



Minutes - January 4, 2024

Call to Order: Chair Wilson called the hybrid meeting of the Ad Hoc Committee on County Board Supervisors' Rules of Procedures at 4:30 P.M. in Conference Room N1/N2.

Committee Members Present: Supervisors Wilson, Mawhinney, Towns, and Bostwick.

Committee Members Absent: Supervisor Leavy.

Staff Members Present: Rich Greenlee, Corporation Counsel; Randy Terronez, Assistant to the Administrator; Lisa Tollefson, County Clerk.

Others Present: Supervisors Beaver, Sutterlin, and Zoril; Sheila Williams.

Approve Agenda: Supervisor Bostwick moved approval of the agenda as presented, second by Supervisor Mawhinney. ADOPTED.

Approval of Minutes:

December 21, 2023 Minutes: Supervisor Mawhinney moved approval of the December 21, 2023 minutes, second by Supervisor Bostwick.

Supervisor Towns asked that there be clarification to her statement in the minutes that there should be a distinction between policy resolutions and administrative resolutions.

ADOPTED.

Review, Discussion and Possible Action:

Discussion of alternative organizational structure of Rules of Procedure: Chair Wilson provided a potential outline for reorganization of the Rules of Procedure. He asked the committee members whether they would like them to be reorganized. The committee discussed and agreed reorganizing them is a good idea.

Chair Wilson also provided a document with the Rules of Procedure in this new order with some added language based on Ozaukee County (attached). He walked through the first sections. The committee will discuss this document further at the next meeting.

Presentation of rule element review/suggestions by Corporation Counsel: Rich Greenlee expressed that the document that Chair Wilson provided that reorganized the rules is a great start. Rich provided a handout of his suggestions (attached).

Review of 2022 – 2024 Rule 1 and recommendations for additions, edits, or other changes: Rich Greenlee asked the committee if they would like to include a provision for special meetings. The committee agreed that they would like some language included.

The committee discussed whether to keep the outline for County Board meetings in the rules. Rich reminded the committee that there are meetings that do not cover these items i.e. the budget public hearing, etc. Supervisor Towns expressed the need to include language about public participation on agendas.

Rich suggested removing language about items being given to the office of the County Administrator by a specific date; this is internal staff policy that may not have a place in this document. The committee agreed to strike this language.

Rich provided new language for virtual meetings (attached with other language included for appointments by the Chair and session language). The committee agreed it will utilize the virtual meeting language as the new working-language for the new Rule I.F.7.a.

The committee discussed the timing of budget meetings. Chair Wilson asked that language on budget meetings be compiled to be considered by the committee.

Review of 2022 – 2024 Rule 2 and recommendations for additions, edits, or other changes: Chair Wilson asked for the committee's input on the number of Officers (Chair, Vice-Chair, and Second Vice-Chair). The committee discussed whether a Sergeant at Arms is necessary. Supervisor Bostwick discussed the benefits of having a Vice-Chair and a Second Vice-Chair. The committee asked that language be added to say that if there is a vacancy in the Chair position, another Chair shall be elected; the Chairship is not assumed by the Vice-Chair.

The committee decided to strike the portion about the Sergeant at Arms.

Rich highlighted his suggested language for appointments by the chair. The committee agreed to this new language.

Review of 2022 – 2024 Rule 3 and recommendations for additions, edits, or other changes: Chair Wilson commented on the length of this section. The committee discussed the issues with the language in the current rules for the Agriculture & Extension Committee and Land Conservation Committee.

They discussed standardizing the format of the committees section.

The committee will review this section and revisit at the next meeting.

Review of other sections of 2022 - 2024 Rules and recommendations for additions, edit, or other changes including relocation of elements: This item was not discussed.

Requests for further review of specific Rules and elements by Corporation Counsel: This item was not discussed.

Citizen Participation, Communications and Announcements: Supervisor Zoril advocated for citizens that speak during public comment provide an address or district number, notice for agendas, and asked if executive meetings on Wednesdays are subject to open meetings laws.

Chair Wilson apologized for providing the updated rules document that he created at the meeting rather than prior to the meeting.

Sheila Williams expressed concern that members of the public are being appointed to vice-chairs of standing committees. She also expressed that she would like the updated document from Chair Wilson to be provided beforehand. Sheila added that the updates of the committees section should have been updated at the organizational meeting.

Next meeting date and time - January 18, 2024 at 4:30 P.M.?: January 18 at 3:30 P.M.

Adjournment: Supervisor Towns moved to adjourn at 6:10 P.M., second by Supervisor Bostwick.
ADOPTED.

Respectfully submitted,

Haley Thompson
Executive Assistant

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.

New Language:

Appointments of the Chair:

"In making any appointment conferred upon Chair by these rules, or any other statute, law, rule or order, the chairperson may solicit input from other persons, including but not limited to, other supervisors. If the Chair requests a group of persons to convene, meet, or confer in a contemporaneous manner, either in person or by electronic means, then such gathering shall be subject to the notice requirements of Wis. Stat. § 19.84 and must be held in a place or manner reasonably accessible to the public under Wis. Stat. § 19.82(3)."

Virtual Meetings:

The Rock County Board of Supervisors recognizes the significant benefits of holding in-person meetings in terms of the ability of Supervisors to engage in a better, more productive, and more collegial deliberative process. It further recognizes that in-person meetings provide the public with an opportunity to observe and interact with their elected officials that is degraded and diminished when such officials only appear in an electronic audio or visual environment. However, the Board also recognizes that there may be circumstances where it is unsafe for the Board to convene in person either for everyone, or for a subset of members. According, on a temporary basis, the Board may conduct any meeting, either in whole, or in part, via electronic audio-visual means, if the Chair, Vice Chair, and Second Vice agree that holding an in-person meeting may not be safe for some, or all, of the attendees given the totality of the circumstances present. In conducting such a meeting, the Board may meet in a manner where all members participate by electronic audio-visual means, or such that a portion of members participate in person while another portion participates by electronic audio-visual means, commonly known as a hybrid meeting. If a meeting is conducted entirely virtually, the Chair may omit public participation from the agenda, but in such instances, must determine an alternative methods of submitting public comment to the Board and provide notice of such method to the public. In the case of a hybrid meeting, all members who are participating by electronic audio-visual meetings shall be counted as present for the purposes of determining the presence of quorum and voting, and shall have all the rights and privileges of their office as if they were present in-person.

[limitation such that the Board would have to ratify a decision to exceed a certain number of meetings held virtually??]

Session Language:

Sessions of the Rock County Board of Supervisors shall run from the [Calendar Year] or [Organizational Meeting to Organizational Meeting] or [Annual Meeting to Annual Meeting]. All resolutions, ordinances, and ordinance amendments, which have been recommended for adoption by a standing committee of the Board, shall be automatically continued into the next sessions upon a sessions expiration. All other resolutions, ordinances, or ordinance amendments shall expire upon expiration of a session. No motion to postpone to a date certain may be adopted by the Board which would take consideration of a motion beyond the expiration of the session in which the motion is made.

ROCK COUNTY BOARD OF SUPERVISORS RULES OF PROCEDURE

I. GENERAL AUTHORITY AND ORGANIZATION OF THE ROCK COUNTY BOARD OF SUPERVISORS AND ITS MEETINGS

A. General Authority:

- (1) Rock County is a body corporate that operates under the authority granted to it in Chapter 59 of the Wisconsin State Statutes.

Commented [BW1]: NEW GENERAL LANGUAGE

B. Governing Body: NOTE: The next several sections add some preliminary content that either doesn't exist in our rules or that is scattered throughout our rules. These sections are based on (and edited to reflect Rock County) sections from the Ozaukee County rules.

- (1) The governing body of Rock County shall be known as the Rock County Board of Supervisors.
- (2) The County Board of Supervisors shall consist of twenty-nine (29) County Supervisors representing twenty-nine (29) Districts within Rock County.
- (3) County Supervisors shall serve two (2) year terms expiring on the third (3rd) Tuesday in April in the even numbered years.
- (4) The Rock County Board of Supervisors is the legislative and policy making body of the Rock County Government. The role of the County Board of Supervisors is to set the strategic mission and priorities for the County, establish the general policies by which the County is guided in its management of County affairs, consider and act upon resolutions and ordinances, provide financial oversight and support of the mission and priorities of Rock County. It conducts its business under the authority granted to it in Subchapter III of the Wisconsin State Statutes (59.10 – 59.15). The County Board may exercise any of the powers conferred on it by the laws of the State of Wisconsin in accordance with the Rock County Code of Ordinances and the County Board of Supervisors Rules of Procedure contained herein.
- (5) The County Board of Supervisors appoints the County Administrator and monitors the County Administrator's management of the daily operations and implementation of policy.

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- (6) Vacancies during the term of any supervisor shall be filled by the County Board Chairperson with confirmation by the County Board. If practicable, this shall be done within 60 working days of the date on which the vacancy was created. If a vacancy occurs within 4 months of the next election, it may be filled at the discretion of the County Board Chairperson. The Chairperson may solicit input from other parties regarding their selection in a manner they deem appropriate subject to the requirements of the Open Meetings Law. (Wis. Stats. 19.81 – 19.98)

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C. Committees

- (1) The Rock County Board of Supervisors utilizes committees as authorized under Wisconsin State Statute 59.13 to perform a variety of tasks that support policy development, public engagement, and accountability. Three different types of committees are used. They are:
- a. Standing Committees - Standing committees are defined as those that provide policy and program oversight over County departments, offices, or agencies.
 - b. Special Single-Purpose Board Committees - Special single-purpose board committees are defined as creations of the County Board of Supervisors without program oversight of county departments that focus on specific, important topics of policy, procedure, or methods on an ongoing basis.
 - c. Ad Hoc Committees - Ad hoc committees are defined as committees that are established by the Board of Supervisors by resolution to address a specific need. Ad hoc committees exist for a defined period of time or until a specified task or work product is completed. When the work of the ad hoc committee is completed, the committee is dissolved. An Ad Hoc committee may exist for less than a year or for a year or more depending on the extent of the work assigned to it.
- (2) The structure, responsibilities and procedures that apply to each type of committee are described in greater detail under Rule III.

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D. Purpose of the Rock County Board Rules of Procedure:

- (1) The purpose of these Rules is to provide procedures that protect the participation rights of County Supervisors, to ensure equal application of those rights, to maintain order and decorum, and to protect the interests of County Supervisors' constituents.

- (2) The County Board of Supervisors has adopted these Rules to ensure that County Board business is conducted in an efficient, fair, and organized manner.
- (3) As provided by Wisconsin State Statute 59.10 (1)(b), the Board shall organize on the third Tuesday of each April in each even year and adopt rules and regulations for the ensuing term, considering recommendations of the outgoing Board. Adoption of these rules and regulations at such organizational meeting shall be by majority vote.
- (4) Amendment to these rules at any other time shall be by 2/3 vote of the Supervisors present and voting.
- (5) Amendment to these rules at any other time shall be done in conformance with Rule X-C. All proposed amendments to these rules should be submitted to the Board Chair, County Clerk, or Corporation Counsel, in writing at least 24 hours prior to any meeting at which such amendment may be considered.
- (6)
- (7) These rules may be suspended by a two-thirds (2/3) vote of the Supervisors present and voting.

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E. Rules of Decorum **NOTE: We currently don't have any "rules of decorum." What is listed below is based on a section from Ozaukee County's rules.**

- (1) County Supervisors shall address the County Board Chairperson as the "Chairperson," "Chair," or as they indicate they wish to be addressed.
- (2) County Board Supervisors shall refer to other County Board members in a respectful manner.
- (3) County Board Supervisors shall refrain from speaking until recognized by the Chairperson.
- (4) Interrupting the Chairperson or other Supervisors is allowable only for those reasons specified by Robert's Rules of Order, most recent edition, which are:
 - a. parliamentary inquiry
 - b. question of privilege
 - c. point of order
 - d. appeal (disagreement with the Chairperson's ruling)
 - e. objection to a call for unanimous consent

(5) If two members request to speak at the same time the Chairperson shall use his/her/their discretion to recognize the member to speak first.

(6) County Board Supervisors shall address all remarks to the Chairperson, maintain a courteous tone & avoid injecting a personal tone into the debate.

(7) County Board members shall only speak to the subject under debate.

(8) Remarks must be confined to the merits of the pending question and must be germane.

(9) County Board Supervisors shall refrain from personal attacks or questioning the motives of another Supervisor or County staff member.

(10) County Board Supervisors have an obligation to obey legitimate orders of the Chairperson.

(11) The County Board Chairperson shall:

- a. Protect the County Board from obviously frivolous or dilatory motions by refusing to recognize them.
- b. Enforce the rules relating to debate and those relating to order and decorum within the assembly.
- c. Make necessary rulings on questions of parliamentary procedure. Unless otherwise provided for under Wisconsin State Statutes, County Ordinance, or in these Rules of Procedure, Robert's Rules of Order, most recent edition, shall govern the action of the Board.

(12) The County Board Chairperson may enter debate in rare instances when they believe that their role as an official elected to represent their constituents requires and, in the instance of lengthy debate, shall relinquish the chair during their remarks.

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F. Meetings

(1) Organizational Meeting

- a. As provided by Wisconsin State Statute 59.10 (1)(b), the Board shall organize on the third Tuesday of each April in each even year and adopt rules and regulations for the ensuing term, considering recommendations of the outgoing Board.
- b. Newly elected (and re-elected) Supervisors will be sworn into office at this organizational meeting.

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- c. The Chairperson, Vice Chairperson, and Second Vice Chairperson shall be elected biennially by the newly seated Board at the organizational meeting.

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(2) Regular Meetings

- a. The Board shall meet regularly on the second and fourth Thursdays of each month (unless the date or time is changed by the mutual consent of the Chairperson, Vice Chairperson, and Second Vice Chairperson of the County Board) at 6:00 P.M. in the County Board Room, County Court House, Janesville, Wisconsin.

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(3) State of the County Report

- a. The County Administrator shall make an annual administrative report on the "State of the County" to the County Board in October of each year. This report shall be given in conjunction with the annual presentation of the County Administrator's recommended budget for the following year.

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(4) Public Hearing on the Budget

- a. As provided by Wisconsin State Statute 59.60 (7), a public hearing on the County Administrator's recommended budget shall be held not fewer than fourteen days after the publication of a summary of the County Administrator's budget but not later than the first Monday in November. At least one public hearing on the proposed budget will be scheduled with a starting time of no earlier than 4:30 PM (6:00?).

Commented [BW14]: NEW - FROM WCA PROGRAM - Currently implied in Rule I-E

Commented [BW15]: Now Rule I. E.

(5) Annual Meeting

- a. As provided by Statute (59.11 (1)(a), the Board shall hold an annual meeting on the Tuesday after the second Monday in November. When the day of the meeting falls on November 11, the meeting shall be held on the next succeeding day. The budget for the following year shall be adopted at this meeting and a resolution setting the tax levy and tax rate for the following year shall be adopted.

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(6) Agendas

- a. The order of business of Board meetings shall be as stated on the Agenda for the meeting. The Agenda shall be the responsibility of the Chairperson with the assistance of the County Administrator and the County Clerk per s. 59.23(2)(a), Wis. Stats., and circulated to the Board not less than 48 hours before each meeting. A majority of the members of the Board shall have the right to add an item to the Board Agenda, subject to the requirements of the Open Meetings Law. (Wis. Stats. 19.81 – 19.98)
- b. The format for the Agenda shall be as follows:
1. Call to Order
 2. Invocation and Pledge of Allegiance

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3. Roll Call
4. Consent Agenda
 - A. Adoption of Agenda
 - B. Approval of Minutes of Prior Meeting(s)
 - C. Nominations, Appointments
 - D. Recognition of County Employees or Others
 - E. Others
- 5 Public Hearing
6. Citizen Participation, Communications & Announcements
7. Nominations, Appointments and Confirmation
8. Recognition of County Employees or Others
9. Introduction of New Resolutions or Ordinances by Supervisors for Referral to Appropriate Committee
10. Reports
11. New Business
 - A. Supplementary Appropriations & Budget Changes - Roll Call
 - B. Contracts - Roll Call
 - C. Other
12. Adjournment

- c. Minutes of the regular Board Meeting shall be prepared by the County Clerk, kept, recorded, and distributed to all Board members and department heads by the County Clerk as soon as possible following the meeting. These minutes shall be official upon County Board approval.
- d. In order to facilitate the timely and efficient ability to provide advance notice to the Board of Supervisors and the citizens of Rock County, items to be included on the Agenda shall be in the office of the County Administrator no later than Wednesday at noon of the week preceding the meeting.

Commented [BW20]: Now Rule III. B.

Commented [BW21]: Now Rule III. C.

Commented [BW22]: Now Rule III. D.

- (7) Virtual Meetings **NOTE: This is existing language but it needs to be rewritten**
- a. If, an emergency situation arises, in which in the opinion of the Chair and Vice Chair collectively, it would be unsafe, or a threat to the health of members of the Board of Supervisors, or members of the public, to hold an in-person meeting, then on a temporary basis, any meeting of the Rock County Board of Supervisors may be conducted by electronic audio-visual means. Any electronic meetings must be conducted in accordance with the Wisconsin Open Meetings Law, Wis. Stat. § 19.81, et. seq., such that reasonable notice is provided to the public in accordance therewith, and the meeting is reasonably accessible to members of the public. During any electronic meeting of the County Board, any period normally designated for public hearing or public comment may be omitted, at the sole discretion of the Chair, except those public comment, or public hearing periods, which are required by state law or administrative rule. In lieu of receiving

public comments during an electronic meeting, the public shall be made aware of other means by which they may submit their comments, such as email, phone, or U.S. Mail. In order to facilitate the orderly proceeding of business, when necessary as determined at the sole discretion of the Chair, a resolution or ordinance may be brought before the County Board of Supervisors for consideration without report from a governing committee of the County Board as required by Rule IV-D. For the purposes of Rules I-I and IV-P an "emergency situation" shall include, but not limited to: a declared local state of emergency under chapter 323 of the Wisconsin Statutes; a public health emergency, pandemic, or epidemic that puts members of the Board of Supervisors, staff, or the public in danger; a natural disaster that threatens public safety; or any other situation or event that represents a substantial threat to the health or safety of the Board of Supervisors, staff, or the public.

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II. COUNTY BOARD OF SUPERVISORS' OFFICERS

A. General Description

- (1) A Chairperson, Vice Chairperson, and Second Vice Chairperson of the Rock County Board of Supervisors shall be elected biennially by the Board at the April organizational meeting in even numbered years. After submission of nominations for Chairperson, Vice Chairperson, Second Vice Chairperson, but before the taking of any vote on the election of each officer, the presiding official shall allow each candidate who has put forth their name, the opportunity to address the Board as to their qualifications for, and desirability of selection to the office that they are seeking. If at any point during the election process, the presiding officer believes that it would benefit the Board to permit any candidate to address the Board the presiding officer may permit a candidate to address the Board, after the first vote for each office, so long as all candidates receive an equal opportunity to address the Board. Such officers shall take office upon election.

Commented [BW24]: Now Rule I. B.

- (2) Except as otherwise provided by law, the Chairperson, Vice-Chairperson, and Second Vice Chairperson, shall be ex officio members of all standing committees. Their ex officio membership is in addition to the membership hereinafter prescribed for each committee. Any committee lacking a quorum may call on the Chairperson, Vice-Chairperson or Second Vice Chairperson to make a quorum as an active voting member of that committee for that day. The Chairperson, Vice-Chairperson, and Second Vice Chairperson shall be paid mileage and per diem only when used to make a quorum by any properly noticed Standing County Committee.

Commented [BW25]: Now Rule IV. O.

- (3) The Chairperson, Vice Chairperson and the Second Vice Chairperson shall meet regularly with the County Administrator (typically prior to each regular County Board meeting) to review the upcoming agenda and to discuss the details of anticipated or pending agenda items.

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B. Duties and Responsibilities

(1) Chairperson

The Chairperson shall serve as the presiding officer of the Rock County Board of Supervisors.

- (7) The Chairperson shall have the duties and powers conferred by Wisconsin State Statutes and as delineated in these Rules of Procedure.

- (8) The Chairperson shall call the Board to order at the hour named and shall preside at all meetings of the Board. The Chairperson shall decide all questions of order, subject to appeal; and shall preserve order and see that order is maintained. The Chairperson shall vote on all roll calls when the Chairperson's name is called except upon appeals from the Chairperson's own decision.

Commented [BW27]: Now Rule II. A.

- (9) The County Board Chairperson may enter debate in rare instances when they believe that their role as an official elected to represent their constituents requires and, in the instance of lengthy debate, shall relinquish the chair during their remarks.

- (10) The Agenda shall be the responsibility of the Chairperson with the assistance of the County Administrator and County Clerk per s. 59.23(2)(a), Wis. Stats., and circulated to the Board not less than 48 hours before each meeting. A majority of the members of the Board shall have the right to add an item to the Board Agenda, subject to the requirements of the Open Meetings Law. (Wis. Stats. 19.81 – 19.98)

- (11) Appointments to committees, commissions and boards shall be made by the Chairperson, including chairships subject to County Board confirmation. The Chairperson may solicit input from other parties regarding their selection in a manner they deem appropriate subject to the requirements of the Open Meetings Law. (Wis. Stats. 19.81 – 19.98)

- (12) Vacancies during the term of any committee member shall be filled by the County Board Chairperson with confirmation by the County Board. If practicable, this shall be done within 30 working days of the date on which the vacancy was created. The Chairperson may solicit input from other parties regarding their selection in a manner they deem appropriate subject to the requirements of the Open Meetings Law. (Wis. Stats. 19.81 – 19.98)

- (13) Except as otherwise provided by law, the Chairperson shall be an ex officio member of all standing committees. Their ex officio membership

is in addition to the membership hereinafter prescribed for each committee.

(14) At or after the Organizational Meeting, the Chairperson shall solicit from its members any interests in serving on the standing committees, special, single-purpose Board committees, and ad hoc committees. After consideration of the requests of the Supervisors, the Chairperson shall select and announce all committee appointments as required by law and County Board policy, all of which shall be submitted for Board confirmation. The Chairperson may solicit input from other parties regarding their selections in a manner they deem appropriate subject to the requirements of the Open Meetings Law. (Wis. Stats. 19.81 – 19.98)

(15) Proposed committee appointments shall be distributed to all Board members not less than 24 hours prior to the meeting at which appointments are to be confirmed.

(16) The Chairperson shall meet regularly with the County Administrator, the Vice Chairperson, and the Second Vice Chairperson (typically prior to each regular County Board meeting) to review the upcoming agenda and to discuss the details of pending agenda items.

(2) Vice Chairperson

a. In the Chairperson's absence or disability, the Vice Chairperson shall perform the duties of the Chairperson as articulated by law or in any portion of these rules and the Second Vice Chairperson shall perform the duties of the Vice Chairperson.

b. Except as otherwise provided by law, the Vice Chairperson shall be an ex officio member of all standing committees. Their ex officio membership is in addition to the membership hereinafter prescribed for each committee.

c. The Vice Chairperson shall meet regularly with the County Administrator, the Chairperson, and the Second Vice Chairperson (typically prior to each regular County Board meeting) to review the upcoming agenda and to discuss the details of pending agenda items.

d. NOTE: The Vice Chairperson COULD be given the role of Sergeant at Arms. If this course is chosen, "preserving the order" under the description of the Chairperson's duties and responsibilities might be refined or moved to this section. It would also be likely that the Sergeant of Arms duties would be listed under the Second Vice Chairperson in the absence or disability of the Vice Chairperson.

(3) Second Vice Chairperson

a. In the event of the absence or disability of both the Chairperson and the Vice Chairperson, the Second Vice Chairperson shall perform the duties of the Chairperson as articulated by law or in any portion of these rules.

- b. Except as otherwise provided by law, the Vice Chairperson shall be an ex officio member of all standing committees. Their ex officio membership is in addition to the membership hereinafter prescribed for each committee.
- c. The Second Vice Chairperson shall meet regularly with the County Administrator, the Chairperson, and the Vice Chairperson (typically prior to each regular County Board meeting) to review the upcoming agenda and to discuss the details of pending agenda items.

(4) **Sergeant at Arms**

THIS IS WHERE THE DUTIES OF A SERGEANT AT ARMS WOULD BE LISTED IF SO DESIRED

(5) **Chairpersons of Standing Committees**

- a. The Chairpersons of all standing committees shall be County Board members.
- b. In the absence of, or disability of the Chairperson, Vice Chairperson, and Second Vice Chairperson, the Committee Chairpersons of the Committees listed infra, becomes the temporary acting Board Chairperson based on the following precedence: Public Safety and Justice, **Agricultural/Land Conservation**, Board of Health, **Education, Veterans and Aging Services**, Finance, General Services, Health Services, Human Services, Planning and Development, Public Works and Rail Transit. **NOTE: SEE NAMES AND DESCRIPTIONS OF STANDING COMMITTEES.**

Commented [BW28]: Now Rule II. B.

III. COMMITTEE STRUCTURE, RESPONSIBILITIES, AND PROCEDURES

A. General

- (1) The purpose of this rule is to define the structure and duties of the County Board Committee system. All matters pertaining to Committee organization, membership, and responsibilities shall be construed in favor of the declared will of the County Board in these rules, consistent with the intent of Wisconsin Statute 59.03(1).
- (2) The chairperson of each standing committee, special single-purpose Board committee, and ad hoc committee shall have the primary responsibility for complying with Wis. Stats. 19.81 – 19.98, known as the “Open Meetings Law.”
- (3) All notices of meetings shall be provided to the County Clerk and public notice shall be provided consistent with Wis. Stats. 19.84 (1) at least 24 hours prior

Commented [BW29]: Now Rule IV. A.

Commented [BW30]: NEW LANGUAGE - From La Crosse County Rules

to the meeting unless the meeting is an emergency as allowed by Wis. Stats. 18.84 (3).

Commented [BW31]: NEW LANGUAGE - From La Crosse County Rules

- (4) Additional special, ad hoc or single-purpose board related committees may only be established with the approval of the County Board for a specific purpose and term. County Board Supervisors who are members of such committees shall be entitled to per meeting allowance and mileage as provided in Rule IV-J. Citizen members of such committees shall be entitled to only mileage reimbursement (at the currently applicable IRS Rate).

Commented [BW32]: Now Rule IV. C.

- (5) Appointments to standing committees, special single-purpose board committees, and ad hoc committees, shall be made by the Chairperson, including chairships subject to County Board confirmation. The Chairpersons of all such committees shall be County Board members. Vice Chairships shall be elected by the committee membership. Vacancies during the term of any committee member shall be filled by the County Board Chairperson with confirmation by the County Board. If practicable, this shall be done within 30 working days of the date on which the vacancy was created. [The Chairperson may solicit input from other parties regarding their selection in a manner they deem appropriate subject to the requirements of the Open Meetings Law. \(Wis. Stats. 19.81 – 19.98\)](#)

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Commented [BW34]: NEW

- (6) All committees of the Board shall serve biennially for a term that coincides with that of the Chair, except as otherwise provided by statute. In no less than three days nor more than seven days after such meeting, At or after the Organizational Meeting, the Chair shall solicit from its members any interests in serving on the Committees, Commissions, and Boards of the County. After consideration of the requests of the Supervisors, the Chair shall select and announce all Committee, Commission and Board appointments as required by law and County Board policy, all of which shall be submitted for Board confirmation. Proposed appointments shall be distributed to all Board members not less than 24 hours prior to the meeting at which appointments are to be made.

- (7) Appointments to other external commissions and boards authorized by the County Board shall be made by the Chairperson subject to County Board confirmation. [Terms for these appointments are typically dictated by the external commission or board and appointments shall be conform with the by-laws of such organizations. However, if a Supervisor appointed to such a commission or board vacates their supervisory seat, their seat on the external commission or board will also be considered vacant and the vacancy shall be filled for the remaining term by the Chairperson subject to County Board confirmation. The Chairperson may solicit input from other parties regarding](#)

their selection in a manner they deem appropriate subject to the requirements of the Open Meetings Law. (Wis. Stats. 19.81 – 19.98)

Commented [BW35]: NEW - We don't currently have language that specifically covers appointment terms for these external bodies.

- (8) Committee assignments may be altered upon written request after one year or in the case of conflicting assignments or upon recommendation of the County Board Chairperson with County Board confirmation. Committee assignments may be exchanged if both supervisors agree. Otherwise, appointments shall be effective until successors are appointed two years later at which time appointments shall be considered.

Commented [BW36]: Now Rule IV. H.

- (9) Committee coordination shall be the responsibility of the County Administrator and County Clerk per s. 59.23(2)(a), Wis. Stats., to provide agenda, meeting and minutes assistance, administrative and staff follow-up and related matters. Minutes shall be in a format chosen by the Clerk, and minutes and agendas shall be filed in the Clerk's office. All committee agendas are to be submitted to the County Administrator's office no later than the Tuesday of the week preceding the meeting and in the committee member's hands no later than 24 hours before the meeting. A majority of the members of any committee shall have the right to add an item to the committee agenda, subject to the requirements of the Open Meetings Law. (Wis. Stats. 19.81 – 19.98)

Commented [BW37]: Now Rule IV. I.

- (10) Board members shall be allowed as per meeting allowance and mileage for County Board meetings and other county-initiated business with their assigned committee's jurisdiction only. Exceptions to the provision may be made with the written approval of the County Board Chairperson or Vice Chairperson. Non-board members of standing committees shall receive per meeting allowance and mileage. No per meeting allowance shall be paid to any committee member for committee work unless the claim submitted for such per meeting allowance has been signed by the claimant and the committee chairperson. Per meeting allowance claimed for the conducting of county business not directly related to the Board member's committee assignments must be signed by the claimant and the County Board Chairperson. No County Board member shall receive a per meeting allowance for attending any County Board meeting, or committee meeting unless the member is present and answers at the roll call taken at the commencement of each meeting or unless excused from such roll call by the Chairperson and unless the member is also present at the adjournment of each meeting or unless otherwise excused by the Chairperson. In order to qualify for per meeting allowance and expense, a committee meeting must adjourn a minimum of one (1) hour prior to the "Call to Order" of a County Board meeting, except when the committee meeting in question is a regularly scheduled meeting of the committee. In order to be honored, all claims for per

meeting allowance and expense must be turned into the County Clerk's Office by the end of the month following the month in which the expenditure is incurred, unless excused by the Finance Committee for cause. If a per meeting allowance claim is denied, then the reason for denial will be forwarded in writing.

Commented [BW38]: Now Rule IV. J.

- (11) Between the time the County Board of Supervisors takes office following its election, and new committees are appointed and confirmed by the County Board, committees shall not meet, unless they still have a quorum of Committee or Board members.

Commented [BW39]: Now Rule IV. L.

- (12) A quorum is necessary to conduct committee business. A "quorum" shall be a majority of the total authorized committee membership.

Commented [BW40]: Now Rule IV. M.

- (13) A majority of committee members will determine the day and time that the committee will meet. However, in no event shall a Standing Committee of the County Board listed in Rule V, except for the Rail Transit Commission, hold its regularly scheduled meetings before 4:30 p.m. unless 2/3 of all committee members agree that the time of the meeting may be earlier.

Commented [BW41]: Now Rule IV. N.

- (14) Except as otherwise provided by law, the Chairperson, Vice-Chairperson, and Second Vice Chairperson, shall be ex officio members of all standing committees. Their ex officio membership is in addition to the membership hereinafter prescribed for each committee. Any committee lacking a quorum may call on the Chairperson, Vice-Chairperson or Second Vice Chairperson to make a quorum as an active voting member of that committee for that day. The Chairperson, Vice-Chairperson, and Second Vice Chairperson shall be paid mileage and per diem only when used to make a quorum by any properly noticed standing County committee.

Commented [BW42]: Now Rule IV. O.

- (15) All meetings of the ~~the~~ Standing Committees listed under Rule V, ~~other than the Rail Transit Commission,~~ shall be broadcast and recorded by electronic audio-visual means accessible to the public. At the sole discretion of the committee chairperson, any committee may convene by, or use in its meeting, interactive electronic audio-visual media to allow members of the committee, members of the public, or both, to participate in the Committee's meetings. Notwithstanding the above, the following shall not bar the meeting from occurring so long as the requirements of the Wisconsin Open Meetings Law have been satisfied: (a) any inadvertent technical issue, failure, barrier, incompatibility, or problem that prevents the meeting from being broadcast or recorded, or (b) the meeting is being conducted in a manner or location that makes broadcasting or recording impracticable and such manner or location is outside the ordinary meeting manner or location, e.g. a committee tour or

one-time satellite meeting. **NOTE: If we remove Rail Transit from the standing committees (it doesn't have policy supervision over a department like other standing committees) we can remove the exception, The impact is that standing committees would be required to offer a virtual option except for technical issues or location that makes broadcast impracticable.**

Commented [BW43]: Now Rule IV. P. - Corporation Counsel Greenlee has been asked to improve this section.

B. Standing Committees

(1) Standing committees are defined as those that provide policy and program oversight over County departments, offices, or agencies. The standing committees of the Rock County Board shall be:

Commented [BW44]: NEW LANGUAGE BASED ON OTHER COUNTIES

- a. Agriculture & Extension Education (5 Supervisors) Wis. Stats. 59.63 (3) Delegated authority to direct and supervise the department (UW-Extension-Rock County?)
- b. Board of Health (4 Supervisors, 5 public of which 3 public health expertise) Wis. Stats. 251.04 Policy supervision over the Health Department
- c. County Board Staff Committee (9 Supervisors) Authority comes from ordinance/rules/resolution? Supervise the County Administrator; policy supervision over legal matters, personnel and labor relations, etc.
- d. Education and Veterans Committee (5 Supervisors) Authority ordinance/rules/resolution? Policy supervision over Veterans Services Department
- e. Finance Committee (5 Supervisors) Authority from ordinance/rules/resolution? Policy supervision over the County Clerk, Register of Deeds, Treasurer, Information Technology, Finance Director
- f. General Services Committee (5 Supervisors) Authority comes from ordinance/rules/resolution? Policy supervision over the Facilities Management Department
- g. Health Services Committee (4 Supervisors) Authority comes from ordinance/rules/ resolution? Policy supervision over Rock Haven
- h. Human Services Board (6 Supervisors, 3 public?) Wis. Stats. 46.23 Policy supervision over Human Services Department??? (description doesn't specify this)
- i. Land Conservation Committee (7 Supervisors plus USDA/FSA representative) Wis. Stats 92.06 (No policy supervision is mentioned. Is this why it shows up in current rules almost as a sub-committee of Ag & Extension?)
- j. Planning & Development Committee (5 Supervisors) Authority comes from ordinance/rules/ resolution? Policy supervision over Planning, Economic and Community Development Department (which includes Surveyor) and Real Property Lister's Office.
- k. Public Safety & Justice Committee (5 Supervisors) Authority? The committee shall have policy supervision over the following activities,

except as limited by law; Child Support Enforcement, Medical Examiner, Clerk of Circuit Court, all Circuit Court branches, District Attorney, Court Commissioners, Communications Center, Register in Probate and Sheriff's Department. The committee shall advise the County Emergency Management Office and the County Board on all matters pertaining to emergency management.

- I. Public Works Committee (5 Supervisors plus 3 public "Parks Advisory Committee" members) Authority comes from ordinance/rules/resolution? Policy supervision over the Public Works Department, which includes the highway, parks, and motor pool operations. (Does Parks Advisory only deal with the Parks portion of this responsibility?)
 - m. Southern Wisconsin Regional Airport Board (3 Supervisors and 6 public members) Authority comes from ordinance/rules/resolution? Policy supervision over the Southern Wisconsin Regional Airport.
- (2) Each standing committee shall be the public focal point for all programs and activities under its supervision. Each committee shall be responsible for reviewing and recommending appropriate action on relevant state legislation, and such legislative actions shall be coordinated through the County Board Staff Committee. Committee responsibilities shall be broadly defined to incorporate functionally similar programs and activities to eliminate duplication or multiple committee assignments.
- (3) Standing committees shall approve all claims, demands, and causes of action less than \$10,000; all contracts less than \$25,000; and shall review the prior month's payments against the accounts under their jurisdiction. Upon request from department heads and review by the County Administrator, or a designated agent, standing committees reallocate amounts more than \$5,000 and up to \$10,000 between detail accounts or create new detail accounts of an individual county office or department within their jurisdiction. With review by the County Finance Director, the County Administrator or the Administrator's designee may approve reallocation requests of \$5,000 or less, or create detail accounts for any transfer of \$5,000 or less without further committee action.
- (4) All County Board matters shall first be reviewed by the appropriate standing committee prior to County Board consideration except under emergency conditions so declared and approved by 2/3 vote of the County Board present and voting. All committees shall make written recommendations on all matters submitted to them. Resolutions that have been referred to multiple standing committees shall be considered by each committee in sequence, such that any amendments to resolutions by a committee shall be reflected upon consideration of a subsequent committee. Upon a committee's recommendation to approve or adopt a matter, the matter shall be placed on the next regular Board Meeting

Commented [BW45]: Now Rule IV. B - IV. O This will require rewrite to create parallel construction.

Commented [BW46]: Now Rule IV. B.

Commented [BW47]: Now Rule V. A.

agenda that is practicable. However, a matter shall not be scheduled before the Board until such time as all committee(s) to which the resolution is referred have had an opportunity to take final action on the matter. In the event that a committee has postponed consideration of a matter to another date certain, and another committee has recommended such matter for approval or adoption by the Board of Supervisors, the Chairperson may delay action by the Board until such time as they are satisfied that the committee that postponed consideration of the matter has had sufficient time to adequately consider the matter and take action. If after consideration by each committee referred to, all committees have recommended against approval or adoption of the matter, then the matter may be placed before the County Board at the discretion of the Chairperson. Votes are to be indicated as for, against, abstain or absent. When a question is put, every member shall vote except that where a member has a conflict of interest, the Chairperson may permit that member to abstain.

Commented [BW48]: Now Rule IV. D.

- (5) Each committee shall be the governing body for all functions and activities under its supervision and shall have the duty and responsibility to implement all appropriate provisions of State Law, County Board policy, and these rules.

Commented [BW49]: Now Rule IV. E.

- (6) Except for the [Southern Wisconsin Regional Airport Board](#) or when uniformly mandated to the contrary by law, each standing committee shall be composed of a majority of County Supervisors and such additional members as required by these Rules and approved by the County Board. No committee may create sub-committees or otherwise subdivide committee responsibilities, unless authorized by the whole County Board. Any committee may rely on its members, County staff, or other individuals or organizations to conduct research and provide additional information to the committee for the purpose of fulfilling its responsibilities. Such research or information gathering, when conducted cooperatively without a quorum of the committee, shall not be considered a sub-committee or governmental body unless creation of a sub-committee has been previously approved by the County Board. **NOTE: If the Board of Health is considered to be a standing committee, it would also be an exception.**

Commented [BW50]: Now Rule IV. F.

NOTE: Please review the committee descriptions that are in the existing rules. We currently lack a standardized format for describing our standing and ongoing single-purpose committees. One possible format would be as follows:

- Name of Committee
- Authority (specifying specific Statute, Ordinance, Board of Supervisors' Resolution, etc.)
- Purpose of Committee
- Membership

- Typical Meeting Schedule (this probably shouldn't be in rules but the same format might be adopted for the County website including typical meeting schedule)

C. Special Single-Purpose Board Committees

- (1) Special single-purpose board committees are defined as creations of the County Board of Supervisors without program oversight of county departments that focus on specific, important topics of policy, procedure, or methods on an ongoing basis. The Special Single-Purpose Board Committees shall be:

NOTE: Do we want to list these? We probably don't have to, but they include:

- 911 Communications Commission
- Aging & Disability Resource Center (ADRC) Advisory Committee
- Behavioral Health Redesign Steering Committee
- Board of Adjustment
- Board of Canvassers
- Children's Community Options Program (CCOP)
- Coordinated Service Teams Coordinating Committee
- Criminal Justice Coordinating Council
- Emergency Medical Services Advisory Committee
- Environmental Management System Committee
- Evidence-Based Decision Making (EBDM) Committee
- Groundwater Nitrate Work Group
- Rock County Housing Authority
- Land Information Council
- Local Emergency Planning Committee
- PACE (Purchase of Agricultural Easements) Council
- Rail Transit Commission
- Traffic Safety Commission
- Transportation Coordinating Committee
- Veterans Service Commission

NOTE: Is there special language other than what is provided generally for committees that we need to include here?

D. Ad Hoc Committees

- (1) Ad hoc committees are defined as committees that are established by the Board of Supervisors by resolution to address a specific need. Ad hoc committees exist for a defined period of time or until a specified task or work product is completed. When the work of the ad hoc committee is completed, the committee is dissolved. An Ad Hoc committee may exist for less than a year or for a year or more depending on the extent of the work assigned to it. NOTE: Examples of a short-term ad hoc committee is this rules committee. An example of an ad hoc committee with a longer life

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Commented [BW52]: NEW LANGUAGE

span is the Ad Hoc Broadband Committee which is authorized until ARPA funds for this purpose are depleted.

NOTE: Is there special language other than what is provided generally for committees that we need to include here?

E. Other Organizational Appointments

- (1) The County Board of Supervisors may authorize the appointment of Supervisors and citizens as representatives of Rock County on external boards and commissions. NOTE: Examples of these are the Wisconsin River Rail Transit Commission and the Prairie Lakes Library System Board.

Commented [BW53]: NEW LANGUAGE

- F. NOTE: Is there special language other than what is provided generally for committees that we need to include here?

IV. COUNTY BOARD RULES OF PROCEDURE

A. General Procedures

- (1) In presenting business, or debate, members shall address the Chairperson, be recognized, and when in order, proceed without interruption. In cases when more than one member shall seek to be recognized, the Chairperson shall decide who has precedence.
- (2) After the clerk has read the proposed resolution or ordinance, the Chair of the Board shall call upon the Chair, or in the absence of the Chair, the Vice Chair of the appropriate committee prior to any other action. A motion to table shall not be entertained by the Chair until such time as the resolution has been introduced, seconded, and the Chair or Vice Chair of the governing committee has had an opportunity to speak on the issue. All resolutions shall be read by title and resolve clause only, unless otherwise required.
- (3) When in the course of its business, the Board reaches Item 7, "Citizen Participation, Communications and Announcements", the presiding officer shall ask if there are any citizens who would like to speak before the Board. Any citizen desiring to be heard shall stand and address the presiding officer indicating their name and address COMMUNITY NAME? and the item on which the citizen wishes to speak. The presiding officer will call on the citizen at the appropriate time. The presiding officer may limit the time of each speaker and select the speaking order. No one shall speak more than once on any item, unless in the opinion of the Chair, such request to speak more than once is relevant. Where there are several speakers representing the same view, the presiding officer may require a speaker for the group.
- (4) Members who have been recognized by the Chair shall have the right to discuss the main motion prior to a vote on the motion for the previous

question. At the time a motion for the previous question is made, the Chair shall identify those members who have been recognized.

- (5) In every instance the motion to adjourn, to lay on the table, for previous question and for limited debate, shall be decided without discussion.
- (6) In determining any question, any member may call for a roll call before the vote is taken. The vote on any motion requiring an unbudgeted appropriation of County money, or any contracts or grants, shall be a roll call vote. The adoption of the Annual County Budget shall be a roll call vote. Any motion or resolution may be withdrawn before amendment or decision, and when a question is put, every member shall vote, except where a member has a conflict of interest, in which case the Chair may excuse such member. Any member may call for a division of a question when the same is advisable. In the case of a tie, the motion is lost. Any member may renew a motion that has been lost on a tie.
- (7) Ordinances or Ordinance amendments presented to the County Board, after consideration by the appropriate governing committee or committees, shall not be acted upon by the County Board until there has been a first reading, a second reading, and a Public hearing by the County Board. Readings shall be by title at successive meetings of the County Board, and complete texts shall be available for public examination in the Office of the County Clerk between the first and second readings. The Public Hearing by the County Board shall be at the same meeting as and immediately following the first reading. Public notice of the first reading, the public hearing, and the second reading shall be by inclusion on the respective County Board agendas.
- (8) No motions except referral to committee or acceptance and filing may be made concerning the subject matter of report under Agenda item 11, unless the report has been accompanied by a resolution distributed as required by the rules and subject to the note requirement of Rule III-E. **NOTE: Need to change reference**

B. Consent Agenda

- (1) The Board may use a "Consent Agenda" to dispose of certain items, resolutions, ordinances, or ordinances amendments as established hereunder. Consideration of the consent agenda, shall be initiated by a motion and a second to such a motion.
- (2) Any nomination, appointment, confirmation, resolution, ordinance, ordinance amendment, or any other item upon which the Board may take action, may be placed upon the consent agenda, whereby all matters listed shall be subject to approval by a call of unanimous consent from the Board Chair. To be considered as a part of the consent agenda, the matter must be listed thereunder, and all supporting materials regularly available be circulated to the Board and Public no less than 24 hours prior to the meeting where the

item is to be considered. Matters appropriate for the consent agenda are those matters which the Board Chair believe are likely to be adopted by the Board by a unanimous vote, and, for the expediency of a meeting, would be advantageous to consider together.

- (3) Prior to consideration of the consent agenda the clerk shall read the title of all items thereunder, and the chair shall inquire as to whether any supervisor wishes any item listed thereunder to be removed. Upon such a request, the matter shall be removed from the consent agenda and shall be considered individually at a later time during the same meeting under the agenda item most applicable to that type of action. Such request and removal shall not need a second, or be subject to debate or vote.
- (4) All remaining items shall be considered for adoption by unanimous consent, whereupon any supervisor may make inquiry to staff, or the Board Chair, upon any factual matter relevant to any item listed upon the consent agenda, however, items shall not be debated for or against adoption at such time.
- (5) At any point prior to adoption by unanimous consent, any supervisor wishing to debate the merits of adoption of any item listed upon the consent agenda may request the Board Chair remove such item from the consent agenda. Upon such a request the Board Chair shall order such item removed and considered in accordance with subsection (2). Such request and removal shall not be subject to debate or vote.
- (6) After consideration of any questions posed, and without objection, all matters upon the consent agenda not previously removed shall be adopted by unanimous consent.

C. Resolutions

- (1) Except as noted in Rule IV-B.(2), every Supervisor shall have the prerogative to introduce a resolution on any matter. Every resolution introduced shall be referred to the appropriate committee by the Chairperson of the Board within 20 calendar days. If no governing committee reports a resolution within 80 days from the time it was introduced to the County Board, five supervisors may bring the resolution to the Board floor. The date on which a resolution is considered introduced shall be the date that the proposed resolution was introduced during item 9 for the County Board Agenda, or if not presented at the County Board Meeting, the date that the final text of a proposed resolution is sent to the Chairperson of the County Board for introduction to the County Board.
- (9) Except as noted for persons identified in Rule IV-B (3) (retirees from County Departments), IV-B (4) (Hall of Honor honorees) and IV-B (5), (former supervisors); no resolution may be considered for adoption by the County Board of Supervisors that recognizes any individual, organization, or defined groups of individuals, or proclaims any period-of-time, day, week or month to

Commented [BW54]: NOW RULE 3 F

be in honor of a certain individual, organization or defined group of individuals, or that declares a position on behalf of the County Board with an individual, organization or group of individuals.

Commented [BW55]: NOW RULE II. J. (3)

- (10) Department heads are directed to initiate a resolution recognizing the years of service of employees retiring from their departments. To be eligible for such a resolution, the individual must be employed by the County for a minimum of ten (10) years. The resolution shall be referred to the appropriate governing committee and the County Board Staff Committee and does not need to be submitted by a Rock County Supervisor.

Commented [BW56]: Now Rule II-J (1)

- (11) Resolutions that recognize an individual or individuals for their community service can be submitted by the Hall of Honor Committee.

Commented [BW57]: Rewording of Rule II-J (2)

- (12) Former Supervisors may be recognized for their service through a resolution honoring their contributions. Such resolutions shall be initiated by ????

Commented [BW58]: NEW LANGUAGE specifying what is currently listed only as an exception

- (13) Resolutions may be initiated or drafted by residents of Rock County, however, no resolution, initiated and/ or drafted by a county resident, shall be considered by the Rock County Board unless it deals with the business and concerns of the County and is properly submitted by a County Board Supervisor.

Commented [BW59]: Now Rule III. I

- (14) Such resolutions shall be introduced and referred pursuant to Rule III-F. No such resolution may be considered by the committee to which it is referred unless it is presented in the proper form as required by Rule **NOTE: Need to change reference**

- (15) It shall be the responsibility of the sponsoring committee, or official to have properly submitted by being prepared in the form to be acted on and to have the attached legal note prepared by the Corporation Counsel, fiscal note prepared by the Finance Director, and the administrative note prepared by the Administrator. The Chair may add a note. If in reviewing the fiscal or legal notes, the Administrator disagrees, the Administrator shall so state in the Administrative Note. The required notes must be attached before the governing committee may take action.

- (16) All County Board matters **RESOLUTIONS?** shall first be reviewed by the appropriate committee prior to County Board consideration except under emergency conditions so declared and approved by 2/3 vote of the County Board present and voting. All committees shall make written recommendations on all matters submitted to them. Resolutions that have been referred to multiple committees shall be considered by each committee in sequence, such that any amendments to resolutions by a committee shall be reflected upon consideration of a subsequent committee. Upon a committee's recommendation to approve or adopt a matter, the matter shall be placed on the next regular Board Meeting agenda that is practicable. However, a matter shall not be scheduled before the Board until such time as all committee(s) to which the resolution is referred have had an opportunity to take final action on the matter. In the event that a committee has postponed consideration of a matter to another date certain, and another committee has recommended such matter for approval

or adoption by the Board of Supervisors, the Chair may delay action by the Board until such time as they are satisfied that the committee that postponed consideration of the matter has had sufficient time to adequately consider the matter and take action. If after consideration by each committee referred to, all committees have recommended against approval or adoption of the matter, then the matter may be placed before the County Board at the discretion of the Chair. Votes are to be indicated as for, against, abstain or absent. When a question is put, every member shall vote except that where a member has a conflict of interest, the Chair may permit that member to abstain.

- (17) Every written resolution and motion shall have endorsed thereon the name of the person or committee introducing it. Every written resolution considered during the board year shall be consecutively numbered starting with the annual organizational meeting in April.

NOTE: Still need to deal with format of resolutions and notes by Administrator, Corporation Counsel, Finance Director, and County Board Chairperson

V. OTHER

- A. While the County Board Staff Committee retains general supervision over personnel and labor relations, the County Board of Supervisors, as a whole, shall have specific authority to establish policy with regard to collective bargaining between Rock County and the various unions representing County employees. In order to exercise that authority, an executive session of the County Board shall be scheduled prior to collective bargaining with the unions for any given year. The purpose of such meeting shall be to establish wage parameters within which the County's bargaining representative(s) is expected to negotiate. Final approval of any proposed voluntary settlement must come from the County Board of Supervisors. Any meetings concerning bargaining strategy and negotiations, between the initial meeting and the meeting for final approval, shall be scheduled, as deemed necessary, by the County Board Chairperson.
- B. In order to allow prospective candidates ample time for decision-making prior to the circulation of nomination papers, the County Board of Supervisors, after reviewing recommendations from the County Board Staff Committee, shall, not later than the last regularly-scheduled meeting in March of the appropriate even-numbered years, establish a salary schedule for each County-elected office to be elected in November of that year (other than supervisors, District Attorney and Circuit Judges) for the ensuing term. The salary so established shall be effective at the beginning of the term and remain unchanged for the duration of the term.
- C. Any request for new or revised programs or additional employees by any County Department not included in the approved annual budget shall be referred to the County Administrator for review of need who shall then forward the request along

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Commented [BW61]: Now Rule I. H.

with an analysis and recommendation to the appropriate County Board committee for recommendation to the County Board.

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- D. In addition to following the Statutory requirement, no claim shall be allowed unless the claim shall have set forth in writing, the nature of the claim, the facts upon which it is founded, and the items separately when the claim is an account. All claims shall be certified to by proper authority, and filed with the County Clerk at least five days before the meeting and with any claim for serving process, the title of the suit and before whom tried, the offense charged and the names of the witnesses subpoenaed, if any, shall be given and certified to by proper authorities.

Commented [BW63]: Now Rule IX. A.

- E. Upon the convening of any Joint Review Board pursuant to Wis. Stat. § 66.1105(4m)(a), wherein the representative of the County who shall sit on such Joint Review Board shall be the Chair, or the Chairperson's designee, if the Chair appoints a designee, such appointment shall be made consistent with Rule I-A, and shall be for a term of one year. The Chair shall give preference to the County Treasurer or another person with knowledge of local government finance in accordance with Wis. Stat. § 66.1105(4m)(ae)2.

Commented [BW64]: Now Rule VIII. C.

- F. These rules may be suspended or amended by a two-thirds vote of all members present. Unless otherwise provided for under Wisconsin State Statutes, County Ordinance, or in these Rules of Procedure, Robert's Rules of Order, most recent edition, shall govern the action of the Board.

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- G. All other County Board Rules in conflict with these rules are hereby declared null and void.

Commented [BW66]: Now Rule X. D.

FOLLOWING IS THE EXISTING WORDING DESCRIBING THE COMMITTEES THAT APPEARS IN THE 2022 – 2024 RULES UNDER RULE V

- A. The following shall be the standing committees of the County Board of Supervisors and shall have the general duties and responsibilities stated in Rule IV, shall approve all claims, demands, and causes of action less than \$10,000; all contracts less than \$25,000; and shall review the prior month's payments against the accounts under their jurisdiction. Upon request from department heads and review by the County Administrator, or a designated agent, standing committees reallocate amounts more than \$5,000 and up to \$10,000 between detail accounts or create new detail accounts of an individual county office or department within their jurisdiction. With review by the County Finance Director, the County Administrator or the Administrator's designee may approve reallocation requests of \$5,000 or less, or create detail accounts for any transfer of \$5,000 or less without further committee action.

Agricultural/ Land Conservation Committee **NOTE: NEED TO DECIDE WHETHER AGRICULTURE AND EXTENSION EDUCATION AND LAND CONSERVATION GET TREATED AS ONE COMMITTEE OR TWO COMMITTEES.**

Board of Health

County Board Staff Committee

Education, Veterans and Aging Services Committee **NOTE: AGING SHOULD BE REMOVED FROM THE NAME OF THIS COMMITTEE, IT WAS CHANGED WITH THE REORGANIZATION OF AGING SERVICES**

Finance Committee

General Services Committee

Health Services Committee

Human Services Board

Planning & Development Committee

Public Safety & Justice Committee

Public Works Committee

Rail Transit Commission **NOTE: THIS ONE PROBABLY SHOULD BE REMOVED AS A STANDING COMMITTEE IN THAT IT DOES NOT HAVE POLICY SUPERVISION OVER ANY DEPARTMENT**

Southern Wisconsin Regional Airport Board

B. Agricultural/ Land Conservation Committee

(1) The committee on Agriculture and Extension Education shall consist of five members of the Board. One of the members shall be a Supervisor from a village or city, and the vocation of a majority of the remaining members shall be agricultural when practical. The President of the Rock County 4-H Fair Board, Inc. shall be appointed as an ex-officio non-voting member. The function and responsibilities of the committee shall be as set forth in Wis.Stats. 59.56(3). In addition, the committee shall exercise policy supervision over the County Farm and County Fairgrounds.

(2) The committee shall also act as the Land Conservation Committee performing the duties and responsibilities in Wis. Stats. 92.06. When sitting as the Land Conservation Committee, the committee shall be composed of the seven supervisors plus the Chair of the Farm Service Agency or designee. One of the seven members shall be a supervisor who also serves on the Planning & Development Committee, while another shall be a supervisor who also serves on the Public Works Committee.

C. Board of Health

(1) The Board of Health shall be composed of nine (9) members, of which four (4) shall be County Board Supervisors. At least three (3) of the members shall be persons who are not elected officials or employees of Rock County and who have a demonstrated interest or competence in the field of public health or community health. A good faith effort shall be made to appoint a registered nurse and a physician. Members shall also reflect the diversity of the community.

(2) The Board of Health shall have policy supervision over the Health Department and perform the duties and responsibilities outlined in Wis. Stats. 251.04 The Board of Health shall assure the enforcement of state public health statutes and public health rules of the department; assess public health needs and

advocate for the provision of reasonable and necessary public health services; develop policy and provide leadership that fosters local involvement and commitment, that emphasizes public health needs and that advocates for equitable distribution of public health resources and complementary private activities commensurate with public health needs; and, assure that measures are taken to provide an environment in which individuals can be healthy.

D. County Board Staff Committee

(1) The County Board Staff Committee shall be composed of the Chair, Vice Chair and seven other Board members appointed by the Chair at large.

(2) The committee shall supervise the Administrator, legal matters, (except that authority for Land Division and County Zoning Ordinance enforcement/ litigation assigned by the County Board shall be the full responsibility of the Planning & Development Committee,) inter-governmental coordination, personnel and labor relations, the promotion of interest in County government, (including authorizing use of the County Seal) and program evaluation and development. The Finance Director shall provide the committee all necessary assistance in carrying out its duties.

(3) The committee shall consider all conflicts of interest, breaches of ethics and other misconduct in office and assist the County Board Chair in policy matters, pending litigation, and other legal matters.

(4) The committee shall act as a clearinghouse for action on pending or developing legislation affecting the County, consider recommendations from the various committees, promote any legislation of benefit to the County and shall review all proposed changes in the rules of the County Board for recommendation to the County Board.

(5) Intentionally omitted. **NOTE: Omit**

(6) The Committee shall, when areas of conflicting jurisdictions arise between committees, coordinate and mediate the dispute and attempt to resolve the conflict by consensus subject to confirmation of the County Board.

(7) The Committee is authorized and directed to conduct any hearing it deems appropriate regarding disciplinary proceedings involving any department head or program head and to take any of the following actions deemed appropriate by it; referral of said matter to any committee for proceedings or action, review of any charges against any said person, review of evidence, making of findings, or termination of disciplinary proceedings. The committee, along with its legal advisor, is empowered to establish whatever rules or proceedings they deem appropriate in relation to the matters set forth above.

(8) The County Board Staff Committee shall have policy oversight authority in identifying the resolutions to which the County will offer its support to the annual Wisconsin Counties Association Convention.

E. Intentionally Omitted. **NOTE: Omit**

F. Education and Veterans Committee

- (1) The committee shall be composed of five supervisors.
- (2) The committee shall have policy supervision over the Veterans Services. Its duties shall also include liaison with the University of Wisconsin-Whitewater at Rock County on all matters not related to maintenance and liaison with Blackhawk Technical College.

G. Finance Committee

- (1) The committee shall be composed of five supervisors.
- (2) The committee shall have policy supervision over the County Clerk, Register of Deeds, Treasurer, Information Technology, Finance Director, and all financial matters.
- (3) The committee shall have the right to review any purchase or claim and stop payment subject to Board review.
- (4) The committee shall have the duty to designate depositories according to State law. The committee shall, with the Treasurer and the Finance Director, determine the policy of investments of County funds in the best interest of the County.
- (5)(a) For transfers greater than \$10,000 and upon the request from the appropriate committee and review by the County Administrator or a designated agent, and subject to County Board policy, the Finance Committee may reallocate funds between detail accounts of an individual county office or department. In addition, the Finance Committee may supplement the appropriations for a particular office, department, or activity by transfers from the contingency fund. Such transfers shall not exceed the amount set up in the contingency fund as adopted in the annual budget nor aggregate, in the case of an individual office, department, or activity, in excess of ten percent of the funds originally provided for such office, department or activity in the annual budget. The publication provisions of Wis. Stats. Sec. 65.90(5)(a) shall apply to all committee transfers from the contingency fund.
- (5)(b) Pursuant to Wis. Stats. Sec 65.90(5)(b), the Finance Committee with prior approval of the appropriate governing committee, may transfer funds between budgeted items of an individual county office or department, if such budgeted items have been separately appropriated. 11
- (6) Upon request from the appropriate committee and review by the County Administrator or a designated agent, the Finance Committee shall review and assemble requests for supplementary appropriations from the General Fund and forward them to the County Board together with its recommendation.
- (7) All resolutions which will modify the adopted budget shall be reviewed by the Finance Committee prior to presentation to the County Board of Supervisors. The Finance Committee shall not offer an endorsement of any modification of the budget unless that matter shall have been recommended for approval or adoption by a Standing Committee of the County Board.

(8) If a standing committee cancels a regularly scheduled meeting, or upon request from the Chair of any standing committee and review by the Finance Director, the Finance Committee is authorized to review bills normally reviewed by that standing committee.

H. General Services Committee

- (1) The committee shall be composed of five supervisors.
- (2) The committee shall have policy supervision over the Facilities Management Department.
- (3) All building construction, including change orders, shall be supervised and approved by this committee in cooperation with the committee under whose jurisdiction the activity to be housed, therein, is controlled. In case of dispute between these committees, as to materials or method of construction, the decision of the General Services Committee shall control. Change orders involving a re-allocation of the budgeted funds is \$25,000 or greater must be approved by the General Services Committee. Any Change Order in which a re-allocation of the budget funds is of less than \$25,000 may be approved by the Director of Facilities Management but shall be reported to the General Services Committee at its next available meeting.
- (4) Any relocation of offices and/ or departments shall be reviewed by the appropriate governing committee prior to being acted on by the General Services Committee.
- (5) The Committee shall have policy supervision over energy management and related issues as well as the inventory of the County's fixed assets.

I. Health Services Committee

- (1) The committee shall be comprised of five supervisors.
- (2) The committee shall have policy supervision over the County's Nursing Home operations.

J. Human Services Board

- (1) The Human Services Board shall be comprised of six County Board Supervisors and three other Rock County residents.
- (2) The Human Services Board shall have policy supervision over the Human Services Department including, but not limited to: The Aging and Disability Resource Center; Behavioral Health Services, Child Protective Services, Economic Support Services, and Juvenile Justice Services.
- (3) The Human Services Board shall provide policy supervision for the Rock County Job Center.

K. Planning & Development Committee

- (1) The committee shall be composed of five supervisors.

(2) The committee shall have policy supervision over Solid Waste issues (in the absence of a Solid Waste Management Board), A-95 Review, Land Division approval, Planning & Zoning, Community Development, Real Property Description, the Surveyor and Code Administrator.

(3) The committee shall act on all matters pertaining to County Planning, Zoning, Community Development and Re-development, Housing, Land Division, County Ordinances relating to physical development and aesthetics as provided by Statute and/ or the County Board. All comprehensive planning and related matters shall be within the jurisdiction of the committee.

(4) The committee shall have the authority necessary to enforce/ litigate land division and County zoning ordinances.

L. Public Safety & Justice Committee

(1) The committee shall be composed of five supervisors.

(2) The committee shall have policy supervision over the following activities, except as limited by law; Child Support Enforcement, Medical Examiner, Clerk of Circuit Court, all Circuit Court branches, District Attorney, Court Commissioners, Communications Center, Register in Probate and Sheriff's Department.

(3) The committee shall advise the County Emergency Management Office and the County Board on all matters pertaining to emergency management.

M. Public Works Committee

(1) The committee shall be composed of five supervisors.

(2) The committee shall convene from time-to-time as the County Highway Committee and shall have such powers and duties conferred by State law and County Board policy. The committee shall have policy supervision over the Department of Public Works that includes highway, parks and motor pool operation.

N. Rail Transit Commission

(1) The Rail Transit Commission shall be composed of three members. A minimum of two members shall be supervisors.

(2) The Rail Transit Commission shall have policy supervision at the committee level relative to the County's participation in various regional rail transit commissions and rail rehabilitation work done in conjunction with the Wisconsin Department of Transportation.

NOTE: RAIL TRANSIT PROBABLY SHOULDN'T BE LISTED AS A STANDING COMMITTEE SINCE IT DOESN'T HAVE POLICY SUPERVISION OVER A COUNTY DEPARTMENT.

O. Airport Board

(1) The committee shall be composed of nine members, of which three shall be County Board Supervisors. Six members shall be drawn from the community, and not elected to any county office, or employed by Rock County, and shall have a demonstrated interest or competence in the field of aviation. The terms for the six members shall commence on January 1, 2019, with one third to serve a term of 3 years, one third a term of two years, and one third a term of one year, with subsequent appointments to be a term of three years, except that any person appointed to fill a vacant position shall be appointed for the remainder of the term of the position to which appointed. The six members drawn from the community shall be limited to service of two consecutive full terms of three years, after which, members drawn from the community may serve additional terms under the preceding limitation after absence from the board for not less than one year.

(2) The Airport Board shall have policy supervision over the Southern Wisconsin Regional Airport.