

**X.0 APPENDIX**

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**APPENDIX A**

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**TAG-Town Action Group Charter**



## Charter Commission for Three Lakes Town Action Group

### Preamble

In 1999, the State of Wisconsin enacted WISCONSIN STATE STATUTES CHAPTER 66: GENERAL MUNICIPALITY LAW, 66.1001 Comprehensive Planning requiring all municipalities to create, adopt and file by January 1, 2010 a Comprehensive Plan ("Plan") for growth and development. The law requires that specific programs or actions of a community must be consistent with the Plan that has been adopted. The Plan must cover nine elements: Issues & Opportunities; Natural, Agricultural & Cultural Resources; Housing; Transportation; Utilities & Community Facilities; Economic Development; Land Use; Intergovernmental Cooperation; and Implementation. The law requires that the Plan be locally developed with public participation and specifies that the Plan be adopted and ratified by the community's governmental unit.

Recognizing the need for the Town of Three Lakes to comply with the provisions of 66.1001, the Three Lakes Town Board has created a Community Planning Committee to prepare and complete a Plan for subsequent approval and adoption by the Town Board.

### Recitals

1. The Three Lakes Town Board ("Board") in open session on July 17, 2007, appointed seventeen citizen-volunteers as charter members to the Three Lakes Community Planning Committee (Motion: Schwartz, Second: Hapka, Ayes 5, Noes 0 as recorded in the meeting minutes).
2. At the organizational meeting on July 17, the Board gave the Committee instructions to organize itself in a manner and fashion consistent with accomplishing the mission of completing a Plan on time and in accordance with 66.1001.
3. Since appointing the original seventeen citizen-volunteers, several of them have subsequently excused themselves from further participation, having not fully understood and/or not being willing to take on the responsibility of a two-year commission to assist in the creation of a Plan. Since the original Committee appointment on July 17, other citizen-volunteers have come forward to join the Committee.
4. The Three Lakes Community Planning Committee subsequently organized itself under the working name of Three Lakes Town Action Group, or Three Lakes TAG (TAG).
5. TAG has prepared and will operate under By-Laws adopted by its volunteer members. The By-Laws are consistent with the Board's instructions in 2 including, but not limited to, seeking third-party legal and/or financial assistance from other governmental entities and/or from the private sector in the final compilation of the Plan in legal document form.
6. The Board recognizes TAG as the evolution of the originally chartered Committee. TAG is an official, budgeted committee for the Town of Three Lakes, expected to operate independently and with all the same duties, responsibilities, rights and privileges of every other Town-appointed commission or committee. The Town Board exercises the same level of control and oversight over TAG as over any other Town-appointed commission or committee.
7. The purpose of TAG has been and remains to oversee the preparation of the Plan; which includes long-range strategic and tactical planning elements for the future growth, stability and improvement of the Town of Three Lakes. Approval and adoption of the Plan is the responsibility of the Town Board, in accordance with 66.1001.
8. TAG will provide the Board with an annual budget which defines the financial commitment necessary for TAG to complete its chartered commission.

9. TAG volunteers require materials, data, documents, records and information ("Materials") as may be necessary to complete the Plan. Town Office staff will assist TAG volunteers as requested to obtain Materials and for other TAG related activities.

10. The Board recognizes that TAG's mission is a dynamic process which involves implementation of short-term tactical elements even as the long-term strategic elements of the Plan are being formulated. The Board will, in a timely manner, act upon reasonable recommendations from TAG to improve the infrastructure and quality of life in the community by approving and implementing TAG requests that are consistent with the completion of the Plan.

11. TAG will report twice monthly to the Board on progress and activities in open session or as requested in special meetings. Both verbal and written communication between TAG citizen-volunteers and Town Board Supervisors will be positive, mutually respectful, responsible, and will focus on public decorum and cooperation. As the time for mandated public town meetings draws near in 2009, the Board will meet with TAG to help shape the recommendations to be made to the citizens.


12. The very nature of TAG's commission entails that its citizen-volunteers, as well as members of the Board who support and back them, must constantly operate and communicate in the public at forums, meetings, conferences and other events and activities, more so than any other town committee. For TAG to be successful in its charter requires a positive atmosphere and support from not only the local citizenry but wider cooperation at the regional and state levels. In their mutual efforts towards successful completion of the Plan, it is recognized that both TAG citizen-volunteers and Town Board members are *de facto* ambassadors representing the Town of Three Lakes. As such, they are both subject to a code of conduct that is consistent with the objectives of the Plan and TAG's commission. Official TAG communications with the press and media, as well as routine reports to the Board, must all pass through TAG's Community Relations Officer (CRO) to ensure their consistency, accuracy and content. As defined in 11 herein, the Board will be informed of TAG interactions. Official Board communications with the press and media, if any, as related to TAG will be approved by action of the Board prior to release to ensure they accurately reflect the opinion of the entire board, and will coordinated with the TAG CRO to ensure all parties are informed.


MOVED, ACTED UPON, AND ACCEPTED in open session of the Town Board of Three Lakes, Wisconsin on March 18, 2008 by the following Town Supervisors and TAG Officers: April

  
Warner Stebbeds, Town Chairman

  
Don Sidlowski, TAG Chairman

  
Ed Cottingham, Town Supervisor

  
Mike Kwaterski, TAG Vice-Chairman

  
Dave Hapka, Town Supervisor

  
Tom Rulseh, TAG Community Relations Officer

  
Frederick Schwartz, Town Supervisor

  
Cindy Starke, Town Supervisor

## THREE LAKES COMMUNITY PLANNING COMMITTEE BY-LAWS

### *Section 1: Committee Purpose and Charter*

*Section 1.1* The State of Wisconsin has passed legislation (Section 66.1001) that requires each unit of government to adopt a nine-element "comprehensive plan" to guide growth and development within their borders. The unit of government that makes up the Town of Three Lakes has, through action by its Town Board, created the "Three Lakes Community Planning Committee" (hereafter "Committee") composed of citizen volunteers (hereafter "Committee Members") and given responsibility for drafting or causing to be drafted the documents that will become the adopted Three Lakes Comprehensive Plan (hereafter "Plan").

*Section 1.2* The Committee will a) develop a vision and mission for the town; b) conduct research in each of the mandated areas as well as any related areas which support them; c) gather background information in areas including, but not limited to, population demographics, zoning, and employment within Three Lakes and surrounding areas, and; d) investigate and inventory the housing, transportation, utilities and public facilities, agriculture, natural and cultural resource sectors of the Town and region. In the process of conducting its research, inventory, and investigation the Committee may implement or cause to be implemented projects and initiatives which the Committee identifies as key or critical stepping stones to the adoption of the Plan. Reports detailing the research, inventory information, and investigation, along with population and employment projections, will be prepared by Committee Members and adopted by the Committee. These reports will be the foundation for drafting of the Plan.

### *Section 2: Committee Name and Composition*

*Section 2.1* The Committee shall operate under the working name of Town Action Group (TAG) or "TAG".

*Section 2.2* The Committee consists of citizen volunteers from the community.

*Section 2.3* A five (5) member leadership team (hereafter "Officers") will manage, direct and guide the Committee in all of its affairs.

*Section 2.4* Sub-Committees shall be organized to undertake the work of the Committee. Each sub-committee will have a Chairperson who manages, directs and guides the sub-committee in all of its affairs.

*Section 2.5* Term of appointment for the Officers and Sub-Committee Chairpersons shall be two (2) years. There is no minimum or maximum term of service for Committee members serving on a sub-committee.

*Section 2.6* Vacancies between terms of appointed service shall be filled as follows: a) for Chairman, by succession of the Vice-Chairman; b) for the other four (4) Officers, by special election; c) for Sub-Committee Chairpersons, by appointment of the Officers.

### *Section 3: Organization*

*Section 3.1* Meetings. The entire Committee, assembled in formal, general plenary session, shall meet no less than once monthly. Officers shall meet at least once monthly. Sub-committees shall be convened by the sub-committee chairperson as required to reasonably conduct the tasks and duties assigned to them. In accordance with state and local laws, the date and time of all meetings will be published, and all meetings are open to the public unless moved into closed session.

*Section 3.2 Elections and Appointments.* Only Committee members are eligible to vote in regularly scheduled or special elections. A leadership team consisting of the following Officers – Committee Chairman, Vice-Chairman, Secretary-Treasurer, Community Relations Officer, and Sub-Committee Whip-Liaison – shall be elected by a majority vote of those voting. Scheduled elections shall take place every two (2) years on July 1 or on a date as close as is logistically feasible to July 1, commencing with July 1, 2007. Nominations for Officer positions shall be taken starting on June 1 of an election year and nominations shall be closed on June 30. Write-in candidates for the election of Officer positions in a scheduled election shall not be permitted. A special election may be called by the Officers in the event of the vacancy of any Officer other than the Chairman, for which succession is provided herein. The special election shall be called as soon as is reasonably possible following the vacancy. The date and time of the special election shall be published no less than two weeks in advance. Nominations shall be accepted from the date of the posting of the special election until the day prior to the special election. Write-in candidates for election of Officer positions in a special election shall not be permitted. Vacancies in sub-committee chairperson positions shall be filled by appointment. The Officers shall identify potential candidates from among TAG members and make a final recommendation for an interim chairperson to the committee members in open plenary session. Members shall adopt the recommendation by simple majority quorum vote.

*Section 3.3 Leadership.* The leadership team consists of the following Officers: Committee Chairman, Vice-Chairman, Secretary-Treasurer, Community Relations Officer, and Sub-Committee Whip-Liaison.

*Section 3.3 (a) Chairman.* The Chairman is the presiding officer of the Committee and the Leadership Team. The Chairman maintains the Committee's adherence to its overall purpose and charter, and is responsible for development of both a working philosophy and operational guidelines for the Committee. The Chairman conducts plenary session meetings of the entire Committee and Officer meetings, carrying out the agenda for each, and resolves any issues using parliamentary procedure and Roberts Rules of Order. The Chairman is responsible for meeting with and maintaining good relations and communications with elected and appointed officials at the town, regional, and state levels in such agencies and units of government, and other bodies, as related to the purpose and charter of the Committee.

*Section 3.3 (b) Vice-Chairman.* Supports and advises the Chairman. The Vice-Chairman is responsible for maintaining cohesion within the sub-committees and for ensuring their adherence to the Committee's mission. The Vice-Chairman facilitates community forums, public meetings and hearings. The Vice-Chairman oversees compilation of the Plan and ensure its architecture adheres to state requirements. In the temporary absence of the Chairman, the Vice-Chairman shall function as Committee Chairman, conducting plenary and/or officer meetings. Upon vacancy of the Chairman between terms of appointed service, the Vice-Chairman serves as Acting Chairman until the next regularly scheduled elections take place.

*Section 3.3 (c) Secretary-Treasurer.* The Secretary-Treasurer shall keep and post the minutes and other documents and proceedings of the committee; account for expenses and disburse funds on behalf of the committee; participate in the Town's annual budgeting process; and fully cooperate with requests from the Town on budget matters.

*Section 3.3 (d) Community Relations Officer (CRO).* The CRO attends and participates in meetings of the Town Action Group, conveys summary updates of TAG activity to the Three Lakes Town Board and coordinates the release of TAG news to the media as deemed appropriate by consensus of TAG Officers. Execution of these position responsibilities depends upon receiving input from TAG Officers and Committee Chairs. In addition, should circumstances warrant, the CRO will coordinate and facilitate discussions between TAG, the Town Board, other community groups and the general public as directed by the TAG Officers.



*Section 3.3 (e) Sub-Committee Whip-Liaison.* Serves as the main interface between the sub-committees and Officers on all working matters of TAG's mission, goals and development of the Plan.

*Section 3.3 (f) Removal from Office.* An Officer may be removed from office by a vote of three of five (3/5) Officers and ratified by the committee members as defined in 3.7

*Section 3.4 Quorum.* A quorum of at least three (3) of five (5) officers define a quorum at all plenary session and Officer meetings of the Committee.

*Section 3.5 Subcommittees.* As may be necessary to carry out the purpose and charter of the Committee, the Committee shall create Sub-Committees and appoint sub-committee chairpersons and members from among Committee members. No sub-committee shall have the authority to act or speak on behalf of the Committee as a whole. Sub-Committees shall not meet with the general public or any unit of government in formal session, including the Town of Three Lakes Board of Supervisors, nor release Committee or sub-committee information to any group, without the advance approval of the Officer team. Sub-Committee Chairpersons shall submit all requests for items or issues requiring Town Board action to the Officer team which, in its sole discretion, shall approve or deny any request including, but not limited to, placing the Committee on the agenda for Town Board meetings. Unless otherwise directed, advised, or arranged in advance, the CRO shall present all sub-committee issues, requests and matters requiring Town action to the Town Board at town meetings.

*Section 3.6 Minutes and Records.* Minutes of the proceedings of Committee and Officer meetings, a record of all actions taken, and all financial records shall be kept by the Secretary-Treasurer showing all votes taken, resolutions, findings, transactions, and recommendations made. Sub-Committee Chairpersons or their designate shall maintain minutes and proceedings of the sub-committees. Upon approval by the Committee, minutes taken at each plenary session or sub-committee meeting are subject to Wisconsin Public Records and Property laws

*Section 3.7 Voting.* The Committee's intent is to reach consensus on issues as it works toward drafting the Plan. "Consensus" is defined as the assent of a simple majority of members present at a meeting. If consensus cannot be reached, then a concurring vote of a two-thirds (2/3) majority of the members present shall be required for official Committee action. The procedure will be one vote per member present. A Member may vote via written proxy for elections if the member cannot be present for the vote.

*Section 3.8 Contract Administration, Grants, and Assistance Preparing Plan.* If the Committee decides to pursue a grant-funding contract with the State of Wisconsin and/or with other third-party sources to complete the Plan, the Committee shall be solely, or jointly with the Town if so required by the grant, responsible for administering and fulfilling all requirements of the grant and/or coordination with third-party sources for ensuring that the Plan is completed in a timely manner.

*Section 3.9 Budget.* The Committee is an officially-funded committee-entity of the Town of Three Lakes, subject to annual review, approval and renewal by the Town Board.

*Section 3.10 Fund Raising.* The Committee, in its sole discretion, may raise funds to defray the expenses of and fund the activities of the Committee. Fund raising shall be in adherence with all applicable laws. Funds raised shall be deposited into a designated TAG fund-raising account.

*Section 3.11 Accountability and Reporting.* As an official Town of Three Lakes entity, the Committee is accountable to the Town Board of Supervisors, to whom the Committee will report on a regular basis.

*Section 3.12 Amending By-Laws.* As may be required or reasonably necessary, these By-Laws may be amended with any amendments subject to adoption and ratification by a simple majority quorum vote of the members.

*Section 4: Public Participation in the Planning Process*

Public access to and involvement in the planning process is invited and encouraged. Community input forums shall be held as deemed appropriate and necessary by the Committee. In accordance with 66.1001, at least one (1) public hearing at which the proposed Plan is discussed shall be held. Guidelines for the types and times for public involvement prior to adoption of the Plan will be described in a "Public Participation Document" to be developed and adopted by the Committee and attached as an Appendix to these By-Laws.