

## CHAPTER 2 - RULES OF THE COUNTY BOARD

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### 2.01 Rules.

1. All meetings of the County Board shall be conducted under Robert's Rules of Order, Newly Revised 11th Edition, except as specifically changed and/or altered by these rules or the Code.
2. All prior existing rules and regulations conflicting with the provisions of this Code of Rules are hereby rescinded.
3. This Code of Rules shall be effective immediately upon its passage by the County Board.
4. No rule of the Board shall be suspended, altered or amended without the consent of two-thirds (2/3) of the membership elect.
5. If any part of these rules or their application to a particular circumstance or person shall be held invalid, the remaining part of their application shall not be affected.
6. An Ad Hoc Committee shall be appointed in January of even numbered years to review this Rules document and recommend any changes for the following term of office.
7. The rules set forth in this Chapter shall govern all County Board Supervisors until amended or repealed and do not need to be adopted by any newly seated County Board of Supervisors to apply.

*2.01(7) amended by Resolution No. 13-2016 dated March 15, 2016; passed March 15, 2016; published March 24, 2016; effective April 4, 2016.*

## **2.02 Agenda.**

The order of business of County Board meetings shall be as according to the agenda established by the County Board Chairperson and shall be provided with the notice of the meeting. The agenda must be approved or amended as the first order of business. The Boards, Committees and Commissions of the County Board shall operate in the same manner with the respective Chairpersons establishing the agenda. Any Board member may request legally permissible agenda items be included on Board, Committee or Commission agendas by requesting same through the Chairperson or his or her designee in writing. A consent agenda system may be used by the County Board or any of the Standing Committees. Any member may request the removal of individual items from a consent agenda in order that separate consideration of said item(s) may be made.

*2.02 amended by Resolution No. 13-2016 dated March 15, 2016; passed March 15, 2016; published March 24, 2016; effective April 4, 2016.*

## **2.03 Meetings.**

1. In accordance with statutory provisions, the Board shall organize on the third Tuesday of April annually. Regular meetings of the County Board shall be held on the third Tuesday of each month, except the month in which the annual meeting is held, unless otherwise ordered by the Chairperson. Special meetings may be called by the Board in the manner and for the purposes provided by §59.11(2), Wis. Stats.
2. At the appointed hour for the meeting the County Clerk shall call the roll for the members in alphabetical order, marking the absentees and asking whether a quorum is present. The Chairperson shall call the Board to order, and if a quorum is present, proceed with the business. If a quorum is not present, the Board shall adjourn until a stated time.
3. The annual meeting of the County Board shall be held on the Tuesday after the 2nd Monday of November, except that the Chairperson may designate an earlier date in October or November for the annual meeting. The meeting may be adjourned by the County Clerk to a different date upon written notice from a majority of the Supervisors as prescribed by §59.11(1)(b), Wis. Stats. When the day of the meeting falls on November 11, the meeting shall be held on the next succeeding day.

## **2.04 Closed Session.**

1. Attendance at a closed session of a legally constituted unit of the County government shall be limited to the members of that Board, Committee or Commission and any County Board Supervisor. The Chairperson shall determine what other individuals may remain in the closed session. Rulings of the Chairperson regarding attendance at closed sessions may be appealed by the Board, Committee or Commission membership and decided per Robert's Rules of Order.
2. Closed session topics must be limited to those defined in §19.85, Wis. Stats., and only the topic(s) announced in open session may be taken up in closed session. The motion to convene in closed session shall be carried by a majority vote in such a manner that the vote of each member is ascertained and recorded in the minutes.

## **2.05 Minutes.**

1. The minutes of each Board, Committee or Commission meeting shall be provided to all County Board Supervisors prior to the next meeting of the County Board. Errors and omissions of the County Board meeting minutes shall be corrected and changes approved by the Supervisors at the next meeting of the County Board.
2. In all cases, when an order, resolution or motion shall be entered in the minutes of the Board, the name of the member moving the same shall be entered in the minutes.

## **2.06 Organization.**

### **A. Election of Chairperson and Vice Chairperson.**

1. At the April Organizational Meeting after the spring election of County Supervisors, the Board shall elect, by secret ballot, members to be its Chairperson and Vice Chairperson, both of whom shall hold office for two (2) years. These ballots may be ordered destroyed following the announcement of the results by motion of the County Board.
2. To begin the organizational meeting during even-numbered or supervisory election years, the County Clerk shall call the meeting to order, call the roll, establish a quorum, and proceed with ceremonies to swear in and seat the newly elected Supervisors. A quorum being established, the County Board shall review and approve the agenda and then proceed to elect a County Board Chairperson. Then the County Clerk shall turn the meeting over to the Chairperson, and the County Board shall proceed to elect a Vice Chairperson. The Chairperson shall then proceed with the organizational meeting as per the agenda.
3. It shall be the suggested practice that the County Board follow a policy of limitation on consecutive service of the County Board Chairperson and Vice Chairperson of three (3) terms (six (6) years).
4. Nominations by members of the Board for Chairperson shall be made from the floor. An opportunity shall be afforded the nominee or nominees to address the Board for five (5) minutes or less and an opportunity consisting of ten minutes shall be afforded the members of the Board to ask questions of the nominee or nominees prior to voting.
5. In the absence of the Chairperson, the Vice Chairperson shall preside; in the absence of both Chairperson and Vice Chairperson, the Board shall elect a Chairperson pro-tem.

### **B. Duties of the Chairperson and Vice Chairperson.**

1. The Chairperson shall preside at all meetings of the Board and shall decide questions of order, subject to appeal. He or she shall preserve order and enforce rules.
2. The Board Chairperson shall diligently carry out all rules adopted by the County Board. The Chairperson shall have all powers and duties set forth

in § 59.12(1), Wis. Stats., not limited to presiding over its operation; calling to order at the designated hour; countersigning all Chapters; transacting County Board business with Local and County Officers; expediting measures as may be directed by the County Board; and taking care that all Federal, State and local laws, rules and regulations pertaining to County government are faithfully followed. The Chairperson shall have oversight over all committees as directed by the County Board.

3. The Board Chairperson and Vice Chairperson shall be given notice of and have the privilege of attending and participating in the deliberations of any other Committee of the Board but shall not vote unless his/her presence is necessary to create a quorum of the Committee.
4. The Board Chairperson shall be the Chairperson of the Executive & Finance Committee and Parks & Rural Planning Committee.
5. The Board Vice Chairperson, shall perform the Chairperson's duties in case of the absence or disability of the Board Chairperson and such other duties as may be assigned by the County Board.
6. The Board Vice Chairperson shall be the Chairperson of the Judicial and Public Safety Committee and the Planning & Zoning Committee.
7. Both the Board Chairperson and the Board Vice Chairperson may enter debate, speak and vote on any issue while acting in their capacity as Chairperson or Vice Chairperson.
8. If either the Board Chairperson or Board Vice Chairperson position is vacant, a special election shall be held to fill the position.

*2.06(B)(3) and (6) amended by Resolution No. 13-2016 dated March 15, 2016; passed March 15, 2016; published March 24, 2016; effective April 4, 2016.*

*2.06(B)(7) and (8) newly created Resolution No. 13-2016 dated March 15, 2016; passed March 15, 2016; published March 24, 2016; effective April 4, 2016.*

### **C. In-Service Training.**

In-service training for newly elected Supervisors shall be conducted prior to the Organizational Meeting in April.

### **D. Elections.**

1. All elections of the County Board shall be by ballot.
2. The presiding officer shall appoint two (2) tellers from the membership of the Board to collect and tally the ballots.
3. To be elected Chairperson, Vice Chairperson or to an elected Committee a candidate must receive a majority of the votes cast by members present. If additional balloting is necessary the candidate(s) receiving the lowest number of votes shall be asked if he or she wishes to withdraw from consideration and the balloting process shall continue until a majority vote is cast for a candidate.

*2.06(D)(3) amended by Resolution No. 13-2016 dated March 15, 2016; passed March 15, 2016; published March 24, 2016; effective April 4, 2016.*

**E. Committees of the Board.**

1. Balloting for the Highway Committee, Agriculture & Extension Education Committee and other occasional Board elections shall be conducted with nominations for the positions being voted upon displayed visually for all County Board Members to see. The voting shall be on a paper ballot with the number of candidates to be voted based upon the number of positions that need to be filled. Any candidate or candidates receiving a majority vote as cast on the first ballot shall be declared elected and the process shall continue, if needed, until all positions are filled. These ballots must indicate the name of the voting member to meet the requirements of the Wisconsin Open Meetings law and the ballots must be retained as a public record.
2. The Chairperson and the Vice Chairperson shall appoint all other Committees unless otherwise provided by the Board or state statute. Such appointments shall be made and announced within seven (7) days following the election of the Chairperson and the Vice Chairperson.
3. All Committees of the Board shall meet and elect their respective Chairpersons at the first meeting of the Committee unless stated otherwise in these Rules, following the organizational meeting, and report the results to the County Board Chairperson. The County Clerk shall serve as temporary Chairperson for all organizational meetings of Committees, Boards and Commissions until the Chairperson is elected.
4. Elected Committees shall be elected by the County Board at the Organizational meeting in April of even years to serve for two (2) years, their terms to begin as soon as elected.
5. All County Board Supervisors serving on Committees shall continue serving until their successors have been appointed as long as the County Board Supervisor(s) have been re-elected.
6. All Committees shall have authority conferred by the statutes and laws of the State of Wisconsin and given them by resolution or Chapter of this County Board and shall be limited in their authority by the laws and statutes of this state or by the Chapter or resolution of this Board.
7. It shall be a suggested goal that all County Board Supervisors serve, if possible, on an equal number of Committee assignments.
8. Each Committee Chairperson shall give a brief oral report to the County Board at regular County Board meetings.
9. Select or special Committees, i.e., Ad Hoc, may be provided for on motion or by resolution, designating the number and object, and unless otherwise ordered, shall be appointed by the Chairperson and Vice Chairperson.
10. A majority of any Committee shall constitute a quorum for the transaction of business. Accurate minutes are to be kept of all proceedings. Such minutes are to be kept in the respective Department offices and in the office of the County Clerk. A copy of the proceedings of all Committees of the

County Board and all daily proceedings of the County Board shall be provided to each member of the County Board.

11. The Committee, Board or Commission responsible for oversight of a County Department shall review and approve payment claims from that Department.

*2.06(E)(1) amended by Resolution No. 13-2016 dated March 15, 2016; passed March 15, 2016; published March 24, 2016; effective April 4, 2016.*

## **F. Removal.**

County Board Officers, Committee Officers and Committee Members may be removed in the same manner in which they were appointed or elected.

*2.06(F) newly created by Resolution No. 13-2016 dated March 15, 2016; passed March 15, 2016; published March 24, 2016; effective April 4, 2016.*

## **2.07 Action of the Floor of the County Board.**

### **A. Voting.**

1. The Chairperson shall vote in his or her regular turn, except on appeals of his or her own decisions. Upon appeal of the decision of the Chair, the question shall be, "*Shall the decision of the Chair be sustained?*" A tie vote, or a majority vote, shall sustain the decision of the Chair. Any motion or resolution or amendment thereto must receive a majority of the votes of the Board to be passed or adopted.
2. A vote on any question shall be taken when called for by any member and shall be taken on all questions involving the expenditure of money.
3. The roll call shall be advanced by one (1) name on taking of each roll call when voting on resolutions in order to rotate the initial vote between the members.
4. Every member shall vote unless he or she has reason to abstain.

### **B. Speaking on the Floor.**

1. Every member, previous to speaking, shall address the Chair and be recognized by the Chair.
2. When two (2) or more members address the Chair at the same time, the Chair shall designate the member who is to speak first.
3. No member shall speak more than twice on the same question without leave of the Board.
4. No person, not a member of the Board, shall be allowed to speak during the session of the Board without leave of the Chairperson.
5. A member called to order shall immediately take his or her seat, unless

permitted to explain, and the Board, if appealed to, shall decide the case. If there is no appeal, the decision of the Chair shall be submitted to.

6. Citizen comment periods shall be limited to comments and issues raised by non-Board members. Board members shall refrain from raising issues as citizens during these times. Board members shall contact the Chairperson or a Committee Chair to arrange for matters to be placed on an agenda in accordance with section 2.02. The Board Chairperson shall determine what limits or restrictions, if any, shall apply to public comments or appearances as circumstances dictate.

*2.07(B)(6) newly created by Resolution No. 26-2015 dated April 21; 2015; passed March 17, 2015; published April 30, 2015; effective May 1, 2015.*

*2.07(B)(6) amended by Resolution No. 13-2016 dated March 15, 2016; passed March 15, 2016; published March 24, 2016; effective April 4, 2016.*

### **C. Motions and Debate on the Floor.**

1. No motion shall be considered or debated unless it is seconded; the motion shall be stated by the Chairperson before it is debated; and any such motion shall be reduced to writing if any member desires it.
2. After the Chairperson states a motion, it shall be deemed to be in the possession of the Board. The proposing Supervisor may withdraw a motion, with consent of the second, at any time before amendment or decision if allowed by a majority of the Board. All motions, resolutions, and amendments shall be entered at large in the minutes unless withdrawn.
3. The Chairperson shall state all questions. Roll call vote shall be taken if the Chairperson is in doubt as to a majority or a decision or if requested by a member.
4. When a question is under debate, no motion shall be received except a motion to adjourn, for the previous question, lay on the table, postpone to a certain day, refer or to amend, which several motions shall have precedence in the order in which they stand arranged.
5. The motion for the previous question shall be in this form: *"I move the previous question."* The motion must be seconded, and when approved by a 2/3 (two-thirds) majority vote of the Board present, has the effect of closing debate on the current motion. The motion may not be made while another member has the floor and is not debatable. The next vote shall be upon amendments, and then upon the main question. A motion to lay on the table, recess, or adjourn takes precedence over a motion for the previous question.
6. If a question under consideration contains several points, any member may have it divided.
7. All questions shall be put in the order they are moved, except privileged questions.
8. A motion to reconsider is in order at any time, even when another member

has the floor during the same day as, or next calendar day after, a motion has been voted upon, in the same session. It cannot be processed while another question is before the Board. In such a case, it can be seconded, stated by the Chair, and processed later at anyone's request. A member who voted with the prevailing side must make the motion.

9. Two members of the County Board having signed a resolution for introduction of the same shall have the same effect as a formal motion being made on the floor to allow consideration of said resolution by the County Board.

*2.07(C)(9) newly created by Resolution No. 13-2016 dated March 15, 2016; passed March 15, 2016; published March 24, 2016; effective April 4, 2016.*

#### **D. Adjournment.**

1. The motion to adjourn shall always be in order and shall be decided without debate. The motion to adjourn may be amended prior to adjournment being declared.
2. Any meeting, whether annual, organizational, regular or special, may be adjourned from time to time, to a certain day, upon a vote of majority of the Supervisors present.

#### **E. Petitions, Memorials & Other Papers Addressed to the Board.**

Petitions, memorials and other papers addressed to the Board shall be filed with the County Clerk, and must be presented to the Board at the next meeting.

#### **F. Resolutions.**

1. Every resolution shall be submitted in writing and have endorsed thereon the name of the submitting Committee or member of the County Board.
2. Resolutions with financial impact shall be referred to the Executive & Finance Committee for a recommendation.
3. All resolutions shall be submitted to the County Clerk by noon five (5) calendar days prior to the next meeting of the County Board. A copy of each resolution shall accompany the notice of the meeting and shall be provided to each member by the County Clerk at the close of business five (5) calendar days prior to the next meeting. The synopsis of the resolutions shall be included with the agenda and include reference to Committee approvals.
4. This shall not preclude the County Board Chairperson, Administrative Coordinator and County Clerk from adding to the agenda when matters arise as long as the twenty-four (24) hour notice requirements are met for public posting and media notification.
5. Resolutions shall be taken up in the order received unless otherwise ordered or consented to by the Board.

**G. Requests for Purchases or Salary Increases.**

1. All requests for salary increases for any employee shall be brought before the County Board by a separate resolution.
2. Any line item budgeted expenditures in excess of fifteen thousand dollars (\$15,000.00) shall be under the jurisdiction of the appropriate governing Board, Committee or Commission. That Board, Committee or Commission may authorize purchases after receiving an agenda request from the head of the Department concerned, but no expenditures shall be over Department funds available.

**2.08 Compensation.**

**A. County Board, Boards, and Commissions Compensation.**

1. The County Board meeting payment for Board sessions, and Committee, Board, or Commission meetings shall be set by resolution of the County Board and shall not take effect until the following term.
2. The salaries of the Board Chairperson and Vice Chairperson, in addition to regular compensation for meetings, shall also be set by resolution of the County Board and shall not take effect until the following term.
3. Reference is made to Appendix A for a policy regarding expense reimbursement and Appendix B regarding compensation of citizen members of Boards, Commissions and Committees.

**2.09 Committees.**

The following are the standing Committees of the County Board: Agriculture & Extension Education Committee, Highway Committee, Executive & Finance Committee, Human Services Board, Parks & Rural Planning Committee, Property Committee, Judicial and Public Safety Committee, Planning & Zoning Committee and Board of Health. Their duties are stated below:

**A. Agriculture & Extension Education Committee.**

1. The County Board elects members of the Agriculture & Extension Education Committee.
2. The Committee consists of three (3) members of the County Board in addition to the Chairperson of the Board. The County Board may select one additional person as a member of the Committee who shall be any Farm Service Agency representative or public school administrator resident in the county. Its duties shall be in accordance with § 59.56(3)(b), Wis. Stats. It shall have additional duties as follows: to consult and advise with the Extension Home Economist, County Agricultural Agent, Community Resource Development Agent, and County 4-H and Youth Agent. The Committee shall draw up a program of work for each year.
3. It shall promote the growth of natural resources of the County and shall,

along with the FSA representative, constitute the Land & Water Conservation Committee.

**B. Highway Committee.**

1. The County Board elects members of the Highway Committee.
2. The Committee shall consist of five (5) County Supervisors. The duties of the Highway Committee shall be as stated in the Wisconsin State Statutes and Chapter 60 of the Code.
3. It shall make annual reports and recommendations to the County Board in all matters pertaining to their jurisdiction in accordance with § 83.015, Wis. Stats.

**C. Executive & Finance Committee.**

1. Voting members of the Executive & Finance Committee shall consist of the Chairperson and Vice Chairperson of the County Board. The County Board Chairperson shall be the Chairperson of this Committee. Voting membership shall also consist of the Chairs of the following Committees: Agriculture & Extension Education, Highway, Property, Judicial and Public Safety, the Human Services Board and the Board of Health. If the same Board member serves more than one of these positions, that member shall select one position he or she shall represent. The Committees that remain non-represented shall then elect a County Board member from within their membership to represent them on the Executive and Finance Committee.
2. The Human Services Board and Board of Health representatives shall be a member of the County Board. If the Chair of either of those Boards is not a County Board member, the Committee shall elect a County Board member from within its membership to represent the Human Services Board or Board of Health on the Executive & Finance Committee.
3. The Executive & Finance Committee shall select auditors to audit the books of the County, review the certified audit report, confer with the auditor in charge regarding details of the audit, and make such recommendations to the County Board and/or other Committees as necessary.
4. It shall be the responsibility of the Committee to attend to the proper publishing and printing of the proceedings of the County Board.
5. This Committee shall have the power to designate depositories and determine, with the County Treasurer, the policy of investment of the County funds. The Committee shall have authority to make transfers from the Contingent Fund per § 65.90(5)(b), Wis. Stats., and Board Resolution 24-81.
6. The Committee shall oversee the County's administrative affairs and shall be the governing Committee for the Administrative Coordinator/Finance Director. Its responsibility is to ensure proper coordination and cooperation between the various County Departments and agencies. It shall ensure that the proper practices are observed, that efficiency is maintained, and that the

best interests of the citizens of the County are served.

7. It shall prepare and present to the County Board, the budget and tax levy, first in temporary form and finally in finished form as amended during the County Board session.
8. The Committee shall purchase all necessary insurance protection for the employees and property of the County, in consultation with the Administrative Coordinator
9. The Executive & Finance Committee shall approve all out of state National Convention, Seminar or Conference attendance requests.
10. It shall consult with the Administrative Coordinator/Finance Director, Treasurer, County Clerk and Corporation Counsel pertaining to matters and problems in their Departments. It shall review the budgets of these Departments prior to presentation to the County Board.
11. The Executive & Finance Committee shall act in the role of a Personnel Committee with responsibility for handling employer/employee matters such as negotiation with employee bargaining units, recommending personnel policy, salaries for non-represented employees and the employee evaluations and wage system administration.

*2.09(C)(11) erroneously excluded when the Code was adopted as language approved by Resolution No. 44-2014 dated July 15, 2014; Correction passed March 17, 2015; published April 30, 2015; effective May 1, 2015.*

*2.09(C)(10) amended by Resolution No. 13-2016 dated March 15, 2016; passed March 15, 2016; published March 24, 2016; effective April 4, 2016.*

#### **D. Human Services Board.**

1. The Human Services Board shall consist of nine (9) members, five (5) of whom shall be County Board Supervisors, and shall have the functions, duties, powers and responsibilities as described in § 46.23, Wis. Stats., and as assigned by County Board resolution or ordinance.
2. The Human Services Board shall oversee the activities of the Human Services Department and shall appoint, oversee and confer with the Human Services Director on problems presented their office.
3. The Human Services Board shall oversee the activities of the Veteran Service Officer and review and present to the Executive & Finance Committee the budget for the Veterans Service Officer.
4. The term of the Chairperson of the Human Services Board shall run concurrently with the term of County Supervisors.

*2.09(D)(3) newly created by Resolution No. 13-2016 dated March 15, 2016; passed March 15, 2016; published March 24, 2016; effective April 4, 2016.*

**E. Parks & Rural Planning Committee.**

The Rural Planning Committee shall be appointed as provided in §27.019, Wis. Stats., and perform the duties provided therein. The Committee shall consist of the four County Board members and three citizens per Resolution No. 12-2009.

**F. Property Committee.**

1. This Committee shall consist of five (5) County Supervisors. Its duties shall be maintain and keep in repair the public buildings and personal property owned and operated by the County, except those explicitly under the jurisdiction of another Committee.
2. The Committee shall make at least annual inspections of County-owned property, including the County Jail.
3. It shall have authority to approve and direct all building and office space allocations for the County Departments unless otherwise directed by the County Board.
4. It shall order the County Clerk to take tax deeds on tax delinquent property, have jurisdiction over all matters pertaining to the County property taken by tax deed, and the sale thereof.
5. It shall be the governing Committee of the Management Information Systems Department and the Building & Grounds Department. It shall employ and oversee the Directors of these Departments.
6. It shall perform such other functions as may be assigned by the County Board.

**G. Judicial and Public Safety Committee.**

1. It shall consist of five (5) County Supervisors. The Vice Chairperson of the County Board shall be the Chairperson of this Committee.
2. It shall be the duty of this Committee to consult with the Sheriff regarding matters pertaining to the Sheriff's Office and on matters affecting law enforcement in the County.
3. It shall be the duty of this Committee to perform duties as required by the County Law Enforcement Chapter.
4. The Committee shall inspect the County Jail no less than once per year. It shall approve the contract for meals for inmates in the County Jail.
5. The Judicial and Public Safety Committee shall review and present to the Executive & Finance Committee the budgets for the Sheriff's Office, Coroner, Emergency Medical Services and Emergency Government. The Committee shall recommend contract agreements for the Humane Officer to the County Board.
6. The Committee shall have jurisdiction over the Emergency Medical Services Department. The Committee shall oversee the work of the County Emergency Management Director and assist with the County Emergency Management program. It shall handle all matters pertaining to civilian

defense in the County in accordance with Wisconsin State Statutes.

7. The Committee shall consult with the Circuit Court, Clerk of Circuit Court, District Attorney and Family Court Commissioner pertaining to matters and problems in their Departments. It shall review and present to the Executive & Finance Committee the budgets for these departments.

*2.09(G) renamed by Resolution No. 13-2016 dated March 15, 2016; passed March 15, 2016; published March 24, 2016; effective April 4, 2016.*

*2.09(G)(7) newly created by Resolution No. 13-2016 dated March 15, 2016; passed March 15, 2016; published March 24, 2016; effective April 4, 2016.*

#### **H. Planning and Zoning Committee.**

1. The Planning and Zoning Committee shall consist of five (5) County Supervisors who shall consult and work with the Register of Deeds, Surveyor and Zoning Administrator. The Vice Chairperson of the County Board shall be the Chairperson of this Committee.
2. It shall review the budgets of these Departments prior to presentation to the Executive & Finance Committee. It shall be the duty of this Committee to act as the governing Committee of the Zoning Department and the County Surveyor and to set policies concerning the Departments when not in conflict with the Wisconsin State Statutes.

*2.09(H)(1) amended by Resolution No. 13-2016 dated March 15, 2016; passed March 15, 2016; published March 24, 2016; effective April 4, 2016.*

#### **I. Board of Health.**

1. The Board of Health shall consist of not more than nine (9) members, appointed by the County Board Chairperson, with approval by the County Board of Supervisors, with five (5) members to be County Board Supervisors and up to four (4) members being citizen appointments with an interest in public health with a good faith effort to appoint a registered nurse and a physician. The composition of the Board of Health shall be guided by § 251.03, Wis. Stats., and Resolution No. 57-93.
2. This Board shall oversee the Health Department created pursuant to § 251.02, Wis. Stats.
3. The term of the Chairperson of the Board of Health shall run concurrently with the term of County Supervisors.

#### **J. Ad Hoc Committees.**

1. The County Board Chairperson and Vice Chairperson shall appoint Ad Hoc Committees created by resolution. These assignments shall be for a definite purpose and time and shall hold over until such duties have been completed

and a final written report given to the Board. Standing Committees may create their own temporary sub-Committees on an ad hoc basis for special purposes.

2. Ad Hoc Committees to whom reference is made shall in all cases make an interim verbal report on no less than an annual basis. Such reports shall be given in addition to the final written reports.
3. An Ad Hoc Committee shall automatically dissolve upon issuance of its final report to its governing Board or Committee.

*2.09(J)(3) newly created by Resolution No. 13-2016 dated March 15, 2016; passed March 15, 2016; published March 24, 2016; effective April 4, 2016.*

#### **K. Other Boards and Commissions.**

1. Membership on the various Boards and Commissions set by law or contractual obligation shall be governed by statute and specific resolutions.
2. Membership of individuals serving on other Boards and Commissions as a County Supervisor representative of the County Board shall terminate should the individual so serving cease being a County Supervisor.

#### **L. Miscellaneous.**

Committee members shall follow the same rules regarding public comment and appearances during meetings as set forth in section 2.07(B)(6).

*2.09(L) newly created by Resolution No. 26-2015 dated April 21, 2015; passed March 17, 2015; published April 30, 2015; effective May 1, 2015.*

*2.09(L) amended by Resolution No. 13-2016 dated March 15, 2016; passed March 15, 2016; published March 24, 2016; effective April 4, 2016.*

### **2.10 Ethics, Board Responsibilities, & Procedures.**

#### **A. Responsibility of Public Office.**

1. County officials and employees are agents of public purpose and hold office to serve the public interest. They are bound to uphold the Constitution of the United States, the Constitution of the State of Wisconsin and to carry out efficiently and impartially all laws of the United States, the State of Wisconsin and the County.
2. Each is bound to observe in their official acts; the standards of ethics set forth in the County Ethics Chapter and faithfully discharge the duties of their office. The public interest must be their primary concern.

**B. Role of a County Supervisor.**

1. The Board of Supervisors of the County is a team with seventeen members, responsible for ensuring that the County is properly managed in terms of planning, policy, and decisions on which the Board has reached agreement in a regular or special session. Members of the Board of Supervisors are laypersons elected within their district boundaries, and act on behalf of and for the welfare of the people in the district and for the benefit of the County as a whole.
2. Individual Supervisors exercise the authority and responsibility of their position only when the Board is in session, but the public regards the person as a member of the Board twenty-four (24) -hours a day. The Supervisor's own interest and desire to serve the community through membership on the Board of Supervisors continues even when the Board is not in session. An individual Supervisor has no authority and cannot speak for the Board of Supervisors, but the public has the right to expect the member to be able to discuss the County's matters with understanding. All Supervisors have the right to access any information that makes it possible for them to be informed about the County's affairs.
3. The Board of Supervisors can only transact business which is legally binding on the County when the Board of Supervisors is in regular or special session with a quorum present, or at officially designated Committee meetings of the Board, and its proceedings duly recorded in the minutes of the meeting. Members of the Board of Supervisors shall not represent, by personal commitment, any special group, interest, or pressure.

**C. Confidentiality.**

All members of the Board of Supervisors shall recognize that certain "*privileged*" business of the Board, as prescribed and sanctioned by Wisconsin State Statutes, shall be treated as confidential to preserve the integrity of the Board and to safeguard the rights and dignity of all persons involved in legally recognized confidential testimony.

**D. County Administration.**

1. The Board of Supervisors should avoid taking direct action in the administration of the County, thereby keeping the functions and responsibilities of its appointed officials clear to members of the general public and staff.
2. The Board of Supervisors retains full budgetary control, legislative authority and policy-making responsibility in accordance with the Wisconsin State Statutes and the expressed will of the electorate, but delegates all administrative, supervisory, and instructional authority to its appointed staff under the direction of the County Board Chairperson or Administrative Coordinator.

**E. Complaints from the Public.**

1. At times a person or group of persons may confront a single Board member with a problem or complaint that should be handled by management personnel. Each Board member must decide how much time one can spend on this sort of thing and what the demands of courtesy should be in each case. The official policy of the Board in such cases is as stated below:  
*“No member, nor the Board itself, will officially consider such problems or complaints until they have been submitted to the proper administrative authority and a report made by that authority to the Board, or Committee, convened in legal session.”*
2. No member of the Board of Supervisors shall consider a complaint from any member of the County staff unless he/she has first determined that the complainant has gone through the normal chain of command, including the Administrative Coordinator.
3. It is recognized that grievances or complaints from the public will at times be brought to the attention of the members of the Board of Supervisors. If a Supervisor does not know where to refer a particular grievance or concern, the Supervisor shall refer the matter to the Administrative Coordinator or the County Board Chairperson. Such matters shall be handled in the following order:
  - a. Referred immediately to the appropriate Department Head who will either deal directly with the problem or delegate its resolution to an employee closest to the problem.
  - b. Referred to the Administrative Coordinator/Finance Director who will either deal directly with the problem or delegate its resolution to an administrator or manager closest to the problem.
  - c. Referred to the next immediate session of the appropriate Committee, Board or Commission, for official consideration and possible action.
  - d. Referred to the next immediate session of the Board of Supervisors, for official consideration and possible action.
4. Much of a Board member’s information may come to that person in casual conversation with members of the public or employees of the County. Much more of this information will come from minutes of Committee meetings and other publications distributed by the County Clerk’s Office. When a Board member is seeking information about a specific problem, the member should ask the appropriate Department Head or Administrative Coordinator to prepare a report on the matter with the aid of staff if necessary.
5. If satisfactory adjustment cannot be made by this procedure, the Board may, if it deems advisable, grant a hearing to the person(s) interested. Such hearings will be held during regular or special session of the Board.

## **APPENDIX A. Policy Regarding Expense Reimbursement:**

The County will reimburse County Board Supervisors for reasonable business travel expenses incurred while on official County Business assignments. Supervisors are responsible for making their own travel arrangements. The actual costs of travel, meals, lodging, and other expenses directly related to accomplishing the business travel objectives will be reimbursed by the County, to the extent such expenses would be deductible by an employee according to current IRS regulations. Supervisors are expected to limit expenses to reasonable amounts.

Expenses that generally will be reimbursed include the following:

- \* Mileage costs for use of personal cars, only when less expensive transportation is not available.
- \* Cost of meals, *eaten outside of the County*, associated with conventions or overnight travel will be reimbursed (up to maximum daily rate of twenty-two dollars and 50/100ths (\$22.50) when accompanied by an original detailed receipt). The cost of alcoholic beverages and tips will not be reimbursed.
- \* Charges for telephone calls, fax, and similar services required for business purposes.
- \* Cost of standard accommodations in low to mid-priced hotels, motels, or similar lodgings.

Expenses that will not be reimbursed include the following:

- \* Any meal without an attached detailed vendor receipt.
- \* Any expense report submitted for reimbursement after sixty (60) days from when it was incurred.
- \* Any expense not documented as to date, place and purpose.

*Mileage Reimbursement* - Use of a personal vehicle for County business shall be reimbursed at the rate of two and ½ cents (.025) below the IRS business mile rate.

*Other Means of Transportation* - If traveling by bus or other means of transportation, the appropriate fare will be reimbursed by the County.

Supervisors who are involved in an accident while traveling on County business must promptly report the incident to the Administration Office. Vehicles owned, leased, or rented by the County may not be used for personal use without prior approval.

Supervisors traveling on County business may be accompanied by a family member or friend, when the presence of a companion will not interfere with successful completion of County business objectives. Additional expenses incurred for family members or friends will not be reimbursed and are the responsibility of the Supervisor. Generally, Supervisors are also permitted to combine personal travel with business travel. Additional expenses arising from such non-

business travel are also the responsibility of the Supervisor.

Reimbursement requests should be accompanied by receipts for all individual expenses.

Supervisors should contact the Administration Office or the County Clerk for guidance and assistance on procedures related to travel arrangements, reimbursement of specific expenses, requests for reimbursement, or any other business travel issues.

**APPENDIX B. Policy Regarding Compensation for Meeting Attendance to Citizen Members of Boards, Committees and Commissions:**

Policy shall be to compensate citizen members for attending meetings in the same manner as County Supervisors when the citizen is serving in an appointed capacity through selection by the County Board Chairperson and confirmation by resolution of the County Board. In the event another agency is paying a per diem or mileage or reimbursing other expenses for his or her meeting attendance then the citizen member shall not be compensated by the County in duplication for that same item.

**APPENDIX C. Resolutions Cited In These Rules:**

Resolution No. 24-81

NOW, THEREFORE BE IT RESOLVED that the Marquette County Board of Supervisors hereby authorize the Finance Committee to transfer funds from the Contingency Fund to the individual office or department, not to exceed ten percent (10%) of the original appropriation in accordance with Section 65.90 (5)(b) of the Wisconsin Statutes.

Resolution No. 57-93

THEREFORE BE IT RESOLVED, that effective January 1, 1994 that a Board of Health be created by Marquette County and that the Board of Health shall consist of not more than 9 members, appointed by the County Board Chairman, with approval by the County Board of Supervisors, and

BE IT FURTHER RESOLVED, that the members of the Board shall be chosen in accordance with the requirements of Section 251.03 of the Wisconsin Statutes and that a good faith effort shall be made to appoint a registered nurse and a physician.

Resolution No. 61-2015

NOW THEREFORE BE IT RESOLVED, that effective with the term beginning on the third Tuesday of April, 2016, the County Board, Committees, Boards and Commissions shall be paid \$75.00 per meeting and an additional \$75.00 shall be paid if a meeting exceeds four hours.

BE IT FURTHER RESOLVED, that the annual salary of the County Board Chairperson shall be \$5,000.00 and the annual salary of the County Board Vice Chairperson shall be \$4,000.00, to be paid in monthly installments, effective with the term beginning on the third Tuesday of April, 2016.

Resolution No. 12-2009

NOW, THEREFORE BE IT RESOLVED, that three additional committee members positions are created within the Parks and Rural Planning Committee.

BE IT FURTHER RESOLVED, that these positions are authorized with an effective date of April 13, 2009.