

# **Inter-Governmental Meeting**

Regarding Geneva Lake Use Committee Bylaws

Village of Fontana on Geneva Lake

City of Lake Geneva

Town of Linn

Village of Williams Bay

**Wednesday January 13, 2016**

**9:15 AM**

**Williams Bay Village Hall**

**250 Williams Street**

**Williams Bay, Wisconsin 53191**

This meeting will be held in the Board Room at the Village Hall

1. Call to order
2. Roll Call
3. Comments from the Public limited to items on the agenda (limited to two minutes)
4. Discussion/Action on changes to the bylaws from the Village of Williams Bay  
(bylaws have been approved by the Village of Fontana on Geneva Lake, City of Lake Geneva, and the Town of Linn)
5. Motion to adjourn

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Date Posted: 1/8/2016

## **Final Draft 11-18-15**

### **By-Laws**

### **Geneva Lake Use Committee**

#### **Name**

The name of this organization shall be the **Geneva Lake Use Committee (GLUC)**

#### **Mission Statement**

*To maintain the safe and uniform use of Geneva Lake now and in the future. Committee is a recommending body. Their recommendations shall be presented to each funding community for joint uniform consideration and action.*

#### **Objects**

The objects and purpose of this committee shall be to encourage and promote the following:

Recommend changes and revisions to the Joint Uniform Lake Ordinances for Geneva Lake, Wisconsin to maintain the safe and uniform use of the lake.

#### **Membership**

Membership will come from the following communities;

Village of Fontana\*

City of Lake Geneva\*

Town of Linn\*

Town of Walworth

Village of Williams Bay\*

\*Funding community as of January 1, 2015

Membership shall be established in the following manner:

The chief executive officer of the governing body of each funding community shall appoint two members to the committee; one shall be a member of the legislative body of their community, and the other shall be a lay person residing within their community.

Should the Town of Walworth wish to become a funding community in the future, the chief executive shall appoint a member of that town's legislative body and a lay person residing within that community to the committee, such members shall enjoy the same rights and privileges as all other members of the committee.

Effective January 1, 2016, each funding community shall contribute \$750.00 annually.

#### **Resignation by any committee member**

Any and all resignation shall be in letter form and either mailed or hand delivered to the Committee Chairperson.

### **Non-member public participation**

All members of the public may attend the GLUC Meetings, however only committee members have the right to vote.

### **Meetings and Elections**

Meetings shall be held as needed on the third Tuesday of the month. At least five days written notice shall be given to all members and the public prior to each meeting. A special meeting of the GLUC may be called by the Chairperson or upon the request of three or more members. "Notice to the Public" is defined as Public Notice Posting by each funding community at their standard designated locations.

A quorum will consist of five committee members ; discussion can take place at any publicly noticed meeting with or without a quorum, however no action shall be taken when a quorum is not present.

All recommendations to participating communities require the affirmative vote of a majority of the members attending a meeting when a quorum is present.

### **The order of the meetings shall be as follows;**

- Call to order
- Roll call either written or verbal
- Approval of Minutes from last meeting
- Public Comments (limited to five minutes per person)
- Correspondence received
- Treasurer report
- New business
- Old business

Adjournment

### **Officers and their powers and duties**

Officers of the committee shall consist of a Chairperson, a Treasurer, and a Secretary. The following are the duties of each:

#### **Chairperson:**

Term- the Chairperson shall serve a two year term from May 1<sup>st</sup> through April 30<sup>th</sup> of the second year.

Appointment – Beginning January 1<sup>st</sup> 2016, the Chairperson shall be the elected official from the Town of Linn. The Chairperson shall change on May 1<sup>st</sup> of each odd numbered year beginning May 1<sup>st</sup>, 2017 and will be the elected official from the following community in the following order: Fontana, Walworth(if they become a contributing member), Williams Bay, Lake Geneva, and Linn

The Chairperson shall preside at all meetings of the GLUC. In the event the Chairperson will be absent from a meeting, the Chairperson shall appoint an elected official from a funding community to serve as a temporary Chairperson. In the event of an unanticipated absence, the committee shall select a Chairperson, by majority vote from the elected officials present at the meeting.

The Chairperson is responsible for establishing the agenda of each meeting by supplying the proper information to the Secretary prior to the posting date. The Chairperson shall run all meetings according to Robert's Rules of Order.

**Secretary:**

Effective January 1, 2016, the Secretary will be compensated at \$1,000.00 per year, paid semi-annually in arrears. The appointment of the Secretary requires unanimous approval by all funding communities and shall run for a five year term. The Secretary may be removed with or without cause by a majority vote of the elected officials of the funding communities who serve on the GLUC.

The Secretary shall take minutes at all meetings and forward copies of said minutes to all members 5 days prior to the next meeting for review. The Secretary will only place those items on the agenda that are directed by the Chairperson or as directed by the Committee at a duly called meeting.

Expenses incurred by the Secretary shall be forwarded to the Treasurer for recommendation of payment at each meeting.

**Treasurer:**

The Treasurer shall keep track of all dues paid by each municipality and invoices paid from the Committee checkbook. The Treasurer shall give a report at all meetings. The Treasurer shall prepare all finance books for audit by designated committee members at each January meeting. The Treasurer may be removed with or without cause by a majority vote of the elected officials of the funding communities who serve on the GLUC. The Treasurer shall be elected by the GLUC at their first meeting after May 1<sup>st</sup> each year from within its membership of funding communities.

**Expenses:**

All expenses of the Committee will be shared equally by the participating communities. Any expenses above \$500.00 will require the approval of all the Legislative bodies of participating communities (excludes the Secretary's salary of \$1,000.00 per year).

**Dissolution:**

Any Funding community as of January 1, 2015 may withdraw from the Organization upon 30 days written notice to the other participating communities after which time this organization shall be dissolved. (see Membership Section for Funding Communities as of January 1, 2015)