

**CHAPTER 30: FORM OF GOVERNMENT; CITY OFFICIALS**

Section

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**§ 30.01 FILLING VACANCIES IN THE OFFICE OF MAYOR OR ALDERMAN.**

(A) Vacancies in the office of Alderman shall be filled by appointment by the Mayor subject to confirmation by the Common Council. Vacancies in the office of Mayor shall be filled by appointment by the President of the Common Council subject to confirmation by the Common Council. A person so appointed shall hold office until a successor is elected and qualified.

(B) If a vacancy happens no later than December 1, a successor shall be elected for the remainder of the unexpired term on the first Tuesday in April of the next ensuing year.

(C) If a vacancy happens on or after December 1, a successor shall be elected for the remainder of the unexpired term on the first Tuesday in April of the second ensuing year.

(D) No election to fill a vacancy in an office may be held at the time of holding the regular election for that office.

(E) All other vacancies shall be filled by appointment by the Mayor subject to confirmation by the Common Council.  
(Ord. 120, passed 3-7-88)

**§ 30.02 COMBINING THE OFFICES OF CITY CLERK AND CITY TREASURER.**

(A) The city elects that all provisions of Wis. Stats. § 62.09(3)(b) and (c) and (5)(b) relating to offices of Clerk and Treasurer and the method of selection and tenure thereof in conflict with this section shall be inapplicable to the city.

(B) The offices of Clerk and Treasurer are combined. The Clerk-Treasurer shall be appointed by a three-fourths vote of all members of the Common Council and shall hold office for an indefinite term subject to Wis. Stats. § 17.12(1)(c).

(C) Prior to any appointment of the Clerk-Treasurer, all candidates for that office shall be examined by a committee of three persons designated by the Mayor. Each candidate shall file an application stating in detail his or her education, experience, and other qualifications. The committee shall provide for additional tests to ascertain the fitness of each candidate. The committee shall submit to the Common Council a written report on the qualifications of each candidate, indicating their numerical rating based on the application and the tests which shall be filed in the office of the City Clerk and open for examination but not transcribing. The appointment by the Council shall be from the three persons ranking highest of the report.

(Ord. 35, passed 12-4-67)

**§ 30.03 COUNCIL MEETINGS.**

(A) The regular monthly meeting of the Common Council shall be held the first Monday of each month at the City Hall at 7:00 p.m.

(B) Regular monthly meetings shall not vary unless by two-thirds affirmative vote of the Common Council at the monthly meeting prior to the meeting to be changed and the time and place of the changed monthly meeting shall appear in the published minutes of that prior monthly meeting wherein the vote was taken.

(C) Special meetings of the Common Council shall be had at the call of the Mayor by his or her giving the City Clerk and all Council members 24 hours prior notice in writing of the call of the special meeting, the time and place of the meeting, and the special purpose for such call.

(D) Special meetings of the Common Council may also be called by three Council members filing a request signed by them, with the City Clerk requesting such special meeting and that he or she give 24 hours prior notice to all Council members of the time and place of the meeting and the special purpose for the call.

(E) Subject to the requirements of the Open Meetings Law, §19.81 through 19.98, Wis. Stats, the 24-hour notice of a specially called Council meeting can be waived by a unanimous vote of all Council members present at the time and place of a special meeting, and the vote shall be placed in the minutes of that special meeting.

(Res. 6, passed 6-1-70)

#### **§ 30.04 CITY CLERK TO SERVE AS AGENT TO RETIREMENT FUND.**

The City Clerk or his or her successor be and he or she is designated as the agent of the city in matters pertaining to the Public Employee Trust Fund, under Wis. Stats. Ch. 40.

(Res. 87, passed 8-7-72)