

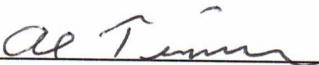
# **CHAPTER 1**

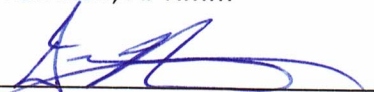
## **GENERAL GOVERNMENT**

# 1. Town Board Meetings


1. **Regular Town Board Meetings.** Regular meetings of the Town Board of the Town of Osborn Shall be held on the second Monday of each calendar month at the time determined by the current town board.
2. **Place of Meetings.** Meetings of the Town Board shall be held at the Town Hall or at such placed designated within the Town.
3. **Quorum.** Any two Town Board members of the town, shall constitute a quorum, unless otherwise provided by law. The chairman may administer oaths and affidavits in all matters pertaining to the affairs of the town.
4. **Order of Business at Regular Town Board Meetings.** All Town business shall be conducted in accordance with the posted agenda following Wis. Stat. 19.84, 60.20 and 60.22.

Adopted this 9th day of October, 2023.

  
\_\_\_\_\_  
Chairman, Al Timm

  
\_\_\_\_\_  
Supervisor Dennis Hoffman

  
\_\_\_\_\_  
Supervisor, Sarah Newling

  
\_\_\_\_\_  
Attest: Darlene Schultz  
Osborn Town Clerk

## 2. Annual Meeting

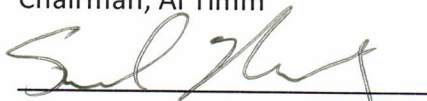
1. **Date.** There shall be an annual town meeting of the Town of Osborn on the 3<sup>rd</sup> Wednesday, of April of each year at which all business shall be transacted which is by law required or permitted to be transacted by Wis. Stat. at such meeting. At the annual meeting, the electors may set the date of the next annual meeting; however, this date shall be within ten (ten) days after the third Tuesday in April and notice shall be given of the meeting under Wis. Stat. 60.11.
2. **Time.** The hour for holding succeeding annual town meetings may be determined at any such meeting.
3. **Place.** Any annual town meeting may be held in the town or in any village or city within or adjoining the town.
4. **Order of Business.** No reconsideration of any vote shall be had at any town annual meeting unless it be taken by a majority vote within one hour from the time such vote shall have been passed.
5. **Presiding Officer.**
  - a) If present, the town board chairman shall chair the town meeting. If the town board chairman is absent, another town board supervisor shall chair the town meeting. If no town board supervisor is present, the town meeting shall elect a chairperson of the meeting.
  - b) If the annual town meeting is held in a year when the office of the town board chairperson is filled by election, the person holding the office on the date prior to the date of the election shall preside at the annual town meeting and is entitled to receive the per diem, which is always paid to the presiding officer. If such person is absent or refuses to serve as the presiding officer, the presiding officer shall be chosen under Paragraph a).
6. **Clerk of Meeting.** The Town Clerk shall serve as a clerk of the town meeting. If absent, the Deputy Town Clerk shall so serve. If the Deputy Clerk is absent or if there is no Deputy Clerk, the town meeting chairperson shall appoint the clerk for the meeting.
  - a) Clerk of the Annual Meeting shall keep a poll list with name and address of each town elector.

### 3. Special Town Meeting

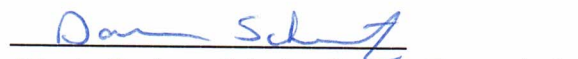
1. **Purpose.** Special Town meeting may be held for the purpose of transacting any lawful business which might be done at the annual meeting.
2. **How Called.** Special town meetings may be called by the electors at the regular annual meeting; the Town Board, or pursuant to a request being made to the Town Clerk in writing signed by a number of electors equal to not less than 10 percent of the votes cast in the town for governor at the last general election.
3. **Place.** Any special town meeting may be held in the town or in any village or city within or adjoining the town.
4. **Notice.** The Town Clerk with whom the request is filed shall not more than twenty (20) days nor less than fifteen (15) days before the date of the meeting, publish a Class 2 notice under Wis. Stat. 985.
5. **Contents of Notice.** The notice shall state the date, time, location, and purpose of meeting.
6. **Order of Business.** No reconsideration of any vote shall be had any special town meeting unless it be taken by a majority vote within one hour from the time such vote shall have been passed.
  - a) **Presiding Officer.** If present, the town board chairman shall chair the special town meeting. If the town board chairman is absent, another town board supervisor shall chair the town meeting. If no town board supervisor is present, the town meeting shall elect a chairman of the meeting.
7. **Clerk of Meeting.** The Town Clerk shall serve as clerk of the special town meeting. If absent, the Deputy Town Clerk shall so serve. If the Deputy Clerk is absent or if there is no Deputy Clerk, the special town meeting chairman shall appoint a clerk for the meeting. The Clerk of the special town meeting shall keep a poll list with names and addresses of each elector at the meeting.

Adopted 9th day of October, 2023.

  
Chairman, Al Timm

  
Supervisor, Sarah Newling

  
Supervisor, Dennis Hoffman

  
Attest: Darlene Schultz, Osborn Town Clerk

## 4. Town Officers


1. **Chairman, Supervisor 1 and Supervisor 2.** Biennially in odd-numbered years, at the annual Spring Election the officers shall be elected. The officers shall be elected for a two (2) year term. The terms commence on the third (3<sup>rd</sup>) Tuesday in April.
2. **Clerk.** The position of Town Clerk shall be filled by appointment by the town board. The clerk is to be appointed for a term not to exceed three (3) years at a time The board may reappoint for successive terms.
3. **Treasurer.** The position of Town Treasurer shall be filled by appointment by the town board. The treasurer is to be appointed for a term not to exceed three (3) years at a time. The board may reappoint for successive terms.
4. **Assessor.** The Town Board shall appoint the Town Assessor for a term not to exceed five (5) years at a time. The board may reappoint for successive terms.

Adopted 9<sup>th</sup> day, of October, 2023.

  
Chairman, Al Timm

  
Supervisor, Dennis Hoffman

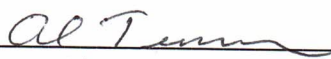
  
Supervisor, Sarah Newling

Attest:   
Darlene Schultz  
Osborn Town Clerk

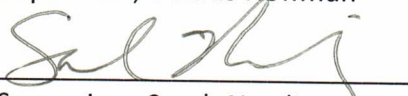
## 5. Legal Advice, Other Help.

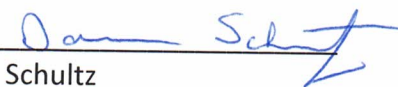
1. **Legal Advice, other help.** The Town Board is empowered to procure legal advice when needed in the conduct of town affairs and employ counsel for that purpose; also, such stenographic, clerical, and expert help as may from time to time be necessary in the conduct of the affairs of the town and the promotion of the financial welfare; to enter into the necessary contracts for the performance of such services; and to determine the qualification, including the residence of the persons so employed.

Adopted 9<sup>th</sup> day, of October, 2023.

  
\_\_\_\_\_  
Chairman, Al Timm

  
\_\_\_\_\_  
Supervisor, Dennis Hoffman

  
\_\_\_\_\_  
Supervisor, Sarah Newling

Attest:   
\_\_\_\_\_  
Darlene Schultz  
Osborn Town Clerk