

Sample Ordinance: Clerk/Treasurer Appointment

[Following is a sample ordinance that triggers a referendum vote to have the electors approve the conversion of an elected office of a town clerk, town treasurer or combined office of town clerk-treasurer into a town board appointed office. Towns with at least 2,500 population may use this method, but may also use a town electors' meeting per § 60.10(1)(b)2m; towns with less than 2,500 population can only use this method to change an elected office into an appointed one. This ordinance must be adopted by the town board and properly noticed by the town clerk **a minimum of 70 days prior to the referendum**, § 60.30(1e)(b).]

ORDINANCE No. _____

The Town Board of the Town of _____, _____ County, Wisconsin, does hereby ordain as follows:

That, pursuant to Wis. Stat. § 60.30(1e)(a), the office of the [insert whatever is desired: town clerk or town treasurer, or both; or the combined office of town clerk and town treasurer] shall be filled by appointment of a majority of the members-elect of the town board.

The term of office for the appointed position(s) shall be set by the town board, but may not exceed 3 years per § 60.30(1e)(c). The town board may re-appoint the officer(s) for additional terms. However, removal by the town board during a given term of office may only be for "cause" as defined under § 17.001 and required by § 60.30(1e)(f).

This ordinance is subject to approval by the town electors in a referendum, which is hereby called by the Town Board to be held on _____ [insert either the next general election or spring election date]. The referendum question(s) shall be:

"Shall the person holding the office of _____ [insert whatever is desired: town clerk or town treasurer, or both; or the combined office of town clerk and town treasurer] in the Town of _____ be appointed by the town board?"

The salary of the appointed position(s) shall be set by the town board and may not be reduced during the term of office.

This ordinance shall be in full force and effect from and after the date of its town board passage, notice after passage per § 60.80 and also its referendum approval by the town electors as required by § 60.30(1e)(b).

Adopted this _____ day of _____, 20____.

Town of _____, _____ County, Wisconsin.

_____, Chairperson

Attestation:

_____, Clerk

Published/Posted: _____