

A Quorum of the Administration Committee, Board of Public Works, Personnel Committee, Plan Commission, Redevelopment Authority, and other City bodies may attend this meeting, though no official action of these bodies will be taken.



**COMMON COUNCIL (ORGANIZATIONAL)
MEETING AGENDA**

**Tuesday, April 21, 2026 at 6:00 PM
First Floor Conference Rooms
100 Main Street, Menasha, WI**

- A. Call to Order**
- B. Pledge of Allegiance**
- C. Roll Call**
- D. Public Hearing**
- E. Public Comments on Any Matter of Concern to the City**
(5 minute time limit for each person)
- F. Report of Department Officers/Department Heads/Staff/Consultants**
Clerk Snyder - the following minutes and communications have been received and placed on file:
 - 1. Presentations:
 - 2. Minutes to Receive:
 - a. Protocol Committee, 4/13/26
 - 3. Communications:
 - a. R-7-26 – A Resolution Adopting Rules of the Common Council and Mayor; Expectation of Non-Emergency Outreach to City of Menasha Staff
- G. Consent Agenda**
(Prior to voting on the Consent Agenda, items on the Consent Agenda may be removed at the request of any Alderman and place immediately following action on the Consent Agenda. The procedures to follow for the Consent Agenda are: (a) removal of items from Consent Agenda; and (b) motion to approve the items from Consent Agenda.)
- H. Items Removed from the Consent Agenda**
- I. Action Items**
- J. Held Over Business**
- K. Ordinances and Resolutions**

1. R-7-26 - A Resolution Adopting Rules of the Common Council and Mayor (Introduced by Mayor Hammond & Ald. Grade)

L. Appointments

1. Common Council Appointments
 - a. Council President (1 year term effective immediately)
 - b. An Alderman Member to the Plan Commission (1 year term effective immediately)
 - c. An Alternate Alderman Member to the Plan Commission (1 year term effective immediately)

M. Recess to Committees

1. Administration Committee
2. Board of Public Works
3. Personnel Committee

N. Appointments

1. Common Council Appointments
 - a. Member of the Protocol Committee
 - b. Member of the IT Steering Committee (Chair or Vice Chair of the Administration Committee)
 - c. Member of the Neenah Menasha Fire Rescue Joint Finance and Personnel Committee
Council President (automatic - no action required)
Personnel Committee Chair
 - d. Member of the Sustainability Committee
2. Mayor's Appointments
 - a. Appointment of Alderman Ted Grade to the Parks and Recreation Board (1 year term effective immediately)
 - b. Appointment of Alderman Tim Hale to the Landmarks Commission (1 year term effective immediately)
 - c. Appointment of Alderman Tom Marshall to the Neenah Menasha Fire Rescue Joint Finance and Personnel Committee (1 year term effective immediately)
 - d. Reappointment of Jennifer Sassman to the Room Tax Commission for the term of 5/1/26 - 4/30/27

O. Claims Against the City

P. Public Comments on Any Matter Listed on the Agenda

(5 minute time limit for each person)

Q. Adjournment

MEETING NOTICE

May 4, 2026

Common Council Workshop – 5:00 PM

Common Council Meeting – 6:00 PM

Committee Meetings to Follow

"Menasha is committed to its diverse population. Our Non-English speaking population and those with disabilities are invited to contact the Menasha City Clerk at 967-3603 24-hours in advance of the meeting for the City to arrange special accommodations."

City of Menasha
Ad-Hoc Protocol Committee
April 13, 2026
8:00 AM
Minutes

A. CALL TO ORDER

Meeting called to order by Chair Grade at 8:00 am.

B. ROLL CALL

PRESENT: Aids. Perkins, Marshall, Grade, Mayor Hammond

ALSO PRESENT: City Attorney Struve, Clerk Snyder, DC Janet

C. PUBLIC COMMENTS ON ANY MATTER CONCERNING THE AGENDA

(five (5) minute time limit for each person)

- Stan Sevenich (645 Ninth Street, Menasha) commented on the Protocol Committee's historical purpose and several agenda items, including Mayor Hammond's expectations on staff outreach and a newly passed artificial intelligence policy.

D. MINUTES TO APPROVE

1. Protocol Committee, 4/9/25

Motion by Ald. Marshall seconded by Mayor Hammond to approve the minutes of the 4/9/25 Protocol Committee meeting. Motion carried on voice vote.

E. DISCUSSION / ACTION ITEMS

1. Recommendation to Common Council (Rules of the Common Council and Mayor)

a. 1.08 Preservation of Order

Motion by Ald. Marshall seconded by Ald. Grade to approve recommended changes to the Rules of the Common Council and Mayor: 1.08 Preservation of Order, to include Use of Technology & Electronic Communications System Policy and the Ethical Use Section of Appendix R of the Artificial Intelligence (AI) Policy of the Employee Handbook.

Motion carried on voice vote.

Discussion considered alignment with recent Common Council proceedings, and the merit of using City-issued devices rather than personal ones for City business.

b. 1.15 Presence Required at Meetings; Electronic Communications and Devices

Motion by Ald. Perkins seconded by Ald. Marshall to approve recommended changes to the Rules of the Common Council and Mayor as amended: 1.15 Presence Required at Meetings; Electronic Communications and Devices, and Artificial Intelligence, to include the changes to numbers 4-7.

Motion carried on voice vote.

Motion to amend by Ald. Grade seconded by Ald. Perkins by modifying number 4 under 1.15 Presence Required at Meetings; Electronic Communications and Devices to read, "Use of personal electronic devices during a meeting shall not be allowed except in the case of an

emergency while the Common Council or Committee is in session. Personal electronic devices may be used between meetings”.

Motion to amend carried 3-0, 1 abstention. Mayor Hammond abstained.

Discussion clarified that these changes align with changes to 1.08 Preservation of Order.

c. Any Other Recommendations

2. Expectations of Staff Outreach

Discussion considered the purpose of the memorandum, best practices in elected official-staff relations, and organizational charts. Discussion also considered general complaints and citizen inquiries.

F. PUBLIC COMMENTS ON ANY MATTER CONCERNING THE AGENDA
(five (5) minute time limit for each person)

- Stan Sevenich (645 Ninth Street, Menasha) commented on the role of the Common Council, and encouraged members of the Council and Mayor to work together in the upcoming Session.

G. ADJOURNMENT

Motion by Ald. Marshall seconded by Ald. Perkins to adjourn the Protocol Committee meeting at 9:00 am. Motion carried on voice vote.

Minutes recorded by City Clerk Kaija Snyder.

MEMORANDUM

DATE April 21, 2026
TO Common Council
FROM Austin R. Hammond, Mayor
RE R-7-26 – A RESOLUTION ADOPTING RULES OF THE COMMON COUNCIL AND MAYOR;
Expectation of Non-Emergency Outreach to City of Menasha Staff

During the 2026-2027 Common Council session it is my expectation that members of the City of Menasha Common Council direct questions for the status of an inquiry or to offer additional feedback on various projects to the Mayor and the appropriate Department Head with whom the topic is aligned.

In addition, reaching out directly to the City Clerk is also appropriate. It is greatly appreciated if proposed amendments are sent to the City Clerk ahead of the meeting in which the proposed amendment is going to be made. It is understandable that sometimes amendments are thought of during the meeting itself and cannot be sent ahead of time.

It is in the best interest of efficiency, concise communication, and respect for staff's work time that calls and emails from Alderpersons that are not: (1) on behalf of a resident, (2) An alderperson reaching out in their citizen capacity are directed to the Mayor and Department Heads. In addition, possibly contentious topics should be brought to the Mayor and Department Heads.

The Mayor should be included in all communications to Department Heads. Additionally, staff have been directed to forward all outreach from members of the City of Menasha Common Council to myself and Department Heads.

MEMORANDUM

DATE April 21, 2026
TO Common Council
FROM Austin R. Hammond, Mayor
RE R-7-26 – Rules of the Common Council and Mayor

Background

Each year the Protocol Committee reviews and provides recommended updates to the Rules of the Common Council and Mayor before the Organizational Meeting of the Common Council in the third week of April. The amendments are based on the newly approved Appendix R. Artificial Intelligence (AI) Policy, and to further elaborate on the expectations under the Use of Technology & Electronic Communications System Policy. With advancing technology, it is important that we make slight adjustments as recommended for clarity of IT expectations.

Analysis

The following Item has been approved as amendments for R-7-26 in the Protocol Committee on April 13th, 2026:

- 1.08 Preservation of Order, to include “Use of Technology & Electronic Communications System Policy and the Ethical Use Section of Appendix R of the Artificial Intelligence (AI) Policy of the Employee Handbook.”
- 1.15 Presence Required at Meetings; Electronic Communications and Devices, and Artificial Intelligence, to include the changes to numbers 4-7.
- Modifying number 4 under 1.15 Presence Required at Meetings; Electronic Communications and Devices to read, “Use of personal electronic devices during a meeting shall not be allowed except in the case of an emergency while the Common Council or Committee is in session. Personal electronic devices may be used between meetings”.

1.08 PRESERVATION OF ORDER

- 1) Presiding Officer. It shall be the duty of the presiding officer to preserve decorum; and if any member transgresses the rules of the Common Council, the presiding officer

shall, on his or her own or at any members' request, call such offending member to order. The Common Council if appealed to shall decide the matter.

- 1) When a question is pending, a member can condemn the nature of likely consequences of the proposed measure in strong terms, but the member must avoid personalities and under no circumstances can the member attack or question the motives of another member or the entire Common Council.
 - 2) Points of Order may be used to draw attention to a breach in rules, an irregularity in procedure, the irrelevance or continued repetition of a speaker, the breaching of established practices, or contradiction of previous decision. The chair shall immediately acknowledge the Point of Order and rule on it. A Point of Order is non-debatable, however, may be overruled by a two-thirds vote of the body. Points of Order which are recognized shall be recorded in the official minutes.
- 2) Member Complaints. Any member of the common council or a standing committee may file a complaint with the Chair (or City Attorney) for violations of council rules, Healthy Workplace Policy, Anti-Harassment Policy, **Use of Technology & Electronic Communications System Policy**, **the Ethical Use Section of Appendix R. Artificial Intelligence (AI) Policy of the Employee Handbook**, relevant ordinance or state statute by any other member no later than forty-five (45) days following the occurrence.
- 1) Complaint Filing.
 - a) A complaint must be in writing on the approved form; and
 - b) A complaint must, with specificity, identify the rule, policy, ordinance or statute alleged to have been violated; and
 - c) A complaint form must be fully completed.

1.15 PRESENCE REQUIRED AT MEETINGS; ELECTRONIC COMMUNICATIONS AND DEVICES; **AND ARTIFICIAL INTELLIGENCE**

- 1) Presence is required at all Common Council and assigned committee meetings.
- 2) Common Council and committee meetings' purpose is to conduct official business of the City of Menasha, therefore, business casual attire is expected. With the exception of the City's logo, business casual attire does not include apparel with advertising or logos, hats, shorts, flip flops, clogs, and the like.
- 3) No member shall be allowed to vote by proxy, nor shall meetings be conducted telephonically or electronically.
- 4) Use of ~~cell phones~~ **personal electronic devices** during a meeting shall not be allowed except in the case of an emergency while the Common Council or Committee is in session. **Personal electronic devices may be used between meetings.**
- 5) **Common Council members who desire to use a City of Menasha email account shall adhere to the rules, policies, trainings, and guidance of the City of Menasha IT and Finance Departments, Appendix Q. Use of Technology & Electronic Communications System Policy. Receipt of a signed acknowledgement form pertaining to Appendix Q. will allow assignment of an email account.**

- 6) Common Council members who desire to use a City of Menasha laptop device shall adhere to the rules, policies, trainings, and guidance of the City of Menasha IT and Finance Departments, Appendix Q. Use of Technology & Electronic Communications System Policy. Receipt of a signed acknowledgement form pertaining to Appendix Q. will allow assignment of a City of Menasha laptop device.
- 7) Common Council members, when participating in any official City of Menasha business, shall adhere to the Ethical Use section of Appendix R. Artificial Intelligence (AI) Policy. Further, Common Council members submitting documents for any packet inclusion must disclose the use of artificial intelligence (AI) in writing or preparing any document submitted for any packet inclusion. This disclosure shall be made with the document or in a separate certification filed simultaneously. The content of the disclosure shall be a) A statement that AI was used in the document's preparation; and b) The specific artificial tool(s) or system(s) used; c) A brief description of how the AI was used. The person making the disclosure must certify that they have reviewed and verified the accuracy and appropriateness of any AI-generated content in the submitted document.

Recommendation

That the City of Menasha Common Council approves R-7-26 – Rules of the Common Council and Mayor (Introduced by Mayor Hammond and Ald. Grade) with the recommended amendments from the Protocol Committee.



RESOLUTION R-7-26

A RESOLUTION ADOPTING RULES OF THE COMMON COUNCIL AND MAYOR

INTRODUCED BY Mayor Hammond & Ald. Grade

WHEREAS, it is desirous that ground rules be laid prior to the New Council session begins; and

WHEREAS, it is desirous that city government operate in the most open and transparent method practicable.

NOW, THEREFORE, BE IT RESOLVED by the City of Menasha Common Council and Mayor adopt the following rules;

1.01 MEETINGS

- 1) The meetings of the City of Menasha Common Council shall be held at Menasha City Center, 100 Main Street, rooms 132,133,134 at 6PM on the first and third Monday of the month, excluding the organizational meeting. If the regularly scheduled meeting falls on a holiday the meeting shall be held on the next regular business day.
- 2) The organizational meeting shall be held the third Tuesday of April or as regulated by state statutes.
 - 1) Prior to the organizational meeting, each newly elected alderperson shall receive copies of the City's policies regarding ethics and code of conduct; as well as the proposed rules of the Common Council and Mayor.
 - 2) Following calling the meeting to order, it shall be the duty of the clerk to swear in all new members of the common council before calling roll
 - 3) A quorum being present the Common Council shall proceed
 - 4) The rules of the Common Council and Mayor for the one year term of the body shall be presented and adopted by a majority vote of the Common Council and Mayor.
 - 5) Council members shall occupy the respective seats upon the dais by district from right to left as viewed from the gallery with the Mayor, Clerk, and Attorney at the center.
 - 6) The rules of the Common Council and Mayor shall be amended during the one-year period only by a two-thirds vote of the membership of the Common Council and Mayor.

- 7) Election of the common council president and chairman and vice-chairman for standing committees shall be by majority vote. Ballots shall be cast by voice vote, in the event that no alderperson gain a majority vote of those present the lowest vote getter shall be deleted from each subsequent ballot until only two candidates remain on the ballot. In the event of a tie vote, the mayor shall not have the ability to break any tie, and the common council will vote again. If there are three subsequent tie votes the two candidates' names will be placed in a hat and the winner drawn. The Common Council shall recess to standing committees to select chairpersons.
- 8) The Common Council shall make their representative appointments to: Plan Commission, IT Steering Committee, Protocol Committee, and Neenah-Menasha Fire Rescue Joint Finance and Personnel Committee.
- 3) Budget Review Sessions shall be on the first Wednesday and first Thursday in November, and the second Wednesday and Thursday in November of each year. Such review session shall start at 5:00 PM; the Mayor shall distribute a listing of the individual budgets to be reviewed on each date. The Mayor will prepare and submit a proposed budget to the Common Council on or before October 15 of each year.
- 4) Special meetings may be called by the Mayor or Council President by notifying members in a manner likely to give each member notice of the meeting and providing the notice at least 24 hours, and a minimum of 6 hours for emergency meetings, before the meeting. The notice shall specify the time, place, and purpose of the meeting.
- 5) The Common Council shall be in continuous session from day to day until adjournment to a day certain or sine die.

1.02 CALL TO ORDER

The Mayor or Council President shall call the meeting to order. The Council members will indicate their attendance through a voice roll call. If a quorum is present (Wisconsin Statutes quorum is two-thirds of Council membership) the Council shall proceed to business; if there is no quorum present the members present may compel the attendance of absent members or adjourn. In the absence of the Mayor or Council President any member may call the Common Council to order, and thereupon the Common Council shall appoint one of its members to preside at such meeting.

1.03 NOTIFICATION OF ABSENCE OF MEMBERS

Any Alderman who cannot attend a Council meeting, or their assigned committee meeting shall notify the Mayor, City Clerk, President of the Council, or in the case of a committee meeting, the Committee Chair in advance if he/she is unable to attend such meeting except in the case of an emergency. Aldermen shall be recorded present or absent on the official minutes. If an Alderman enters a meeting after it convenes or leaves before it adjourns the time shall be noted in the official minutes. An Alderman's absence from three consecutive meetings or six meeting in a continuous session, as determined by the City Clerk, shall be referred to the Protocol Committee for imposition of a penalty, consisting of a monetary fine of up to \$200.00.

(Amended April 2022) (Amended April 2024)

1.04 QUORUM

A two-thirds (2/3) majority of the members-elect of the Common Council shall constitute a quorum. A less number may compel the attendance of absent members and adjourn. The Mayor shall not be counted in computing a quorum. No action shall be taken unless a quorum is present. A majority of all the members shall be necessary to a confirmation. In case of a tie the Mayor shall have a casting vote as in other cases.

1.05 ORDER OF BUSINESS

At all regular meetings, the order of business shall be according to the tentative agenda prepared by the City Clerk and provided to the Mayor and each member of the Common Council no later than the Friday preceding the regular meeting.

The order of business of Council meetings shall be as follows:

Without objection, the presiding officer may re-order any agenda item within the prescribed order of business or may temporarily set aside an agenda item for action later in the meeting for the convenience of the Common Council.

- 1) Call to order.
- 2) Pledge of Allegiance.
- 3) Roll Call/Excused Absences.
- 4) Public Hearing
- 5) Public Comment on any matters of concern to the City (five (5) minute time limit for each person).
- 6) Report of Department Officers/Department Heads/Staff/Consultants (Minutes to receive and Communications)
- 7) Consent Agenda
- 8) Items Removed from Consent Agenda
- 9) Action Items
- 10) Ordinances and resolutions.
- 11) Appointments.
- 12) Held Over Business
- 13) Claims against the City
- 14) Citizen Reprise (people from the gallery to be heard, only pertaining to matters on the agenda; five (5) minute time limit for each person).
- 15) Adjournment

1.06 SPECIAL RECOGNITION

The City of Menasha will consider requests for moments of silence at the beginning of Common Council meetings that relate to persons or events of community-wide, state-wide, or national significance involving Menasha residents. All requests should be made to the chair prior to the meeting and the Alderman making the request shall be recognized at the appropriate point within the agenda.

1.07 INTRODUCTION OF BUSINESS

- 1) No items may be removed from an agenda without approval from the chairperson after the initial approval of the agenda by the chairperson.
- 2) Ordinances can only be introduced by the request of the Mayor or any Alderman. All ordinances submitted to the Council shall be in writing and shall begin with a brief statement of the subject matter, a title and the name of the Alderman or Mayor introducing the same. Any written material introduced may be referred to the appropriate committee pursuant to Section 2-2-5. Any member of the Council may require the reading in full of any ordinance or resolution at any time it is before the Council.
- 3) The Mayor or any Alderman may introduce an ordinance at any Council meeting simply by stating, "I desire to introduce the following ordinance." An ordinance may also be introduced by the Mayor or an Alderman directing the City Attorney to draft such ordinance and file it with the Clerk to be placed on the next Council agenda. The Clerk shall cause such proposed ordinance to be printed in the official City newspaper if any Alderman so requests. Such notice shall state the date the proposed ordinance will be considered by the Council or any committee. The public will be permitted to address the Council or any committee when the Council or committee considers any such ordinance. A specific public hearing shall be scheduled to consider any such ordinance upon request of any Council member. No second is required to introduce any ordinance, to request its publication, or to request a public hearing.
- 4) Each ordinance shall be related to no more than one (1) subject. Amendment or repeal of ordinances shall only be accomplished if the amending or repealing ordinance contains the number and title of the ordinance to be amended or repealed, and title of amending and repealing ordinances shall reflect their purpose to amend or repeal.
The Common Council may take action on an ordinance only if it appears on the written agenda for the meeting at which action is requested. No ordinance may be passed by the Common Council until the next Council meeting following its introduction at either a Committee or Council level. When said ordinance on its face does not adequately advise the public of its contents, the City Attorney shall add a brief note of explanation.

1.08 PRESERVATION OF ORDER

- 1) Presiding Officer. It shall be the duty of the presiding officer to preserve decorum; and if any member transgresses the rules of the Common Council, the presiding officer shall, on his or her own or at any members' request, call such offending member to order. The Common Council if appealed to shall decide the matter.
 - 1) When a question is pending, a member can condemn the nature of likely consequences of the proposed measure in strong terms, but the member must avoid personalities and under no circumstances can the member attack or question the motives of another member or the entire Common Council.
 - 2) Points of Order may be used to draw attention to a breach in rules, an irregularity in procedure, the irrelevance or continued repetition of a speaker, the breaching of established practices, or contradiction of previous decision. The chair shall immediately acknowledge the Point of Order and rule on it. A Point of Order is

non-debatable, however, may be overruled by a two-thirds vote of the body. Points of Order which are recognized shall be recorded in the official minutes.

- 2) Member Complaints. Any member of the common council or a standing committee may file a complaint with the Chair (or City Attorney) for violations of council rules, Healthy Workplace Policy, Anti-Harassment Policy, **Use of Technology & Electronic Communications System Policy, the Ethical Use Section of Appendix R. Artificial Intelligence (AI) Policy of the Employee Handbook**, relevant ordinance or state statute by any other member no later than forty-five (45) days following the occurrence.

1) Complaint Filing.

- a) A complaint must be in writing on the approved form; and
- b) A complaint must, with specificity, identify the rule, policy, ordinance or statute alleged to have been violated; and
- c) A complaint form must be fully completed.

2) Complaint Procedure.

- a) Within ten (10) days of the filing of a completed complaint, the Chair shall attempt to resolve the complaint to the satisfaction of both the Chair and the Complainant.
- b) If the complaint is not resolved it shall be forwarded to the Protocol Committee for its consideration within ten (10) days of receipt.
- c) Protocol Committee must act finding the complaint valid or not valid within 30 days of the complaint being forwarded to the committee.
- d) If there is a conflict of interest with one or more members of the protocol committee the matter will be referred directly to the Common Council.

3) Frivolous Complaints.

- a) A complaint is considered frivolous if it does not specifically reference a violation of Council rules, city policy, city ordinance or state statute, or
- b) It is found to be frivolous by the Protocol Committee or Common Council.
- c) As a sanction for filing a frivolous complaint, if a person files more than two (2) within a legislative year (April – April), no additional complaints will be accepted for filing from that person for the remainder of the legislative year.

4) Penalties and Sanctions. The Common Council may impose any one or more of the following penalties and/or sanctions upon a member found by the Common Council to have committed a violation:

- a) The inability to be recognized to speak for one or more meetings attended, but not losing the ability to vote;
- b) An informal censure made as part of a motion at a public meeting;
- c) A formal censure made as part of a motion at a public meeting and published in the City newspaper;
- d) Mandatory community service. [Wis. Stat. §62.11(3)(e)];
- e) Attendance at counseling or mediation sessions. [Wis. Stat. §62.11(3)(e)]
- f) Imposition of a monetary fine up to \$500.00. [Wis. Stat. §62.11(3)(a) & (c)]
- g) Any other sanction available by law.

1.09 MOTIONS

- 1) When a motion is made and seconded it shall be deemed to be in possession of the Common Council, and shall be stated by the presiding officer.
- 2) After a motion is stated by the presiding officer it shall not be withdrawn except by the unanimous consent of the Common Council.

1.10 MOTION TO RECESS

Any member or the chair may recess at any point during the meeting with a majority vote.

1.11 MOTION TO ADJOURN

A motion to adjourn shall always be in order unless the Common Council is engaged in voting and shall be decided without debate, pursuant to Roberts Rules of Order.

1.12 CALLING THE QUESTION

Any member wishing to terminate the debate may move to “call the question” if two-thirds of the members present vote in the affirmative the question before the council shall be taken without further debate.

1.13 DIVISION OF QUESTION

Any member may call for a division of the question when the question is one that may be divided.

1.14 DEBATE

- 1) In the debate, each member has the right to speak unlimited times for an unlimited length of time.
- 2) A member who wishes to abstain must announce so at the start of debate, including reason(s) for abstaining to be included in the minutes and should consider leaving the room during the debate. A member who participates in debate cannot abstain from voting.
- 3) Upon the request of a member of the Common Council or Committee for any staff member to supply the body such information as requested the member must first be recognized by the presiding officer for that person to speak.
- 4) No officer, elected official or staff member may distribute, hold a loft, or place on the dais for public view additional information during or immediately before a Common Council meeting.

1.15 PRESENCE REQUIRED AT MEETINGS; ELECTRONIC COMMUNICATIONS AND DEVICES; AND ARTIFICIAL INTELLIGENCE

- 1) Presence is required at all Common Council and assigned committee meetings.
- 2) Common Council and committee meetings’ purpose is to conduct official business of the City of Menasha, therefore, business casual attire is expected. With the exception of the City’s logo, business casual attire does not include apparel with advertising or logos, hats, shorts, flip flops, clogs, and the like.

- 3) No member shall be allowed to vote by proxy, nor shall meetings be conducted telephonically or electronically.
- 4) Use of ~~cell phones~~ **personal electronic devices** during a meeting shall not be allowed except in the case of an emergency while the Common Council or Committee is in session. **Personal electronic devices may be used between meetings.**
- 5) **Common Council members who desire to use a City of Menasha email account shall adhere to the rules, policies, trainings, and guidance of the City of Menasha IT and Finance Departments, Appendix Q. Use of Technology & Electronic Communications System Policy. Receipt of a signed acknowledgement form pertaining to Appendix Q. will allow assignment of an email account.**
- 6) **Common Council members who desire to use a City of Menasha laptop device shall adhere to the rules, policies, trainings, and guidance of the City of Menasha IT and Finance Departments, Appendix Q. Use of Technology & Electronic Communications System Policy. Receipt of a signed acknowledgement form pertaining to Appendix Q. will allow assignment of a City of Menasha laptop device.**
- 7) **Common Council members, when participating in any official City of Menasha business, shall adhere to the Ethical Use section of Appendix R. Artificial Intelligence (AI) Policy. Further, Common Council members submitting documents for any packet inclusion must disclose the use of artificial intelligence (AI) in writing or preparing any document submitted for any packet inclusion. This disclosure shall be made with the document or in a separate certification filed simultaneously. The content of the disclosure shall be a) A statement that AI was used in the document's preparation; and b) The specific artificial tool(s) or system(s) used; c) A brief description of how the AI was used. The person making the disclosure must certify that they have reviewed and verified the accuracy and appropriateness of any AI-generated content in the submitted document.**

1.16 RECONSIDERATION OF THE QUESTION

- 1) A motion for reconsideration can be made on any matter before the Common Council by a member who voted with the prevailing side. It must be made on the day the Common Council acted or at the next regular meeting. It does not require a second.
- 2) When a member who voted with the prevailing side moves to reconsider, such matter is automatically placed at the head of the calendar at the next Council meeting. This is a non-debatable motion and requires a majority vote of the members present. The effect of a motion to reconsider shall be to put the matter back in its original condition or status before the main motion was voted upon.
- 3) Reconsideration cannot be held, whenever the Council takes an action and something is done which cannot be undone by a motion to reconsider, such as a property right or where money has exchanged hands or other consideration given, such a motion is invalid.

1.17 CITIZENS RIGHT TO ADDRESS THE COMMON COUNCIL

- 1) The agenda for regular Common Council meetings shall include items "Public Comment on any matters of concern to the City (five minute time limit for each person)" and "Citizen Reprise (people from the gallery to be heard, only pertaining to matters on the agenda (five

minute time limit for each person).” The meeting chair may provide limited answers to public questions but no debate and no action may be taken.

- 2) The agenda for special Common Council meetings shall include an item on the agenda “People from the gallery to be heard on matters pertaining to this agenda (five minute time limit for each person).”
- 3) Persons addressing the Common council during the two public participation forums shall be required to state their name and address before addressing the Common Council or Committee. A sign-up sheet will also be provided for those persons who do speak to sign in.

1.18 WRITTEN COMMUNICATIONS TO THE COMMON COUNCIL

- 1) Written communications to individual Common Council members may be mailed to the member’s home address as listed in the City Directory or delivered to City Hall. Items received at City Hall will be forwarded to the appropriate Common Council member with their next Common Council packet.
- 2) All communications to Common Council members are considered open records and shall be maintained by the guardian and made available by request.

1.19 PUBLIC HEARINGS

- 1) The appropriate Department Head will draft an explanation sheet that shall accompany any required notice to residents of any Public Hearing. The explanation sheet shall also be attached to the Public Hearing agenda. A brief explanation of the requested action shall be made by the appropriate Department Head at the Public Hearing. An explanation sheet as to the rules for any Public Hearing will be attached to the Public Hearing notice.
- 2) Persons addressing the Common council during a public hearing shall be required to state their name and address before addressing the Common Council. A sign-up sheet will also be provided for those persons who do speak to sign in.

1.20 ROBERTS RULES OF ORDER TO GOVERN COUNCIL

In the absence of a standing rule, ordinance, or statute, the Common Council shall be governed by Roberts Rules of Order.

1.21 CONFIDENTIAL INFORMATION

No official may use or disclose confidential information, including knowledge imparted orally, recordings, and written documents or records, concerning the property, government or affairs of the City gained in the course of or by reason of such official position or activities unless the release is ordered by a court or the informed consent of the subject, as applicable; or authorized by the legal custodian or other proper legal authorization is given. This includes confidential information received in a closed session of the governmental body. Inappropriate disclosure of such confidential information may subject the official to penalties including a fine or public censure. Other potential consequences for violating this restriction is criminal prosecution under §946.12, Wis. Stats., misconduct in public office or removal from office under Chapter 17 of the Wisconsin Statutes for cause.

NOW, THEREFORE, BE IT RESOLVED that the Common Council does hereby adopt the Rules of the Common Council and Mayor.

Passed and approved this 21st day of April 2026.

Recommended by:
Common Council

Motion/Second:
/

Passed: 0-0

Requires: 2/3 Vote

Austin R. Hammond, Mayor

ATTEST:

Kaija Snyder, City Clerk