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COUNTY BOARD OF SUPERVISORS

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2.01 RULE I - TIME AND PLACE OF MEETING. The County Board of Supervisors shall meet in regular session on the following dates:

- (1) The third Tuesday in April (Organizational meeting in the even numbered years).
- (2) The second and fourth Tuesdays in April, in even numbered calendar years.
- (3) The third Tuesday in May, June, July, and August.
- (4) The Tuesday preceding the final Tuesday in October [being the commencement of the Annual Meeting, to the extent required by Wis. Stat. § 59.11, and being the date of the Initial Budget Presentation pursuant to Section 5.06(a)(7) of this Code].
- (5) The final Tuesday in October [being a continuation of the Annual Meeting and being the time of the Budget Review and Public Hearing pursuant to Section 5.06(a)(8) of this Code]. No other business shall be conducted at this meeting.
- (6) The first Tuesday in November. The session shall be the concluding day of the Annual Meeting and the Budget Adoption day pursuant to Section 5.06(a)(9) of the County Code.
- (7) The third Tuesday in December, January, February, and March.
- (8) The fourth Tuesday in September.

The Board shall meet in special session upon written request of a majority of the Supervisors in accordance with Wis. Stat. § 59.11(2). Any special session request shall include a proposed Agenda to be considered at the special session.

All Board Meetings shall begin at 6:00 p.m., and all meetings shall be held with open doors in the County Board Chambers at the Courthouse in the City of Sheboygan, Wisconsin, and all persons conducting themselves in an orderly manner may attend.

2.02 RULE II - QUORUM. A majority of the members elected shall constitute a quorum.

2.03 RULE III - PRESIDING OFFICER. The Chairperson shall preside at all meetings of the Board. In the absence of the Chairperson or at the direction of the Chairperson, the Vice Chairperson shall preside. In the absence of both, the County Clerk shall call the Board to order and the Board shall elect one of its members as temporary chairperson.

The Chairperson shall first call the members to order at the hour fixed for the meeting and then order the County Clerk to call the roll of members, and if a quorum be present, the Journal of the preceding meeting shall be presented so that any mistakes can be corrected. (The Journal for the last meeting of the Board shall be approved by the Chairperson.)

The Chairperson shall preserve and may speak on points of order in preference to other members and shall be required to vote on all questions and matters pertaining to the Board.

No Chairperson of the Board of Supervisors shall serve more than two (2) consecutive terms in that specific capacity. A term shall be defined as a period of two (2) full years.

Pursuant to Wis. Stat. § 59.12(1), at the Organizational Meeting, the Chairperson from the prior preceding Board shall preside until a successor is elected.

2.04 RULE IV - ORDER OF BUSINESS.

(1) For the Organizational Meeting, the order of business shall be:

- (a) Call to order.
- (b) Certification of compliance with Open Meeting Law.
- (c) Pledge of Allegiance.
- (d) Invocation.
- (e) Roll call.
- (f) Administration of the oath of office.
- (g) Introduction of Department Heads and Introductory Statements by County Administrator.
- (h) Adoption of Rules.
- (i) Election of Chairperson.
- (j) Election of Vice-Chairperson.
- (k) Election of additional Executive Committee members.
- (l) Introductory Statements by Elected Chairperson and Vice-Chairperson.
- (m) Adjournment to the next meeting.

(2) The order of business for all other meetings except the budget review session, special sessions, and the Organizational Meeting shall be as follows:

- (a) Call to order.
- (b) Certification of compliance with Open Meeting Law.
- (c) Pledge of Allegiance.
- (d) Roll call.
- (e) Approval of Journal.
- (f) Committee and other appointments.
- (g) Presentations.
- (h) Public Addresses to the Board (subject to Section 2.21 of this Code).

- (i) Letters, Communications, and Announcements.
- (j) County Administrator's report.
- (k) Public Hearings.
- (l) Reports of Committees on referrals of Resolutions and Ordinances and action thereon in the following order:
  1. Executive Committee.
  2. Other standing committees in alphabetical order.
  3. Special committees.
- (m) Elections.
- (n) Introduction of Resolutions, discussion, and action thereon. (All new Resolutions or Ordinances referred to Committees shall be read, titles only; those withdrawn from Committee for immediate consideration shall be read, in entirety.)
- (o) Introduction of Ordinances, discussion, and action thereon. (All new Resolutions or Ordinances referred to Committees shall be read, titles only; those withdrawn from Committee for immediate consideration shall be read, in entirety.)
- (p) Adjournment.

2.05 RULE V - AGENDA. The Agenda for all County Board meetings shall be prepared by the County Clerk subject to the approval of the County Board Chairperson and Vice Chairperson. All Resolutions and Ordinances which at the previous board meeting were referred to Committee must be placed on the Agenda to be submitted to the Board unless at the time of the referral a longer period of time for reporting out was authorized by the County Board Chairperson or by action of the County Board.

The County Clerk shall at least five (5) days before each meeting of the Board [except when the Board is in its session outlined at Section 2.01(4) of this Code or in special session] mail to each Board member the Agenda. When the Board is in its sessions outlined at Section 2.01(4) of this Code or in special session, such mailing shall be at least two (2) working days prior to the Board meeting. Members may, in coordination with the County Clerk, receive the Agenda by electronic mail in lieu of regular mail.

All matters to be included on the Agenda shall be in the office of the County Clerk by 4:00 p.m. of the day preceding the mailing date.

Any matter which was not timely presented to the Clerk's office and which it is desired to have presented to the County Board may be added to the Agenda on the day of the session by majority vote of the Board if compliance with the Open Meetings Law has been accomplished.

2.06 RULE VI - VOTING. All voting shall be done simultaneously through the voting machine and when voting is closed, such votes shall be recorded as cast.

2.07 RULE VII - GENERAL APPOINTMENTS. All appointments requiring confirmation or approval by the County Board except appointments of Board members to Committees shall be submitted at the time of submitting the Agenda to the County Board members so that the same may be acted on at the meeting to which said appointments are first presented. If the appointments are not submitted at such time, they shall be required to lay over until the next session of the Board.

2.08 RULE VIII - COMMITTEES. The following shall be the standing (liaison) committees of the County Board:

- (1) Executive Committee (Capital Improvement Committee).
- (2) Finance Committee.
- (3) Health and Human Services Committee (County Health and Human Services Board).
- (4) Health Care Centers Committee (Trustees).
- (5) Human Resources Committee.
- (6) Law Committee (Emergency Management Committee).
- (7) Planning, Resources, Agriculture, and Extension Committee (County Solid Waste Management Board and Committee on Agriculture and Extension Education).
- (8) Property Committee.
- (9) Transportation Committee (Highway Committee).

The above Committees shall also serve as the statutory committees as indicated in parentheses.

Special committees may be created by the County Board for such special purposes or limited time as the Board determines.

The Grievance Committee required by Wis. Stat. § 59.26(8)(b) shall be composed of five (5) persons, consisting of the Chairperson, Vice-Chairperson, and Secretary of the Law Committee, or their designees, and the Chairperson and Vice-Chairperson of the Human Resources Committee, or their designees. The jurisdiction of this Grievance Committee shall be limited to that set forth in Wis. Stat. § 59.26(8)(b) and shall apply to suspension, demotion, or dismissal of sworn law enforcement personnel and all employees of the Sheriff's Department who are not members of a bargaining unit. All other grievances arising from the Sheriff's Department shall be handled by the Human Resources Committee in accordance with past practice. The Grievance Committee shall be considered a special committee rather than a standing committee.

- 2.09 **RULE IX - COMMITTEE APPOINTMENTS.** All Committee appointments, unless otherwise required by Wisconsin Statutes or otherwise voted by the Board, shall be nominated by the Executive Committee and confirmed by the majority vote of the Board.

The Executive Committee shall meet within three (3) days following the Organizational Meeting of the County Board and on such days thereafter as may be necessary for the purposes of making the initial nominations for Committee appointments.

The length of term that a County Board member serves on a Committee shall be determined by the Executive Committee to provide the broadest background in the best interest of the County and Committee operations, provided that consideration shall be given to the rotation of membership on Committees.

Multiple Committee assignments shall be avoided to the extent practical. No member shall serve on more than two (2) Committees. First preference for second Committee assignments shall go to the elected Executive Committee members except for the County Board Chairperson who serves as an ex officio member of each Committee under Section 2.10(1) of these Rules.

A County Board member shall not serve on a Committee that provides liaison oversight to a Department or office that employs a sibling, spouse, or child of the County Board member.

- 2.10 **RULE X - COMMITTEE ORGANIZATION AND MEETINGS.** Unless otherwise specifically provided, the organizational structure and duties of each Committee shall be as herein stated:

- (1) Membership. Each Committee shall have five (5) Supervisor members except for the Health and Human Services Committee which shall have six (6) Supervisor members. The County Board Chairperson shall be an ex-officio member of all Committees.
- (2) Organization. Each Committee shall as its first order of business elect its own chairperson, vice-chairperson, and secretary. No person shall serve as chairperson on more than one (1) standing committee nor shall any chairperson serve more than two (2) consecutive terms as chairperson of the same committee. A term shall be defined as a period of two (2) full years.
- (3) Committee Secretary. The secretary shall keep records and minutes of all Committee sessions and shall be permitted assistance in his or her duties when deemed necessary by the Committee. The Departments or offices for which such Committee acts as liaison to the Board shall, upon the Committee secretary's request, provide any required secretarial services to the Committee. Any Committee which does not act as liaison to the Board for a Department or office and all special Committees may request secretarial services be provided and the County Administrator shall direct a Department Head or elected official, as the County Administrator determines is appropriate under the circumstances, to provide such services. In the event extraordinary expenses are incurred (for non-wage items such as materials, supplies, printing, postage, etc.), the Executive Committee may authorize reimbursement therefor out of the County Board account.

- (4) Term. The Committee shall be organized for a two- (2-) year term.
- (5) Meetings. The organizational meetings shall be called by County Board action. Thereafter, all regular meetings shall be scheduled by Committee action. All **regular** Committee meetings may not be scheduled earlier than 4:00 p.m. without a 2/3 vote of all Committee members. **Special** meetings may be called with notice to all members by the Committee chairperson or on the written request of three (3) Committee members.
- (6) Quorum. A majority of the members of any Committee shall constitute a quorum for the transaction of business.
- (7) Minutes. All Committee secretaries shall as soon as is reasonably possible and convenient file a duplicate copy of the minutes of every meeting in the office of the County Clerk, and said minutes shall be available for review and informational purposes by all County Board members and the general public.
- (8) Joint Meetings. Committees may hold joint meetings. If Committees hold joint meetings, the following procedures apply:
  - (a) A majority of the sum of the members of each Committee constitutes a quorum for the joint meeting.
  - (b) All members of each Committee shall vote on all business at the joint meeting, and a majority of the sum of the members present voting affirmatively shall be required to pass any measure.
  - (c) Nothing precludes each Committee from holding its own separate meeting before or after a joint meeting if properly noticed.

2.11 **RULE XI - EXECUTIVE COMMITTEE.** The Executive Committee shall consist of five (5) members elected by the Board at the Organizational Meeting. This Committee shall be composed of the County Board Chairperson, Vice-Chairperson, and three (3) Board members. The Chairperson of the Board shall preside over the Executive Committee and the Vice-Chairperson of the Board shall be Vice-Chairperson of the Executive Committee.

2.12 **RULE XII - DUTIES OF COMMITTEES.** Each Committee shall carry out the duties specifically delegated to it by the County Board together with such duties as may be authorized by Wisconsin Statutes. Notwithstanding the general duties delegated to a Committee, any action otherwise undertaken by a Committee may be reversed or modified by action of the full County Board. In carrying out Committee Liaison responsibilities, each standing Committee shall audit and authorize for payment all proper claims and expenses for such office or Department and shall review the annual budget requests from the operations of such office or Department prior to submittal of the same to the Finance Committee. A general statement of the respective Committee duties is as follows:

- (1) Executive Committee. It shall be the duty of the Executive Committee:
  - (a) To assist the Chairperson in the administration of the County Board's business and make recommendations as may expedite the business of County government as may from time to time be warranted.
  - (b) To serve as liaison with the County Administrator and in that capacity to confer with the County Administrator from time to time concerning the operation of such office and the administration and management of all County Departments and offices.
  - (c) To nominate for confirmation by the County Board the membership of all Committees not otherwise selected.
  - (d) To recommend changes in the standing rules as may from time to time be necessary.
  - (e) To review all criticism of Board Committee operations and otherwise meet with and advise other Committees and their officers when so requested, and to meet with individual Board members to review with them procedural Board matters.
  - (f) To review legislative matters in which the County may have an interest and advise the Board accordingly and to promote the passage of legislation which the County Board feels is in the best interests of Sheboygan County.

- (g) To provide guidance to the County Administrator and participate in the development of the County budget and the Five-year Capital Plan as set forth at Chapter 5 of this Code.
- (h) To act in areas not otherwise delegated by these rules.
- (i) To review, audit, and approve Board members' per diem, mileage charges, and reimbursement of expense claims.
- (j) To function as the Ethics Board pursuant to Code Section 1.13.
- (k) To act as the County Economic Development Committee to provide oversight to the County's Community Development Block Grant for Economic Development program.

(2) Finance Committee. It shall be the duty of the Finance Committee:

- (a) To carry out the financial policy of the County as established in the County Budget, Board Ordinances and Resolutions, and make recommendations as to the interpretation and administration of such policy.
- (b) To serve as liaison with the Finance Department, County Clerk, County Treasurer, and Information Systems and in that capacity to confer with them from time to time concerning the operation of their offices and Departments. To the extent that the functions of the Finance Department affect constitutional officers, it shall coordinate with such officers the responsibilities of such office and the work of the centralized accounting department.
- (c) To examine and schedule all accounts, claims, demands, or causes of action against the County, unless otherwise delegated.
- (d) To audit the claims of all Departments not otherwise delegated and to keep supervisory check over those audited by other Committees.
- (e) The Committee shall have the authority to authorize payment of any and all dog damage claims so long as at the time of the consideration of the claim that the Town Chairperson, Village President, or Mayor of the municipality wherein the claim arises, or his delegated representative, may participate (without voting rights) in the consideration of the claim; and so long as said claim shall not exceed One Thousand Dollars (\$1,000.00). The Committee shall further be authorized to approve payment of Circuit Court claims within its authority of Subparagraph (c) above.
- (f) Pursuant to Chapter 5 of this Code, to prepare the budget for the County, arrange for its publication and notice of hearing thereon.
- (g) To examine the financial condition of the County each month and when necessary advise the County Administrator and Department Heads thereof.
- (h) To designate the depositories for all County funds pursuant to Wis. Stat. §§ 34.01(1) and 34.05.
- (i) To recommend temporary investments and otherwise advise the County Treasurer in the management of County funds.
- (j) To authorize expenditures not included in the budget pursuant to Section 5.07(a) of this Code.
- (k) To make settlement with all officers and Department Heads at the end of their respective terms or upon the termination of their employment as the case may be.
- (l) To have jurisdiction of all matters relating to taxes and assessments, illegal taxing, and all questions pertaining to tax certificates.
- (m) To have charge of all *In Rem.* proceedings instituted by the County on tax delinquent property.
- (n) To have charge of advertising and disposal of all County lands acquired by tax deed.
- (o) To invite in connection with any discussions concerning the sale of property, the Board Member elected from the area in which the property is located. Such Board members shall have the full powers of a regular committee member in connection with any votes or discussion relating to the sale of said property in the area represented by said Board members.
- (p) To consult with the County Treasurer when carrying out its responsibilities under the provisions of Subsections (l) through (o), above.
- (q) The Finance Committee is authorized to contract for audit services as it deems appropriate. In making audit determinations, the Committee shall consult with the Committees of the Departments being audited for their recommendations as to the nature of the audit to be performed and the determination of who shall make such audit.

- (r) To have charge of all property and liability insurance policy issues for the County. The Committee may seek bids for a combination of liability and worker's compensation insurance policies, but the administration of worker's compensation insurance and the awarding of a purchase order for the same shall remain within the jurisdiction of the Human Resources Department under the oversight of the Human Resources Committee.
  - (s) Pursuant to Wis. Stat. § 74.69(3), to make determinations for the County Board of postal service delay or error.
- (3) Health and Human Services Committee. It shall be the duty of the Health and Human Services Committee:
- (a) To serve as the County Health and Human Services Board as provided in Wis. Stat. §§ 46.23(4) and 251.02 and as more particularly set forth in Chapter 10 of this Code of Ordinances.
  - (b) To serve as liaison for the Health and Human Services Department and the Veterans' Service Office and in that capacity to confer with them from time to time concerning the operation of their offices.
- (4) Health Care Centers Committee (Trustees). The Health Care Centers Committee shall consist of the five (5) trustees appointed (pursuant to Wis. Stat. § 46.18). It shall be the duty of the Health Care Centers Committee:
- (a) To manage the County Health Care Centers and carry out the duties and responsibilities required by Wisconsin law.
  - (b) To be responsible for the administration of Sunny Ridge Health Care and Rehabilitation Center, Rocky Knoll Health Care Center buildings, and related property.
- (5) Human Resources Committee. It shall be the duty of the Human Resources Committee:
- (a) To consider and review all adjustment of salaries of County officers and employees and recommend the same to the County Board, unless otherwise provided.
  - (b) To have general supervision of all personnel policies of the County including such things as methods of recruitment, sick leave, vacations, paid holidays, and leaves of absence and to authorize the granting of increases for all employees within the provisions of Chapter 47 of this Code if such increases have had prior approval of the Department's Liaison Committee.
  - (c) To cooperate with the County Administrator and the Department Heads in the enforcement of County personnel policies.
  - (d) To serve as liaison with the Human Resources Department and Corporation Counsel and in that capacity to confer with them from time to time concerning the operation of their offices and Departments.
  - (e) To examine and investigate grievances and enforce necessary discipline in cooperation with the County Administrator and Department Heads as may from time to time be required under collective bargaining agreements or County policies.
  - (f) To act in an advisory capacity to the Finance Director in the administration of the Wisconsin Retirement Fund.
  - (g) To approve bonds for all County officers and employees entrusted with public funds and report their actions thereon in writing. The Chairperson of the Board shall be a voting member of this Committee when carrying out this function in accordance with Wis. Stat. § 59.21.
  - (h) To have oversight of all insurance such as medical expense, life, dental, worker's compensation, or otherwise which would be benefits to the employees of Sheboygan County and to authorize payment of benefits by County check countersigned by the County Board Chairperson, Treasurer, and Clerk.
  - (i) To act as the negotiating committee for all labor negotiations under Wis. Stat. § 11.70 including Highway negotiations.
  - (j) To present to the October County Board meeting an annual report of the actual cost of health insurance for claims paid during the preceding September through August twelve- (12-) month period which shall include the actual cost converted to a monthly rate for the following category groups:
    1. Retirees age 65 and over;
    2. Retirees under age 65;

3. Active employees.
  - A. Full-time employees;
  - B. Part-time employees, including County Board Supervisors.

Said report shall also include a recommended monthly single and family rate for the current year for each of the above and any other required classifications for County Board approval.

- (6) Law Committee. It shall be the duty of the Law Committee:
  - (a) To serve as liaison between the Sheriff, Clerk of Courts, Child Support Enforcement Agency, District Attorney, Coroner, and Circuit Court Commissioner and in that capacity to confer with them from time to time concerning the operation of their offices and Departments.
  - (b) To audit and approve all claims and expenses pertaining to the jail, meals to prisoners and contracts therefor, charges of transportation of patients and prisoners to various institutions, claims of any law enforcement officer for services, and to submit a quarterly summary of its audits to the Finance Committee.
  - (c) To consider for confirmation the persons appointed by the Sheriff to positions of employment as may be required and approved for the good operation of said office.
  - (d) To act as the Emergency Management Committee for the County pursuant to Wis. Stat. § 166.03(4)(c). In such capacity, it shall be the duty of the Committee:
    1. To adopt an effective program of emergency management within the County consistent with the state plan of emergency management.
    2. To prepare budget requests for funds for the program and audit the expenditures thereof.
    3. To control and direct the activities of the Emergency Management Director and otherwise carry out the provisions of Wis. Stat. § 166.03(4).
- (7) Planning, Resources, Agriculture, and Extension Committee. It shall be the duty of the Planning, Resources, Agriculture, and Extension Committee:
  - (a) To serve as liaison with the County Planning Department and conservation, snowmobile, and recreation clubs; and in that capacity to confer with them from time to time concerning the operation of their offices and to provide oversight for the supervision, management, and control of the operation of the Marsh Park, Gerber Lakes, and County-owned or operated public access to public waters, and County-administered recreation trails.
  - (b) To work toward the coordination of the zoning and building ordinances and land use planning of the various municipalities.
  - (c) To develop data regarding the industrial needs, advantages, and sites in the County, to otherwise promote the industrial and commercial activity of the County and to provide the continued improvement of the industrial and commercial climate of the County.
  - (d) To cooperate with the Transportation Committee in the oversight of wayside and highway parks and access highway rights-of-way.
  - (e) To have the responsibility and authority for carrying out the purposes of the County Solid Waste Management System and when acting in that capacity, it shall be known as the County Solid Waste Authority [Wis. Stat. § 59.70(2)].
  - (f) To serve as liaison between the County Board and the Board of Adjustments.
  - (g) To act as the County Rural Planning Committee pursuant to Wis. Stat. § 27.019.
  - (h) To exercise the oversight responsibilities of the non-motorized transportation pilot program with the Transportation Committee. The Chairperson of the Planning, Resources, Agriculture, and Extension Committee shall act as the Chair of any joint meeting held with the Transportation Committee for this purpose.
  - (i) To act as the Committee on Agriculture and Extension Education [Wis. Stat. § 59.56(3)].
  - (j) To serve as the Land Conservation Committee of Sheboygan County (Wis. Stat. § 92.06). [The chairperson of the County USDA Farm Service Agency Committee created under 16 U.S.C., § 590h(b), shall also be a member when the Committee is acting in this capacity, all in accordance with Wis. Stat. § 92.06(1)(b)(2).]
  - (k) This Committee is hereby specifically delegated the authority to enter into agreements and memoranda of understanding on behalf of Sheboygan County with regard to those

matters within its statutory authority enumerated in the above mentioned under Wis. Stat. chs. 91 and 92.

- (m) To consider applications for Farmland Preservation Agreements under the provisions of Wis. Stat. §§ 91.11 through 91.23 and to make the determination for the County Board as to whether the applications should be granted or rejected. In the event the Committee rejects an application, the Committee shall include a written statement of the reasons for its recommendation for rejection. The Committee shall use only the statutory criteria in making its rejection. The Committee shall use only the statutory criteria in making its determination unless this County Board by resolution has specifically established other criterion which enhances the agricultural preservation purposes of the law, which additional criterion shall be on file with the County Clerk and available to any applicants if such other criterion is so established.
- (n) To serve as liaison with the Register of Deeds.
- (o) To cooperate with the University of Wisconsin and the local U.W. College staff whenever necessary and requested in the development of the educational phases of the U.W. College or other related matters.

(8) Property Committee. It shall be the duty of the Property Committee:

- (a) To serve as liaison with the Building Services Department as it provides building services to the Administration Building, Detention Center, Human Services Building, Courthouse, Law Enforcement Center, Taylor Park, Aging & Disability Resource Center, the former Sunny Ridge building and campus, and the Museum and in that capacity to confer with the administrative officials from time to time concerning the operation of their facilities.
- (b) To have charge of permanent improvements, repairs, leases, rentals, and maintenance concerning all County buildings and grounds, including parking lots, not otherwise assigned by these rules.
- (c) To audit and approve all claims referred to them for building repairs and capital improvements for any of the aforesaid buildings and grounds.
- (d) To serve as liaison to the property related to the U.W. College.
- (e) To have charge of the U.W. College buildings and the property surrounding said buildings known as the U.W. site and the access roads adjacent thereto.

(9) Transportation Committee. It shall be the duty of the Transportation Committee:

- (a) To act as the statutory Highway Committee (Wis. Stat. § 83.015) and to carry out the provisions of Wis. Stat. § 83.015(2).
- (b) To serve as liaison with the Highway Commissioner and in that capacity to confer with the Highway Commissioner from time to time concerning the operation of that office and the Highway Department.
- (c) Pursuant to Wis. Stat. § 83.035 to supervise contracts entered into with Cities, Villages, and Towns within the County borders to construct and maintain streets and highways in such municipalities.
- (d) To serve as the liaison committee for the Airport Department supervising all operations and in that regard to lease, regulate, and manage the Airport property; to enforce existing leases, contracts, and operational agreements relating to said Airport; to negotiate all new contracts and leases that may arise from time to time with regard to operations and management of the Airport.
- (e) To exercise the oversight responsibilities of the non-motorized transportation pilot program with the Planning, Resources, Agriculture, and Extension Committee.

2.13 **RULE XIII - REFERRAL OF RESOLUTIONS AND ORDINANCES.** Except as otherwise provided, all Resolutions and main motions (other than procedural or memorial) and all Ordinances submitted to the Board shall first be referred and acted on by a Board Committee, and each Committee shall report its recommendation as to said matter to the Board at the next regular meeting of the Board except when the Board is in the annual meeting when said report shall be made within two (2) session days after referral.

The sponsor of any Resolution or Ordinance which contemplates the expenditure of County funds shall submit the proposal to the Finance Department for a fiscal analysis of the proposal. The fiscal analysis shall accompany the Resolution or Ordinance when introduced.

Resolutions, motions, and Ordinances shall be automatically placed on the calendar by the Clerk when the report of the Committee is due and shall thereupon be considered by the Board. Additional time may be granted upon 2/3 vote of the Board members present or if authorized by the County Board Chairperson.

Resolutions, motions, and Ordinances may be withdrawn (pulled) from Committee without action by the said Committee at any time by 2/3 vote of the Board members present provided that adequate notice of anticipated withdrawal action is made to the Clerk and Chairperson so that the Agenda reflects the anticipated withdrawal action. The Board member who moves for the measure to be withdrawn shall offer an explanation as to why the measure should be withdrawn from Committee.

No Resolutions or Ordinances may be introduced at the final meeting of the term of a Board (second Tuesday in April in even numbered calendar years) or at the first regular meeting of a term of a Board (fourth Tuesday in April in even numbered calendar years).

- 2.14 RULE XIV - APPROPRIATIONS. No report or Resolution appropriating any money or transferring funds shall be acted upon until the next meeting after presentation without a 2/3 vote of the Board for adoption.
- 2.15 RULE XV - RULE CHANGES. No standing rule shall be rescinded, changed, or suspended except by a 2/3 vote of the Board.
- 2.16 RULE XVI - PRIVILEGE OF THE FLOOR. The privilege of the floor is limited to County Board members and its Clerk, County Administrator, and Corporation Counsel unless the same is granted by majority consent of the Board. The Chairperson may grant privilege of the floor to County Department Heads or elected officials or others with pertinent information to answer questions regarding matters before the Board unless objection thereto is voiced by any member present, and if such objection is made, a motion and majority vote will then be required. Any person granted privilege of the floor by vote of the Board shall limit his or her remarks to ten (10) minutes unless for good cause such time limitation is extended by the Chairperson.
- 2.17 RULE XVII - PARLIAMENTARY PROCEDURE. Except as modified by the herein rules or as required by the Wisconsin Statutes, the rules of parliamentary practice in Robert's Rules of Order shall govern in all cases where they are applicable, and a copy of said Robert's Rules of Order shall be placed on the desk of each member.
- 2.18 RULE XVIII - REIMBURSEMENT FOR SERVICES. Each Board member shall for each day he or she attends a meeting of the Board receive mileage as determined by Section 45.03 of this Code for each mile traveled in going and returning from said meetings by the most usual traveled route and he or she shall be entitled to compensation at the rate as determined by County Board Resolution for all mileage necessarily and actually traveled in connection with all Committee services.

Each Board member shall, by the 20th day of each month, submit to the County Clerk's office an expense account statement indicating County Board and Committee Meetings attended, together with mileage and other allowable expenses incurred during the preceding 16th to 15th thirty- (30-) day period. The County Clerk's office shall review the statement for accuracy and compliance with County Ordinances and shall prepare a proper voucher authorizing payment. Such payment shall be made monthly subject to reimbursement for any payments not approved upon subsequent audit by the Executive Committee.

Non-board members who serve on standing or special committees shall be entitled to meals and mileage reimbursement as provided for in Chapter 45 of the County Code of Ordinances unless there is a specific prohibition against such reimbursement.

- 2.19 RULE XIX - DEBATE. The Board recognizes the fundamental right of each of its members to be heard on every debatable issue and to that end no call of the question nor other motion to limit debate shall be

in order so long as any member shall desire to speak to the same question if such member has not already addressed the issue for more than ten (10) minutes.

2.20 **RULE XX - NEWS MEDIA COVERAGE.** In furtherance of the declaration of the open meetings policy of Wis. Stat. § 19.81 which provides that the public is entitled to the fullest and most complete information regarding the affairs of government as is compatible with the conduct of governmental business; and whenever the Board or its Committees are meeting in open session, such body shall make a reasonable effort to accommodate any person desiring to record, film, or photograph the meeting as provided by Wis. Stat. § 19.90.

- (1) Use of Equipment. Recording, filming, or photographing shall not be carried on in a manner that interferes with the conduct of the meeting or the rights of participants.
- (2) Sound and Light Criteria. Only audio and visual equipment which does not produce distracting light or sound may be used to cover County proceedings. Artificial lighting devices shall not be used in connection with equipment except in those circumstances where such auxiliary devices are necessary and then only with the advance consent of the Chairperson.
- (3) Location of Equipment and Personnel. Operators of camera equipment and news reporters shall have free access to all areas open to the public. The Executive Committee may make provisions for placement of equipment and accommodations for news reporters and equipment operators within the Board area. Operators and news personnel may set up their equipment within such area prior to the proceedings but shall not move about so as to distract during the proceedings themselves.

2.21 **RULE XXI - PUBLIC ADDRESSES TO THE BOARD.** Public addresses to the Board which are permitted under Section 2.04(2) of this Code shall be subject to the following limitations:

- (1) Persons desiring to address the Board shall register such intention with the County Clerk's Office after the prior County Board meeting, but not later than 5:00 p.m. on the Monday preceding the County Board meeting.
- (2) Not more than five (5) persons shall be permitted under the provisions of this rule to speak at any County Board meeting.
- (3) Reservation for public addresses shall be granted on a first come, first served basis. Persons who have not previously addressed the Board shall have priority over other registrants.
- (4) Announced candidates for public office may be granted the privilege to address the County Board during the term of the candidacy, provided, in the judgment of the Chairperson, subsections (5), (6), and (7) are strictly followed.
- (5) Addresses shall be on subjects relevant to County government.
- (6) Addresses shall be limited to five (5) minutes.
- (7) No personal attacks shall be made on any individual nor shall disrespect for the County Board rules of procedure or its decorum be engaged in.

The Chairperson shall be responsible for enforcing the conditions of public appearances.

2.22 **RULE XXII - CONFLICT OF INTEREST.** If a Supervisor has a conflict of interest deemed illegal by state law or by the County Code of Ethics such that the Supervisor should abstain from voting on a matter in committee and/or at a Board meeting, such Supervisor must abstain from direct and indirect participation in all proceedings related to such matter. If a Supervisor concludes that no illegal conflict exists in a matter but intends to abstain from voting on such matter to avoid the appearance of a conflict, the Supervisor shall also abstain from direct and indirect participation in all proceedings related to such matter. A violation of this Rule shall constitute a violation of the Code of Ethics and shall be subject to Section 1.13(c) of the County Code.

2.23 RULE XXIII - COMPLAINTS. Complaints or concerns about Sheboygan County employees which come to the attention of a County Board member shall be referred to the County Administrator. The County Administrator may investigate the matter in such manner as he or she determines is appropriate or may refer the matter to another person or persons for investigation. If the complaint relates to the County Administrator, it shall be referred to and investigated or referred by the County Board Chairperson.

The County Administrator or other person to whom the investigation was delegated will report the outcome of the investigation to the County Board member or to the Liaison Committee if it is appropriate to do so. Anonymous complaints may be investigated if the interests of the County will be served by doing so, but there is no obligation to respond to an anonymous complaint.