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## **SUBCHAPTER I COUNTY BOARD OFFICERS**

- 1.01 IOWA COUNTY BOARD OF SUPERVISORS.** The governing body of Iowa County shall be known as the Iowa County Board of Supervisors or the Iowa County Board, hereinafter referred to as the board and its members as supervisors.
  
- 1.02 OFFICERS.** At the first meeting after each regular election at which supervisors are elected for full terms, the biennial organizational meeting, the board shall elect a Chair. The board at the time of the election of the Chair shall also elect a member vice-Chair and second vice-Chair, for the same term, who in case of the absence or disability of the Chair shall perform the Chair's duties. The board may provide for the payment of additional compensation to the vice-Chairs.
  
- 1.03 DUTIES OF THE CHAIR.**
  - (1) The Chair shall preside at all meetings of the board unless absent or otherwise temporarily vacating the chair. The Chair shall retain voting privileges when a roll call vote is taken.
  - (2) The Chair 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. The Chair shall countersign all ordinances of the board, and shall preside at meetings when present. When directed by ordinance the Chair shall countersign all county orders, transact all necessary board business with local and county officers, expedite all measures resolved upon by the board and take care that all federal, state and local laws, rules, and regulations pertaining to county government are enforced.
  - (3) The Chair shall appoint members to all Committees, except the Committee on Committees
  - (4) Whenever any member of any committee, board or commission appointed by the Chair is unable to perform the duties of such appointment due to illness or other disability, the Chair may declare such position temporarily vacant and appoint another member to fill the vacancy until the incumbent member is able to return and perform the duties.
  - (5) The Chair shall be an ex-officio member of all committees; commissions and boards created by the board and may meet and deliberate in their meetings, and may vote or make motions while acting as ex-officio member. The Board Chair may be counted towards the committee quorum.
  - (6) When making appointments to a special committee, the county board Chair shall consider appointing the supervisor of a district or districts that will be affected.

- (7) The Chair of the Board shall set a date and time to provide a minimum of one day of education for new members of the board, said day of education to be held every two years to coincide with the elections.
- (8) The Chair shall serve on the Committee on Committees and shall serve as Chair for the committee.

#### **1.04 DUTIES OF THE VICE-CHAIRS.**

- (1) The supervisor elected as vice-Chair is first in order of succession to perform, unless he/she is unable to perform, the second vice-Chair shall assume the duties of the Chair.
- (2) When the Chair is absent from a board meeting, temporarily vacates the chair or is otherwise unable to preside, the vice-Chair or second vice-Chair shall perform the duties of the Chair. In the event of absence or other incapacity of the Chair, the vice-Chair and second vice-Chair, a Chair pro tem shall be elected by majority vote of the members present. If a majority vote is not attained, the supervisor with the plurality of votes shall be elected.
- (3) At meetings or events where the Chair is to represent Iowa County, in an official capacity, the vice-Chair or second vice-Chair may attend at the request of the Chair or the board and receive per diem and mileage.
- (4) In the event of absence from the county, disability or incapacity of the Chair, the vice-Chair or second vice-Chair shall assume all duties of the Chair. The vice-Chair or second vice-Chair shall receive remuneration as acting Chair in accordance with resolution number 7-1200.
- (5) Whenever it becomes apparent that the vice-Chair or second vice-Chair shall also be out of the county, the county board Chair may designate any committee Chair as acting county board Chair.
- (6) In the event of death or resignation of the Chair, the vice-Chair, and if the vice-Chair is unable to perform the second vice-Chair, shall assume the chair and shall be Chair for the remaining term of office.
- (7) The First Vice-Chair acts as Chair of the Administrative Services Committee and shall serve on the Committee on Committees.

#### **1.05 COUNTY ADMINISTRATOR. POSITION AND DUTIES.**

- (1) The County Administrator serves at the pleasure of the Board of Supervisors and is considered an at-will employee.
- (2) The County Administrator, under the supervision of, and in support of the policies and objectives of the Board, shall be responsible for all administrative and management functions of Iowa County Government that are not vested by law in boards, commissions, or in other elected officers pursuant to Chapter 59 of the Wisconsin Statutes.
- (3) The County Administrator shall direct, administer, coordinate and implement the activities of the County government.
- (4) The County Administrator shall oversee grants and major projects.
- (5) The County Administrator shall provide support to the County Board in developing the annual budget.

- (6) The County Administrator reports to the Committee on Committees for overall job performance duties.
- (7) The County Administrator may place agenda items of a non job performance nature under the appropriate committee as necessary.
- (8) In the event of a vacancy in the office of County Administrator the County Board shall follow the procedure laid out in CB Resolution 09-0909. The office of County Administrator may be suspended and become an Office of Administrative Coordinator pursuant to W§59:19 until the position of Administrator is filled.

[1.5 through 1.90 reserved.]

## **SUBCHAPTER II ORGANIZATION OF THE COUNTY BOARD**

### **1.10 ELECTION OF COMMITTEE ON COMMITTEES.**

(1) The election of committee members for the Committee on Committees shall be done through nominating ballot. After the nomination ballot the first person to receive the majority of votes will be installed on the committee. Then a nominating ballot will be taken before the next round of voting. This procedure will be used until all committees are filled.

### **1.11 STANDING COMMITTEES.**

- (1) As soon as possible after election, the board Chair with the advice of the Committee on Committees shall appoint each supervisor to a standing committee. Pending full Board approval the committees may meet and take action. Such appointments shall be for the supervisor's full term. Prior to the first regular committee meeting, the County Board Chair may change assignments if a supervisor desires a reassignment to another committee. A supervisor may request another committee assignment anytime after the committee's first regular meeting and with the consent of the Chairs of both the receiving and sending committees and the consent of the County Board Chair, be reassigned to another committee.
- (2) The following standing committees shall be appointed: Health Committee; Land Conservation Committee; Long Range Planning Committee; Planning and Zoning Commission; Transportation; Justice; Administrative Services; Economic Development and Property Committee and Health and Human Services Committee.
- (3) Insofar as practical, each standing committee shall have not less than three nor more than eight members.
- (4) As soon as possible after appointments to standing committees have been made, each committee shall elect a Chair and vice-Chair and report the results of the election to the County Board Chair.
- (5) Standing committees may call upon the assistance of non-supervisors in examining particular issues. The selection of non-supervisory non-voting advisors shall be at the discretion of the committee.
- (6) Standing committees shall have policy oversight responsibilities for the departments, offices and other entities specified in these rules, to the extent

permitted by law. All standing committees shall concern themselves with the formulation of county policy to be carried out by the departments for which they have oversight and shall consult with the departments in formulating policy. Standing committees shall continually monitor the performance of departments and agencies in carrying out the policies of Iowa County, and shall review and make recommendations on the annual budgets of these departments, offices and agencies. Standing committees shall have referred to them and act on all resolutions and ordinances affecting policy for any department, office or agency for which they have responsibility.

- (7) The normal practice and non binding advisory shall be that except for committees elected by ballot and members serving on a related State board or committee, no Supervisor or citizen member shall serve without interruption for the equivalent of more than three consecutive, two year terms on any committee or board, commencing in April 2008. Service by a Supervisor for a partial Supervisory term shall not be counted.
- (8) Except as noted in Section (4), a County Board Supervisor elected to the position of Chair, Vice-Chair, Secretary, etc. of the board or of a board committee or other group may be removed from that office by a 2/3 vote of all members of said board, committee, commission or other group.

#### **1.12 PLANNING AND ZONING COMMITTEE.**

The Planning and Zoning Committee shall have the duty and responsibility to:

- (1) Act as the policy oversight committee for the Iowa County Board of Adjustment.
- (2) It shall provide policy direction and oversee enforcement of land use regulations within shorelands per NR115, floodplains per NR116 and nonmetallic mining areas per NR135.
- (3) This committee shall supervise the enforcement of all matters relating to zoning, private sewage systems, subdivision control, comprehensive planning and land use ordinances and statutes.
- (4) The committee shall provide policy direction for county planning and land use regulations, surveying, remonumentation, mapping and rural identification systems and land records modernization.
- (5) The committee will confer with local units of government, hold hearings and make recommendations on matters relating to planning and zoning in the county.

#### **1.13 ADMINISTRATIVE SERVICES COMMITTEE.**

The Administrative Services Committee shall have the duty and responsibility to:

- (1) Act as the policy oversight committee for the Personnel Department.
- (2) Act as the policy oversight committee and the affirmative action officer.
- (3) Responsible for policy jurisdiction over all county personnel except Bloomfield Manor matters including: recruitment and selection; collective bargaining and contract administration; employee relations; salary administration for all appointed, elected and non-representative personnel; classification systems; employee training; fringe benefits; and reviews and recommends to the board all new position requests, reduction in force and filling of vacant positions. Provides policy direction and oversight to the Personnel Department.

- (4) Responsible for collective bargaining with labor organizations subject to approval by the full County Board.
- (5) By the second meeting in January of even numbered years, consider and make recommendations to the full board on a compensation package for all county elected officials except county board supervisors.
- (6) Consider and make recommendations to the full board on compensation for non-represented employees.
- (7) Prior to November 15 of odd numbered years, consider and make recommendations to the full board on a compensation package for the county board supervisors to be elected at the succeeding spring election.
- (8) Responsible for enforcement, review and updating of all Iowa County Personnel policies.
- (9) Hear and rule on employee grievances, unless otherwise designated.
- (10) The committee shall include a minimum of one member each from the Justice, Transportation, Health and Human Services Committee, and Economic Development and Property Committee.
- (11) Act as the policy oversight committee for the Department of Finance
- (12) Act as policy oversight committee for the Office of Treasurer
- (13) Consider and make recommendations to the county board on matters relating to county finances including the annual county budget, resolutions and requests for fund transfers, contracts and land acquisitions, and on all resolutions and requests for additional departmental appropriations of money which exceeds the department's budget, and requests requiring general fund transfers.
- (14) Consider the fiscal impacts of all requests for additional personnel, new positions and reclassifications.
- (15) Concern itself with matters relating to banks, bonds, investments, the collection of delinquent taxes and the sale of tax-deeded properties and to make reports to the county board.
- (16) Examine and settle the accounts of all county departments, to ensure that the expenditures of all officers and departments are limited to the amount appropriated.
- (17) It shall prepare and present to the county board at the annual session the budget and tax levy; first in temporary form and finally in a complete form as changed during the county board session; to enable the committee to prepare such budget, all requests for appropriations shall be filed with the committee not later than a date designated by the committee.
- (18) It shall be the duty of the committee to familiarize itself with the certified audit report of county offices. It shall confer with the auditor in charge of the audit regarding details of the audit and make such recommendations to the county board, as it deems necessary.
- (19) Monitor state legislative and administrative activity affecting Iowa County.
- (20) Propose legislation or action on pending legislation affecting Iowa County.
- (21) <Intentionally left blank>
- (22) Act as the policy oversight committee for the Information Systems Office.
- (23) Determine needs of county offices with respect to information systems and

ensure that county information systems are adequately maintained and efficient.

- (24) Be the oversight committee for the Iowa County Corporation Counsel.
- (25) To act as policy oversight committee for the office of County Clerk.

#### **1.14 COMMITTEE ON HEALTH.**

The Committee on Health shall have the duty and responsibility to:

- (1) The committee is responsible for policy direction and oversight with respect to Chapters 250-255 of the Wisconsin Statutes relating to public and environmental health matters.
- (2) Monitor, coordinate and advise the county board on all aspects of human health policy and delivery in Iowa County to the extent permitted by law.

#### **1.15 JUSTICE.**

The Justice Committee shall have the duty and responsibility to:

- (1) Act as the policy oversight committee for the family court commissioner, the juvenile teen court program, Iowa County Child Support Agency, Emergency Management and Register in Probate.
- (2) Act as the policy oversight committee for offices of Sheriff, Coroner, District Attorney and Clerk of Courts, and the Iowa County court system.
- (3) With the assistance of the corporation counsel, review and make recommendations on all proposals to change the Iowa County ordinances as it pertains to law enforcement.
- (4) Items needing Board of Supervisor review and/or approval from the following areas shall be routed through the Justice Committee: Local Emergency Planning Committee.

#### **1.16 ECONOMIC DEVELOPMENT AND PROPERTY COMMITTEE**

The Committee shall have the duty and responsibility to:

- (1) Take charge of the repairs and maintenance of all county buildings and grounds except Bloomfield Manor and the Highway Department and any other property under the oversight of any other Board, Commission or Committee.
- (2) Make recommendations to the county board for the acquisition, construction, remodeling, building allocation and sale of all county property, both real and personal, except as pertains to highway and bridge construction and repair.
- (3) It shall make recommendations to the county board for emergency repairs or improvements that exceed ten thousand dollars (\$10,000.00) as needed or requested for any of the county-owned buildings not under jurisdiction of any other committees and shall contact each department to determine that they are receiving satisfactory service.
- (4) Oversee the services of architects or engineers for making surveys and estimates of proposed work as directed by the county board.
- (5) Oversee the preparation of specifications and letting of bids for public works projects (not under the jurisdiction of the Committee on Transportation, or Bloomfield Manor Board of Trustees) subject to the authorization or ratification and approval of the county board.

- (6) The committee shall include a minimum of one member from the Long Range Planning Committee.
- (7) Oversight committee for the County's facilities and grounds except Bloomfield Manor, the Highway Department, Airport and any other property under the oversight of any other Board, Commission, or Committee.
- (8) Make recommendations to the county board for the acquisition, construction, remodeling, building allocation and sale of all county property, both real and personal, except as pertains to highway and bridge construction and repair.
- (9) Act as the policy oversight committee for the Office of Planning and Development and Surveyor Department.
- (10) The committee will provide jurisdiction over the administration of the Wisconsin Fund, and the issuance of various permits required by the Office of Planning and Development
- (11) Maintain a county-wide plan for land records modernization and to review and recommend projects and apply for grants from the Wisconsin Land Information Board for projects such as optical imaging, digital orthophotography, parcel identification numbering and any other projects which would benefit county offices, municipalities, businesses, utilities and general public.
- (12) Act as the policy oversight committee for the creation and maintenance of the county's geographic information system (GIS) including prioritize data layer creation and/or acquisition including the development and maintenance of the GIS website. Determine and monitor the parcel mapping workflow.
- (13) Act as policy oversight committee for the Iowa County Land Conservation Department.
- (14) Assure compliance with and periodically update the Iowa County Land Records Modernization plan, including a "sounding board" for issues, concerns, and complaints regarding the Land Records Program; review and make recommendations on the Land Records portion of the Offices of Planning and Development annual budget; address any issues relating to the Land Records Program that are not under the oversight of another committee; and determine the expenditure of retained fees collected by the Register of Deeds under authority of s. 59.72 Statutes.
- (15) Determine the application for and expenditure of Wisconsin Land Information Program (WLIP) grants.
- (16) Act as the policy oversight committee for the Register of Deeds.
- (17) Work closely with the county tourism industry.

#### **1.17 COMMITTEE ON COMMITTEES.**

- (1) Assist the Chair of the Board in appointing committee members.
- (2) Act as the executive committee for the Board over all matters for which no other committee has jurisdiction or where committee jurisdiction is in question or in conflict.
- (3) Provide oversight of County Board Rules with changes needing approval of the full County Board.
- (4) The Board Chair and Vice Chair shall automatically serve on the Committee on Committees



- (5) The County Administrator shall report to the Committee on Committees for overall job performance duties.

#### **1.18 TRANSPORTATION COMMITTEE.**

The Transportation Committee shall have the duty and responsibility to:

- (1) Act as the oversight committee for the Iowa County Transportation Department.
- (2) Act as the county highway committee under sec. 83.015, of the Wisconsin Statutes, and as such, perform the powers and duties relating to county highways authorized by chapter 83, of the Wisconsin Statutes, and other applicable statutes.
- (3) Concern itself with all matters relating to parking and transportation policies and make recommendations thereon to the county board.
- (4) Items needing Board of Supervisor review and/or approval from the following areas shall be routed through the Transportation Committee: Iowa County Airport Commission, Tri-County Airport, County Traffic Safety Commission, Ludden Lake District Board, Pecatonica Rail Transit Commission, Wisconsin River Rail Transit Commission and related areas involving transportation.
- (5) Oversee the preparation of specifications and letting of bids for public works projects (not under the jurisdiction of the Economic Development and Property Committee and Bloomfield Manor, subject to the authorization or ratification and approval of the county board).
- (6) Act in consultation with and make recommendations to the committee on Administrative Services with respect to hiring and firing personnel, subject to county personnel policies.

#### **1.19 HEALTH AND HUMAN SERVICES COMMITTEE**

This standing committee shall have the duty and responsibility to:

- (1) At the first meeting of the County Social Services Board, elect from their number, a Chair, a secretary and other officers as deemed necessary. Vacancies in these offices shall be filled for the unexpired terms. The Chair presides at all meetings when present, and countersigns all actions taken by the County Social Services Board. In case of the absence of the Chair for any meeting, the members present shall choose a temporary Chair.
- (2) Be the oversight committee for the County Department of Social Services determining the broad outlines and principles governing the administration of the functions, duties and powers assigned to the County Department of Social Services under s. 46.22 (1) (b) and (c).
- (3) As it determines necessary, appoint committees consisting of residents of the county, which shall advise the County Social Services Board on any matters for which they are created. Members of such committees shall serve without compensation.
- (4) Consult with County Social Services Director concerning the preparation of the annual budget, and the annual report of the operation of the County Department of Social Services.
- (5) Recommend program priorities, identify unmet service needs and prepare short-term and long-term plans and budgets for meeting such priorities and needs.

- (6) Determine, subject to the approval of the County Board of Supervisors and with the advice of the County Social Services Director whether services are to be provided directly by the County Department of Social Services or contracted for with other providers and make such contracts.
- (7) This committee shall develop Social Services Board operating procedures; comply with state requirements; assist in arranging cooperative working agreements with persons providing health, education, vocational or welfare services related to services provided under this section. It shall establish priorities in addition to those mandated by the department; evaluate services delivery; cooperate to the extent feasible with the school board, health planning agencies, law enforcement agencies, and other human service agencies, committees and planning bodies in the geographic area served by the County Department of Social Services. It will assume the powers and duties of the County Department of Social Services under s. 46.22 (1) (b) to (e).
- (8) Act as the oversight committee for the Veterans Service Office.
- (9) To advise and assist the Veteran's Service Officer.
- (10) Act as the oversight committee for the Iowa County Community Health Department. Generalized public health nursing or other public health programs are also under the supervision and direction of the committee.
- (11) Act as the oversight committee for the Agriculture and Extension Sub-Committee. The Agriculture and Extension Sub-Committee is the oversight committee for the UW Extension Department.

#### **1.20 LAND CONSERVATION COMMITTEE**

The Committee on Agriculture, Soil and Water Conservation shall have the duty and responsibility to:

- (1) Perform the functions and exercise the powers as set forth in s. 92.07, Wisconsin Statutes and provide administration and oversight with regard to the Farmland Preservation Program.
- (2) Consolidate all matters relating to agriculture and soil and water use and conservation in the county, in cooperation with any interested governmental agency.
- (3) To work with state and federal representatives to enter into, consummate and cancel contracts.
- (4) The Chair of the Land Conservation Committee is granted authority to sign documents and enter into agreements on behalf of the county, such as memoranda of understanding, program equipment agreements, cooperation agreements, etc., involving the routine operation and implementation of the programs and services for which the Land Conservation Committee is responsible.
- (5) Has jurisdiction for making a recommendation to the County Board on Claims for Damages to Animals.

#### **1.21 LONG RANGE PLANNING COMMITTEE.**

Except responsibilities given to the Building Committee the Long Range Planning Committee shall have the duty and responsibility to:

- (1) To plan for the future growth and expansion of Iowa County and its services.

- (2) To develop and create a long range plan that involves analyzing the space, building, construction and service needs of county departments and agencies.
- (3) To confer and coordinate with other county committees, to hold hearings, and to make recommendations on matters relating to the long range needs of county agencies, departments and services.
- (4) To solicit and accept bids for the hiring of consultants necessary to assist in developing a long range growth, space needs and development plan.
- (5) To oversee and authorize the hiring of an architect or design specialist for the purpose of implementing plans approved by the County Board.
- (6) To prepare and present to the County Board a Long Range Plan that projects the space, building, construction and service needs of county departments and agencies.
- (7) To be responsible for all other matters involving all future space, building, construction and service needs of county departments and agencies that are projected a minimum of five (5) years into the future or any other project as directed by the County Board.

#### **1.22 OTHER COMMITTEES BOARDS AND COMMISSIONS.**

The following are constituted as continuing committees, boards and commissions requiring appointment: Agriculture and Extension Sub-Committee, Blackhawk Lake Commission, Bloomfield Manor Committee, Board of Adjustment & Administration Appeal Board, Cheese Trail Commission, Commission on Aging-Advisory Members, Commission on Aging Board, Community Options Program, County Safety Commission, Fair Association, Hidden Valley Committee, Hodan Center Board, Iowa County Airport Commission, Local Emergency Planning Committee, Lower Wisconsin Riverway Board, Ludden Lake District Board, Pecatonica Rail Transit Commission, Resource Conservation & Development Council, Seniors for Nutrition Board, Southwest Community Action Program, Southwest Regional Planning Commission, Southwest Wisconsin Library Board, Southwest Wisconsin Workforce Development Board, Tri-County Airport Commission, USDA EQIP, Unified Board of Grant & Iowa County-51.42 Board, Wisconsin River Rail Transit Commission.

#### **1.23 TRI-COUNTY AIRPORT COMMISSION.**

The Iowa County Board Representative to the Tri-County Airport Commission shall be a member of the Iowa County Airport Commission.

#### **1.24 SPECIAL COMMITTEES AND TASK FORCES.**

The Chair, with Board approval, may from time to time create as detailed in 1.11(1), special committees for a particular purpose by resolution providing the purpose and the membership thereof. Pending full Board approval special committees having gained Board approval during a previous term may meet and take action. The Chair, confirmed by the Board, may appoint supervisors to Regional, State and other Committees.

#### **1.25 SCHEDULING, NOTICE AND CONDUCT OF MEETINGS OF COMMITTEES.**

When committee is used in this section it shall mean and include all committees, subcommittees, commissions, boards or other agencies exercising delegated powers of the board or otherwise subject to the control, selection or approval by the board.

- (1) All meetings of the committees shall be conducted in strict accord with the Open Meetings Law of the State of Wisconsin.
- (2) When closed or executive sessions are permitted by statute, the Chair shall publicly announce the closed or executive session and explain briefly the reasons as authorized by statute. The announcement and reason shall be duly recorded in the minutes. Any case of doubt as to legality shall be resolved in favor of an open meeting.
- (3) Open meetings shall be held in public buildings or other places accessible to the handicapped as well as to the general public.
- (4) A copy of the agenda, including the time and place of the meeting and of the matters to be discussed, shall be given to the county clerk for posting on the bulletin board located at the first floor courthouse annex, and such other place(s) in the courthouse which provide prompt and sufficient notice to the public as soon as possible after scheduling but no less than 24 hours prior to the meeting.
  - (a) Resolutions and ordinances shall be placed on an agenda by including a clear reference to the ordinance amendments or resolution's title and number.
  - (b) All county committee meeting agendas shall include an item that provides an opportunity for public comment.
  - (c) The Chair of a committee to which a resolution or ordinance has been referred shall place the item on the committee's agenda within 60 days of the date of referral unless requested by the sponsor to delay consideration.
- (5) No committee may take action on any item which has not been posted with the agenda as specified in subsection (4) hereof (24 hour notice) unless:
  - (a) A delay to comply with the provisions of subsection (4) hereof would result in needless expense to Iowa County, would endanger health or safety or would render any action of the committee meaningless, and
  - (b) There can be demonstrated a good faith effort to provide as much notice as possible to the public and the news media of the consideration of the item to be added to the agenda, and
  - (d) The special consideration is not an attempt to avoid the provisions of the Iowa County Board rules, and
  - (e) Notice of the special consideration has been posted with the committee agenda for at least two hours as required by sec. 19.84 (2) of Wisconsin Statutes.
- (6) The minutes of any meeting during which an item receives such special consideration shall indicate that the consideration was an addition to the posted agenda and that the minimum posting requirements have been met.
- (7) The procedures in this rule shall apply to meetings called under emergency situations insofar as practicable. In no case may an emergency meeting be held without at least a two hour notification and an attempt to inform the news media of the time, place and subject matter to be considered.
- (8) Any member may request that a Committee Chair place an item on the agenda of that committee provided the item falls within the scope and authority of the committee.
- (9) Members constituting at least one less than a majority of the committee may call a meeting of the committee or place a particular item on the agenda if, after a request

to do so, the Chair fails or refuses to call a meeting or place any particular item on the agenda.

- (10) In the event a scheduled meeting must be canceled, the Chair shall provide timely notification to the county clerk and other committee members.
- (11) Members may be allowed to participate off-site via conference call subject to prior notification to the Committee Chair and/or staff such that equipment is provided that will allow the Committee and general public to hear the member and provided that a quorum of the Committee is physically present. The off site member shall not be entitled to per diem or mileage.

#### **1.26 CALENDAR OF COUNTY BOARD COMMITTEE**

- (1) All items to be included on a calendar of a County Board Meeting shall be publicly noticed and posted on the county web site.
- (2) Any item requiring action may be placed on a County Board Meeting calendar by the County Board Chair, or referred by a committee in compliance with public data practices and open meeting requirements.
- (3) Citizens and groups requesting to place an item on a calendar of a County Board Meeting may do so through a committee.
- (4) The County Administrator shall be responsible for developing a calendar of County Board Committee meeting dates, deadlines for agenda items, etc. in order to effectuate the efficient operation of the County Board Committee.
- (5) The County Administrator or designee shall be responsible for developing the County Board Committee agendas, enclosures and taking of minutes.

#### **1.27 MINUTES OF MEETINGS.**

- (1) Minutes and agendas shall be electronically forwarded to the County Clerk to be published on the county website. In all practical purposes the minutes shall be forwarded within seven days of the meeting.
- (2) The minutes shall include the following:
  - (a) Name of committee.
  - (b) Date, hour, location of meeting and time of adjournment.
  - (c) Separate listings of committee members present and absent.
  - (d) Each matter considered and the action taken.
  - (e) Persons appearing, other than supervisors, the matter on which they appear and the position taken.
  - (f) Positions of supervisors or members of the committee or any information furnished shall be recorded only if so requested by that member or supervisor.
  - (g) Minutes shall reflect action taken but shall be kept as brief as possible.
  - (h) Any resolution or ordinance amendment voted on in committee will contain immediately after its recommendation a statement of numerical vote in committee. When a roll call is taken or when people wish to be recorded as voting "yes" or "no", names of members and their votes shall be recorded. All references to ordinances and resolutions in minutes of committees shall include the number of the resolution or ordinance amendment.

#### **1.28 BUDGETARY REVIEWS.**

- (1) Each committee shall consider and make recommendations on the proposed budgets of each department, agency and office under its supervision or for which it has policy oversight functions.
- (2) At least one full committee meeting shall be scheduled to consider such proposed budgets.
- (3) Each committee shall have an obligation to monitor the current year's budget of each department, agency or office for which it has responsibilities to assure compliance with budgetary limitations.

**SUBCHAPTER III  
PROCEDURAL RULES OF THE  
IOWA COUNTY BOARD**

**1.51 MEETINGS.**

- (1) The dates and time of the regular meeting of the Iowa County Board shall be the third Tuesday of each month at 7:00 p.m. plus meetings provided for by statute.
- (2) Adjournments of the board shall be to the date set in the motion for adjournment except that in such circumstances as he or she may determine merit a special meeting, the Chair may call a special meeting in compliance with the Wisconsin Open Meetings Law.
- (3) The Chair may cancel any regularly scheduled meeting upon such advance notice as is practicable under the circumstances.
- (4) During the fall budget session, the county board may designate meetings at which no matters other than the annual budget may be considered.
- (5) No motion shall be debated unless seconded; it shall then be stated by the Chair, and if requested by a member, reduced to writing. A motion may be withdrawn by its proponent, with the consent of the seconder, at any time before the amendment or decision. Motions to adjourn shall be debatable.
- (6) The board may meet as a committee of the whole at the call of the county board Chair. At such meetings, no votes will be taken on resolutions, ordinances, ordinance amendments or budget amendments formally pending before the board. During such meetings, there shall be no limits on debate and no person not a member of the board shall be allowed to speak except upon recognition of the Chair. Such meetings shall be considered regular meetings of the county board except that this section shall govern procedures for conducting the meeting.
- (7) The county board Chair may schedule a meeting of the county board as a public hearing, solely for the purpose of taking public comment on a resolution, ordinance, ordinance amendment or other matter formally pending before the board.

**1.52 RESOLUTIONS.**

- (1) Resolution shall be signed by the County Board Chair or a majority of the committee that presented the resolution. "All resolutions either written or reviewed by Corporation Counsel shall so indicate on their face prior to being introduced."
- (2) Ordinances and resolutions to be acted upon at a given board meeting must be delivered to the County Clerk's office by 12:00 p.m. Thursday prior to the county board meeting. (Exception: Except under emergency conditions so declared and approved by the Executive Committee (Chair, 1<sup>st</sup> Vice Chair, 2<sup>nd</sup> Vice Chair) of the

Board.) It shall be the responsibility of the sponsoring committee or Supervisor to have the matter prepared in the form to be acted on and to have fiscal notes attached if applicable.

- (3) All ordinances and resolutions that have been acted on by a committee or presented to the County Clerk shall be reported to the County Board Chair.

### **1.53 COUNTY BOARD CALENDAR.**

- (1) All items to be included on the calendar must be properly drafted and in the County Clerks office by 12:00 p.m. on Thursday prior to the County Board meeting.
- (2) The County Clerks office shall prepare and release the calendar by 4:00 p.m. on the Thursday prior to the County Board meeting.
- (3) Any item requiring Board action may be placed on the calendar at the request of the County Board Chair or by any County Board Committee, such requests being entered on the minutes of the Committee.
- (4) Citizens and groups requesting to place an item on the agenda of the County Board must first appear before the appropriate County Board Committee or the County Board Chair to be referred to the County Board. In the event the County Board Committee denies a request to place an item on the County Board Agenda, a citizen or group may request review of the denial by the County Board Chair.
- (5) Consent Calendar: The Board may use a Consent Calendar Agenda under the following conditions:
  - (a) The Board Chair and/or Vice Chair shall with input from the County Administrator, determine which items on the Board Agenda shall be considered on the Consent Calendar Agenda. The Consent Calendar Agenda items shall be designated with an asterisk (\*).
  - (b) After announcing that a motion has been made for the approval of the Consent Calendar Agenda items, the Board Chair shall announce if a Board member wishes to remove an item from the Consent Calendar Agenda. If such a request is made, then the item will be removed from the Consent Calendar Agenda and voted on separately.

### **1.54 COUNTY BOARD CALENDAR; ORDER OF BUSINESS.**

- (1) Call to order by Chair
- (2) Roll call
- (3) Pledge of Allegiance
- (4) Certification of Meeting Notice
- (5) Approval of Calendar of Meeting
- (6) Consent Calendar
- (7) Approval of Proceedings of last meeting
- (8) Special matters and announcements
  - (a) Memorials, Proclamations and Special presentations
  - (b) Announcements
  - (c) Letters and Reports
- (9) Comments from the public (Chair may establish time limits)
- (10) Zoning Petitions

- (11) Motions from previous meetings, including motions to reconsider, rescind or withdraw from committee
- (12) Committee Reports - Items
- (13) Other Ordinances, Resolutions, Contracts, Appointments, Special Orders of Business and such other business as the County Board is authorized to conduct by law
- (14) Mileage and Per diem Report
- (15) Adjournment

**1.55 COUNTY BOARD MEETINGS: CONDUCT.**

- (1) No committee of the board shall absent itself from the floor while the board is in session without special leave of the Chair.
- (2) Supervisors, visitors, staff and others shall at all times conduct themselves in a respectful manner.
- (3) There shall be no loud noises or conversation on the board floor or in the visitor's section during the board sessions.
- (4) While the board is in session, cell phones, pagers and other personal communication devices shall either be turned off or otherwise be kept in such a state that the device generates no audible sound.
- (5) When any supervisor is about to offer a motion, to speak in debate or lay any matter before the county board, he or she will address the Chair in a respectful manner.
- (6) A supervisor who has the floor cannot be interrupted except by a request to yield to a question pertinent to the subject matter under consideration or by a point of order.

**1.56 COUNTY BOARD MEETINGS: VOTING.**

- (1) All voting by the board shall be by electronic voting devices, voice vote, roll call or ballot vote, if requested.
- (2) Supervisors must be in their seats on a roll call vote.
- (3) Supervisors shall vote aye, nay or abstain.

**1.57 PUBLICATION OF BOARD PROCEEDINGS.**

- (1) The clerk shall furnish to the members a printed copy of the proceedings of the previous meeting at the time the agenda is sent for the next Session of the Board.
- (2) The proceedings of the Iowa County Board shall contain as follows:
  - (a) All roll calls
  - (b) Resolutions, ordinances, ordinance amendments, exhibits of tax deeds, motions and committee recommendations and board actions on same resolutions, ordinances and motions to be printed only once and referred to at a later meeting by date and/or page number.
  - (c) Any oral motions receiving a second.
  - (d) Persons other than supervisors appearing before the board, the matter on which they appeared and the position taken.

**1.58 SUSPENSION, CHANGING AND MODIFICATION OF RULES.**

- (1) Except as otherwise provided in these rules, any rule of the board may be suspended by unanimous consent or upon a two-thirds vote of its members present.



- (2) No rule change shall be acted upon at the meeting at which introduced; all proposed rule changes shall be referred to the corporation counsel for review.
- (3) All rule changes shall require a vote of two-thirds of the members present.
- (4) Subsection (3) shall not be subject to suspension.
- (5) All questions not covered by the above rules shall be governed by Robert's Rules of Order.

**1.59 AMENDMENT OF SUBCHAPTER I.**

Rules in SUBCHAPTER I may be amended or repealed by a majority vote of supervisors present at the county board's first (organizational) meeting in April of even-numbered years, but otherwise shall only be amended or repealed by a two-thirds vote of the quorum of supervisors present at the board meeting. The rules in SUBCHAPTER I shall continue and apply in subsequent terms of the Iowa County Board in full force and effect unless amended or repealed as described above.

**1.60 REPEAL OF CONFLICTING RULES.**

All rules, regulation and policies in conflict with the provisions of this ordinance are hereby rescinded.

**1.61 EFFECTIVE DATE.**

The provisions of these County Board Rules shall be in force and effect from, and after its passage.

Adopted this 17<sup>th</sup> day of January, 2006.

Amended this 18<sup>th</sup> day of April, 2006

Amended this 20<sup>th</sup> day of June, 2006

Amended this 17<sup>th</sup> day of October, 2006

Amended this 19<sup>th</sup> day of June, 2007

Amended this 21<sup>st</sup> day of August, 2007

Amended this 15<sup>th</sup> day of January, 2008

Amended this 18<sup>th</sup> day of March, 2008

Amended this 17<sup>th</sup> day of June 2008

Amended this 17<sup>th</sup> day of February 2009

Amended this 15<sup>th</sup> day of June, 2010

Amended this 15<sup>th</sup> day of March, 2011

Amended this 19<sup>th</sup> day of March, 2013

David J. Bauer  
Chairman of the Board

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