

**Town of Lincoln**

**Kewaunee County, Wisconsin**

**Resolution**

2019-7

**Resolution on Town Board of Supervisor Standards of Operation  
And Town Meeting Protocol**

WHEREAS the Town of Lincoln is governed by three supervisors (The Town Board) elected by the residents of the township;

WHEREAS the Town Board, Town Clerk and Town Treasurer, as elected officials, take an oath to uphold the laws of the State of Wisconsin and the United States of America;

WHEREAS The Board and all elected and appointed town officials agree to uphold the US Constitution which specifically guarantee freedom of speech, the right for peaceful assembly and the right to petition government;

WHEREAS in order to properly uphold both State and Federal laws as they relate to town communications and meetings;

THEREFORE the Town Board of Supervisors does hereby adopt the following rules by which it will conduct communications, town board meetings, and town business:

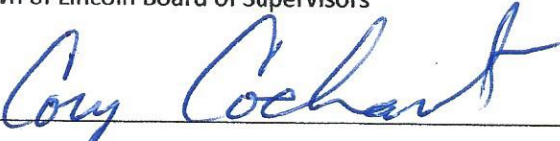
- 1 All agenda items are approved to be put on the monthly town board meeting agenda by the town chair. If anyone wants an item on the agenda, they need to contact the town chair with the request for approval.
- 2 Meeting agendas shall be posted at least 24 hours prior to the scheduled meeting. Based on the type of items on the agenda, advanced notice of as little as two hours may be required as noted under ss 19.84(3).
- 3 Items that require review of documentation that the town board members are not all privy to or are not immediately familiar with need to submit such documentation to the town chair for review at least one week prior to the town board meeting for which the item is requested to be on the agenda. If the item is to be included on the agenda as decided by the town chair, that documentation will be sent around to the town board, town clerk, town treasurer, and other town officials (zoning administrator, town constable, plan commission chair, plan commission) as appropriate prior to the meeting so that all can review the content.

- 4 Email, phone, or in-person discussions of agenda items or content by town board members outside of a town board meeting is counter to the open meetings law. Members may send something around for consideration but responses or dialogue are inappropriate. Such discussions need to happen in a posted meeting. This does not include polls to ascertain availability for a date for a future meeting.
- 5 The town chair presides over town board meetings and has the authority to recognize, or not recognize, anyone to speak at the meeting. Anyone who is disruptive at a town board meeting will be asked to leave that meeting.
- 6 The town chair has the right to recognize anyone to speak at any time during a town board meeting.
- 7 The right for members of the public to comment, question, criticize or petition elected officials is guaranteed by law. Civility at Town of Lincoln meetings is a basic premise. Personal attacks and derogatory comments are not allowed. All public comments are to be directed to the Town Board and not other members of the public. The town chair has the discretion to determine what is a personal attack or derogatory comment.
- 8 During the public comment period of a town board meeting, anyone may address the town board including board supervisors and officers. The town chair has the discretion to end anyone's lengthy comments or put a time limit on individual comment time.
- 9 Special meetings of the town board are called only by the town chair. A request for a special meeting must go to the town chair with adequate rationale as to why the special meeting is necessary as opposed to waiting until the next regularly scheduled town board meeting for the item to be considered.
- 10 For special meetings between regular town board meetings, the town chair or his/her designee will poll the supervisors and officers with possible dates. Members are to respond in a timely fashion to the town chair (or designee) only. Upon receiving the responses, the town chair (or designee) will schedule the meeting on the best available date, and the town clerk will then post the agenda for that meeting.
- 11 Items of a personal nature or that affect a supervisor personally should be addressed in the public comment portion of the meeting and not as an agenda item as board business.

APPROVED by a vote of 3 for and 0 against at a duly noticed meeting of the  
Town of Lincoln Board of Supervisors on this

5<sup>th</sup> day of August, 2019.

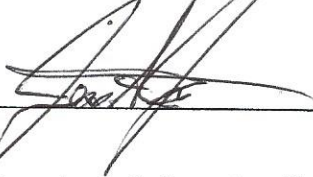
Town of Lincoln Board of Supervisors

  
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Cory Cochart, Chairman

  
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Jordan Nowak, Supervisor #1

  
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Jesse Jerabek, Supervisor #2