

CHAPTER 2

COUNTY BOARD OF SUPERVISORS

2.01 SUPERVISORY DISTRICTS. The boundaries of the supervisory districts as heretofore established shall continue in effect.

2.02 MEETINGS. Meetings of the Brown County Board of Supervisors shall be held and conducted in accordance with the Wisconsin Statutes, Section 59.04. An organizational meeting shall be held on the third Tuesday of April in even numbered years at 9:30 a.m. Unless otherwise provided regular meetings shall be held on the third Wednesday of each month at 7:00 p.m.

2.03 ORGANIZATION, POLICY AND AUTHORITY OF THE BROWN COUNTY BOARD OF SUPERVISORS. (1) Reprint of Section 59.03 and 59.04, and 59.17(2)(a), Wis. Stats.: (a) 59.03 Administrative Home Rule. Every county may exercise any organizational or administrative power, subject only to the constitution and any enactment of the legislature which is of statewide concern and which uniformly affects every county.

(b) 59.04 Construction of Powers. For the purpose of giving to counties the largest measure of self-government in accordance with the spirit of the administrative home rule authority granted to counties in s. 59.03, it is hereby declared that this chapter shall be liberally construed in favor of the rights, powers and privileges of counties to exercise any organizational or administrative power.

(c) 59.17(2)(a) County Executive. The duties and powers of the County Executive shall be, without restriction because of enumeration, to: (a) Coordinate and direct by executive order or otherwise all administrative and management functions of the county government not otherwise vested by law in other elected officers.

(d) 59.17(5) Message to the County Board: Submission of Annual Budget. The county executive shall annually and otherwise as may be necessary, communicate to the county board of supervisors the condition of the county, and shall recommend such matters to them for their consideration as he may deem expedient. Notwithstanding any other provisions of the law, he shall be responsible for the submission of the annual budget to the county board and may exercise the power to veto any increases or decreases in the budget under sub. (6).

(1) The County Executive shall submit the annual budget to the County Board on or before October 1st of each calendar year.

(e) 59.17(6) County Executive to Approve or Veto Resolutions or Ordinances; Proceedings on Veto. Every resolution or ordinance passed by the county board shall, before it becomes effective, be presented to the county executive. If he approves, he shall sign it; if not, he shall return it with his objections, which objections shall be entered at large upon the journal and the board shall proceed to reconsider the matter. Appropriations may be approved in whole or in part by the county executive and the part approved shall become law,

and the part objected to shall be returned in the same manner as provided for in other resolutions or ordinances. If after such reconsideration, two-thirds of the members-elect of the county board agree to pass the resolution or ordinance or the part of the resolution or ordinance objected to, it shall become effective on the date prescribed but not earlier than the date of passage following reconsideration. In all such cases, the votes of the members of the county board shall be determined by ayes and nays and the names of the members voting for or against the resolution or ordinance or the part thereof objected to shall be entered on the journal. If any resolution or ordinance is not returned by the county executive to the county board at its first meeting occurring not less than 6 days, Sundays excepted, after it has been presented to him, it shall become effective unless the county board has recessed or adjourned for a period in excess of 60 days, in which case it shall not be effective without his approval.

(2) Reprint of Section 65.90, Wisconsin Statutes: 65.90(5)(a) Except as provided in par. (b) the amount of tax to be levied or certified, the amounts of the various appropriations and the purposes for such appropriations stated in such budget, after any alterations therein made pursuant to the hearing required by this section, shall not be changed thereafter unless authorized by a vote of two-thirds of the entire membership of the governing body of such municipality except that in the case of city boards of education transfers may be authorized by a two-thirds vote of such boards for funds under their control. Any municipality, excepting towns and one-room school districts, which makes such changes shall publish a Class I notice thereof, under Ch. 985, within 10 days thereafter. Failure to give such notice shall preclude any changes in the proposed budget and alterations thereto made pursuant to sub. (4).

65.90(5)(b) A County Board may authorize its standing finance committee to transfer funds between budgeted items of an individual county office or department, if such budgeted items have been separately appropriated, and to supplement the appropriations for a particular office, department or activity by transfers from the contingent fund. Such committee transfers shall not exceed the amount set up in the contingent fund as adopted in the annual budget, nor aggregate in the case of an individual office, department or activity in excess of 10 percent of the funds originally provided for such office, department or activity in such annual budget. The publication provisions of paragraph (2) shall apply to all committee transfers from the contingent fund.

(3) (a) The governing body of Brown County shall be known as the "Brown County Board of Supervisors" or the "Brown County Board", hereinafter referred to as the Board or its members, "Supervisors".

(b) It is declared to be the legislative policy and intent of the County Board that the County Board shall be organized to provide it with authority to exercise all county policy as conferred upon it by Wisconsin law including the provisions of Home Rule as provided in Sec. 59.03 and 59.04 and as further defined by county resolution or ordinance.

(c) The County Board of Supervisors shall serve concurrent two-year terms expiring on the third Tuesday of April of the even numbered years.

(d) All contracts, leases and agreements for the County, other than those which are administrative in nature, must be approved by the County Board unless otherwise provided by Wisconsin law or these rules.

(e) All contracts for legal services or outside consulting services regardless of whether funds have been budgeted must be approved by the Brown County Board.

2.04 OFFICERS, SELECTION AND AUTHORITY. (1)(a) At the first meeting after each supervisory election, the Board shall elect by ballot a member Chair and Vice-Chair.

(b) The election of the Chair shall be conducted by the senior member of the Board.

(c) Names of candidates shall be placed in nomination by motion made and seconded from the floor. Nomination shall be made for one office at a time.

(d) Prior to the election of Board Chair and Vice Chair, the County Board shall conduct a vote to determine if the leadership vote shall be held by a "SECRET" or "OPEN" ballot.

(e) The County Board staff shall provide the County Board with ballots of uniform size and color upon which the members shall vote by writing the name of the person or persons to be voted upon.

(f) The Board Chair may appoint two members of the Board as tellers to canvass the vote.

(g) The ballots shall be retained as a permanent record of the Board.

(2) Powers and Duties of the Chair. The Chair:

(a) After the his/her election, shall appoint the standing committees for a term of two years and report the appointments to the Board no later than the next regular meeting of the Board.

(b) Shall fill by appointment any vacancy on a standing committee for the balance of the term.

(c) Shall appoint each supervisor to at least one standing committee.

(d) Shall, unless otherwise ordered, appoint special committees provided for by resolution designating the number and object.

(e) Shall preside at all meetings of the County Board when present.

(f) Shall refer all requests and communications not specifically addressed to any committee or official of the county to the appropriate committee or official.

(g) Shall be entitled to vote on all questions before the Board.

(h) May administer oaths to persons required to be sworn concerning any matter submitted to the Board or a committee thereof or connected with their powers or duties.

(i) Shall countersign all ordinances of the County Board.

(j) Shall determine the appropriate committee for review of all resolutions or ordinances, prior to action being taken on the measure by the entire County Board. The

above would not apply in an emergency situation or where time does not permit committee review in advance, at the discretion of the Chairman, subject to an appeal by the County Board.

(k) May excuse members, and the excuse shall be entered in the proceedings of the County Board.

(l) Shall be an ex officio member of all committees, commissions and boards created by the Board and may meet and deliberate in their meetings. He or she shall have the power to vote in such committee only in order to establish a quorum and shall be entitled to vote on any matters presented to the committee until such time as a quorum of the regular committee members is present.

(m) Shall represent the county at all ceremonial events or functions to present county positions or programs at his or her discretion.

(n) Shall appoint a member to the Land Conservation Committee in accordance with Sec. 92.06(1)(b) 2., Wis. Stats.

(3) Duties of the Vice-Chair. The Vice-Chair:

(a) Shall assume all duties of the Chair in the event of absence, disability or incapacity of the Chair.

(b) Shall chair the Executive Committee.

(c) Shall preside at Board of Supervisors meetings in the event of absence of the Chair.

(d) Shall lead the invocation and pledge of allegiance at the County Board meetings.

(e) Except for organizational meetings, shall be an ex officio member of all committees, commissions and boards created by the Board and may meet and deliberate in their meetings. He or she shall have the power to vote in such committee only in order to establish a quorum and shall be entitled to vote on any matters presented to the committee until such time as a quorum of the regular committee members is present.

2.05 COMMITTEES OF THE COUNTY BOARD. (1) The purpose of this Rule is to define the structure, purposes and duties of the County Board Committee system. All matters pertaining to committee organization and membership and responsibilities shall be construed in favor of the declared will of the County Board in these Rules, consistent with the intent of Section 59.03 and 59.04, Wisconsin Statutes. (County Organization)

(2) Each Committee of the County Board shall have policy oversight authority for all programs and activities of Departments, Offices, Boards, Commissions and Authorities under their respective oversight authority.

(3) A Committee, Board, Council or Authority requesting County Board consideration on any issue shall refer the request to its standing committee of policy oversight authority for consideration and referral to the County Board as deemed appropriate.

(4) A majority of any committee shall constitute a quorum for the transaction of business.

(5) Except as provided in these Rules, the County Board will not act on any proposal brought it unless a standing committee has considered and acted upon said proposal and is submitted in proper resolution or ordinance format.

(6) All items considered at any meeting of any standing committee shall be forwarded to the County Board in report form for consideration and inclusion on the County Board agenda under the title "Reports". Such report will be drafted by the County Board staff and will include the title of each item on the agenda (other than procedural items such as call to order, adoption of agenda, adjournment, etc.) and final action taken. The County Board shall have final approval authority over all items contained in each committee report.

(7) Each standing committee shall have no fewer than five members as designated by the County Board Chair.

(8) Standing Committees may establish subcommittees composed entirely of their own membership or may call upon the assistance of non-supervisors in examining particular issues. Appointment to subcommittees and the selection of nonsupervisory advisors shall be at the discretion of the committee chair.

(9) Subcommittees established under (8) above shall have no official standing and shall report only to the standing committee which established it, unless the standing committee provides otherwise.

(10) Standing Committees shall act on all requests from departments, offices, committees, commissions and authorities over which they have policy oversight authority and to create new positions and forward a recommendation directly to the County Board including a job description of each position to be considered. Unless otherwise provided, the standing committee shall, at his/her discretion, appoint members from the standing committee to any office, committee, commission, or authority whose membership requires a representative from that standing committee. Any requests for newly created positions as described as follows, or changes to existing positions in the Table of Organization from departments and offices, will require review by the appropriate Standing Committee and approval of the County Board in the form of a resolution and such changes will not be considered for inclusion in the annual budget unless approved at or prior to the annual budget meeting: newly created regular full-time positions; newly created regular part-time positions; regular part-time positions that are increased to regular full-time positions.

(11) A standing committee acting as the policy oversight committee for a county department or agency shall have the following duties:

(a) Monitor the expenditure of county funds committed to the department or agency in terms of its stated goals and objectives.

(b) Formulate policy for the department or agency and monitor compliance with that policy.

(c) Have referred to it and act on all resolutions and ordinances affecting any department or agency it oversees.

(12) A standing committee acting as a policy oversight committee for a county-created commission, board or agency, a county elective officer or an independent agency shall have the following duties:

(a) At least annually, review the expenditure of county funds committed to the committee, board, agency or office in terms of the stated goals and objectives sought to be accomplished.

(b) Evaluate the policies of the committee, board, agency or office for compliance with overall policies of the county and make recommendations for changes thereto to the committee, board, agency or office.

(c) Have referred to it for review all resolutions and ordinances affecting any county-created committee, board, agency or office for which it has policy oversight functions, as well as introduce such resolutions and ordinances when it sees fit.

(13) The standing committees of the Brown County Board shall be:

- (a) The Administration Committee.
- (b) The Planning, Development and Transportation Committee.
- (c) The Public Safety Committee.
- (d) The Human Services Committee.
- (e) The Education and Recreation Committee.
- (f) The Executive Committee.

(14) Each standing committee's recommendations within its area of policy oversight shall be forwarded from the committee to the County Board, without review by any other standing committee, except as provided in these rules. Those items, matters, and/or recommendations which have been indefinitely or permanently tabled at the standing committee level may be removed from the table and taken up by any County Supervisor. Any County Supervisor should have the opportunity to raise any issue or tabled item from Committee actions for full County Board discussion when adequate public notice is given that this item will be on the Board agenda.

(15) Each committee shall review and approve any application for a new loan before any county entity applies for such a loan. Each committee shall also receive subsequent notification of any grant funding applied for outside of the budget process.

(16) Each standing committee shall act as the policy oversight committee on all policy matters relating to budget review, bond-related issues, building maintenance, space needs, leasing, rentals, purchase or sale of real estate and the construction, improvement, repair or maintenance of county buildings and grounds for departments for which the committee has policy oversight authority. Standing Committee policy decisions related to the purchase, sale, leasing or rental of real estate and real estate development issues shall be referred to the Executive Committee for review.

(17) Review of policy matters relating to bond related issues shall be referred from the Administration Committee to the Executive Committee.

2.06 ADMINISTRATION COMMITTEE. The Committee shall have the duty and responsibility to:

(1) Act as the policy oversight committee for the following departments:

County Clerk
Corporation Counsel
County Treasurer
Information Services
Department of Administration
Facility Management
Human Resources
Child Support

(2) Act as the policy oversight committee for the Housing Authority.

(3) Approve or deny all requests for transfers in accordance with Section 65.90(5)(b), Wis. Stats. and transfers from the Contingent Fund when these transfers affect the policy oversight jurisdictional areas of this committee.

(4) Review policy matters relating to banks, bonds, the collection of delinquent taxes and the acquisition and sale of tax deeded properties and to make reports to the County Board.

(5) Review the annual executive budget with regard to the areas of policy oversight assigned to this committee and make recommendations to the County Board at the annual meeting for the Board's consideration and adoption.

(6) Collect, collate and disseminate information from all standing committees during their annual budget review process, with the help of the Finance Department.

(7) Prior to November 1 of the year preceding a year in which an election for the position of county executive is to be conducted, consider and make recommendations to the full Board on a compensation package for that office.

(8) Prior to November 1 of off 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.

(9) Consider and make recommendations to the County Board on matters relating to County finances including resolutions for fund transfers, contracts, and land acquisition and real estate transactions which are not otherwise committed to a different standing committee.

(10) Engage the services of architects or engineers for making surveys and estimates of proposed work as directed by the County Board. It is the intent of this provision that, within funds budgeted to the County Board, the Committee can order architect and/or engineer services for advice prior to the time it must authorize funding for capital improvements so that the Committee and County Board can inform itself about these proposed projects.

(11) To act as a finance committee and exercise the following responsibilities as such:

(a) Committee of jurisdiction for any matters relating to

finances, taxes, insurance, tax titles, licenses, claims, bonds and any other related items.

(b) Review the annual executive budget with regard to the areas of policy oversight assigned to this committee and make recommendations to the County Board at the annual meeting for the Board's consideration and adoption. After adoption of the annual budget, the Committee shall have authority to make budgetary alterations as permitted by Section 65.90 (5)(b), Wis. Stats., provided they do not exceed 10% of the overall budget for that department.

(c) Recommend to the County Board all requests for transfers of funds from the General Fund.

(d) Approve all insurance policies including health, dental, life, worker's compensation, fire and liability.

(e) Examine all invoices filed against the County by each department responsible to the Administration Committee and other invoices not examined by any other committee, board or commission and report to the County Board at each meeting.

(f) Examine all claims filed against the County except dog damage claims and recommend their allowance or disallowance.

(g) Shall give prior approval on all grants pursuant to Section 3.12 of the Brown County Code.

(h) Approve all requests for transfer of monies from the Contingent Fund.

(i) Recommend to the County Board all requests for establishing petty cash funds.

2.07 PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE. The Committee shall have the duty and responsibility to:

(1) Act as policy oversight committee for the following Departments:

Planning and Land Services
Land Conservation Department
Register of Deeds
Solid Waste
U.W. Extension
Highway Department
Airport
Port and Solid Waste

(2) Act as the policy oversight committee for the Land Information Office, Board of Adjustment, Plan Commission, Bay Lakes Regional Plan Commission, the County Solid Waste Authority, the Green Bay Metropolitan Sewerage District Commission, and Brown County Harbor Commission.

(3) Act as the Brown County Highway Committee pursuant to Section 85.015, Wis. Stats. It is hereby declared to be the policy of Brown County that the number of members of

the County Highway Committee shall be no fewer than 5, and the membership shall be the same as the membership for the Planning and Development Committee, and the members shall be appointed in the same manner and for the same term as the members of the Planning and Development Committee. Vacancies on the Highway Committee shall be filled in the same manner as vacancies on the Planning and Development Committee.

(4) Act as the Land Conservation Committee in accordance with Chapter 92, Wis. Stats.

(5) Act as the Brown County Extension Education Committee in accordance with Section 59.87, Wis. Stats.

(6) Advise the County Board on all matters relating to the conservation of natural and environmental resources in Brown County; and confer and cooperate with any other agency interested in environmental quality and conservation.

(7) Report to the County Board regarding all proposed cemetery maps and plats in accordance with s. 157.07, Wis. Stats.

(8) Coordinate all policy matters relating to agriculture and soil and water use and conservation in the county, in cooperation with any interested governmental agency.

(9) Review dog claims under chapter 174, Wis. Stats., and on behalf of the County, approve, approve in part, or deny such claims according to the standards set forth in the statutes except that approved claims over the amount of \$1,500 shall be brought to the full Board before payment.

(9) Review the annual executive budget with regard to the areas of policy oversight assigned to this committee and make recommendations to the County Board at the annual meeting for the Board's consideration and adoption.

(10) Approve or deny all requests for transfers in accordance with Section 65.90(5)(b), Wis. Stats., and transfers from the Contingent Fund when these transfers affect the policy oversight jurisdictional areas of this committee.

(11) Act as committee for the review of: (1) contracts with the United States government or any agency thereof, (b) contracts with the State of Wisconsin or any agency thereof.

2.08 PUBLIC SAFETY COMMITTEE. The Committee shall have the duty and responsibility to:

(1) Act as the policy oversight committee for the following departments:

Clerk of Courts
Circuit Courts
Medical Examiner
District Attorney
Sheriff
Public Safety Communications

(2) Act as the policy oversight committee for the Traffic Safety Commission and Emergency Medical Services Council.

(3) The Committee is hereby designated to be the County Emergency Government Committee and the chair of the County Board shall designate the chair of the Emergency Government Committee from among the members of the Committee, in accordance with Section 166.03(4)(c), Wis. Stats., and the Chair chosen by the County Board Chair shall act as the chair when the Public Safety Committee meets and conducts business as the County Emergency Government Committee.

(4) Approve or deny all requests for transfers in accordance with Section 65.90(5)(b), Wis. Stats. and transfers from the Contingent Fund when these transfers affect the policy oversight jurisdictional areas of this committee.

(5) Review the annual executive budget with regard to the areas of policy oversight assigned to this committee and make recommendations to the County Board at the annual meeting for the Board's consideration and adoption.

2.10 HUMAN SERVICES COMMITTEE. The Committee shall have the duty and responsibility to:

(1) Act as the policy oversight committee for the following Departments:

Heath Department
Handicapped School System (Syble Hopp School)
Community Treatment Center
Department of Human Services
Veterans Service Office
Aging and Disability Resource Center

(2) Act as the policy oversight committee for the Human Services Board, Community Programs Board, Handicapped School Board, Commission on Aging, and Community Options Planning Committee.

(3) Approve or deny all requests for transfers in accordance with Section 65.90(5)(b), Wis. Stats., and transfers from the Contingent Fund when these transfers affect the policy oversight jurisdictional areas of this committee.

(4) Review the annual executive budget with regard to the areas of policy oversight assigned to this committee and make recommendations to the County Board at the annual meeting for the Board's consideration and adoption.

2.11 EDUCATION AND RECREATION COMMITTEE. The Committee shall have the duty and responsibility to:

(1) Act as the policy oversight committee for the following Departments:

Brown County Golf Course
Brown County Library
Neville Public Museum

Parks Department
NEW Zoo

(2) Act as the policy oversight committee for the Arena and Exposition Center, Library Board, and the Neville Public Museum Board.

(3) Approve or deny all requests for transfers in accordance with Section 65.90(5)(b), Wis. Stats., and transfers from the Contingent Fund when these transfers affect the policy oversight jurisdictional areas of this committee.

(4) Review the annual executive budget with regard to the areas of policy oversight assigned to this committee and make recommendations to the County Board at the annual meeting for the Board's consideration and adoption.

2.12 EXECUTIVE COMMITTEE. The Executive Committee shall consist of the Chair of each standing committee of the County Board, the Board Chair and Vice Chair. The County Board Vice Chair shall serve as committee Chair. In the event that the Committee Chair is not able to attend an Executive Committee meeting, or portion thereof, the Vice Chair of that committee shall be allowed to attend the meeting as a member of the Executive Committee and to vote accordingly until such time as the Committee Chair is able to attend. The Committee shall have the duty and responsibility to:

(1) Act as policy oversight committee for the County Internal Auditor and for any matter not herein delegated to another standing committee as determined by the Chair or Vice Chair of the County Board.

(2) Develop, review and make recommendations to the County Board on proposals for legislation and administrative rules that may have a programmatic or fiscal impact on Brown County government.

(3) Review long range and short term planning of county related capital projects at the call of the committee chair.

(4) Establish negotiating recommendations relating to policy questions of wages, hours and conditions of employment.

(5) This Committee shall have referred to it all matters not vested in any other committee, shall serve as the legislative body to work with Wisconsin Counties Association and our state and federal governments as it relates to county issues. This committee shall also serve as liaison with the County Executive to improve communication and working relationships.

(6) Review and act upon personnel actions taken by the other standing committees of the County Board and perform the following personnel policy functions:

(a) Advise the County Executive on matters concerning implementation of personnel policy.

(b) Review proposed personnel policies and amendments as developed and recommended by the Human Resources Manager and make recommendations to the County Board for consideration and legislative action.

(c) Review personnel actions in all county departments as reported by the Human Resources Manager.

(d) Approve funding and funding transfers necessary to implement this Code subsection, (6), without the necessity for Administration Committee approval.

(e) Direct that all changes in tables of organization, which are anticipated to last more than three (3) months, including layoffs or changes in class specifications, as per Administrative Policy HR-1, Departmental Reorganization, (attached), shall be reviewed and approved by the appropriate oversight committee, the Executive Committee and the County Board.

(f) Perform other related duties as assigned by the County Board.

2.13 MEETINGS, AGENDAS. (1)(a) The County Board shall hold its organizational meeting on the third Tuesday in April as required by Section 59.04(1)(c), Wisconsin Statutes.

(b) The County Board shall commence its annual session and hold its annual meeting during October or November, either on or prior to the Tuesday after the second Monday of November in each year. The specific date for the annual meeting shall be designated by the Board Chair. Annual meeting may be adjourned by the County Clerk upon the written request of a majority of the Supervisors to a day designated in the request, but not less than one week nor more than three weeks from the Tuesday after the second Monday of November.

(c) A special meeting of the Board shall be held upon a written request of a majority of the Supervisors delivered to the County Clerk specifying the time and place of the meeting. The time shall not be less than 48 hours from the delivery of the request unless the matter to be considered is substantial legislation as hereinafter defined. A special meeting of the Board to consider substantial legislation shall be held only upon a written request of a two-thirds majority of the Supervisors delivered to the County Clerk specifying the time and place of the meeting. The time shall not be less than 5 business days from the delivery of the request. For purposes of this paragraph, substantial legislation shall mean any legislation which includes a financial transaction greater than \$10,000.00, or a change in the County Code of Ordinances. Substantial transactions shall not include, however, matters which involve any of the following reasons:

1. Endangerment to the health or welfare of any person or group.
2. Litigation requiring consideration.
3. An emergency as determined by the County Board Chair.
4. Bonding matters.

(d) Emergency meetings of the County Board may be called by the Board Chair, or, in his absence, by the Vice-Chair, by making a written Declaration of Emergency and filing same with the County Clerk who will attempt to notify each County Board Supervisor at his home address or the Supervisor's place of work, of the time and place of such emergency meeting as well as the purpose of such meeting. The emergency meeting shall take place not less than six hours after the filing of the written Declaration of Emergency. In addition, the County Clerk shall notify all news media who have requested to be notified of the time and place and purpose of said emergency meeting. An emergency meeting is a meeting called to

discuss a matter upon which immediate action might be necessary in order to protect the health, safety and welfare of the citizens of Brown County.

(e) The Board shall conduct regular monthly meetings on the third Wednesday of each month beginning at 7:00 p.m. unless moved to a different date or hour by adjournment of the previous meeting.

(f) A special meeting of any Brown County committee or commission shall be held upon the written request of a majority of the members of that committee or commission or County Board Chair delivered to the County Clerk specifying the time and place of the meeting. The time shall not be less than 48 hours from the delivery of the request unless the matter to be considered is substantial legislation as hereinafter defined. A special meeting of any Brown County committee or commission to consider substantial legislation shall be held only upon a written request of a two-thirds majority of the members of that committee or commission or County Board Chair delivered to the County Clerk specifying the time and place of the meeting. The time shall not be less than 5 business days from the delivery of the request. For purposes of this paragraph, substantial legislation shall mean any legislation which includes a financial transaction greater than \$10,000.00, or a change in the County Code of Ordinances. Substantial transactions shall not include, however, matters which involve any of the following reasons:

1. Endangerment to the health or welfare of any person or group.
2. Litigation requiring consideration.
3. An emergency as determined by the County Board.
4. Bonding matters.

(2) The County Board, its committees, boards, commissions and agencies shall comply with the Open Meeting Law in accordance with subchapter IV Open Meetings of Government Bodies 19.81-19.85 of the Wisconsin Statutes and subsequent amendments thereto and in accordance with subsequent interpretations by the Attorney General of Wisconsin.

(3) The Chairman shall call the session of the County Board to order at the usual time or at the hour to which the Board stands adjourned. The business in order shall be:

1. Call to order.
2. Invocation.
3. Pledge of Allegiance to the flag.
4. Roll call.
5. Adoption of agenda.
6. Adoption of the minutes of the previous meeting.
7. Announcements by Supervisors.
8. Presentation of petitions, communications, etc. for consideration.
9. Appointments by County Board Chair and County Executive
10. Reports of the Board Chair and County Executive.
11. Committee Reports.
12. Other reports.
13. Presentation and consideration of Resolutions and Ordinances from the County Board standing committees in alphabetical order.
14. Such other matters as are authorized by law.
15. Presentation of bills over \$5,000.00.
16. Roll Call.
17. Closed session when necessary upon advice of Corporation Counsel.

18. Adjournment.

(4) (a) The County Board agenda will be prepared by the County Board staff under the direction of the Board Chair.

(b) All agenda items to be considered at a meeting of the County Board, its standing committees and all committees, boards and commissions of Brown County government shall be submitted to the County Board office by 4:00 p.m. on Tuesday of the week preceding the meeting for inclusion on the meeting agenda. The County Board staff shall draft, properly notice and mail all agendas and packets as prescribed by Chapters 19 and 59, Wisconsin Statutes, and these County Board rules. The mailing date will be Thursday.

(c) No agenda addition requests will be considered unless, due to time constraints, it cannot be held over to the next meeting for any of the following reasons:

1. Endangerment to the health or welfare of any person or group.
2. An additional expenditure of funds would be required if held over.
3. Cause an adverse working condition for an employee or department.
4. Litigation requiring consideration.
5. An emergency as determined by the County Board Chair.

(d) All agenda addition requests must be accompanied by an explanation of the appropriate category as specified above. Agenda items of every meeting of a governmental body shall be given at least 24 hours prior to the commencement of such meeting.

(e) 2/3 vote of the members present is required to add the request to the agenda prior to adoption of the agenda.

(f) All resolutions and ordinances are to be final drafted by the County Corporation Counsel's office and shall indicate whom the final drafter was at the bottom of each resolution and ordinance.

(g) All resolutions and ordinances are required to have a financial note from the Director of Administration, when applicable.

(5) (a) Minutes of each meeting of the County Board and meetings of all County committees, commissions, boards, etc., whether in regular session, special session or closed session, shall be taken, transcribed in writing and filed with the County Board staff by the secretary of the committee, commission or board or other person so designated within 3 working days of the meeting.

(b) Minutes of any closed session shall not be made available to the public until the reason for calling the closed session no longer exists as determined by the Chair of that closed session upon the advice of Corporation Counsel.

(c) Meetings shall be held at the call of the committee, commission or board chair, or at the call of a majority of its members.

(d) Committee, commission, or board meetings shall be held following the rules set up by that group providing they do not conflict with state law and these rules.

(e) Officers of the County Board standing committees shall be elected during the committee organization meeting and shall serve a term corresponding to the supervisor's term unless otherwise provided in these rules. A majority of the members may determine if the election shall be by secret unsigned ballot.

(f) The County Board staff shall establish and maintain a roster of secretaries to take minutes of all standing committees, boards and commissions. Secretaries will include all motions, actions taken on motions, and discussion pertinent to the subject matter.

(6) No County Board meeting nor any meeting of County committees, boards or commissions, including standing committees, of Brown County government shall take place on any primary or general election date held in Brown County, unless an emergency is declared by the County Board Chair.

2.14 PARLIAMENTARY PROCEDURES. (1) Pursuant to Section 59.02(3), Wisconsin Statutes, a majority of Supervisors entitled to a seat shall constitute a quorum to transact business. All questions shall be determined by a majority of the Supervisors present unless otherwise provided.

(3) The County Clerk shall read only the headings of resolutions to be considered at County Board sessions, unless reading of any resolution is requested by a majority of Supervisors present.

(4) When the County Board meets in a declared emergency, the County Clerk will read the written Declaration of Emergency.

(5) In the absence of the Chair and Vice-Chair, the Board shall select one of its members to preside for the day.

(6) A member not present during any meeting of the Board, or any Board standing committee to which that member is appointed, shall be recorded as absent unless excused by the Chair or the Clerk prior to such meeting. A member wishing to be absent while the meeting is in session shall first obtain consent from the Chairman of that meeting.

(7) The Chair shall preserve order and shall vote on the call of ayes and nays, and the Chair shall decide questions of order subject to an appeal to the Board, except that the Chair shall not vote on appeals from the Chair's decision.

(8) No member of the Board shall have the privilege of addressing the County Board unless recognized by the Chair.

(9) When a motion is made and seconded, it shall be stated by the Chair previous to debate. If any member requires it, all motions (except to adjourn, postpone or refer) shall be reduced to writing, and if a question contains several points, any member may have it divided. A motion or resolution may be withdrawn at any time before amendment or decision.

(10) When a question is under debate, no motion shall be received, except the following motions:

- (a) Adjourn
- (b) Move the previous question
- (c) Table indefinitely or to a certain time

- (d) Refer
- (e) Amend

which shall have precedence in the above order. A motion to adjourn, move the previous question, or table indefinitely or to a certain time shall be decided without debate, provided that a member of the committee introducing the resolution shall be allowed to speak before a vote to table. This rule shall not authorize any member to move for adjournment when another member has the floor or when the Board is voting. A motion to refer or to amend may be debated.

(11) Whenever any member is to speak in debate or deliver any matter to the Board, that member shall address the Chair, confine the remarks made to the question under debate, and avoid personality. No member shall speak except in his/her place, nor more than twice on any question, and not to exceed ten minutes at a time, except on leave of the Board.

(12) A member called to order shall immediately cease speaking but may appeal the decision of the Chair to the Board.

(13) Any member desiring termination of the debate may move the previous question or call for the question. Unless otherwise specified in the motion, it shall apply only to the immediately preceding question, and if an amendment is under discussion, it shall apply only to the amendment and not to the main question. The member who made the main motion shall be allowed to speak prior to the Chairman's acceptance of the motion for the previous question or call for the question. A 2/3 vote of the members present shall be required for adoption.

(14) All questions shall be put in the order they were moved, except privileged questions.

(15) Whenever the request for a roll call is defeated by the majority of the County Board, the Clerk shall record the ayes and nays of all those supervisors who request to be recorded on the roll call.

(16) No member of the Board shall leave the room during roll call until the results are announced by the Chair.

(17) It shall be in order for any member voting on the prevailing side to move for a reconsideration of the vote on any question on the same day or to give written notice to the County Clerk by 4:00 p.m. of the day prior to the succeeding regularly scheduled County Board meeting of his/her intent to move for reconsideration at such next County Board meeting. If notice is not given in this manner, the matter shall not be subject to reconsideration. A motion for reconsideration shall not be accepted by the Chair unless it can be determined that the person making the motion had voted on the prevailing side. Any motion for reconsideration must be adopted by a majority of the members present.

(18) Any person not a member, desirous of addressing the Board on any subject, shall first obtain leave, such leave being requested by a member to the Board to have a suspension of rules. The Chair, without suspension of rules, shall be permitted to call upon the Department Head or his designee of any of the departments for remarks pertaining to their departments.

(19) All claims and accounts against the county shall be referred to the proper committee authorized by this Board to audit same. No committee shall report any claim or account unless it is made out in items and duly verified and filed with the Clerk. All current accounts against the county in excess of \$5,000 shall be approved by a majority of members present.

(20) All County Board final votes on resolutions and ordinances which are before the Board shall be displayed. This mandatory display does not include votes on amendments or on motions to refer, table, or the like, unless requested in the usual manner.

(21) These rules may be suspended by a vote of two-thirds of the members present.

(22) The County Board may make amendments to these rules at any meeting, when included on the County Board agenda, after the proposed amendments have been reviewed at a meeting of the Executive committee.

(23) The rules of Parliamentary Practice comprised in Robert's Rules of Order, revised, shall be the Rules of Order in all cases in which they are not inconsistent with these rules.

2.15 PUBLICATION OF COUNTY BOARD PROCEEDINGS. A true and accurate copy of all proceedings had at any regular or special County Board meeting shall be published once in a newspaper to be selected by the Board of Supervisors on a bi-annual basis, after receipt and review of bids from newspapers published in Brown County which meet the qualifications of publishing newspapers as set forth in Ch. 985, Wis. Stats., as amended from time to time; said publication to be completed within 60 days after the adjournment of each session.

2.16 APPOINTMENT TERMS FOR COMMITTEES, COMMISSIONS AND BOARDS. All appointments to Committees; Commissions and Boards be appointed for a stated period of time. All appointments will be forwarded to the appropriate oversight committee with a complete resume of the appointee. If there is no oversight committee appropriate for the appointed position, appointments will go to the Executive Committee. The oversight committee will review the appointment and make a recommendation to the Brown County Board of Supervisors. The County Executive, {Wisconsin State Statutes 59.17(2)(c)} will make every effort to re-appoint or make a new appointment to fill expiring terms to Committees; Commissions and Boards in a timely manner. In the event no re-appointment or new appointment is confirmed by the Brown County Board of Supervisors prior to the end of the term of the appointment, the present confirmed member will serve until a re-appointment or new appointment is confirmed.