

Village of Richfield

Attendance Policy

1.0 PURPOSE:

The purpose of this policy is to create guidelines for elected and appointed Village of Richfield Board, Committee, and Commission members regarding their attendance at meetings and any other official proceedings related to their office. It is of great importance that the elected and appointed officials of Richfield are present at meetings in order to adequately govern the Village.

2.0 PERSONS AFFECTED:

This policy applies to all individuals who hold an elected and/or an appointed position of any type on any Village of Richfield Board, Committee, or Commission where such individual receives compensation from the Village for such position.

3.0 POLICY:

It is the policy of the Village of Richfield to enforce all guidelines created in this policy and to enforce all applicable provisions of state statutes and local ordinances regarding attendance at scheduled meetings and other official proceedings.

4.0 ATTENDANCE REQUIREMENTS:

Holding an elected or appointed public office of any type requires a degree of responsibility. Part of that responsibility, besides making important decisions on the behalf of taxpayers, is regular appearance at scheduled meetings. While each Committee, Board, and Commission varies in the amount of meetings required and how often meetings occur, the responsibility applies to all.

4.1 Village Board

Board members are compensated for their service and are expected to perform their duties to the best of their ability. Trustee and the Board President's salaries are established under Sections 61.32 and 66.0505 of the Wisconsin Statutes. Such salaries are set forth in the budget for the appropriate year and paid monthly. All Village Board members are to attend every monthly scheduled meeting, set for every 3rd Thursday of each month; special meetings, if such are called; and joint meetings of the Plan Commission and Village Board, which are set for the first Thursday of each month. Additionally, Village Board members are expected to stay until the conclusion of each meeting.

4.2 Plan Commission

The Plan Commission members are compensated for their service to the Village and are expected to perform their duties to the best of their ability. Their rate of compensation is set in the budget and members are paid per meeting. Plan Commission members are expected to attend every monthly scheduled meeting, set for every 1st Thursday of each month; special meetings, if such are called; joint meetings; and any meetings of subcommittees that they are appointed to. Additionally, Plan Commission members are expected to stay until the conclusion of each meeting.

4.3 Park Commission

The Park Commission members receive compensation based on meeting attendance at the rates set in the current budget and are expected to perform their duties to the best of their ability. Members are expected to attend every monthly scheduled meeting, set for the 2nd Wednesday of each month; special meetings, if such are called; and joint meetings. Additionally, Park Commission members are expected to stay until the conclusion of each meeting.

4.4 Architectural Review Board

Architectural Review Board members receive compensation based on meeting attendance at rates set in the current budget and are expected to perform their duties to the best of their ability. Members are expected to attend every monthly scheduled meeting, set for the 3rd Wednesday of each month; special meetings, if such are called; and joint meetings. Additionally, Architectural Review Board members are expected to stay until the conclusion of each meeting.

4.5 Board of Appeals

This Board meets and operates on an as needed basis. Members of this Board receive compensation for meeting attendance at rates set in the current budget and are expected to perform their duties to the best of their ability. If a meeting or hearing is scheduled, members are required to attend. Additionally, Board of Appeals members are expected to stay until the conclusion of each meeting or hearing.

4.6 Board of Review

This Board convenes annually at any time during the 30-day period beginning on the 2nd Monday in May, as per state law. Members are required to attend the initial scheduled meeting and each subsequently scheduled meeting each year and are compensated for doing so based on budgeted rates. Members are expected to perform their duties to the best of their ability and are expected to stay until the conclusion of each meeting.

4.7 Ethics Board

This Board shall meet and operate on an as needed basis. Members are not compensated unless the Village otherwise provides for compensation as per Section 2.01 of the Village Code. Members are expected to perform their duties to the best of their ability and are expected to stay until the conclusion of each meeting.

5.0 UNEXCUSED ABSENCES:

Committee, Commission or Board members, other than Village Board members, who miss more than three (3) meetings during any twelve-month period without having been excused from such absences under Section 6.0, shall be considered by the Village Board President for removal from office. Any removal action shall be in accordance with Section 17.13(1) of the Wisconsin Statutes and/or such other laws as may apply. In addition, members will not receive compensation for meetings where their absence was unexcused. If, however, the member was excused by the President or Committee/Commission chair from attending a meeting as provided in Section 6 below, such absence shall not be counted as an unexcused absence for purposes of this section.

5.1 Notwithstanding the provisions of Sections 5.0 and 6.0, the salary of any Village Board member who misses more than three (3) scheduled meetings in any twelve-month period will be reduced for each additional meeting missed regardless of whether the absences are excused or unexcused. In addition, Village Board members shall be subject to removal by a majority vote of all of the members of the Village Board because of continued physical inability to perform the duties of office or gross neglect of duty as provided in Section 17.13(2) of the Wisconsin Statutes.

6.0 EXCUSED ABSENCES:

Only the Board President may render excusals, at his/her discretion, for trustees and for Committee/Commission Chair holders. Each Commission/Committee Chair, however, may render excusals, at his/her discretion, for their respective members. Excusals may only be given prior to the start of the applicable meeting and the Commission/Committee Chairperson must inform the Village Staff as soon as possible after granting an excused absence.

7.0 TELECONFERENCE/VIDEOCONFERENCE MEETING ATTENDANCE:

The Village of Richfield recognizes certain constraints exist that may prohibit a Board, Committee, or Commission member from being physically present at a meeting. It is advised that the member make accommodations to participate in the meeting in any way possible; teleconferencing is one suggestion.

7.1 Any Village Board member who, for good cause, is unable to be physically present at a meeting of the Board may request, prior to the meeting, the consent of

the Village President to participate in the meeting by audio and/or video conferencing devices. Upon a showing of good cause, as determined by the President at his/her sole discretion, such a request may be granted subject to authorization at the time of participation. If the requesting member is unable to contact the President, the next most senior member of the Board may consent to the request in his/her place. When a member participates by audio and/or video conferencing devices, the device(s) shall be placed in the meeting room so that the member not physically present can hear and be heard by all those who are physically present, including all members of the public in attendance. All costs of the teleconference/video conference, including but not limited to the costs of the service provider and the cost of the equipment, shall be borne by the member who chooses to participate remotely.

- 7.2 A Board member who is not physically present at a Village Board meeting, but participates by audio and/or video conferencing devices, shall not be counted towards a quorum, and shall not be entitled to vote.
- 7.3 Any member of any Committee/Commission who, for good cause, is unable to be physically present at a meeting of the committee may request, prior to the meeting, the consent of the Committee/Commission chairperson to participate in the meeting by audio and/or video conferencing devices. Upon a showing of good cause, as determined by the chairperson at his/her sole discretion, such a request may be granted. If the requesting member is unable to contact the chairperson, the next most senior member of the Committee/Commission may consent to the request in his/her place. When a Committee/Commission member is allowed to participate by audio and/or video conferencing devices, the devices shall be placed in the meeting room in a way that the Committee/Commission member not physically present can hear and be heard by all those who are physically present, including all individuals of the public in attendance. All costs of the teleconference/videoconference, including but not limited to the costs of the service provider and the cost of the equipment, shall be borne by the member who chooses to participate remotely.
- 7.4 A Committee/Commission member who is not physically present at a meeting, but participates by audio and/or video conferencing devices, shall not be counted towards a quorum and shall not be entitled to vote.