

## RESOLUTION #25-22

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### RESOLUTION AUTHORIZING THE VILLAGE PRESIDENT TO APPOINT A PRESIDENT PRO TEM IN THE EVENT OF ABSENCE

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**WHEREAS**, pursuant to Wisconsin Statutes § 61.32, the Village President shall preside at all meetings of the Village Board and perform such other duties as are imposed by ordinance or State law; and

**WHEREAS**, the Village President of the Village of Jackson also serves as a member or presiding officer on various Village committees and commissions, as authorized by local ordinance and appointment; and

**WHEREAS**, it is necessary for the Village Board to ensure continuity in governance and the orderly conduct of Village Board, committee, or commission meetings in the absence of the Village President; and

**WHEREAS**, Wisconsin law and parliamentary procedure permit the appointment of a temporary presiding officer, commonly referred to as President Pro Tem; and

**WHEREAS**, the Village Board of the Village of Jackson desires to formalize the process by which the Village President may designate a President Pro Tem in advance of such absence;

**NOW, THEREFORE, BE IT RESOLVED**, by the Village Board of the Village of Jackson, Washington County, Wisconsin, that:

**1. Authority to Appoint**

In the event the Village President is unable to attend a meeting over which the Village President normally presides, the Village President is hereby authorized to personally appoint a trustee, committee member, or commission member to preside over the meeting as **President Pro Tem**.

**2. Timing of Appointment**

Such appointment may be made during a meeting over which the Village President is presiding or outside of a formal meeting, including at a prior meeting or by personal communication in advance of the meeting at which the Village President will be absent.

**3. Notification Requirement**

The Village President shall personally notify the President Pro Tem, the Village Administrator and/or the Village Clerk of the designation prior to the meeting at

which the appointed President Pro Tem will preside. Notification shall be in writing to the Village Administrator and/or Village Clerk for recordkeeping purposes.

**4. No Board Action Required**

The appointment of a President Pro Tem under this Resolution shall not require approval, vote, or confirmation by the Village Board and shall be effective upon the President's designation.

5. This resolution shall take effect upon passage and adoption and shall remain in effect until amended or repealed by the Village Board.

Introduced by: B. Heckendorf      Seconded by: D. Kutz

Vote: 7 ayes 0 nays      Passed and Approved: 08/12/2025

VILLAGE OF JACKSON  
Brian J. Heckendorf  
Brian J. Heckendorf – Village President

Attest: Jacqueline Schuh  
Jacqueline Schuh – Village Clerk

Proof of Posting:

I, the undersigned, certify that I posted this Resolution on bulletin boards at the Jackson Municipal Complex, Post Office, and one other location in the Village.

Julie Schuh  
Village Official

08/15/2025  
Date