

By-Laws

Portage County Unit of the Wisconsin Towns Association

Adopted _____, 20____

Article 1

Unit Purpose

Section 1: Purposes

The purpose of the Portage County Unit of the Wisconsin Towns Association shall at all times be directed toward philosophies, principles, and actions intended to implement the mission and achieve the vision of the Wisconsin Towns Association. The function of the County Unit shall be consistent with the values and by-laws of the Wisconsin Towns Association, and shall include:

- A. Provision of educational information and training opportunities to Unit members; and,
- B. Promotion of municipal, county, state and federal legislation beneficial to town government and the general welfare of town government constituents; and,
- C. Assisting Unit members in the self-development of skills that empower and inspire them to lead in their communities and perform their duties as required by law; and,
- D. Fostering the leadership and entrepreneurialism inherent in decentralized local government and to aggressively resist further centralization of our republic and effort to diverge from the federalist system upon which our country was founded.

Article II

Unit Membership

Section 1: Unit Member Governments

All towns and villages in Portage County of the State of Wisconsin are eligible for membership. They shall become members for the current year upon payment of \$60 annual membership dues. Membership dues are established by the members at a bimonthly meeting.

Section 2: Individual Unit Members

Individual Unit members include town chairpersons and supervisors, village presidents and trustees, and elected or appointed clerks, treasurers, or clerk/treasurers combined (who are residents of a town or village in the county) of member governments.

Section 3: Ex Officio members

Ex Officio (non-voting) members are town or village officers and executive employees of member governments, other than individual members noted in Section 2, at least including:

1. Plan Commission members
2. Sanitary District members
3. Elected Assessor
4. Elected Constable
5. Administrator
6. Planning and Zoning Director
7. Fire Chief
8. Police Chief
9. Highway Superintendent

Section 4: Discharge

Member governments, Individual Unit members, and Ex Officio members may be discharged, without refund of any membership dues, from the County Unit, by a two-thirds vote of the member governments present at a duly called meeting.

Article III Unit Leadership

Section 1: County Unit Leadership

- A. Biennially, in odd numbered years, the Individual Unit members of the County Unit shall elect County Unit Leadership consisting of a Chairperson, Vice-Chairperson, Secretary and Treasurer. The offices of secretary and treasurer may be combined by action of the County Unit at a meeting. **The Portage County Unit Leadership consists of a Chairperson, a Vice-Chairperson, and a Secretary/Treasurer.** It shall be the duty of the County Unit Chairperson to call a County Unit meeting within two months after Spring general elections in odd numbered years for the purpose of electing County Unit officers. A complete report of the results of said election shall be submitted to the Executive Director of the Wisconsin Towns Association within ten days, including names, USPS addresses, phone numbers, and email addresses of each officer elected.
- B. Unit Leadership shall conduct the business and affairs of the County Unit, and shall exercise all powers necessary or convenient to affect any or all of the purposes for the Unit is organized, except that such business operations shall not be inconsistent with the by-laws.

C. Unit Leadership duties shall at least include:

1. Chairperson: The Chairperson shall preside over all Unit meetings. He or she shall be responsible for the integrity of the Association's governance; see that all orders, motions, and resolutions of the Unit are carried into effect; and, perform such other duties as are necessarily incident to the office or may be prescribed at a duly called Unit meeting. The Chairperson (or their designee) shall attend the WTA Annual Council meeting.
2. Vice Chairperson: The Vice Chairperson shall perform the duties and responsibilities of the Chairperson during the absence or disability of the Chairperson.
3. Secretary: The Secretary shall attend all Unit meetings and preserve a record of correct minutes. He or she shall ensure the proper communication regarding Unit meetings.
4. Treasurer: The Treasurer shall ensure that proper accounting and budgeting procedures for the handling of finances are established and followed. He or she shall present an annual financial report to the Unit and preside over an annual audit, if conducted.

D. The County Unit shall meet at least five times annually.

- E. A County Unit meeting can be called by the County Unit Chairperson, or any officer of the Wisconsin Towns Association, or by written petition signed by ten percent of the individual members of the County Unit and filed with the Executive Director of the Wisconsin Towns Association with 48 hours' notice.
- F. Unit Leadership may establish such committees and subcommittees as it deems advisable to advance the purpose of the County Unit and the Wisconsin Towns Association.
- G. In the event a member of Unit Leadership is unable to carry out his/her duties, the member may resign in writing to the Chair or, if it is the Chair, to the Vice-Chair.
- H. In the event a member of Unit Leadership fails to carry out the commonly accepted responsibilities, the Chair or Vice Chair if it is the Chair shall have the authority to communicate with them and request resignation. After such discussion, if the Chair or Vice Chair in the case of the Chair believes it necessary to remove the Unit Leader, the Chair or Vice Chair in the case of the Chair may seek removal by a two-thirds vote of Unit Leadership.
- I. In the event of a vacant position, the Chairperson or Vice Chairperson shall recommend appointment of a Unit Leader to complete the term, with approval contingent upon a majority vote of Individual Unit Members present at a duly called Unit Meeting.

Article IV Meeting Quorum

Section 1: Quorum

A quorum for County Unit meetings shall be five members or one-tenth of the individual members, whichever is lowest.

Article V Voting Rights

Section 1: Attendance Requirement

Voting rights exist as noted below. Only in person voting is allowed.

Section 2: County Units

Each individual member shall be entitled to one vote at any meeting of the County Unit provided the town and village for which they are officials have paid the current dues of the Wisconsin Towns Association and the County Unit dues, if such dues have been established for that County Unit.

Article VI Adoption Amendment of By-Laws

Section 1: Adoption

A two-thirds vote of approval of the Individual Unit Members present at a County Unit meeting shall be required for adoption of By-Laws.

Section 2: Amendment

The County Unit by-laws may be amended through the following procedure:

- A. Unit Leadership may recommend amendment to the by-laws at any time; or,
- B. Individual members of the County Unit may submit in writing, by action of a majority of the individual members present at a County Unit meeting, a written proposal for amendment to the by-laws that Unit Leadership can choose to act on at the next County Unit meeting.

Section 3: Effective Date

Adoption or any amendment to the by-laws shall become effective immediately or at a later date as set forth.

Article VII
Parliamentary Procedure

Section 1: Parliamentary Procedure

The rules contained in the most recent edition of "*Robert's Rules of Order, Revised*" shall govern the proceedings of the County Unit.

Section 2: Majority Rule

At all meetings, unless otherwise specified by law, or these by-laws, a majority vote cast shall determine the question.

Adopted on _____ 20____

Chairperson

Secretary