

# Notice of Interest in Filling an Unexpired Village Trustee Term

Thank you for your interest in becoming involved with the Village of Kronenwetter. The members of the Village Board are critical to the Village's success in many areas. On the back of this form you'll find the responsibilities of a Village Board member. A stipend of \$350 is paid monthly to each Trustee.

You must be a registered voter in the Village of Kronenwetter in order to be eligible to be a member of the Village Board.



Name (as you prefer to be addressed) \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

E-Mail \_\_\_\_\_

Village Committee, if any, that you are serving on \_\_\_\_\_

Why are you interested in serving on the Village Board?

---

---

---

---

How are your experiences or qualifications related to the responsibilities of a Village Board Trustee?

---

---

---

---

Describe professional background and other community involvement (current or in the past):

---

---

---

---

Signature \_\_\_\_\_

Date \_\_\_\_\_



## **Responsibilities of a Village Board Trustee**

The Village is governed by a board consisting of a president and trustees. The trustees and the president of the Village of Kronenwetter are elected at large, representing all of village residents rather than those living in a particular district.

## **Meetings**

All Village Trustees are expected to attend all regular and special Village Board meetings, although excused absences do occasionally occur. The Village Board meetings begin at 6:00 PM on the second and fourth Tuesday of each month. They are held at the Village of Kronenwetter Municipal Center in the Board Meeting Room in the lower level of the building. The Board takes formal action at these meetings, such as approving contracts, awarding bids, or passing the ordinances that set policy or regulates how the Village operates.

All Village Board meetings are open to the public and governed by a state law called "The Open Public Meetings Act." In Wisconsin, all meetings of governmental bodies at which decisions are made are public meetings, and anyone interested may attend the meeting and observe. All Village Board meeting agendas and packet materials are posted on the Village of Kronenwetter website at [www.kronenwetter.org](http://www.kronenwetter.org).

Each Trustee is also assigned to one or more of the committees of the village so that trustees can provide their input to the committee(s) as well as report back to the Village Board when items are referred to the Village Board from those committees. Committee meetings are held regularly each month throughout the year and are scheduled on various days of the month depending on the committee.

## **Powers**

The Trustees, when there is a quorum present, act as members of the Village Board to enact legislation and take official action in various ways, operating under Robert's Rules of Order:

- Motions are used to approve, reject or table procedural matters, such as appointing members to boards, committees, and commissions, accepting reports, authorizing contracts, paying claims, giving direction to Village Staff and similar routine business.
- Ordinances are local laws dealing with matters such as traffic, zoning, health and safety regulations, governmental organization, building and other construction codes, licenses, user fees, etc. Once an ordinance is adopted it can only be amended through enactment of another ordinance, and all ordinances must be published in the Village's official newspaper before they become effective. Most ordinances of a general nature are compiled in a volume entitled the Village of Kronenwetter Code of Ordinances or simply the "Village Code", a link to which can be found on the Village's website.
- Resolutions are used to establish policy, express the opinion of the Board in a more formal manner, direct or authorize administrative action, offer official congratulations or appreciation on behalf of the Village, or to make various ceremonial acts.