

NMSC RESOLUTION 2014-2  
NEENAH-MENASHA SEWERAGE COMMISSION RULES CONCERNING  
THE SCHEDULING AND CONDUCT OF COMMISSION MEETINGS  
(ADOPTED AND ESTABLISHED PURSUANT TO AUTHORITY  
GRANTED UNDER WIS. STATS. SEC. 66.0301, AND THE JOINTLY  
ENACTED 9/28/82 ENABLING ORDINANCE/CONTRACT OF THE  
SEVERAL MUNICIPALITIES WHICH RE-CREATED SAID COMMISSION)  
(Amended 5/27/2014)

WHEREAS, the Neenah-Menasha Sewerage Commission (NMSC) has determined that it is necessary and expedient to adopt written rules concerning the scheduling and conduct of Commission meetings;

NOW, THEREFORE, the NMSC does hereby duly adopt the following rules and regulations concerning the scheduling and conduct of Commission meetings:

1. Regular Meetings. Regular meetings of the Neenah-Menasha Sewerage Commission shall be conducted at the Commission office, located at 101 Garfield Avenue, City of Menasha, Winnebago County, Wisconsin, on the fourth Tuesday of each month, commencing at 8:00 A.M. or at such other public place and time, as determined by the Commission. Written notice of each regular NMSC meeting shall be given to each Commission member and to the press by providing to them a copy of the agenda as set forth below. No business shall be transacted at a regular meeting which is not specified in the notice/agenda of the meeting.

2. Special Meetings. Special meetings of the Neenah-Menasha Sewerage Commission may be called by either the president or general manager of the Commission, by written notice provided to each Commissioner and to The Appleton Post Crescent at least twenty-four (24) hours before the time of the meeting. No business shall be transacted at a special meeting which is not specified in the written notice/agenda of the meeting.

3. Meetings to be Public. All meetings of the Neenah-Menasha Sewerage Commission, whether regular or special, shall be open to the public and all of the business conducted by the Commission at its meetings shall be recorded by the recording secretary in a record book specifically kept for that purpose. Following the meeting, the recording secretary shall prepare written minutes of the meeting.

4. Agendas. A detailed agenda of all matters to be considered during a regular session of the Neenah-Menasha Sewerage Commission shall be prepared and delivered to each member of the Commission and to The Appleton Post Crescent at least three (3) days preceding the meeting. Every agenda shall indicate the time, date and place of the meeting. The agenda shall be jointly prepared by the NMSC general manager and the president. Any commissioner may direct that an item be placed on the agenda. The notice of any meeting of the Commission shall include an agenda of all matters to be considered at the meeting.

5. Call to Order. The president shall promptly call each meeting of the Commission to order at the time fixed for the meeting. In the absence of the president, the vice-president of the Commission shall call the meeting to order and shall preside over same.

6. Roll Call and Quorum. Following the call to order, before proceeding to the conduct of its business, a roll call of the Commission membership shall be made and the names of those present and those absent shall be recorded by the recording secretary. Four (4) members of the Commission shall constitute a quorum. In the absence of a quorum, the meeting shall be adjourned and no business may be conducted.

7. Order of Business. The order of business at a Neenah-Menasha Sewerage Commission meeting shall be as follows:

- a. Call to order
- b. Roll call
- c. Public forum
- d. Approval of minutes of previous Commission meeting
- e. Communications
- f. Old business – as specified in the agenda
- g. New business – as specified in the agenda
- h. Other business to legally come before the Commission – as specified in the agenda
- i. Adjournment

8. Meeting Rules of Order. All meetings of the Neenah-Menasha Sewerage Commission shall be conducted pursuant to Robert's Rules of Order, as revised.

9. Public Forum. Any individual may address the Commission during Public Forum regarding non-repetitive matters pertaining to NMSC, once recognized by the President, for a time to be determined by the President.

IN WITNESS WHEREOF, the NMSC has caused these rules to be signed and attested by its duly authorized officers. These rules and regulations shall become effective on the date of their posting and publication.

Passed and adopted by the NMSC, in the County of Winnebago, State of Wisconsin, on the 27<sup>th</sup> day of MAY, 2014; to be posted and published on the 18<sup>th</sup> day of JUNE, 2014.

Ayes 7

Nays 0

NEENAH-MENASHA SEWERAGE COMMISSION

By: , President

Kathleen Bauer, Sec/Treasurer