



How to be an Alderperson

2025-2026 Alderperson Handbook



Revised: 4/14/2025



How to be an Alderperson

2025-2026 Alderperson Handbook

Table of Contents

1

Ethics & Conduct

Oath of Office

Applicable Laws

State Ethics Laws
Open Meetings Laws
Open Records Laws

Appleton Common Council Guidelines

Code of Conduct
Common Council Rules

Abstaining from a Vote

Committee Votes
Common Council Votes

2

Roles & Duties

Role of an Alderperson

Duties of an Alderperson

Writing a Resolution

Common Council Leadership

President
Vice-President
Annual Vote

Alderperson Training

Alderperson Etiquette

Meeting Etiquette
Email Etiquette
Virtual Meeting Etiquette

Constituent Outreach

City Website
Voter Lists
Neighborhood Programs
Neighborhood Watch
Neighborhood Meetings
Office Hours

Special Events

Memorial Day Parade
Flag Day Parade
Budget Saturday

3

Helpful Tools

Robert's Rules Cheat Sheet

Printable Virtual Voting Cards