

## **State Statutes concerning the Annual Town Meeting:**

### 60.11 Annual town meeting.

(1) Requirement. Each town shall hold an annual town meeting, as provided in this section.

(2) When held.

(a) Except as provided in par. (b), the annual town meeting shall be held on the 3rd Tuesday of April.

(b) The annual town meeting may set a date different than provided under par. (a) for the next annual town meeting if the date is within 10 days after the 3rd Tuesday of April.

(3) Where held.

(a) The annual town meeting may be held in the town or in any other town, village, or city in the same county or in an adjoining county.

(b) The annual town meeting shall be held at the location of the last annual town meeting unless the location is changed by the town board. If the town board changes the location, it shall publish a class 2 notice under ch. 985 stating the location of the meeting, not more than 20 nor less than 15 days before the date of the meeting.

(4) Adjournment. The annual town meeting may be recessed to a time and date certain if the resumed meeting is held within 30 days after the date of the meeting originally scheduled under sub. (2).

(5) Notice. No public notice of an annual town meeting is required if held as provided under sub. (2) (a). If held as provided under sub. (2) (b), notice of the time and date of the meeting shall be given under s. 60.12 (3).

**(6) Jurisdiction. An annual town meeting may transact any business over which a town meeting has jurisdiction.**

(7) Poll list. An annual town meeting may require the clerk of the town meeting to keep a poll list with the name and address of every elector voting at the meeting. If an elector of the town obtains a confidential listing under s. 6.47 (2) and presents an identification card issued under s. 6.47 (3), the clerk shall record the identification serial number of the elector in lieu of the elector's address.

### 60.13 Presiding officer.

(1) **Who presides.**

(a) **If present, the town board chairperson shall chair the town meeting.** If the town board chairperson is absent, another town board supervisor shall chair the town meeting. If no town board supervisor is present, the town meeting shall elect the chairperson of the meeting.

(b) If the annual town meeting is held in a year when the office of town board chairperson is filled by election, the person holding the office on the day prior to the date of the election to fill the office shall preside at the annual town meeting and is entitled to receive the per diem which is ordinarily 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 par. (a).

**(2) Duties.** The town meeting chairperson shall conduct the meeting's proceedings in accordance with accepted parliamentary procedure. (Robert's Rules)

(3) Enforcement authority. The town meeting chairperson shall maintain order and decorum, and may order any person to leave a town meeting if the person has conducted himself or herself in a disorderly manner and persisted in such conduct after being directed by the chairperson to cease the conduct. If the person refuses the chairperson's order to withdraw, the town meeting chairperson may order a constable or other law enforcement officer to take the person into custody until the meeting is adjourned.

60.14 Procedure.

(1) **Qualified voters.** [Any qualified elector of the town, as defined under ch. 6, may vote at a town meeting.](#)

(2) **Method of action; necessary votes.** [All actions of a town meeting shall be by vote. All questions shall be decided by a majority of the electors voting.](#)

(3) **Order of business.** [At the beginning of the town meeting, the town meeting chairperson shall state the business to be transacted and the order in which the business will be considered.](#) No proposal to levy a tax, except a tax for defraying necessary town expenses, may be acted on out of the order stated by the town meeting chairperson.

<https://docs.legis.wisconsin.gov/statutes/statutes/60/III/11>