

**§ 5-9 Boards, commissions and committees.**

A. Definitions. As used in this section, the following terms shall have the meanings indicated:

**BOARD**

A permanent body of the Village whose members are officially appointed and empowered to perform certain acts of a public nature and to exercise designated governmental functions. When used in this section, the term "board" shall not include the Village Board.

**COMMISSION**

A board.

**COMMITTEE**

An official body of the Village to which has been delegated particular duties which are to be performed in the expectation that such acts will be confirmed by the Village Board, or that its recommendations and advice will be of aid and assistance to the Village Board in determining what acts and functions the Village should perform.

- B. Creation. The following boards, commissions and committees are created to perform such duties as required by the Wisconsin Statutes, rules and regulations, the Village ordinances, and as determined by the Village Board from time to time: **[Amended 3-15-2011; 12-4-2012; 5-6-2014]**
- (1) Village Plan Commission is established under the provisions of § 62.23(1), Wis. Stats., and hereby vested with such authority as specified in state statutes.
  - (2) Parks, Recreation and Forestry Committee.
  - (3) Public Works Committee.
  - (4) Economic Development Committee.
  - (5) Board of Appeals.
  - (6) Board of Review.
  - (7) Ethics Board.
  - (8) Historic Preservation Committee.
- C. Appointments. Members of such committees, boards and commissions shall be appointed to regular terms by the Village President subject to confirmation by the Village Board at a meeting held after the spring election and prior to May 1 of the calendar year in which the term is to begin. Regular terms shall commence on May 1 and end April 30 and be of such length as hereinafter provided. In the event of a vacancy during a term, an appointment for the remainder of the term shall be made by the Village President subject to confirmation by the Village Board. Members may be reappointed, except that no person shall serve, or be appointed to a term for which he would become eligible to serve, for a period which shall exceed 10 consecutive years unless the person holds such membership by reason of his or her elected public office or his or her employment by the Village or is otherwise reappointed by the

Village Board. Reappointments which exceed the ten-year maximum shall be made only when qualified replacements are not available and shall be for one-year terms. One-year reappointments shall not be made for more than five consecutive years. Qualified applicants who have not served for 10 consecutive years should be appointed before extensions are granted. All appointments shall take into consideration the qualifications for members of the specific committee, board or commission, as established by the Village Board from time to time. All members of committees, boards and commissions shall serve at the pleasure of the Village Board.

**D. Committees and commissions.**

**(1) Village Plan Commission.**

- (a) The Village Plan Commission shall consist of six regular members and three alternate members, none of whom shall hold any other public office in the Village, and one Village of Allouez Trustee. Regular and alternate members shall be appointed for three-year terms, except that initial appointments of the alternate members shall be for one three-year term, one two-year term, and one one-year term.
  - (b) Each year, the Village President shall designate one of the alternate members as "first alternate," one as "second alternate" and the other as "third alternate." The first alternate shall act with full power only when a member of the Village Plan Commission refuses to vote because of interest or when a member is absent. The second alternate shall so act only when the first alternate so refuses or is absent or when more than one regular member of the Commission so refuses or is absent. The third alternate shall so act only when the first and second alternates refuse to vote or are absent or when more than two regular members of the Commission refuse to vote or are absent.
  - (c) Four members of the Village Plan Commission shall constitute a quorum. If there is not a quorum present, the fact shall be entered on the journal, and the Commission may adjourn. At least four members of the Commission must vote on all matters, exclusive of abstentions; a majority vote of all members electing to vote shall be necessary for passage or approval of any matter before the Commission.
- (2) The Parks, Recreation and Forestry Committee shall consist of six regular members, none of whom shall hold any other public office in the Village, and one Village of Allouez Trustee. Appointments for the six regular members shall be for three-year terms. The appointment for the Village of Allouez Trustee shall be made annually along with the appointments of the other Village Trustees who serve on committees/boards/commissions. [Amended 5-19-2015 by Ord. No. 2015-04]**
- (3) The Public Works Committee shall consist of three Board members and two citizen members, with the Village Administrator and Public Works Director serving as staff liaisons to the Committee. The Board members shall be appointed annually for a one-year term. Citizen members can be appointed for three-year terms, except that initial appointments shall be for one three-year term and one two-year term.
  - (4) The Economic Development Committee shall consist of six regular members and three alternate members, none of whom shall hold any other public office in the Village, and one Village of Allouez Trustee. Regular members shall be appointed to three-year terms, except that initial appointments shall be for two three-year terms, two two-year terms, and two one-year terms. Alternate members shall be appointed to three-year terms, except that initial appointments shall be for one three-year term, one two-



year term, and one one-year term. The appointment for the Village of Allouez Trustee shall be made annually along with the appointments of the other Village Trustees who serve on committees/boards/commissions. **[Amended 12-16-2014 by Ord. No. 2014-26; 5-2-2017 by Ord. No. 2017-05]**

- (5) The Historic Preservation Committee shall consist of six regular members, none of whom shall hold any other public office in the Village, and one Village of Allouez Trustee. Of the membership, if available in the community, one shall be a registered architect and one shall be a licensed real estate broker. Each member shall have, to the highest extent possible, a known interest in historical preservation. Appointments for the six regular members shall be for three-year terms, except that initial appointments shall be for two three-year terms, two two-year terms and two one-year terms. The appointment for the Village of Allouez Trustee shall be made annually along with the appointments of the other Village Trustees who serve on committees/boards/commissions. **[Amended 5-3-2016 by Ord. No. 2016-02]**
- (6) The Village Board may create such other advisory or ad hoc committees, for such period of time, for such purposes, and of such size, as it shall determine from time to time. Any appointments to such committees shall be made by the Village President subject to confirmation of the Board.

E. Boards. **[Amended 3-15-2011; 12-4-2012]**

- (1) The Board of Appeals shall consist of five regular members and three alternate members. Regular members shall be appointed to three-year terms, except that initial appointments shall be for two three-year terms, one two-year term and two one-year terms. Alternate members shall be appointed to three-year terms, except that initial appointments shall be for one three-year term, one two-year term and one one-year term.
- (2) The Board of Review shall consist of five regular members, none of whom shall hold any other public office in the Village, and the Clerk-Treasurer who shall be a nonvoting member and act as Secretary to the Board. Regular members shall be appointed to two-year terms, except that initial appointments shall be for two two-year terms and three one-year terms.
- (3) The Ethics Board shall consist of five regular members, a first alternate member, and a second alternate member, none of whom shall hold any other public office in the Village. Regular members shall be appointed to three-year terms, except that initial appointments shall be for two three-year terms, one two-year term, and two one-year terms. Alternate members shall be appointed to two-year terms, with the first alternate being appointed in odd-numbered years and the second alternate being appointed in even-numbered years, except that the initial appointment of the second alternate shall be for a one-year term in an odd-numbered year. If a regular member cannot sit or act on a matter, the first alternate member shall take the regular member's place for that matter. If a second regular member or the first alternate member cannot sit or act on a matter, the second alternate member shall take the place of the regular or first alternate member for that matter. The Ethics Board is authorized to hold hearings and to act on matters if a quorum of three members, either regular or alternate, is present.

F. Miscellaneous. **[Amended 7-5-2016 by Ord. No. 2016-12]**

- (1) Each committee, board and commission shall elect its chairperson annually at its first regular meeting held after April 30. No person shall be elected or act as chairperson for more than two consecutive

years, but such person may act as chairperson for more than two years during his tenure of all terms he or she may serve on such committee, board or commission.

- (2) Written notice of the time, place and purpose of a meeting of a committee, board or commission shall be filed with the Clerk-Treasurer at least 72 hours before it is held. All meetings shall comply with the notice and other requirements of the Wisconsin Open Meeting Law.
- (3) Any committee, board or commission may request any Village officer to confer with it and supply information needed in connection with any matter pending before it. Every such request shall be in writing furnished to the appropriate officer, with a copy to the Clerk-Treasurer, at least 72 hours before the expected return or meeting date.