



BOARD RULES AND PROCEDURES

The following Rules and Procedures were adopted by the Board of Commissioners of the Silver Lake Management District at the December 29, 2021, Board Meeting.

General

The Board of Commissioners of the Silver Lake Management District will comply with the relevant provisions of **Chapter 33, Wisconsin Statutes**, titled "Public Inland Waters" and **Chapter 19, Wisconsin Statutes** titled "General Duties of Public Officials."

About Board Meetings

- **Quorum:** Three Commissioners will constitute a quorum. A maximum of two Commissioners can attend remotely if unable to attend in person.
- **Agenda:** Set by Chair prior to meetings. Included in the Board Meeting Notice. No Board actions on any items not included in the published Agenda.
- **Board Meeting Notice:** Board Meeting Notice prepared by Chair to include meeting time, date, location, and Agenda. Posted in at least three locations accessible to the public near the meeting location, as well as the District website, at least 24 hours in advance of the meeting.
- **Regular Meetings:** Held at least quarterly. Date, time, location of subsequent Board Meeting set by Board at prior meeting. Held in places accessible to the public with Board Meeting Notice provided in advance. In time of declared emergency, remote meetings may be held.
- **Special Meetings** (those not set at a prior Board meeting): Can be called by Chair, by written request of three Commissioners, or by District property owners pursuant to Chapter 33. Board Meeting Notice required for compliance with Wisconsin open meeting law.
- **Board Actions:** Motion with second required for approval of minutes and passage of resolutions, paying bills, awarding vendor contracts, approving Annual Budgets, etc. Voice vote unless roll call requested by a Commissioner.
- **Board Minutes:** Recorded by the Secretary, approved by the Board at the subsequent Board meeting. Posted on District website.

About District Operations

- **Annual Budget:** Treasurer and Chair to draft Annual Budget for Board review and approval. Treasurer to present Annual Budget to Annual Meeting for final approval.
- **Tax Levy:** Treasurer to maintain the list of District property owners and file annual tax levy in the fall as required by the local municipal rules. Levy to be in Annual Budget approved earlier that year at the Annual Meeting.
- **Bank Account and Bookkeeping:** Treasurer to maintain the District's segregated bank account, keep the District's books, deposit District funds, prepare bills for Board approval, and provide financial reports to the Board at least twice a year. Treasurer to pay bills approved by Board. After-the-fact authorization by Board allowed for time-sensitive items.
- **Audits:** Treasurer to budget for, and facilitate an annual audit as required by Chapter 33.
- **Vendor Bidding:** Vendor contracts over \$2,000 will be competitively bid by the Treasurer or the designated Commissioner unless the Board approves otherwise. The Board must approve the contract award before the contract is executed. Only the Chair can execute contracts on behalf of the District. Sole-source contracts can be awarded by the Board in special situations when multiple bids were not received despite extra efforts, when the execution of the contract requires a specific contractor, or when the new work is an extension of a prior contract.
- **District Website:** The Secretary is responsible for updating and maintaining the District website and the email list of District property owners and interested parties.
- **Office/PO Box:** A physical office is not required. When there is no physical office, the District will maintain a PO Box.
- **Public Records:** Maintained for a minimum of five years. Agendas, Board Meeting Notices, meeting hand-out materials, meeting presentations, and Meeting Minutes will be maintained by the Secretary and, as appropriate, posted on the District website. RFP's, bids, vendor contracts, bills, bank records, financial statements, audit reports, etc. will be maintained by the Treasurer. All records to be available for public inspection.
- **District Public Communications:** Made by (signed by) the Chair. Reviewed by Commissioners prior to release.
- **Annual Meeting:** Held pursuant to Chapter 33 requirements. Date, time, location, and Agenda will be approved by Board at least 30 days prior to the Annual Meeting. Agenda to include approval of the Annual Budget and the tax levy for that year, as well as election of property-owner commissioner(s) for vacant/expiring positions by written ballot. A person not running for Commissioner will count the election ballots.
- **Between Meeting Communication and Consultation Among Commissioners:** Communications between two commissioners is encouraged, but discussions concerning District business outside Regular or Special Meetings among three or more commissioners is prohibited.