

Richland County Rules & Resolutions Committee

Agenda Item Cover

Agenda Item Name: Rule #18 Changes

Department	n/a (County Board)	Presented By:	Shaun Murphy-Lopez
Date of Meeting:	2/4/21	Action Needed:	Resolution
Disclosure:	Open Session	Authority:	Committee Structure, Section D
Date submitted:	2/1/21	Referred by:	None

Recommendation and/or action language:

Recommend a motion, to present a resolution to the County Board to make changes to Rule #18 of the County Board.

Background:

Rule #18 of the County Board currently gives authority to committees to appoint a person to take minutes. This is in conflict with State Statute 59.23 (2)(a), which give the County Clerk authority to “keep and record true minutes of all the proceedings of the board in a format chosen by the clerk, including all committee meetings, either personally or through the clerk’s appointee” (see Attachment A).

As such, it is recommended that Rule #18 be amended in the following manner:

Committee, board, or commission minutes shall be taken by the County Clerk or their appointee. Each committee composed of a majority of supervisors shall appoint a person who shall take minutes who shall not be a Supervisor. In the event of the absence of the appointed person, the committee chair shall appoint a person to take the minutes for that meeting. The appointed person shall take minutes of all meetings of the committee. Minutes shall be filed in the County Clerk's office and posted on the County's website within 14 days after the meeting. The appointed person shall, within 14 days after the meeting, type up the proposed minutes of the meeting and file them with the County Clerk. The minutes shall indicate the supervisors who are in attendance at the meeting and those who were excused. The Chair of boards, commissions or committees shall be a Supervisor when a majority of the members of the board, commission or committee is made up of Supervisors.

Attachments and References:

Attachment A: WI Statute 59.23

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input checked="" type="checkbox"/>	No financial impact		

Approval:

Review:

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Department Head

Administrator, or Elected Office (if applicable)
