

**BYLAWS AND RULES**  
**OF THE**  
**WHEATON PLAN COMMISSION**  
**BYLAWS**

**Article I. Name**

The name of this organization shall be the “Wheaton Plan Commission”.

**Article II. Objective**

The objective shall be to aid in the orderly development of the Township of Wheaton by members of the Wheaton Plan Commission.

**Article III. Membership**

**Section One** – The Chairman of the Wheaton Town Board shall appoint the seven members of the Commission. Members shall serve three year terms. Members shall serve alternating terms.

**Section Two** – Removal from the Commission is provided by State Statute and must be accomplished by the Wheaton Town Board. The Wheaton Town Board will, within 30 days, appoint a replacement to fill the vacancy of the unexpired term.

**Article IV. Officer Duties**

**Section One** – The officers of the Commission are: Chair, Vice Chair, and Secretary, Deputy Secretary

**Section Two** – The officers (excluding the Chair) shall be elected by a majority vote of the Commission members. The Plan Commission Chair shall be appointed by the Chairman of the Town of Wheaton with consideration of the recommendation of the majority vote of the Plan Commission members and with the advisory approval of the Town Board.

**Section Three** – The officers shall serve for a term of one year.

**Section Four** – The Chair’s chief duties shall be:

1. Preside at regular and special meeting.
2. Call special meeting as may be required.
3. Have all of the general powers and duties usually vested in the office of the Chair.
4. Maintain a liaison with Wheaton Town Board.

**Section Five** – The Vice Chair’s chief duties shall be:

1. Preside at all meetings in the absence of the Chair.
2. Upon death or permanent incapacitation by illness or injury the Vice Chair shall succeed to the office of the Chair.

3. Assume particular responsibilities that may be assigned by the Chair.
4. Maintain a liaison with Wheaton Town Board.

**Section Six** – The Secretary, Deputy Secretary's chief duties shall be:

1. Maintain the minutes of the meetings.
2. Act as a custodian of the records.

## **Article V. Meetings**

**Section One** – All regular meetings shall be held at the Wheaton Town Hall on the 1<sup>st</sup> Tuesday of each month, starting at 7:00PM or at alternate locations and/or times noted.

**Section Two** – All special meetings - the date/time shall be determined by the Commission.

**Section Three** – A quorum shall be a simple majority of the total membership.

## **Article VI. Amendments**

The bylaws may be amended by a 2/3 majority of the total members only at a regular meeting.

## **RULES OF ORDER**

### **Article I. Parliamentary Authority**

Revised Robert Rules of Order is adopted as the parliamentary authority and Wisconsin Open Meetings Law.

### **Article II. Order of Business**

Affidavit of Notice of Meeting/Call meeting to order

Pledge of Allegiance and moment of silence for our Military

Roll call /Approval of agenda /Approval of the minutes of the last meeting

Public comment (at the discretion of the Chair)

Old business/New business

Set potential agenda items for next meeting (Commission discussion)

Set next meeting date/Adjournment

Revised and Adopted: June 13, 2023