speak more than once unless by leave of the town board.
- (6) The chairman shall have such other duties as the board shall prescribe.  
(Code 1982, § 1.22)

**Sec. 2.113. Reserved.**

**ARTICLE III. OFFICERS AND EMPLOYES\***

**DIVISION 1. GENERALLY**

**Sec. 2.114. Term of office of appointive officials.**

All appointive officials, except as otherwise provided, shall hold their office for the term of two years and/or until their successors are lawfully appointed and qualified.  
(Code 1982, § 1.03(2))

**\*Cross reference**—Any ordinance providing for salaries or other employe benefits not codified in this Code saved from repeal, § 1.107(a)(5).

**Sec. 2.115. Vacancies in office of appointive officials.**

Vacancies in appointive offices shall be filled by appointment for the residue of the unexpired term by the appointing power and in the manner prescribed in this article for making regular full-term appointments.

(Code 1982, § 1.06(2))

**Sec. 2.116. Certificate of appointment.**

When an appointive official has filed the oath and bond as required, the town clerk/treasurer shall issue to him a certificate of appointment. If the appointment is to a commission, the appointee shall file the certificate with the secretary of the commission.

(Code 1982, § 1.05(3))

**Sec. 2.117. Vacancy, when occurring.**

A vacancy shall occur in case of the dismissal or death of any official or in case of the removal of any officer from the town, or when any officer elected or appointed in, for, or from any part of the town shall remove his residence outside the limits of the town, or when any official shall refuse or neglect for 20 days after notice of his election or appointment to qualify and enter upon the discharge of his duties.

(Code 1982, § 1.06(3))

## DIVISION 2. CLERK/TREASURER\*

**Sec. 2.118. Elected; duties; compensation; offices combined.**

(a) *Election.* The combined position of clerk and treasurer shall be through the election of a person for the term provided by law.

(b) *Duties.* The town clerk/treasurer shall have those duties as provided by statute and this Code.

(c) *Compensation.* The town clerk/treasurer shall receive such compensation as the town board shall prescribe.

(Ord. of 9-17-1996, §§ 1, 2)

## DIVISION 3. APPOINTIVE OFFICIALS

**Sec. 2.119. Town attorney; town administrator.**

(a) The town attorney shall be appointed by the town board. The town attorney need not be a resident of the town. The town attorney shall receive such compensation as the town board shall prescribe.

\***State law references**—Clerk's duties generally, Wis. Stats. § 60.33; treasurer, Wis. Stats. § 60.34.

(b) The town administrator shall be appointed by the town board. The town administrator need not be a resident of the town. The town administrator shall receive such compensation as the town board shall prescribe.

(Code 1982, § 1.02)

**State law references**—Legal assistance generally, Wis. Stats. § 60.37(2); town administrator, Wis. Stats. § 60.37(3).

#### ARTICLE IV. BOARDS, COMMISSIONS AND COMMITTEES\*

##### Sec. 2.120. Designated.

The boards and commissions of the town are the board of appeals, board of review, and planning commission.

##### Sec. 2.121. Robert's Rules of Order.

Robert's Rules of Order, Newly Revised, shall apply at board or commission meetings unless otherwise required by ordinance or statute.

(Code 1982, § 1.20(17))

##### Sec. 2.122. Additional commissions and committees.

The town board shall appoint additional commissioners and members of committees and shall form additional commissions and committees as they shall deem necessary for the efficient operation of the town.

(Code 1982, § 1.17)

#### ARTICLE V. FINANCE†

##### Sec. 2.123. Receipts and earnings.

Whenever any town officer or employe is required to turn over any receipts or earnings to the town clerk/treasurer monthly, such funds received by him during the month shall be turned over on or before the tenth day of the succeeding calendar month.

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\***Cross reference**—Board of review, § 62.101 et seq.

†**Cross references**—Any ordinance promising or guaranteeing the payment of money or authorizing the issuance of bonds or other instruments of indebtedness saved from repeal, § 1.107(a)(1); any ordinance authorizing or approving any contract, deed or agreement saved from repeal, § 1.107(a)(2); any ordinance making or approving any appropriation or budget saved from repeal, § 1.107(a)(4); any ordinance levying, imposing or otherwise relating to taxes not codified in this Code saved from repeal, § 1.107(a)(6); any ordinance levying or imposing any special assessments saved from repeal, § 1.107(a)(11); taxation, ch. 62.



Chapters 3—5

**RESERVED**

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