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## RULE ONE: COUNTY BOARD OF SUPERVISORS

The governing body shall be known as "Adams County Board of Supervisors" and shall from this point forward be called the "County Board". The County Board shall consist of twenty (20) Supervisors representing twenty (20) Districts within Adams County.

## RULE TWO: TERM OF OFFICE

The County Board shall serve a two (2) year term expiring on the third (3rd) Tuesday in April in the even numbered years.

## RULE THREE: HOME RULE

To give the County the largest measure of self government under the Administrative Home Rule authority granted to Counties in §59.03(1), Wisconsin Statutes, this chapter shall be liberally construed in favor of the rights, powers and privileges of the County to exercise any organizational or administrative power.

## RULE FOUR: PARLIAMENTARY PROCEDURE

A. Except as modified by these Rules and in all matters not specifically provided for, the Rules of Parliamentary Procedure in the latest edition of Robert's Rules of Order shall govern the County Board in all cases where applicable, improper use of a motion shall be immediately addressed by the Corporation Counsel.
B. The Chair shall preserve order and shall decide questions of order, subject to an appeal to the whole County Board, and shall vote on all questions taken by ayes and nays except an appeal from their own decisions.
C. Every matter that comes before the County Board, may without motion, be referred to its appropriate Committee by the Chair.
D. When a motion is made and seconded, it shall be stated by the Chair or Clerk before debate. If a motion contains several points, a Supervisor may require the motion to be divided.
E. On all questions, it shall be proper to call for a division for the "ayes" and "nays" if made before the decision of the Chair. All Motions, Amendments, Resolutions or Ordinances shall be entered in the minutes.
F. Whenever a Supervisor requests to speak in debate or deliver any remarks to the County Board, she/he shall address the Chair and limit their remarks to the question under debate.
G. In all cases, the Supervisor who first (1st) addresses the Chair shall speak first (1st). When two (2) Supervisors address the Chair at the same time, the Chair shall name the Supervisor who is to speak first (1st).
H. Any Supervisor called to order shall immediately cease debate, unless permitted to explain. The County Board, if appealed to, shall decide the case. If there is no appeal, the decision of the Chair shall be submitted to.
I. All questions shall be put in the order in which they were moved except privileged questions. All other separate motions shall have precedence in the order in which they are named.
J. Any Supervisor desirous of terminating debate may call the previous question when recognized by the Chair. The Chair shall ask if there is any objection to closing the debate. If a Supervisor objects to the call of the previous question, the Chair may call for a motion to end the debate. If the motion has been seconded the Chair must immediately take a vote as to whether to order the previous question. To close the debate requires a two-thirds ($^2/_3$) vote of the County Board.
K. A Motion to adjourn shall always be in order; but this Rule shall not authorize any Supervisor to move an adjournment when another Supervisor has the floor or when the Board is voting.

L. It shall be in order for any Supervisor who voted on the prevailing side, or a Supervisor who has been excused from the previous County Board meeting, to move for reconsideration of the vote on any question on the same or next regular meeting of the County Board.
M. Any Supervisor may, call on any County employee for remarks on matters pertaining to their Office or Department.

**RULE FIVE: ORGANIZATIONAL MEETING**

A. The first meeting of the newly Elected Board will be an Organizational Meeting. The meeting will be held the third (3rd) Tuesday in April in even numbered years. The order of business for this meeting will be as follows:
   1. Call the meeting to Order by the County Clerk
   2. County Clerk to indicate if the Meeting was properly announced
   3. Administration of the Oath of Office
   4. Roll Call
   5. Moment of Silence
   6. Pledge of Allegiance
   7. Approve the Agenda
   8. Election of the County Board Chair (two (2) year term)
   9. Election of 1st Vice-Chair (two (2) year term)
   10. Election of 2nd Vice-Chair (two (2) year term)
   11. Go to regular business under Rule Twenty Four

**RULE SIX: CALL OF THE ROLL**

Anytime the County Board convenes or reconvenes, the County Clerk shall make a roll call of the members.

**RULE SEVEN: VOTING**

All Supervisors present at any meeting of the County Board shall be required to vote unless excused by the Chair or a majority vote of the County Board. Voting shall be done electronically, unless the Chair calls to have a voice vote. Anytime the County Board or a Committee votes on any matter, the Secretary, or Recording Secretary of the Committee shall record the members' votes and enter it into the meeting minutes.

**RULE EIGHT: RULES OF THE BOARD**

The Rules of the Board are adopted in even number years at the April regular County Board Meeting. Changes recommended by the Ad Hoc County Board Rules Committee will be reviewed in March by the outgoing board and adopted by the incoming board in April.

**RULE NINE: RULE CHANGE**

A. The Rules may be suspended by a two-thirds ($^2/_3$) vote of the Supervisors present.
B. These Rules may be amended by Resolution at any Regular Session of the Board by a two-thirds ($^2/_3$) vote of Supervisors present.

**RULE TEN: ELECTION OF OFFICERS**

The County Board shall, on the third (3rd) Tuesday of April, in the even numbered years, elect, by secret ballot according to §19.88(1), Wisconsin Statutes, a Chair, 1st Vice Chair and 2nd Vice Chair, to each serve a two (2) year term. The County Clerk shall conduct the election as follows until the Chair is elected:

A. Nominations shall be accepted from the floor. After three (3) calls for "any other nominations", nominations shall be closed
B. Each nominee may speak for three (3) minutes.
C. Each position shall be voted on by separate secret ballot.
D. Secret ballots are used until a majority vote of the members present elects such Officer
E. In the event a candidate does not obtain a majority vote the election shall continue until a majority vote is obtained

## RULE ELEVEN: COMMITTEE ON APPOINTMENTS

The Committee on Appointments shall consist of the County Board Chair, 1st Vice Chair, and 2nd Vice Chair. The Committee on Appointments shall appoint all members of Committees, subject to confirmation of the County Board. These initial appointments shall occur within 10 working days of the Organizational Meeting held in April of even numbered years. The County Clerk shall be responsible for maintaining committee listings.

## RULE TWELVE: DUTIES OF THE COUNTY BOARD CHAIR

The County Board Chair shall perform all duties under §59.12, Wisconsin Stats., as may be amended from time to time. The Chair preserves the order of the County Board, and shall decide all the questions of order, subject to an appeal of the County Board.

A. The Chair shall ensure the County Board and individual Supervisors act consistently with the County Board's Rules and Policies.
B. The Chair shall preside at County Board meetings in an efficient and effective manner and shall set the general tone for each meeting through positive leadership.
C. Deliberation will be fair, open, and thorough, but also efficient, timely, orderly, and to the point.
D. The Chair shall ensure the other Supervisors are informed of current and pending County Board issues and processes.
E. The Chair may excuse the attendance of members and the same shall be entered into the minutes of the County Board.
F. The Chair shall be an ex-officio member of all Committees, and may vote only in the absence of a member of the Committee if there is no quorum.
G. The Chair shall preserve and may speak on points of order in preference to other Supervisors and shall be required to vote on all questions and matters pertaining to the County Board, except questions on appeal from his decisions, and his vote shall be recorded with the rest.
H. The Chair/Clerk may administer oaths to persons required to be sworn concerning any matter submitted to the board or a committee of the board or connected with their powers or duties.
I. The Chair, or designee, shall represent the County at all ceremonial events or functions, when requested, and shall represent the County upon request of groups or organizations to present County positions or programs.
J. Approve County Board Agendas within 24 hours of receipt

The Chair is a member of the County Board, and has the same rights in debate as any other member. However, the Chair is also obligated to maintain impartiality and fairness to the debate when presiding over the County Board.

## RULE THIRTEEN: DUTIES OF THE 1ST VICE CHAIR AND 2ND VICE CHAIR

A. The 1st Vice Chair shall assume the duties of the Chair in the event of the Chair's absence.

B. The 1st Vice Chair shall assume the duties of the Chair in the event of a permanent absence due to disability, incapacity, death, resignation or removal. The 2nd Vice Chair shall be moved to 1st Vice Chair position and an election, as provided in **Rule Ten**, shall be held to elect a new 2nd Vice Chair for the remainder of the term.
C. In the event the Chair and the 1st Vice Chair are absent for the above-mentioned reasons, the 2nd Vice Chair shall assume the Chair's duties and responsibilities.

## RULE FOURTEEN: APPOINTMENTS AND ORIENTATION MEETING

The second meeting of the newly Elected Board is to be held after the Organizational Meeting. The meeting will be held within 10 working days of the Organization Meeting in April in even numbered years. The meeting will only consist of appointments and Orientation and no additional business shall take place. The order of business for this meeting will be as follows:

1. Call the meeting to Order by the Chair
2. Was the meeting properly announced
3. Roll Call
4. Moment of Silence
5. Pledge of Allegiance
6. Approve the Agenda
7. Appointments
8. Recess for orientation of board members
9. Conducted by Administrative Coordinator, Corporation Counsel, County Clerk and/or outside agencies as applicable
10. Reconvene
11. Adjourn

## RULE FIFTEEN: ABSENCE OF THE CHAIR, 1ST VICE CHAIR, AND 2ND VICE CHAIR

In the absence of the Chair and the Vice Chairs, the County Clerk shall call the County Board to order, and the County Board shall then elect, as provided in **Rule Ten**, one (1) of the members as temporary Chair.

## RULE SIXTEEN: COUNTY BOARD VACANCY

In the event of a vacancy on the County Board, the County Chairperson shall appoint a person who is a qualified elector and resident of that supervisory district to fill the vacancy for the unexpired portion of the term, pursuant §59.12, Wisconsin Statutes. If the County Board disapproves the appointment, any member of the County Board, at the same meeting, may offer nominations to fill the vacancy subject to the approval of the County Board. Any person appointed to the County Board under this paragraph shall take Office upon being approved by the County Board and sworn in by the Chair or the County Clerk.

## RULE SEVENTEEN: TIME AND PLACE OF MEETINGS

The County Board shall meet on the following dates:

A. The third (3rd) Tuesday in April in the even numbered years shall be the Organizational Meeting.
B. The Annual Meeting shall be held on the Tuesday after the second Monday of November in each year, unless such meeting is adjourned in accordance with § 59.11(1), Wisconsin Statutes.
C. The third (3rd) Tuesday in each month unless otherwise designated by a majority vote of the Board.

All meetings shall begin at 9:30 a.m. or 6:00 p.m., unless a different hour is specified by a majority vote of the County Board. The place of the meetings shall be in the County Board Room of the Courthouse in the Village of Friendship, Wisconsin, or at another location as designated by a majority vote of the County Board.

**RULE EIGHTEEN: SPECIAL MEETING**

A. The County Board may cancel, postpone or set Special Meetings, except those expressly required by law, upon the written request of a majority of the Supervisors. The request must specify the time and date of the meeting, and must be delivered to the County Clerk at least 48 hours before the meeting. The request shall also list the reason(s) for canceling, postponing, or the purpose of the Special Meeting. The County Clerk shall notify each Supervisor by mail, fax, email, or telephone of the date and time of the meeting.
B. In the case of an emergency, the Chair, 1st Vice Chair, or 2nd Vice Chair may call a Special Meeting. The calling of the meeting must be in writing, specify the date, time and place and be delivered to the County Clerk at least 24 hours before the meeting. The County Clerk shall prepare an agenda and notify each Supervisor by mail, fax, e-mail, or telephone of the date and time of the meeting.

**RULE NINETEEN: QUARTERLY COMMUNICATION AND STRATEGIC PLANNING MEETING**

The County Board may meet at a minimum quarterly and more frequently if necessary to ensure the other Supervisors are informed of current and pending County Board issues and processes and advancement of strategic planning. This meeting may include Supervisors, members of management and/or others as deemed appropriate. It is encouraged that this meeting take place in conjunction with a regular County Board Meeting and as a Committee Meeting of the Whole, with a specific agenda. Items/topics of discussion will be determined prior to adjournment of the previous County Board Meeting. This meeting is meant to promote communication, open government and transparency, and encourage forward thinking by respectfully discussing, debating and searching for understanding of County plans.

The order of business for this meeting may be as follows:

1. Call to order by the Chair
2. Was the meeting properly announced
3. Roll Call
4. Approve Agenda
5. Review of previous meeting minutes
6. Identify agenda items:
   a.
   b. etc
7. Set next-meeting date
8. Adjournment

**RULE TWENTY: ATTENDANCE**

A. Attendance at all County Board meetings by Supervisors is mandatory pursuant §59.11(4) Wisconsin Statutes. Absences may be excused solely by the County Board Chair, but advance notification to the County Clerk is acceptable subject to the Chair's approval.
B. The above attendance rules also apply to Committees, with the exception that only the Committee Chair shall be contacted and approve any absences.

**Unexcused Absences**

A. An unexcused absence from any County Board meeting by a Supervisor, depending upon the circumstances, shall subject such Supervisor to suspension or expulsion from the County Board upon two-thirds ($^2/_3$) vote of the members present.

B. A Supervisor that has three (3) consecutive unexcused absences from a Committee shall be reported to the County Board Chair for appropriate County Board action. The County Board action may include reprimand or suspension from the County Board or Committee. This action must be approved by two-thirds ($^2/_3$) vote of the members present.

C. If a Supervisor is excused from a Committee meeting, at the discretion of the Committee Chair, they may designate another Supervisor to replace the excused Supervisor, only to constitute a quorum.

## RULE TWENTY ONE: QUORUM

A majority of Supervisors or Committee members shall constitute a quorum.

## RULE TWENTY TWO: OPEN MEETINGS

The public is entitled to the fullest and most complete information regarding the affairs of County Government as is compatible with the conduct of County affairs and the transaction of County business. The Wisconsin Statutes shall be complied with by all members, at all meetings. The County Board and its Committees shall meet with open doors pursuant §59.11(4), Wisconsin Statutes, and timely notification of all public meetings, date, time, place, and subject matter shall be given, including the topics for any contemplated closed session, as provided by Wisconsin Statutes.

A. **Attendance at Closed Session Meetings.** Supervisors shall be allowed attendance at closed session meetings. A legally constituted Committee of the County may lawfully vote to exclude any Supervisor not a member of that Committee from a lawfully closed session pursuant to §19.89 Wisconsin Statutes.

B. **Confidentiality of Closed Sessions**. Supervisors and other persons attending a closed session of the County Board or Committee of the County Board shall maintain the confidentiality of the proceedings during that closed session, and shall not disclose the events of the closed session to any person not admitted to the closed session without approval of the County Board or Committee that held the session. All County Board Supervisors and members of Committees shall comply with Open Meetings Law pursuant to Sub Chapter V §19.81 et seq. Wisconsin Statutes.

C. **Agendas.** Agendas of all meetings shall be noticed at least 24 hours in advance of the meeting with the County Clerk's office and any news media and those who request agendas. In an emergency, a meeting may be called without 24 hours notice, but emergency meetings do require at least two (2) hours notice of the meeting and shall be reviewed and advised by the Corporation Counsel prior to the meeting being called to order.

D. **Minutes**. Minutes of all County Board meetings shall be signed by the County Clerk and shall be provided to the Supervisors with the next month's County Board packet. Minutes of all Committee meetings shall be signed by the recorder of the minutes and filed with the County Clerk's Office within 10 working days of the meeting and shall include all attachments presented at the meeting or with the agenda. All minutes shall make note that the minutes have not been approved by the governing body.

## RULE TWENTY THREE: REIMBURSEMENT FOR SERVICES

No per diem shall be reimbursed to a Supervisor except as provided by this Rule. Per diem payments shall be allowed for actual attendance by a Supervisor at any of the following:

A. A meeting of the County Board
B. A meeting of any County Board standing or Ad Hoc Committee of which the Supervisor is a member, or which the Supervisor was directed by the County Board, the Board Chair, or the Committee Chair to attend
C. A meeting of any other group or organization to which the Supervisor has been appointed with the consent and approval of the Board
D. A public hearing if the County Board or a Committee has approved that Supervisor's attendance, in advance, as reflected in the minutes of such body
E. A seminar or conference where funding is available
F. Travel days prior to the start of or after the end of a conference or an event, providing the event is over 60 miles from the County Seat and the meeting starts before 8:30 a.m. or ends after 3:00 p.m.
G. No per diem compensation or travel expenses shall be allowed for meetings, seminars, conferences, or other events outside of the State of Wisconsin unless specifically approved by a majority vote of the County Board
H. A Supervisor is not entitled to a per diem for attending a meeting if the meeting is not held or if no business is transacted at that meeting, however mileage may be reimbursed
I. No per diem payments shall be allowed for attendance at Town Board meetings

The per diem rate for attendance at County Board meetings is $45.00; per diem rate for attendance at all other meetings and events, is $35.00. Effective April 2016, County Board meetings are $50.00 per diem rate for attendance. All other meetings and events are $40.00.

No more than one (1) per diem payment shall be allowed to a Supervisor for any one (1) day except as follows:

A. If the Supervisor attends different meetings on the same day, and there is a gap of one and one-half hours (1½) or longer between adjournment of one (1) meeting and the commencement of the other meeting, then per diem payments may be allowed for each meeting that day.
B. If a meeting lasts five (5) hours or more on the same day, an additional per diem payment of fifteen dollars ($15.00) in addition to the rate specified shall be paid.
C. A Supervisor who attends a second or subsequent meeting on the same day and there is a gap less than one and one-half (1½) hours between adjournment of one (1) meeting and the commencement of the other meeting, then an additional per diem payment of fifteen dollars ($15.00) for that second (2) or subsequent meeting shall be paid.

**Mileage, Meals, and Lodging**

All mileage shall be reimbursed at the rate set by the Internal Revenue Service. The County Board member's shall be paid mileage for all assigned County Board meetings. County Board member's shall only be paid mileage if they actually drive to Committee meetings. The County Board shall be paid for mileage, meals, and lodging as provided in the Administrative Policy Documents and/or Employee Manual.

**Expense Vouchers**

Expense vouchers shall be submitted to the County Clerk's Office no later than the Friday before the County Board meeting. All members of Committees or other sub-units of County Government

who have claims shall submit them within 30 days of the date incurred. Six (6) Supervisors shall review all County Board claims at the regular County Board meeting. The six (6) Supervisors shall rotate on a three (3) month cycle.

**County Board Chair**

The County Board Chair shall be monetarily compensated an extra $200.00 per month in addition to his or her regular Committee per diems.

**RULE TWENTY FOUR: COUNTY BOARD & COMMITTEE AGENDAS AND MINUTES**

A. **County Board Agenda.** All items, including Resolutions and Ordinances in printed hard copy, shall be delivered to the County Clerk by 9:00 a.m. seven (7) days prior to the County Board meeting. (i.e. Tues) The County Clerk shall, at least four (4) days before the County Board meeting, present to each supervisor, written minutes of the previous meeting, current resolutions and ordinances, along with an itemized agenda of the matters to be considered by the County Board. The Chair, in conjunction with the County Clerk, shall prepare the agenda. County Board Supervisors may place items on the agenda seven days (7) prior to the County Board Meeting by contacting the County Board Chair and/or County Clerk. Copies of all Resolutions and Ordinances shall be submitted to the Supervisors along with the agenda and written minutes of the previous meeting. At the beginning of the meeting, the County Board shall approve the minutes of the previous meeting. The order of business for all regular County Board meetings may be as follows:

1. Call to Order by the Chair
2. Was the meeting properly noticed
3. Moment of Silence
4. Pledge of Allegiance
5. Roll Call
6. Approve Agenda
7. Approval of Minutes
8. Public Participation
9. Announcement of Meetings, Report of Supervisors Claims read by the County Clerk, and appoint six (6) Supervisors to approve claims
10. Correspondence
11. Appointments
12. Unfinished Business (includes reconsideration of previous month action - see preceding month agenda)
13. Reports and Presentations
    a. Administrative Coordinator/Director of Finance
    b. Department
    c. Miscellaneous
14. Review Committee Minutes
15. Resolutions
16. Ordinances
17. Denials
18. Petitions
19. Approve Claims
20. Per Diem and Mileage for this Meeting read by the County Clerk
21. Motion for County Clerk to correct errors
22. Set next meeting date
23. Closed Session, pursuant to Chapter 19, Wisconsin Statutes

24. Adjournment

B. **Committee Agenda.** The Oversight Committee Chair shall approve/finalize the Committee's meeting agendas before it is sent to the Committee members. Items to be discussed shall identify the topic with enough specificity for the members of the Committee and the publics' understanding. If the item is not clearly identified, the Committee shall not discuss or take action on the issue. The following format shall be followed:

Date:
Time:
Place:
Agenda:

1. Call to Order by the Chair
2. Was the meeting properly noticed
3. Roll Call
4. Approve the agenda
5. Approve minutes (list date(s) of meeting(s))
6. Public Participation
7. Correspondence
8. List items for action or discussion
9. Report of Departments (List items for action)
10. Report of Committee Members (List items for action)
11. Set next meeting date
12. Closed Session, pursuant to Chapter 19, Wisconsin Statute
13. Adjournment

Any person wishing to attend, who, because of a disability, requires special accommodation, should contact the name of Department and phone number where they may call at least 24 hours before the scheduled meeting time so appropriate arrangements can be made.

This is a public meeting. As such, all members or a majority of the members of the County Board may be in attendance. While a majority of the County Board members or the majority of any given County Board Committee may be present, only the above Committee will take official action based on the above agenda. Public participation is limited to agenda items with a three (3) minute limitation.

C. **Agendas for a Joint Committee Meeting.** The Chairs of the Committees that have requested a joint meeting shall agree to the agenda items relating to the Joint Committee Meeting and relay that information to the appropriate Department Head(s). Each Committee involved in a Joint Committee Meeting shall be responsible for preparing their agenda for the joint meeting. The Chairs of the Committees involved in a joint meeting shall determine who shall chair the meeting. The members of all Committees involved in a Joint Committee meeting may make motions and vote on all agenda items as a whole.

D. **Public Participation.** It is important that individuals have an opportunity to address the County Board and the Committee at meetings as PUBLIC PARTICIPATION. Individuals shall sign their name, address, and indicate the agenda item on which he/she will be speaking. The individual's name will be called when it is their turn to speak, on the related agenda item. (State clearly and concisely the issue. Comments will be limited to a maximum of THREE (3)

MINUTES, unless additional time is approved by the Chair. (If you have written material, please provide copies. It is not necessary to read an entire document.))

The public participation portion, discussion at the meeting is limited to members of the County Board. Department heads/employees shall be recognized by a County Board Member before speaking.

E. **County Board Minutes.** Each Supervisor shall read the minutes of the previous Board meeting before the County Board meeting. Any appropriate corrections or alterations of such minutes will be made at the succeeding County Board. The minutes of the County Board meetings will be printed in the County Board Proceedings Book.

The County Clerk shall keep correct minutes of the proceedings of the County Board. In all cases where an order, motion, or resolution shall be entered on the minutes of the Board, the name of the Supervisor moving the same, the name of the Supervisor seconding, and the results of the vote shall be entered on the minutes. At the end of the minutes it shall read: THESE MINUTES HAVE NOT BEEN APPROVED BY THE COUNTY BOARD.

F. **Committee Meeting Minutes.** The recorder of the minutes for each Committee shall keep correct minutes of all Committee meetings and shall provide copies to all Committee members. Any time there is a motion, it shall be entered in the minutes of the Committee meeting, including the name of the Supervisor moving the same and the name of the Supervisor seconding the motion, and the results of the vote on the motion. The recorder is responsible for submitting a hard copy of the meeting minutes with associated hand-outs/attachments to the County Clerk within 10 working days after the meeting. At the end of the meeting minutes it shall read as follows: THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE.

Any appropriate corrections or alterations of such minutes will be made at the succeeding Committee meeting. The official signed minutes shall be completed and a hard copy given to the County Clerk's Office within five (5) working days of the meeting and shall be made available to the public as requested. At the end of the meeting minutes, it shall read as follows: THESE MINUTES HAVE BEEN APPROVED BY THE COMMITTEE. (See Appendix Three (Taking Minutes))

## RULE TWENTY FIVE: COMMITTEES, BOARDS AND COMMISSIONS

After the initial appointment to the Committees, a replacement will be based on the recommendations of the Committee seeking replacement, submitted to the County Board Chair for appointment subject to ratification by the County Board. The Committee on Appointments shall recommend appointments to Special and/or Ad Hoc Committees subject to confirmation by the County Board. The County Board and Committee Duties and Structure shall be as follows:

### County Board General Duties:

A. The County Board shall have all powers and duties granted by the Wisconsin State Statutes.
B. The County Board is responsible for the review and adoption of the Administrative Policy Documents and Employee Manual annually.
C. The County Board shall have final approval of the following items, including but not limited to:
    1. County Budget
    2. Collective Bargaining Agreements
    3. Transfer of General Funds
    4. Establishing Committees, Boards and Commissions

5. Review proposed state and local legislation concerning County Government and make recommendations

D. Confirm the appointment of non-elected Department Heads by a majority vote if required by Wisconsin Statutes

E. Elect the County Highway Commissioner per Wisconsin Statutes

**Standing Committees Organization:**

A. In the event the Chair leaves the position of Chair during the term of office, the Vice Chair shall assume the Chair position and an election shall be held to elect a Vice Chair for the remainder of the term.

B. A majority of the members of any Committee shall constitute a quorum for the transaction of business.

C. The Chair of each Committee shall report to the County Board of their Committee activities as requested at County Board meetings.

**General Duties:**

A. At the first organizational meeting, the Committee shall elect a Chair, Vice Chair, and recorder of the minutes.

B. Review and recommend the annual budget for County Departments.

C. Review of Department financial reports for each of the County Departments within the Committee's oversight

D. Direct and guide Policy and accountability of the Departments within the Committee's oversight.

E. Approve items including but not limited to:

1. Departmental budget with a written one (1) year plan of operation to include goals & expectations
2. Departmental policies and procedures
3. Staffing levels and hours
4. Grant applications and acceptances
5. Establishing Departmental fee schedules
6. Establishing Departmental short and long range goals

F. Approve and bring forth intergovernmental agreements and contracts as necessary or as otherwise authorized by law

G. Approve and bring forth resolutions and ordinances for action by the County Board

**ADMINISTRATIVE & FINANCE COMMITTEE**

A. **Membership.** The Administrative & Finance Committee shall be comprised of (5) five County Board Supervisors; one (1) of which would be a member of the Executive Committee and Health and Human Services Board; however, this person cannot Chair both the Administrative & Finance Committee and the Executive Committee.

B. **Oversight.** The Administrative & Finance Committee shall confer and have policy-making responsibilities for the following Departments: County Clerk, County Treasurer, Administrative Coordinator/Director of Finance, and MIS.

C. **Duties and Responsibilities**. Shall have oversight of the County Budget and transfer of funds per the County Budget and Accounting Polices and be consistent with §65.90 of the Wisconsin State Statutes, as they may be amended from time to time.

Duties and responsibilities include, but are not limited to the following:

1. Examine all claims against the County
2. Provides oversight for all routine County financial matters including review and approval of:

- Audit reports
- Investments
- Insurance policies, bonding
- Contingency funds, and
- Recommends budget amendments to the County Board

3. Review on a monthly basis, the Treasurer's report on County investment activities pursuant §59.62, Wisconsin Statutes
4. Evaluate and make recommendations to the County Board on the issuance of new debt, refinancing existing debt, and authorizing debt repayment
5. Approve the implementation of a five (5) year technology plan for the County
6. Review and update all computer and technological policies annually
7. Review and update budget and accounting policies annually
8. Review and recommend benefits and compensation structure for all county personnel to the Executive Committee
9. Maintain a level of communication with the Drainage Boards

D. **Sub Committees, Boards and Commissions:**

1. **Health Insurance Committee.** This is an advisory Commission not a policy-making Commission. The purpose is to find ways to reduce costs of health, dental, vision, etc insurances for both the county and the insured employees. Recommend plan design and cost to the Finance Committee. Membership to include: two (2) County Board Members that are appointed by the board and each department head or their designee.

2. **Rural Industrial Development Commission.** This is an advisory Commission not a policy-making Commission.
   a. **Membership.** The Rural Industrial Development Commission shall consist of seven (7) members that reflect the diversity of needs within the County. The Commission shall consist of representatives from the following and shall be appointed by the Committee on Appointments and approved by the County Board:
      1. Adams Columbia Electric Cooperative
      2. Adams County Board Supervisor
      3. Adams County Banks
      4. Local Business Community
      5. Towns
      6. City of Adams
      7. Village of Friendship
      8. Ex-Officio members include:
         a. President of the Village of Friendship
         b. Mayor of the City of Adams
         c. All Chairpersons of all Town Boards within the County
         d. Adams County Executive Director of the Chamber

   b. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
      1. The Rural Industrial Development Commission shall elect annually a President, Vice-President, Recorder of the minutes, and Treasurer.
      2. Act pursuant to the Rural Industrial Development Commission, Inc. bylaws approved by the County Board

3. **Revolving Loan Fund.** This is an advisory Board, not a policy-making Board.

a. **Membership.** The Revolving Loan Fund shall be comprised of the Board of Directors of the Rural Industrial Development Commission.

b. **Duties and Responsibilities.** Duties and responsibilities include but are not limited to the following:

1. Serve new and expanding businesses in Adams County
2. Provide gap financing
3. Encourage investment
4. Encourage creation of permanent, year round jobs
5. Encourage retention and expansion of existing businesses
6. Attract new business
7. Encourage development of modern industrial technology, and a safe, healthful work environment in Adams County

**4. Technology Steering Committee.** This is an advisory Committee, not a policy-making Committee.

a. **Membership.** The Technology Steering Committee will include seven (7) members. The Committee members should be named as follows: Administrative Coordinator/Director of Finance or representative ((Ad Hoc Member) anyone deemed necessary by the committee, appointed by the committee serving limited term), the MIS Department Information Systems Manager, a member of GIS, Health and Human Services ((1) one designated by the Oversight Committee), Public Safety & Judiciary ((1) one designated by the Oversight Committee), and (1) one County Board Member (as designated/appointed by the Chair Committee on Appointments). The County Board Member will be the Chair.

b. **Oversight:** Identify areas where the investment in technology will be of the most value to the County, trends that may make technology more important to an area, and mandates, rulings, and guidelines that may make changes to infrastructure necessary, allowing balanced input into the overall future technology plans for Adams County Government.

**ETHICS BOARD**

This policy recognizes the Ethics Board as set forth in Adams County Ethics Ordinance 22-2011. The Ethics Board shall be governed by Adams County Ethics Ordinance 22-2011 and any amendments or modifications or revisions thereto, as may be enacted by the County Board.

**EXECUTIVE COMMITTEE**

A. **Membership.** The Executive Committee shall be comprised of five (5) County Board Supervisors, which shall consist of:

1. County Board Chair
2. First (1st) Vice Chair
3. Three (3) appointed County Board Supervisors at large

B. **Oversight.** The Executive Committee shall confer and have policy-making responsibilities for the following Departments: Corporation Counsel and Personnel.

C. **Duties and Responsibilities**. Duties and responsibilities include, but are not limited to the following:

1. The Executive Committee in conjunction with the Oversight Committee will interview up to three (3) candidates to make the recommendation for an appointment to the position of Department Head. The Executive Committee in conjunction with Administrative and

Finance Committee shall recommend an appointee for the position of Administrative Coordinator/Director of Finance.

2. Introduce Policy Resolutions that are not the responsibility of another committee.
3. Communication and liaison between all committees, municipalities and government units, to work out problems of mutual concern.
4. Hear policy violations and/or potential issues that may result in litigation.
5. Develop short and long range plans for the County.
6. Set parameters, goals, and give Policy directions to the Corporation Counsel and Personnel Director on collective bargaining issues. Prior to any contract being submitted to arbitration, the Corporation Counsel and Personnel Director shall meet with the Committee and discuss the status of negotiations and receive further direction.
7. All proposed union contracts shall be submitted to the Committee and County Board for final approval.
8. Review the recommendation of the Administrative & Finance Committee regarding salaries, benefits and compensation structure for all county personnel, and submit to the County Board for final approval.

**EXTENSION COMMITTEE**

A. **Membership.** The Extension Committee shall be comprised of five (5) County Board Supervisors two (2) of which will serve on the Land & Water Committee.

B. **Oversight.** The Extension Committee shall confer and have policy-making responsibilities for the UW Extension Department.

C. **Duties and Responsibilities**. Duties and responsibilities include, but are not limited to the following:

1. General policy-making responsibilities.
2. Assist in determining appropriate programs to be provided by the County Extension Department.
3. Act as the Agricultural and University Extension Committee pursuant to §59.56(3)(b), Wisconsin Statutes.

**HEALTH & HUMAN SERVICES BOARD**

A. **Membership.** The Health & Human Services Board shall be comprised of nine (9) members, which shall consist of:

1. Five (5) shall be County Board Supervisors, one (1) of which will be a member of the Administrative and Finance Committee
2. Four (4) shall be individuals who are not elected officials or employees of the County. These members shall be comprised of the following:
   a. An individual who receives or has received human services, or shall be a family member of such an individual, and who has demonstrated interest or competence in the field of public or community health
   b. A good faith effort shall be made to appoint a Physician
   c. A good faith effort shall be made to appoint a Registered Nurse
   d. No public or private provider of services shall be appointed to the Health & Human Services Board

B. **Term.** As required by §46.23(4)(c), Wisconsin Statutes, members shall serve for terms of three (3) years, so arranged that as nearly as practicable, the terms of one-third ($^1/_3$) of the members shall expire each year.

C. **Oversight.** The Health & Human Services Board shall confer and have policy-making responsibilities, except as provided by law, for the following Departments: Health & Human Services and Veteran Services.

D. **Duties and Responsibilities**. Created pursuant to §46.23(4)(a)(1) and §46.23(4)(b)(2), Wisconsin Statutes, duties and responsibilities shall include but not be limited to the following:

1. Oversee the Department and assure enforcement of the Health and Human Services Statutes, Rules, and Regulations
2. Act as the Human Services Board as required by §46.23(5) and 46.23(5m), Wisconsin Statutes
3. Act as the County Board of Health as required by §251.04, Wisconsin Statutes
4. Act as the Aging Commission, advised by an Aging Advisory Committee, as required by §46.82(4)(d), Wisconsin Statutes
5. Develop Policies and authorize direction and planning for the delivery of all human services; Health & Human Services that meet the physical and mental health, social and economic needs of individuals and families; review the coordinated plan and budget; set priorities on program operations within the funding mechanisms provided by Federal, State, and County Government
6. Assess the health status of the citizens and recommend Policies that will improve the health status and assure that needed health services are provided

E. **Sub Committees, Boards, and Commissions.** All subcommittees shall report to the Health & Human Services Board. The Health & Human Services Board shall be responsible for interaction, communication and recommendations to the County Board with respect to its subcommittees, including: Aging Advisory Committee, Nutrition Advisory Committee, Long Term Support Advisory Committee, and AODA & Crisis Advisory Committee. The Board shall have interaction and communication with the Veteran Services Commission, Central Wisconsin Community Action Counsel, and North Central Wisconsin Workforce Development Board.

1. **Aging Advisory Committee.**
   a. **Membership.** The Aging Advisory Committee shall be comprised of seven (7) members, and include at least 50% of older individuals. At least five (5) members will be age 60 and over, and five (5) shall be citizen members. The remaining members shall be the ADRC Manager serving as the Aging Director and Director of the Health & Human Services Department. The membership should be representative of the varying socio-economic composition of the older population in the County.
   b. **Term.** Citizen members shall serve three (3) year terms, so arranged that as nearly practical, the terms of one-third ($^1/_3$) of the members shall expire each year. No member may serve more than two (2) consecutive three (3) year terms.
   c. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
      1. This is an advisory Committee, not a policy-making Committee.
      2. Act pursuant to the Wisconsin Elders Act of 1991, as the Commission on Aging
      3. Meetings are held quarterly
2. **Nutrition Advisory Committee.**
   a. **Membership.** The Nutrition Advisory Committee shall be comprised of twelve (12) individuals which shall consist of the following:
      1. Nine (9) nutrition program participants, with three (3) representing each meal site.
      2. Others representing the public interest, consisting of:
         (a) One (1) County Board Supervisor
         (b) ADRC Manager serving as the Aging Director
         (c) Director of the Health & Human Services Department

3. Meal site participants shall elect members to serve on the Committee.

b. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:

1. This is an Advisory Committee, not a policy-making committee.
2. Meetings shall be held every two (2) months.
3. Meetings shall provide opportunity for the Committee to address participant grievances and complaints.

3. **Long Term Support Advisory Committee.**

a. **Membership.** The Long Term Support Advisory Committee shall be comprised of at least 2 members, which shall consist of the following:

1. One (1) County Board Supervisor
2. Five (5) individuals receiving long-term support services (or a relative or guardian of such individuals) representing each of the groups eligible for Community Options Program funding (frail elderly, physical disabilities, developmental disabilities, chronic mental illness, and chemical dependence)
3. One (1) representative from each of the following:
   (a) County Health Department
   (b) Commission on Aging
   (c) Health & Human Services Department
   (d) Local nursing home
   (e) Local home health agency
   (f) Local medical center

b. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:

1. This is an Advisory Committee, not a policy-making committee.
2. Meetings are held quarterly.
3. The Long Term Support Advisory Committee is responsible for approval and oversight of the Community Options Plan (and annual updates).
4. Assuring coordination of services among local service providers and long-term support programs
5. Evaluating service delivery

4. **Veteran Service Commission.**

a. **Membership.** The Veterans Service Commission shall be comprised of at least five (5) residents of the County who are Veterans. Appointed by the County Board Chairperson for staggered three (3) year terms. Pursuant to §45.81.

b. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:

1. This is an Advisory Commission, not a policy-making commission.
2. Meet a minimum of four (4) times per year
3. Provide aid to needy veterans, or to spouses, surviving spouses, minor and dependent children of veterans, and the needy parents of veterans

**HIGHWAY COMMITTEE**

A. **Membership.** The Highway Committee shall be comprised of five (5) County Board Supervisors. Two (2) shall serve on the Solid Waste Committee.

B. **Oversight.** The Highway Committee shall confer and have policy-making responsibilities for the Highway Department.

C. **Duties and Responsibilities**. Duties and responsibilities include, but are not limited to the following:

1. Act as the Highway Commission pursuant to §83.015, Wisconsin Statutes.

D. **Sub Committees, Boards, and Commissions.** The Highway Committee shall be responsible for interaction, communication and recommendations to the County Board with respect to the Traffic Safety Commission.

1. **Traffic Safety Commission.**
   a. **Membership.** The Traffic Safety Commission shall be comprised of the following:
      1. Highway Commissioner
      2. Sheriff or Chief Deputy
      3. County Highway Safety Coordinator
      4. One (1) representative designated by the Committee on Appointments from each of the disciplines of education, medicine, and law
      5. Three (3) representatives involved in municipal law enforcement agencies, highways, and highway safety
   b. **Duties and Responsibilities.** Include but are not limited to:
      1. Meet at least quarterly to review traffic accident data from the County and other traffic safety related matters, and carryout all other duties pursuant to §83.013
      2. Upon review, the Commission shall make written recommendation for any corrective action it deems appropriate to the Department of Transportation, County Board, Public Works Committee or any other appropriate branch of local government.
      3. Committee shall file a report on each meeting with the Department of Transportation
      4. The Department of Transportation shall furnish each commission with traffic accident data and uniform traffic citation data for the rural, federal, state and county highways in the jurisdictions represented in each Commission, which shall identify the accident rates and arrest rates on their highways, and shall also furnish a suitable map for use in spotting accidents.

## HOUSING AUTHORITY

A. **Membership.** The Housing Authority shall be comprised of five (5) members appointed by the Committee on Appointments pursuant §59.53(22)(b) and §66.1201(5)(a), Wisconsin Statutes, which shall consist of:
   a. Two (2) County Board Supervisors
   b. Three (3) citizen members

B. **Duties and Responsibilities.** The Housing Authority is created by §59.53(22), Wisconsin Statutes, and the duties and responsibilities are pursuant to §66.1201 and §66.1211, Wisconsin Statutes, and include, but are not limited to the following:
   1. Prepare, carry out, acquire, leave and operate housing projects approved by the County Board to provide for the construction, reconstruction, improvement, alteration or repair of any, or part of, housing projects
   2. Own, hold, clear and improve property
   3. Lease or rent any dwellings, houses, accommodations, lands, buildings, structures or facilities embraced in any housing project
   4. Establish and revise the rents or charges for housing projects subject to the limitation of §66.1201, Wisconsin Statutes

## LAND & WATER CONSERVATION COMMITTEE

A. **Membership:** The Land & Water Conservation Committee shall be comprised of seven (7) total members: Five (5) County Board Supervisors, two (2) of which shall serve on the Extension Committee, and the two (2) same serve on the Planning & Zoning Committee, and two (2) citizen members, one (1) of which shall be an FSA Representative and one (1) of which

shall be recommended by the Adams County Lake Alliance and forwarded to the Committee on Appointments for approval.

B. **Oversight.** The Land & Water Conservation Committee shall confer and have policy-making responsibilities for the Land & Water Conservation Department.
   1. Act with the powers of Chapter 92, Wisconsin Statutes, regarding soil and water conservation and animal waste management
   2. Act as the Land Conservation Committee pursuant to §92.07, Wisconsin Statutes and maintain all ordinances passed and in accordance therewith
   3. Supervision of operation and maintenance of County owned dams

**LIBRARY BOARD**

A. **Membership.** The Adams County Library Board of Trustees shall consist of seven (7) appointed members who shall be residents of the County. One (1) school administrator or his/her representative, to represent the public school district, or districts, in which the Adams County Library is located; one (1) or two (2) members of the County Board of Supervisors; and four (4) or five (5) members from the County at large.

B. **Term.** Members shall be divided as nearly as may be into three (3) equal classes to serve for one, two, and three years respectively from January 1 in the year of their appointment, and thereafter each regular appointment shall be for a term of three (3) years.

C. The Library Board shall have all the powers and duties consistent with Chapter 43 of the Wisconsin Statutes as may be amended from time to time. The Library Board is accountable to the Adams County Board for the general operation of the library. The Adams County Board shall determine budget appropriations, personnel policies and building usages unless statutes indicate otherwise.

**PARKS COMMITTEE**

A. **Membership.** The Parks Committee shall be comprised of five (5) County Board Supervisors.

B. **Oversight.** The Parks Committee shall confer and have policy-making responsibilities for the Parks Departments.

C. **Duties and Responsibilities**. Duties and responsibilities include, but are not limited to the following:
   1. General policy-making responsibility for parks, trails, lake access areas, and recreation property operated, maintained and developed by the County to provide adequate and safe facilities for all users following the five (5) year recreational plan
   2. Assist in determining appropriate programs to be provided by the Recreation Program

**PLANNING & ZONING COMMITTEE**

A. **Membership.** The Planning & Zoning Committee shall be comprised of seven (7) total members five (5) County Board Supervisors, the same two (2) shall serve on the Land & Water Conservation Committee and two (2) of which shall serve on the Extension Committee, and two (2) citizen members.

   Any excused vacancies on the seven (7) member Committee shall be filled from a predetermined list comprised of County Board Supervisors with knowledge or experience with zoning and the public hearing process.

B. **Oversight.** The Planning & Zoning Committee shall confer and have policy-making responsibilities for the following Departments: Planning & Zoning and Register of Deeds.

C. **Duties and Responsibilities**. Duties and responsibilities include, but are not limited to the following:

1. Act as the Planning & Zoning Committee pursuant §59.69(2), Wisconsin Statutes, and maintain all ordinances passed and in accordance therewith.
2. Recommend amendments of the County Comprehensive Plan to the County Board
3. Review and take action on any Land Information policies and approval of expenditures and contracts needed, proposed by the Land Information Officer or Land Information Sub Committee
4. Oversee County Surveyor projects and budget

D. **Subcommittees, Boards, and Commissions.** The Planning & Zoning Committee shall be responsible for interaction, communication and recommendations regarding appointments to the Board of Adjustment, North Central Wisconsin Regional Planning Commission and Land Information Subcommittee.

1. **Board of Adjustment.** Language modified to be in compliance with statutes.
   a. **Membership.** The Board of Adjustment shall be appointed in accordance with Section §59.694 of the Wisconsin Statutes. The Board of Adjustment shall consist of no more than five (5) members of which the members must live within a town in the County, with no two (2) members from the same town. No member shall be a member of the Planning and Zoning Committee, a member of the County Board of Supervisors, or a member of a Town Board. The Committee on Appointments shall appoint two (2) alternates to the Board pursuant §59.694(2)(bm). The terms shall be staggered three year terms appointed by the County Board Chairperson. The members shall serve with compensation and shall be removable for cause by the County Board Chairperson upon written charges and after a public hearing.
   b. **Duties and Responsibilities.** Pursuant to §59.694, Wisconsin Statutes, duties and responsibilities include, but are not limited to the following:
      1. Hear and decide appeals where it is alleged there is error in any order, requirement, decision or determination made by an Administrative Officer
      2. Hear and decide special exceptions to the terms of a Zoning Ordinance upon which the Board of Adjustment is required to pass
      3. Authorize, upon appeal in specific cases, such variance from the terms of a Zoning Ordinance, as will not be contrary to the public interest, where due to special conditions, a literal enforcement will result in practical difficulty or are unnecessarily burdensome, so that the spirit of the Zoning Ordinance shall be observed, public safety and welfare secured, and substantial justice done
2. **Land Information Committee**
   a. **Membership.** The Adams County Land Information Committee will consist of the one (1) County Board Supervisor who will serve as Chair. The Administrative Coordinator/Director of Finance, GIS Technician, Land Information Officer, County Register of Deeds, County Treasurer, County Clerk and a representative from each of the following Departments: Solid Waste, MIS, Land and Water Conservation, Planning and Zoning, Sheriff, Emergency Management, Highway Commission, Real Property Lister and County Surveyor.
   b. **Oversight.** The Land Information Committee shall confer and have policy development responsibilities and oversight for the Land Information functions and duties.
   c. **Duties and Responsibilities**. The Land Information Committee shall carry out all duties and responsibilities in accordance with §59.72, Wisconsin Statutes.

## PROPERTY COMMITTEE

A. **Membership.** The Property Committee shall be comprised of five (5) members of the County Board for oversight of County owned property.

B. **Oversight.** The Property Committee shall confer and have policy-making responsibilities for the Building & Grounds Director/Maintenance Department.

C. **Duties and Responsibilities**. Duties and responsibilities include but are not limited to the following:

1. To maintain and keep in repair all public buildings and personal property owned and operated by Adams County, to allocate departmental space in all county buildings among all departments, excluding buildings operated by the Solid Waste Department, the Highway Department, the Parks, and the Dams to ensure and monitor the proper operation and management of all county owned property, both real and personal.
2. Set policy for the Adams County Community Center and Room Usage.
3. To cause to be prepared by all department heads full and accurate records of all capital expenditures ($5000.00 or greater) in each department no later than the 20th of January of each year and to cause the same to be filed in the office of the Administrative Coordinator. This committee shall see that the MIS Departments keep a perpetual inventory of the county-owned computers and related equipment, hardware, electronic devices, and the committee may make annual inspections of such property, including the county jail. All county surplus property shall be listed with the Property Committee. County surplus materials will be sold at Practical Cents with 20% of sale to be retained by Practical Cents, 80% of all computer related sales to be returned to MIS department budget as revenue, 80% of all other property to be returned to the furniture carryover account. The committee shall consider, review and recommend the acquisition, lease, rent or sale of any real or personal county property for public uses or purposes, as required by law, to the County Board for approval pursuant to §59.52(6) of the Wis. Stats.
4. Appraise and advertise lands acquired by tax deed or by in-REM proceedings, pursuant §75.14, Wisconsin Statutes. Recommends the sale or holding of any lands acquired by tax deed or in- REM proceedings, requires approval of the County Board.
5. Hold a public auction periodically to dispose of surplus equipment and goods not sold through Practical Cents or any other county approved outlet.
6. The County Clerk is authorized to execute and sign any and all legal documents relating to sale and purchase of real or personal property.
7. Propose and approve contracts, leases, fees, expenditures or other agreements as necessary for the construction, improvement, equipment, maintenance, and operation of the Airport.
8. Review reports presented by the Airport Manager

D. **Sub Committees, Boards and Commissions.** The Property Committee shall be responsible for interaction, communication and recommendations to the County Board of Supervisors with respect to the Airport Commission, Adams County Fair Board and Workplace Safety Committee.

**1. Airport Commission.**

a. **Membership**. The Airport Commission shall be comprised of two (2) County Board members from the Property Committee and three (3) members especially interested in aeronautics appointed by the Committee on Appointments.

b. **Duties and Responsibilities**. Pursuant to §114.14, Wisconsin Statutes, duties and responsibilities shall be as follows:

1. The Airport Commission shall have complete and exclusive control and management over the airport as vested by the County.
2. The commission shall provide a report to the Property Committee quarterly.

2. **Fair Board.**
   a. **Membership**. The Committee on Appointments shall appoint one (1) County Board Supervisor to the Fair Board as a liaison member.
   b. **Duties and Responsibilities**. Attend Fair Board meetings as a non-voting member to assist and ensure communication between the entities.
3. **Workplace Safety Committee.** This is an Advisory Committee, not a policy-making Committee.
   a. **Membership.** One (1) County Board supervisor, the Building & Grounds Director or their designee, County Safety Director and two (2) qualified individuals that may or may not be County employees.
   b. **Oversight.** To address safety issues and oversee the County's workplace safety program.

**PUBLIC SAFETY & JUDICIARY COMMITTEE**

A. **Membership.** The Public Safety & Judiciary Committee shall be comprised of five (5) County Board Supervisors.

B. **Oversight.** Except as provided by law, the Public Safety & Judiciary Committee shall confer and have policy-making responsibilities for the following Departments and Operations: Child Support, Clerk of Circuit Courts, Medical Examiner, District Attorney, Emergency Management, Office of the Family Court Commissioner, Register in Probate, and Sheriff.

C. **Duties and Responsibilities**. Duties and responsibilities include, but are not limited to the following:
   1. Review and approve as necessary emergency management plans for the County, consistent with the State Plan of Emergency Management, assist in the review and approval of Municipal Emergency Management Plans, and integration of such plans with the County plan.
   2. Act as the Emergency Management Committee pursuant to §166.03(4)(c), Wisconsin Statutes.
   3. Oversee activities of County Emergency Management Director per §166, Wisconsin Statutes.
   4. Approve rules, regulations and policies specific to the Sheriff's Department.
   5. Oversee the County Court and Court related processes.
   6. Pursuant to §59.54(15), Wisconsin Statutes, Annual Inspection. At least annually each year the Board of each County, or a Committee thereof, shall visit, inspect and examine each jail maintained by the County, as to health, cleanliness and discipline, and the keeper of the jail shall lay before the board or the committee a calendar setting forth the name, age and cause of committal of each prisoner. If it appears the Board or Committee that any provisions of the law have been violated or neglected, the Board or the Committee shall immediately give notice of the violation to the District Attorney of the County.
   7. Shall conduct public hearings pursuant to §59.26 and any amendments, codifications or renaming of said statute.

D. **Sub Committees, Boards, and Commissions.** The Public Safety & Judiciary Committee shall be responsible for interaction, communication and recommendations to the County Board with respect to the Local Emergency Planning Commission.
   1. **Local Emergency Planning Commission.**
      a. **Membership.** Pursuant to §59.54(8), Wisconsin Statutes, the Local Emergency Planning Commission is required to have members as specified in 42 USC 11001(c), which shall have powers and duties under 42 USC 11000 to 11050 and under §166.20 and 166.21, Wisconsin Statutes. Superfund Amendments and Re-authorization Act

(SARA) Title III (Section 301(c)) requires that the Committee consist of at least one (1) representative from each of the following groups;

1. Elected State and Local Officials
2. Law Enforcement
3. Fire
4. Emergency Management
5. Health Professionals
6. Environmental
7. Representatives of facilities subject to the Emergency Planning requirements and the Media

b. **Duties and Responsibilities.** Pursuant to 42 USC 11000 to 11050 and under §166.20 and §166.21, Wisconsin Statutes, duties and responsibilities include, but are not limited to the following:

1. This is an Advisory Committee, not a policy-making committee.
2. Consult and coordinate with the County Board, the County and local heads of emergency management services, and the Public Safety & Judiciary Committee in the execution of the Local Emergency Planning Commission's duties.

**SOLID WASTE COMMITTEE**

A. **Membership:** The Solid Waste Committee shall be comprised of five (5) County Board Supervisors and the two (2) shall serve on the Highway Committee.

B. **Oversight.** The Solid Waste Committee shall confer and have policy-making responsibilities for the Solid Waste

C. **Duties and Responsibilities**. Duties and responsibilities include, but are not limited to the following:

1. General policy-making responsibility for the operations of the Solid Waste Department
2. Remain updated of changing legislation regarding waste disposal and recycling to ensure County compliance

**SPECIAL OR AD HOC COMMITTEES**

A. **Duties and Responsibilities**. Special or Ad Hoc Committees may be recommended by the Committee on Appointments with approval by the County Board as the need arises, to carry out a specific task requested by the County Board Chair and/or recommended by an Oversight Committee, which duration shall automatically cease upon completion of the task, or at the direction of the Committee on Appointments.

**RULE TWENTY SIX: RESOLUTIONS AND ORDINANCES**

A. Resolutions and Ordinances sponsored by Committees or individual Supervisors shall be in writing and hard copies with appropriate signatures and attachments filed with the County Clerk by 9:00 a.m. seven (7) days prior to the next meeting of the County Board. (i.e. Tues morning)

B. Unless otherwise directed by a majority vote of Supervisors present, oral reading of any proposed Resolution or Ordinance shall be waived subsequent to reading of the Intent and Synopsis, Be it Resolved, and Supervisors who signed the document, as long as all Supervisors have received a written copy of such Resolution or Ordinance in advance of the reading.

C. Resolutions or Ordinances to be acted on by the County Board shall be sponsored by at least one (1) Supervisor. When offered by a Committee, the Resolution or Ordinance shall have signatures of a majority of the Supervisors of that Committee. All Resolutions shall be titled and carry a preamble setting for the Intent and Synopsis, Fiscal Note, and sponsor(s). The

Administrative Coordinator/Director of Finance and Corporation Counsel shall review all Resolutions and Ordinances prior to them being submitted to the County Clerk's Office for the Board Meeting.

D. Copies of late (should be exceptions and not the rule) Resolutions or Ordinances shall be provided to all Supervisors and Department Heads, and shall be read by the County Clerk. The County Board may consider them as long as the Resolution or Ordinance has been timely noticed in accordance with the Open Meetings Law and upon approval of the County Board Chair. The County Board may reconsider any action taken one (1) month previous as long as the prior action taken was properly noticed on the agenda. The County Clerk shall keep on file a copy of the agenda for public review.

E. All Resolutions and Ordinances shall start with the number one (1) at the beginning of each calendar year. For example: Resolution 1-201__ or Ordinance 1-201__.

**RULE TWENTY SEVEN: NEW POSITIONS**

New permanent County positions not included in the budget that require transfer of funds shall not be created without approval of two-thirds ($^2/_3$) of the County Board member's present.

**RULE TWENTY EIGHT: FUNDING**

**A. General Fund**. Any appropriation from the General Fund requires two-thirds ($^2/_3$) vote of the County Board membership. (14 votes)

**B. Contingency Fund**. Any appropriation from the Contingency Fund requires two-thirds ($^2/_3$) vote of the County Board membership. (14 votes)

1. The contingency fund is an appropriation that is non-lapsing and is governed by the Administrative Finance Committee for transfers within the established restrictions under (C).
2. Transfer from the contingency fund are permitted by the Administrative Finance Committee not to exceed ten percent (10%) of the Department's Budget.

**C. To Transfer**. A two-thirds ($^2/_3$) vote of the County Board membership is required to permit the transfer of money from a line item within one (1) Department to a similar or different line item within another Department, or to permit transfer of money from an existing line item within a Department to line items unanticipated and not referred to in the annual budget. Unless approved by the Administrative & Finance Committee and the aggregate totals of such transfers in one (1) year does not exceed ten percent (10%) of the Department's budget.

**D. To Borrow**. A two-thirds ($^2/_3$) vote of the County Board membership is required before the County Board may borrow funds. (14 votes)

**E. Annual Budget**. The County Board annual budget will not be valid unless it conforms with §65.90, Wisconsin Statutes, and is approved by majority vote of the County Board. Any amendments to the budget following the hearing shall require two-thirds ($^2/_3$) vote of the County Board membership.

**RULE TWENTY NINE: CLAIMS AGAINST THE COUNTY**

**A.** All claims shall be brought against the county in compliance with §59.07 and §893.80 Wisconsin Statutes

**B.** The Corporation Counsel shall review claim(s) against the County in accordance with section 59.52 (12) (a) (b)

**C.** Pre-Claim notices

**RULE THIRTY: RULES IN VIOLATION OF LAW**

If any rule herein shall be determined to be in conflict with any state or federal law or ruled invalid by any court of competent jurisdiction, the remainder of these rules shall not be affected.

**RULE THIRTY ONE:** The County Board and/or appropriate Standing Committee shall be responsible for interaction, communication with respect to:

**A. Aging Disability Resource Center (ADRC).**

1. **Membership.** This committee is dictated by the bylaws adopted by the Consortia. The County Board Chair shall make the appointments, including at least one (1) County Board Supervisor to the committee. The Human Services Board and Commission on Aging shall make a recommendation to the County Board Chair regarding the appointments.

**B. Central Wisconsin Community Action Council (CWCAC).**

1. **Membership.** The Committee on Appointments shall appoint one (1) County Board Supervisor to the CWCAC. The Council meets six (6) times a year in even months with the following Counties involved: Adams, Juneau, Sauk, Columbia and Dodge.

**C. Community Response.**

1. **Membership.** The Committee on Appointments shall appoint one (1) County Board Supervisor and one (1) citizen member.

**D. Lake Districts.**

1. **Membership.** The Committee on Appointments shall appoint a County Board representative(s).
2. **Duties and Responsibilities.** Duties and responsibilities are set forth in §33.29 and §33.31, Wisconsin Statutes.

**E. Golden Sands Committee.**

1. **Membership**. The Committee on Appointments shall appoint one (1) County Board Supervisor that shall be a member from the Land & Water Committee to the Golden Sands Committee. That member must sit on the Water Quality Sub Committee.
2. **Oversight.** Manage natural and human resources in ways consistent with sound conservation principles by working across county lines to address local concerns.
3. **Duties and Responsibilities**. Duties and responsibilities include, but are not limited to the following:
   a. To develop and implement a program of resource conservation and development for Adams, Juneau, Marathon, Marquette, Monroe, Portage, Waupaca, Waushara, and Wood counties in an effort to conserve, develop and utilize natural resources and thereby improve general economic conditions.
   b. To coordinate and assist in carrying out the local and regional development plans of other organizations and agencies.
   c. To create a general awareness on the part of all people of the urgency and need for sustainable development, conservation and utilization of natural resources.

**F. North Central Wisconsin Workforce Development Board (NCWWDB).**

1. **Membership.** The Committee on Appointments shall appoint one (1) County Board Supervisor that shall be a member from the Planning & Zoning Committee to the NCWWDB. The Board meets quarterly and the Counties involved in this District include: Adams, Forest, Langlade, Lincoln, Marathon, Oneida, Portage, Vilas, and Wood.

**G. North Central Wisconsin Regional Planning Commission (NCWRPC).**

1. **Membership.** The County shall have three (3) appointments to the NCWRPC of which:
   a. The Committee on Appointments shall appoint one (1) member to the NCWRPC, pursuant §66.0309(3)(a) 1, Wisconsin Statutes.
   b. Two (2) members from each participating County shall be appointed by the Governor. At least (1) one appointee shall be a person, selected from a list of two (2) or more persons nominated by the County Board, who has experience in local government in elective or appointive offices or who is professionally engaged in advising local

governmental units in the fields of land-use planning, transportation, law, finance, engineering or recreation and natural resources development. The Governor in making appointments under this subdivision shall give due weight to the place of residence of the appointees within the various Counties encompassed by the region, pursuant §66.0309(3)(a) 2, Wisconsin Statutes.

**H. South Central Environmental Health Consortium. (SCEH)**

1. **Membership.** The South Central Environmental Health Commission shall be composed of two (2) Commissioners from each jurisdiction and one (1) citizen member who shall be a resident in one of the jurisdictions, and shall be appointed by the agreement of the chairpersons of each of the governing bodies of jurisdictions.
   a. One (1) commissioner who shall be a member of the governing body of the Jurisdiction they represent. Commissioners shall serve a two (2) year term. If a commissioner is no longer a member of the governing body of the jurisdiction they represent their seat is automatically vacated. The Health Officer from each Jurisdiction shall serve as second commissioner from each jurisdiction.
   b. One citizen member, who shall be a resident in one of the jurisdictions, shall be appointed by the agreement of the chairperson of each of the governing bodies of jurisdictions.

**I. South Central Library System Board (SCLS).**

1. **Membership.** The position on the Board of Trustees for the South Central Library System is a required position that somebody from the Library Board of Trustees needs to fill. The SCLS Board governs the library system; the position can vote. One (1) non-voting alternate position can attend all the meetings, but cannot vote.

**APPENDIX ONE: DEFINITIONS.**

**Committee:** Referred to Committees, Boards, and Commissions, unless otherwise specifically noted.

**Majority:** The majority of the elected or appointed Supervisors present. A majority of citizens cannot make up a quorum of a meeting.

**Quorum**: A majority of Supervisors or Committee members shall constitute a quorum.

**PUBLIC PARTICIPATION:**

1. The topic must be part of the agenda.
2. Identify yourself and if representing a group, identify the group.
3. Avoid speaking at length to a previously presented issue by briefly expressing their position on that issue.
4. Plan group representation by appointing one or two members to present an issue

**APPENDIX TWO: ACRONYMS:**

**ADRC:** Aging & Disability Resource Center
**FSA:** Farm Service Agency
**SCEH:** South Central Environmental Health Consortium
**SCLS:** South Central Library System

**APPENDIX THREE: TAKING MINUTES.**

When taking minutes for a meeting "cold", it is very difficult to estimate what is important as it relates to that particular meeting. The best procedure is to study the minutes of the last several meetings. Become familiar with the type of issues dealt with by the particular committee. A

complete study of the agenda and all attachments is helpful to do a good job when taking minutes.

Write as much as possible. If you have holes in your notes, check with the individual who spoke to confirm content of their discussion. In most cases, you will find them helpful. Any staff members or supervisors present at the meeting can also be of assistance.

Recording actions taken is the single most important part of the final minutes. The minutes should identify the item of business, highlights of discussions resulting in an action, and the exact actions of the item. Clearly indicate what is done, by whom, and why. Record the general consensus of the members, the desires of the committee as to what future actions are to be carried out, and who is responsible for carrying them out. The names are necessary for follow-up actions relating to discussions or future action items. You must be able to use good judgment on items of this nature. Be sure to note the name/time of people arriving late and/or leaving early. This is important as it may determine whether or not a quorum is still present.

Minutes need not be typed verbatim except motions that have occurred or if there is a request for the recording of a statement. Identifying makers of motions and incorporating individual names is required. In typing, the action should be specific, complete, and accurate so that it can stand alone and be referred to at some future time. Final minutes should be typed from your notes and have enough information that accurately reflect the intent of the meeting and actions taken.

Even though other attendees at the meeting may take notes of actions affecting them individually, they are depending upon the meeting secretary for a complete and accurate record of the entire meeting's proceedings.