



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
[www.appleton.org](http://www.appleton.org)

## Meeting Agenda Common Council

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Wednesday, April 22, 2015

6:00 PM

Council Chambers

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### 2015 ORGANIZATIONAL MEETING

- A. ROLL CALL OF ALDERPERSONS
- B. ROLL CALL OF OFFICERS AND DEPARTMENT HEADS
- C. REPORT OF THE INFORMAL COUNCIL MEETING

[15-590](#) Rules of Council

**Attachments:** [Council Rules - Redline - 04-22-15.pdf](#)  
[Council Rules - ADOPTED 04-16-14.pdf](#)

[15-591](#) Department and Committee Functions

**Attachments:** [Dept-Comm Functions - Redline - 04-22-15.pdf](#)  
[Department and Committee Functions - ADOPTED 04-16-14.pdf](#)

[15-589](#) #1-R-15/Martin - Submitted at the January 7, 2015 Council meeting.  
REFERRED TO: Attorney's Office/2015 Organizational Meeting.

“WHEREAS, with the reduction in the amount of elected alderpersons sitting on the City of Appleton Common Council; and  
WHEREAS, professional business obligations sometimes require travel on the first and third Wednesday of each month; and  
WHEREAS, personal commitments will sometimes overlay and cause for an alderperson to be excused from the City of Appleton Common Council meeting; and  
WHEREAS, the Mayor or his/her designate will grant all absents from the City of Appleton council meeting.  
NOW THEREFORE BE IT RESOLVED, the City of Appleton Attorney’s office is directed to prepare a process that would allow through state statute an alderperson elected to the Appleton City Council to be able to vote electronically in their approved absent from the council meeting.”

## D. RE-COMMITMENT TO THE CODE OF CONDUCT

[15-592](#) Code of Conduct

Attachments: [Code of Conduct.pdf](#)

## E. APPOINTMENT OF COMMITTEES AND COMMITTEE CHAIRMEN

## F. ELECTION OF COMMON COUNCIL PRESIDENT

## G. ELECTION OF COMMON COUNCIL VICE-PRESIDENT

## H. ELECTION OF COMMON COUNCIL MEMBER TO THE CITY PLAN COMMISSION

## I. OTHER COUNCIL BUSINESS

## J. ADJOURN

Dawn A. Collins, City Clerk

*Reasonable accommodations for persons with disabilities will be made upon request and if feasible.*

# RULES OF COUNCIL

Adopted 4/\_\_\_/2015

Rule 1. **Common Council Meeting Date** – The regular meeting of the Common Council shall be held on the first and third Wednesday of each month at seven o'clock p.m. Special meetings shall be called in accordance with the General Charter. Changes to the regular meeting schedule will be approved by the Common Council.

Rule 2. **Call to Order** – The presiding officer shall call the meeting to order. The Council members will indicate their attendance by pressing the attendance button on their control console. If a quorum is present (Wisconsin Statutes quorum is two-thirds of Council membership) the Council shall proceed to business, and if there is no quorum present the members present may compel the attendance of absent members or adjourn.

## Rule 3. **Order of Business**

- a. Invocation
- b. Pledge of Allegiance to the Flag
- c. Roll Call of Alderpersons
- d. Roll Call of Officers and Department Head
- e. Public Participation

The Council provides a ~~15~~-30 minute period of time to allow public participation at each Council meeting. The City Clerk or designee shall be the official time keeper. Public participation shall be limited in subject matter to issues appearing on the Council Agenda. Persons wishing to speak must sign the registration list prior to 7:00 p.m. on Council night. Suspension of Rules will be required to allow public participation to exceed the time allotment. An extension granted by the Suspension of Rules shall be for 15 minute increments.

- f. Approval of previous Council meeting minutes
- g. Business presented by the Mayor
- h. Public hearings, elections, appointments
- i. Special resolutions

j. Establish Order of the Day

The presiding officer will call for the order of the day. To establish the order, an Alderperson may make one request to move an action item to the beginning of the agenda to change the order of the day, not multiple requests, when recognized by the Chair. Should an Alderperson have another request, this is allowed when the Alderperson is again recognized by the Chair. The Common Council will agree upon any other process to request a change to the order of the day. If possible, refer backs by Alderpersons should take place during the “Establish Order of the Day” portion of the meeting. If there are any objections, a vote of support to the Chair’s ruling can be asked for and approved by a simple majority.

k. Meeting Minutes (fka Reports) of Standing and Special Committees

1. ~~Safety and Licensing Committee~~Municipal Services Committee
2. ~~Municipal Services Committee~~Safety and Licensing Committee
3. City Plan Commission
4. Parks and Recreation Committee
5. ~~Community and Economic Development Committee~~Finance Committee
6. ~~Utilities Committee~~Community and Economic Development Committee
7. ~~Fox Cities Transit Commission~~Utilities Committee
8. ~~Board of Health~~Fox Cities Transit Commission
9. ~~Human Resources Committee~~Board of Health
10. ~~Finance Committee~~

l. Consolidated Action Items

m. Approval of Ordinances

n. Presentation of:

License applications

Letters

Remonstrances

Memorials

Accounts

Miscellaneous

o. Presentation of Resolutions

p. Other Business

q. Adjournment

Rule 4. **Resolutions / Meeting Minutes (fka Reports)** – All resolutions shall be submitted to the Council in writing. ~~and meeting~~ Meeting minutes (fka reports) before the Council shall be in writingthe Granicus document management system.

Rule 5. **Recognition / Time Limits** – When a member desires to be heard he/she shall indicate by pressing the call in button on the control console. The Chair will recognize the speakers in the order they have pressed their call-in button. When he/she is recognized by the Chair he/she shall rise and address the Chair by proper title expressing his/her desire to speak on any question. No member shall speak more than five (5) minutes on any question without permission from the Chair. A non-member of the Common Council shall not be permitted to address the same, except by a majority consent of this Common Council. This rule shall not apply to any public hearing.

Rule 6. **Motion(s)** – When a motion is made, it shall be stated by the Chair or if in writing, it shall be read by the City Clerk or designee. Any motion (except to adjourn, to postpone, or commit) shall be reduced to writing if required by the Chair or any member of the Common Council.

Rule 7. **Roll Call Vote** – The ayes and nays shall be ordered upon any question at the request of any member, including Committee of the Whole, and the roll call vote will be cast.

Rule 8. **Voting / Conflicts of Interest** – Every member present, when a question is put, shall vote aye or nay, or abstain from voting. An Alderperson who either has a conflict of interest that plans to abstain from a vote or, plans to abstain for any other reason, shall refrain from debating such issue. This rule will apply to the meetings of the Common Council, Committee of the Whole, and all Standing Committees, Commissions and Boards.

Rule 9. **Majority Rules** – Any resolution, ordinance or action item on the meeting minutes (fka report) of a standing committee, commission or board shall require an affirmative vote of a majority of the members of the Common Council for passage unless a super majority is required by the State Statutes or Municipal Code. (Majority of members = 8, Two-thirds of members = 10, Three-Quarters of members = 12, Four-Fifths of members = 12)

Rule 10. **Reconsideration** – No motion to reconsider shall be made except by a member who voted on the prevailing side, or a member who had an excused absence from the previous Common Council meeting. A motion to reconsider shall be made and seconded at the same or next meeting of the Common Council. If the reconsideration of an item occurs and the item is not listed on the Common Council Agenda, the item will be automatically referred back to the committee of jurisdiction.

Rule 11. **Suspension of Rules** – No rule shall be suspended, rescinded or amended without the vote of two-thirds of the Common Council members present. An Alderperson requesting a suspension of the Rules will state the reason for the suspension in their motion and the vote will reflect the suspension only for said purpose. A motion to suspend the rules is debateable.

Rule 12. **Separate Vote** – Any member of the Common Council requesting a separate vote shall be granted that request by the Chair.

Rule 13. **Call the Question** – The motion to call the question cannot be used when the speaker yields to another and then regains the floor. No member can call the question while speaking to the issue. The motion to call the previous question will be allowed during deliberations of the Committee of the Whole.

Rule 14. **Referrals** – A request by an Alderperson to refer an item back to committee shall be automatic. A subsequent request to refer back shall be by a motion and carried by a simple majority vote of the members of the Common Council present. The Alderperson using the automatic refer-back shall present his/her rationale for taking the action. The Alderperson shall appear at the next meeting of the committee of jurisdiction. If the Alderperson is unable to attend the committee meeting, he/she shall communicate to the Committee Chair or the Committee contact person via telephone or in writing of his/her intent. If the individual that refers the item back to committee does not appear at the committee meeting or call the Chair, the item may be reaffirmed without discussion back to Council.

Rule 15. **One (1) Year Council Rule** – Once an item has been acted upon by the Common Council, the item may not be acted on during the term of the current council year for 12 months from the date of action, unless the item has been substantially changed. The current council year is defined as the period during which the current Council is seated. The determination of an item being substantially changed will be made by the Chair but can be challenged by a member of the Council.

Rule 16. **Amendment(s)** – Any motion for an amendment on an action item on the Council Agenda requires two votes: 1) to get the amendment accepted or declined; 2) if accepted, action to be taken on the motion as amended.

Rule 17. **Parliamentary Rules** – Meetings of the Common Council shall be conducted according to Roberts Parliamentary Rules of Order, 11<sup>th</sup> Edition, except as specifically amended or altered by the preceding Rules of Common Council or State Statutes. The City Attorney or designee shall serve as parliamentarian and legal advisor.

Rule 18. **Documents (Either electronically distributed or in print)** – which shall be referred to during, or will be necessary for, the ~~discussion taking action on of~~ an item on the Common Council's Agenda shall be sent to Alderpersons by 4 p.m. of the before ~~prior to the day of~~ Council meetings, unless the Mayor decides, based on the need for confidentiality (closed session), it is necessary to withhold documents until the day of a Council meeting. This rule does not apply to any proposed motion, amendment, resolution, or committee meeting minutes (fka report).

Rule 19. **Petitions / Resolutions** – All Petitions and Resolutions shall be read to the Common Council by the Clerk or designee and referred to one of the Standing Committees, Commissions, Boards of Jurisdiction or an elected official. If a dual jurisdictional item arises, a joint committee of standing committees, commissions or boards may be established by the Mayor to deal with the subject in a timely manner. Additional input may be requested by the Chair of the Committee, Commission or Board of Jurisdiction from another Committee or Board. No City business shall be referred to a sub-committee except by the committee of jurisdiction or unless requested otherwise by the author of the resolution.

Rule 20. **Department Head Absence / Participation** – All department heads, excluding the City Attorney or designee and City Clerk or designee, that do not have action items on the agenda, are not required to attend Common Council meetings. Department Heads or their designees shall respond to specific requests asked of them upon recognition by the Chair. The Chief of Police or his/her designee shall be the Sergeant at Arms.

Rule 21. **Labor Negotiator** – The Director of Human Resources shall be the Labor Negotiator for all City labor contracts. The City Attorney and the Department Heads shall be available on a call basis during negotiations.

Rule 22. **Standing Committees** – Shall be appointed by the Mayor and confirmed by the Common Council, as follows:

Committee Members

Community and Economic Development Committee .....	5
Finance Committee .....	5
<del>Human Resources Committee .....</del>	<del>5</del>

Parks and Recreation Committee .....	5
Safety and Licensing Committee.....	5
Municipal Services Committee .....	5
Utilities Committee .....	5

Due to scheduling conflicts, 2 Alderpersons may agree to switch committees with the approval of the Mayor. This action must take place before the second Council meeting in May.

Rule 23. Any council, committee, board or commission meeting lasting longer than two (2) hours shall take a brief recess every two (2) hours. The Chair of the meeting shall determine the duration of the recess. Members of the meeting body may decide not to take a recess by unanimous vote.



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**Adopted 4/16/14**

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3. City Plan Commission

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6. Utilities Committee

- 7. Fox Cities Transit Commission
- 8. Board of Health
- 9. Human Resources Committee
- 10. Finance Committee
- I. Consolidated Action Items
- m. Approval of Ordinances
- n. Presentation of:
  - License applications
  - Letters
  - Remonstrances
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  - Accounts
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Safety and Licensing Committee.....	5
Municipal Services Committee.....	5
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# DEPARTMENT AND COMMITTEE FUNCTIONS

1. **Mayor** – Shall be executive director of all City offices and ex-officio member of all committees, commissions and boards unless otherwise designated by statute, ordinance or rule. Full-time elected officers, Alderpersons, and department heads who will be absent from the City shall inform the Mayor as to where they can be reached.

2. **Finance Committee** – Shall have jurisdiction over all public buildings and grounds and shall perform such duties as outlined by state law. Shall have jurisdiction over the Departments of Finance, Human Resources, and Information Technology, and the Office of the City Attorney, and the Central Equipment Agency (CEA) advisory committee, budgets, rebates, certain claims, policy matters involving jurisdiction of this committee, and risk management. The Director of Finance, the Director of Information Technology, the Director of Human Resources and the Director of Public Works, or designees, shall attend all Finance Committee meetings in an advisory capacity. The Director of Finance or designee shall also be a member of the CEA advisory committee. A member of the Finance Committee will be appointed at large by the members of the Finance Committee to the CEA advisory committee on an on call basis.

3. **Municipal Services Committee** – Shall have jurisdiction over the Department of Public Works including Operations Division, Traffic Division, Engineering Division, Inspection Division, and the Parking Utility, and over bridges, streets and sidewalks, traffic flow patterns, traffic control, parking ramps, the addition or deletion of on-street parking areas, and forestry within road right-of-way. The Committee recommends to the Council various five-year plans for sidewalks, street construction and reconstruction. The Director of Public Works or designee shall attend all meetings of the Municipal Services Committee in an advisory capacity. The Director of Public Works or designee shall also be a member of the CEA advisory committee. A member or members of the Municipal Services Committee will be appointed at large by the members of the Municipal Services Committee to; 1) be the Council representative to the Boards of Heating Examiners and Building Inspection, and 2) the CEA advisory committee on an on call basis.

4. **Safety and Licensing Committee** – Shall have jurisdiction over the general operations of the Police Department, Fire Department, and the Office of the City Clerk. The Committee approves the location of voting places for elections, all bartender and liquor licenses, and recommends the revocation or suspension of liquor licenses to the Common Council. The Vice Chairman of the Safety and Licensing Committee will serve as the representative to the Towing Services Review Committee. The Police Chief, Fire Chief, the City Clerk, and an Assistant City Attorney or their designee shall attend all meetings of the Safety and Licensing Committee in an advisory capacity.

5. **Community and Economic Development Committee** – Shall have jurisdiction over the Department of Community and Economic Development. The Committee shall encourage and foster the quality economic and socio/cultural growth and development of the community.

The Committee shall assist in the attraction, recruitment, creation, retention and expansion of new and existing business enterprise and industry in the City. It shall identify and engage socio/cultural endeavors that impact the city and represent Appleton's interests accordingly. The Director of Community and Economic Development or designee shall attend all Community and Economic Development Committee meetings in an advisory capacity.

**6. Utilities Committee** – Shall have jurisdiction over water filtration, distribution and installation of water main, wastewater treatment and any associated sewer lines, stormwater remediation and associated facilities. This committee shall have rate setting responsibilities for all areas under its jurisdiction subject to the rules and regulations of the Wisconsin Public Service Commission or other regulatory agencies as they may apply. The Director of Public Works and the Director of Utilities or their designees shall attend all committee meetings in an advisory capacity.

**7. Parks and Recreation Committee** – Shall have jurisdiction over parks, recreation programming, and Reid Municipal Golf Course. This committee shall maintain and develop the City park system, provide turf maintenance services and recreational opportunities, including the operation of Reid Municipal Golf Course, to the residents of the city of Appleton. The Director of Parks, Recreation and Facilities Management or designee shall attend all Parks and Recreation Committee meetings in an advisory capacity.

~~**8. Human Resources Committee** – Shall have jurisdiction over the Department of Human Resources. The Committee shall encourage the use of best practices and assist in developing and supporting strategies and policies that both are financially prudent and develop/maintain a strong, high-quality work force, with a special emphasis on providing or vetting recommendations to the Council in such areas as: institution of HR-related state mandates associated with budget legislation, human resources administration, employee labor relations and negotiations/collective bargaining and strategy, recruitment and selection, staff development and training, employee compensation and benefits, policy and forms generation/compliance, diversity issues, American With Disabilities Act (ADA)/Equal Employment Opportunities Commission (EEOC)/Affirmative Action/Family and Medical Leave ACT (FMLA)/ Limited English Proficiency (LEP) program administration, and any change to a Table of Organization within the City. The Director of Human Resources or designee shall attend all Human Resource Committee meetings in an advisory capacity.~~

**9. Committee Meetings** – All committee meetings are considered to be standing meetings. Cancellation of a committee meeting shall be on call of the Chair. No meetings are to commence until after 4:30 p.m. and no meetings are to be held on Election Day. Agendas shall be either electronically distributed or in print to all Alderpersons in advance of the meeting. Alderpersons and staff support shall notify the Chair if they plan to be absent from the meeting or late.

**10. Committee Agendas** – Committee Agendas are to contain a clear description of each item that will be discussed at the meeting. Resolutions submitted by Alderpersons and

items requiring statutory filing with the Office of the City Clerk will be referred to a Committee/Commission/Board and be on the agenda and all subsequent agendas until action is taken and is reported to the Common Council. Departmental operation items will be placed on the committees of jurisdiction agendas by department directors.

**11. Chair Responsibility** – All Committee/Commission/Board Chairs are required to vote on all issues presented for vote at their Committees/Commissions/Boards with the exception of an abstention.

**12. Meeting Minutes (fka Reports)** – All items appearing on the Committee/Commission/Board Agendas shall be reported out to the Common Council. Issues with critical timing shall be so indicated on the meeting minutes (fka report). The vote shall be recorded indicating which members voted nay or abstained from the vote. All Meeting Minutes (fka Reports) shall have, the attendance of members, a section called “FOR INFORMATION ONLY”. Items from Committee/Commission/Board Agendas that were postponed, tabled, withdrawn or referred to another committee shall be included in this section with a date specific for the item to be acted on and shall not be debatable. A suspension of the rules (2/3 vote of the members present) vote is needed to move an information item to an action item on any committee/commission meeting minutes (fka report).

**13. Committee Recommendations** – Recommendations of all committees shall be approved by the Common Council before going into effect. These recommendations shall include, but not be limited to, specific rules exempt by the Council, such as Special Class “B” licenses (except if denial is recommended), temporary street occupancy permits, 90-day trial periods, executive budget transfers under \$10,000 and lot splits.

**14. Ordinance Referral** – An ordinance brought before the Council that is to be referred back shall be referred to the committee of jurisdiction.

**15. Committee of the Whole** – The Common Council is empowered to act as a committee of the whole for any standing committee, commission or board of the City it has jurisdiction over, except as restricted by State Statutes.

**16. Meeting Schedules** – No two regularly scheduled Committee/Commission/Board meetings shall be scheduled to start within one hour of any other, except with Common Council approval. All meetings at which action is to be taken shall be held at City Hall, or another noticed location. ~~\_, with the exception of~~ This section does not apply to the Police and Fire Commission and /or the Library Board.

**17. Meeting Schedule Changes** – Changes in the normal schedule of meetings shall be announced as far in advance as reasonably possible.

**18. Continuity of Government** – The Council, by secret ballot, will elect a Council President and a Council Vice President. If for any reason the Mayor was incapacitated and not

able to perform the necessary duties, the Council President would become the acting Mayor. If the Council President were unable to perform these duties, the Council Vice President would become the acting Mayor.

## DEPARTMENT AND COMMITTEE FUNCTIONS

1. **Mayor** – Shall be executive director of all City offices and ex-officio member of all committees, commissions and boards unless otherwise designated by statute, ordinance or rule. Full-time elected officers, Alderpersons, and department heads who will be absent from the City shall inform the Mayor as to where they can be reached.

2. **Finance Committee** – Shall have jurisdiction over all public buildings and grounds and shall perform such duties as outlined by state law. Shall have jurisdiction over the Departments of Finance and Information Technology, the Office of the City Attorney, and the Central Equipment Agency (CEA) advisory committee, budgets, rebates, certain claims, policy matters involving jurisdiction of this committee, and risk management. The Director of Finance, the Director of Information Technology and the Director of Public Works, or designees, shall attend all Finance Committee meetings in an advisory capacity. The Director of Finance or designee shall also be a member of the CEA advisory committee.

3. **Municipal Services Committee** – Shall have jurisdiction over the Department of Public Works including Operations Division, Traffic Division, Engineering Division, Inspection Division, and the Parking Utility, and over bridges, streets and sidewalks, traffic flow patterns, traffic control, parking ramps, the addition or deletion of on-street parking areas, and forestry within road right-of-way. The Committee recommends to the Council various five-year plans for sidewalks, street construction and reconstruction. The Director of Public Works or designee shall attend all meetings of the Municipal Services Committee in an advisory capacity. The Director of Public Works or designee shall also be a member of the CEA advisory committee. A member or members of the Municipal Services Committee will be appointed at large by the members of the Municipal Services Committee to; 1) be the Council representative to the Boards of Heating Examiners and Building Inspection, and 2) the CEA advisory committee on an on call basis.

4. **Safety and Licensing Committee** – Shall have jurisdiction over the general operations of the

Police Department, Fire Department, and the Office of the City Clerk. The Committee approves the location of voting places for elections, all bartender and liquor licenses, and recommends the revocation or suspension of liquor licenses to the Common Council. The Vice Chairman of the Safety and Licensing Committee will serve as the representative to the Towing Services Review Committee. The Police Chief, Fire Chief, the City Clerk, and an Assistant City Attorney or their designee shall attend all meetings of the Safety and Licensing Committee in an advisory capacity.

5. **Community and Economic Development Committee** – Shall have jurisdiction over the Department of Community and Economic Development. The Committee shall encourage and foster the quality economic and socio/cultural growth and development of the community. The Committee shall assist in the attraction, recruitment, creation, retention and expansion of new and existing business enterprise and industry in the City. It shall identify and engage socio/cultural endeavors that impact the city and represent Appleton's interests accordingly. The Director of Community and Economic Development or designee shall attend all Community and Economic Development Committee meetings in an advisory capacity.

6. **Utilities Committee** – Shall have jurisdiction over water filtration, distribution and installation of water main, wastewater treatment and any associated sewer lines, stormwater remediation and associated facilities. This committee shall have rate setting responsibilities for all areas under its jurisdiction subject to the rules and regulations of the Wisconsin Public Service Commission or other regulatory agencies as they may apply. The Director of Public Works and the Director of Utilities or their designees shall attend all committee meetings in an advisory capacity.

7. **Parks and Recreation Committee** – Shall have jurisdiction over parks, recreation programming, and Reid Municipal Golf Course. This committee shall maintain and develop the City park system, provide turf maintenance services and recreational opportunities, including the operation of Reid Municipal Golf Course, to the residents of the city of Appleton. The Director of Parks, Recreation

and Facilities Management or designee shall attend all Parks and Recreation Committee meetings in an advisory capacity.

**8. Human Resources Committee** – Shall have jurisdiction over the Department of Human Resources. The Committee shall encourage the use of best practices and assist in developing and supporting strategies and policies that both are financially prudent and develop/maintain a strong, high-quality work force, with a special emphasis on providing or vetting recommendations to the Council in such areas as: institution of HR-related state mandates associated with budget legislation, human resources administration, employee labor relations and negotiations/collective bargaining and strategy, recruitment and selection, staff development and training, employee compensation and benefits, policy and forms generation/compliance, diversity issues, American With Disabilities Act (ADA)/Equal Employment Opportunities Commission (EEOC)/Affirmative Action/Family and Medical Leave ACT (FMLA)/ Limited English Proficiency (LEP) program administration, and any change to a Table of Organization within the City. The Director of Human Resources or designee shall attend all Human Resource Committee meetings in an advisory capacity.

**9. Committee Meetings** – All committee meetings are considered to be standing meetings. Cancellation of a committee meeting shall be on call of the Chair. No meetings are to commence until after 4:30 p.m. and no meetings are to be held on Election Day. Agendas shall be either electronically distributed or in print to all Alderpersons in advance of the meeting. Alderpersons and staff support shall notify the Chair if they plan to be absent from the meeting or late.

**10. Committee Agendas** – Committee Agendas are to contain a clear description of each item that will be discussed at the meeting. Resolutions submitted by Alderpersons and items requiring statutory filing with the Office of the City Clerk will be referred to a Committee/Commission/Board and be on the agenda and all subsequent agendas until action is taken and is reported to the Common Council. Departmental operation items will be placed on the committees of jurisdiction agendas by

department directors.

11. **Chair Responsibility** – All Committee/Commission/Board Chairs are required to vote on all issues presented for vote at their Committees/Commissions/Boards with the exception of an abstention.

12. **Meeting Minutes (fka Reports)** – All items appearing on the Committee/Commission/Board Agendas shall be reported out to the Common Council. Issues with critical timing shall be so indicated on the meeting minutes (fka report). The vote shall be recorded indicating which members voted nay or abstained from the vote. All Meeting Minutes (fka Reports) shall have, the attendance of members, a section called “FOR INFORMATION ONLY”. Items from Committee/Commission/Board Agendas that were postponed, tabled, withdrawn or referred to another committee shall be included in this section with a date specific for the item to be acted on and shall not be debatable. A suspension of the rules (2/3 vote of the members present) vote is needed to move an information item to an action item on any committee/commission meeting minutes (fka report).

13. **Committee Recommendations** – Recommendations of all committees shall be approved by the Common Council before going into effect. These recommendations shall include, but not be limited to, specific rules exempt by the Council, such as Special Class “B” licenses (except if denial is recommended), temporary street occupancy permits, 90-day trial periods, executive budget transfers under \$10,000 and lot splits.

14. **Ordinance Referral** – An ordinance brought before the Council that is to be referred back shall be referred to the committee of jurisdiction.

15. **Committee of the Whole** – The Common Council is empowered to act as a committee of the whole for any standing committee, commission or board of the City it has jurisdiction over, except as restricted by State Statutes.

16. **Meeting Schedules** – No two regularly scheduled Committee/Commission/Board meetings shall be scheduled to start within one hour of any other, except with Common Council approval. All



meetings at which action is to be taken shall be held at City Hall, or another noticed location, with the exception of the Police and Fire Commission and the Library Board.

17. **Meeting Schedule Changes** – Changes in the normal schedule of meetings shall be announced as far in advance as reasonably possible.

18. **Continuity of Government** – The Council, by secret ballot, will elect a Council President and a Council Vice President. If for any reason the Mayor was incapacitated and not able to perform the necessary duties, the Council President would become the acting Mayor. If the Council President were unable to perform these duties, the Council Vice President would become the acting Mayor.

# **City of Appleton Council –Staff**

## **CODE OF CONDUCT**

- \* Treat everyone with respect; be courteous, prepared and on time; and accept differences.
- \* Be honest in all interactions and avoid surprises.
- \* Listen to all sides with an open mind and be understanding of different opinions (agree to disagree).
- \* Remember that we are elected or appointed to serve the best interests of our community.
- \* Act decisively and definitively on behalf of our constituents