



# Richland County Administrator's Office

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13-Apr-22

To: Clerk Kalish — Richland County Clerk;

Subject: Script for Organizational Meeting

Clerk Kalish,

Recommending the following script be considered for the organizational meeting:

—————(Clerk Kalish) —————

- I am calling the Richland County Board of Supervisors' 2022 Organizational Meeting to Order.
- In accordance with Richland County Board Rule #2, I (Clerk Kalish) will serve as temporary Chair to this organizational meeting in addressing agenda items 1 through 5:

[Proceed with]

## 1. Roll Call

## 2. Invocation

## 3. Pledge Of Allegiance

## 4. Oath Of Office

I will now administer the oath of office to our Board of County Supervisors.

All County Board Supervisors, please rise... raise your right hand, and repeat after me:

(Clerk will ask that supervisors read and sign oaths)

## 5. Election Of Chairman (same process used for Vice)

We will now proceed with the **Nominations Process**. This process will follow in accordance with Rule # 2; and unless there are any objections, we will follow the scripted procession that has been distributed to you:

Are there any objections?

[Instructions on process]

- Hearing no objections, I will open the floor for nominations. Any supervisor may nominate any supervisor including themselves, by stating:
  - “I nominate supervisor \_\_\_\_\_,” (a second will be required from another supervisor according to Rule #2)
  - After a second, I will repeat the nominee’s name to ensure accuracy
  - I will ask the nominee if they accept the nomination
  - If the nominee accepts nomination, the nominee’s name will be added to the ‘nominee list’ (as presented before the body)
  - Nominations will remain open until all desired nominations are made from the floor. At that time, I will entertain a motion to “close nominations and cast secret ballots.”
    - If there is only one nominee, I will entertain a motion to “close nominations and cast unanimous ballot by voice vote.” Provided there are no objections, we will proceed with such a motion.
- [as needed] The following supervisors have expressed interest in seeking a nomination. Their name(s) appear on this list of “interested supervisors.” They will need a nomination (and second) from the floor, in which they will have to accept, in order to be officially be nominated for consideration.
- Are there any questions on the nomination process before we begin?
- “I will now declare the floor open for nominations; do I have any nominations?”

[Proceed with nominations following order as above and have staff list the names of accepted nominations]

[When all nominations are made: call for either unanimous vote or cast secret ballot as explained above]

- I will now call for a motion to “close for nominations and cast secret ballots, or cast unanimous ballot.” [if unanimous vote without objection, skip to seating]

**Nominees Speeches and Q+A:** [if there are multiple nominees]

- Prior to casting your ballots, each nominee will be allowed up to 10 minutes to speak to the board and take questions from the floor.
- The order for address by nominees will be determined by “random” selection.  
[Staff will assist by use of <https://www.random.org/lists/> ]
- Supervisor \_\_\_\_\_ the floor is yours [continue through nominee as needed]
- [when all speeches and Q+As are complete] Having given each nominee a chance for address, we will now prepare to cast your secret ballots.

**Election Process:** This will be the process for casting secret ballots [if secret ballot is needed]:

- I will read the list of your nominees – [read the list]
- Paper ballots have been distributed for you to cast your secret vote
- Please print the name of one nominee on the ballot and cast the ballot with one of our collectors
- I will call on Treasurer Even and Sheriff Porter to assist with collection of the secret ballots and ask they assist corporation counsel with the counting of the ballots
- A successful vote will require a majority of cast ballots of those supervisors present this meeting. This means a nominee will win by gaining at least \_\_\_\_\_ cast ballots, as we have \_\_\_\_\_ supervisors in attendance.
- If a majority of ballots is not obtained by any nominee, the Board will recast ballots until a majority is reached. No nominees will be stricken from the list and all names on the nominee list will remain eligible until a majority of cast votes is gained, current rules are different)
- Are there any questions on the election process?
- Please cast your secret ballot now.

[Proceed with casting, collecting and counting ballots]

**Seating:** [Announcing a winner]

- A majority of secret ballot votes has been gained by supervisor \_\_\_\_\_
- I declare Supervisor \_\_\_\_\_ the Richland County Board Chair
- Congratulations Supervisor \_\_\_\_\_. Please assume the Chair’s seat at the head table. Here is your gavel. Madam/Mister Chair, the meeting is yours.

## **6. Election Of Vice Chairman**

[Repeat of Item 5 until the seating, then follow below]

**Seating of the Vice:** (Announcing a winner)

- A majority of secret ballot votes has been gained by supervisor \_\_\_\_\_
- I declare Supervisor \_\_\_\_\_ the Richland County Board Vice Chair
- Congratulations Supervisor \_\_\_\_\_. Please join me at the head table.

## **7. Approve Agenda**

Tonight we have a \_\_\_# point agenda (changes / no changes). Do I have a motion to approve? ...

## **8. Approve Minutes Of March Session(s)**

The minutes from the March 15<sup>th</sup> and March 30<sup>th</sup> (March 23<sup>rd</sup> were approved at the March 30<sup>th</sup>) meetings have been provided and posted. If there are no objections, I will declare them approved. Are there any objections? The minutes are approved.

## **9. Affirmation of the Richland County Board Rules**

As adopted by Resolution 22-23 and amended on the County Board floor on the March 30<sup>th</sup> County Board Floor. The County Board Rules have been posted on the Richland county Website and are updated in your County Board folders. It is recommended by the Wisconsin Counties Association that we take formal vote to affirm our County Board Rules with the beginning of a new session of the Richland County Board of Supervisors. Do I have a motion to affirm?...

## **10. Appointment to various, committee boards and commissions**

We will now proceed with the elections and appointments to the various, committee, boards and commissions.

- A. Election Of Member Of Pine Valley and Child Support Standing Committee (election to open seats by resignation or past term limitation)
  - I. This standing committee includes term limitations specified in statute and in honoring these term limits we will be seating only vacant seats. The terms for this committee are 3 year appointments not to exceed a total of 6 consecutive years.

II. Entering the 2022-2024 session we have three seats to elect.

III. Current seating with restructuring:

- a. County Supervisor #1 Richard McKee (expires Jan 24)
- b. County Supervisor #2 Marty Brewer (expires Jan 23)
- c. County Supervisor #3 Donald Seep (expires Jan 23)
- d. Citizen Member Pat Rippchen (eligible for reelection)
- e. County Supervisor #4 OPEN
- f. County Supervisor #5 OPEN
- g. County Supervisor #6 OPEN

We will begin with nominations and the election of the Citizen Seat currently held by Pat Rippchen. Pat Rippchen assumed the position in mid-term from Mary Miller's resignation. Pat would be eligible to serve a 3-year term expiring in January 2025.

We will then proceed to nominations and the election of supervisors to serve on the committee. Each new supervisor will be elected to a three-year term extending until January 2025. Staff may provide a list of supervisors whom expressed interest.

#### Process for Citizen Seat:

- The floor is now open for nominations for the citizen seat of the Pine Valley and Child Support Committee. do I have any nominations?"

[Proceed with nominations, ensuring a second is made and nomination is excepted if nominee is in attendance. Staff will list the names of accepted nominations]

[When all nominations are made: call for either unanimous or cast secret ballot as explained above]

- "The floor is now closed for nominations" [if only one nominee call for an unanimous vote without objection, or cast ballots]
- Paper ballots have been distributed for you to cast your vote
- Please print the name of one nominee on the ballot and cast the ballot with one of our collectors
- I will call on supervisor \_\_\_\_\_ and supervisor \_\_\_\_\_ to assist with collection of the ballots and ask they assist corporation counsel with the counting of the ballots

- A successful vote will require a majority of cast ballots of those supervisors present this meeting. This means a nominee will win by gaining at least \_\_\_\_\_ cast ballots, as we have \_\_\_\_\_ supervisors in attendance.
- If a majority of ballots is not obtained by any nominee, the Board will recast ballots until a majority is reached. No nominees will be stricken from the list and all names on the nominee list will remain eligible until a majority of cast votes is gained, current rules are different)
- Are there any questions on the election process?
- Please cast your secret ballot now.
- [once a majority is reached] We have a majority vote for \_\_\_\_\_.

#### Process for Supervisor Seat:

- The following supervisors had expressed interest in serving on the Pine Valley and Child Support Standing Committee. [Staff will present list as available.] Their name(s) appear on this list of “interested supervisors.” They will need a nomination (and second) from the floor, in which they will have to accept, in order to be officially be nominated for consideration.
- The floor is now open for nominations for the supervisor seats of the Pine Valley and Child Support Committee. Do I have any nominations?”

[Proceed with nominations, ensuring a second is made and nomination is excepted by the nominee. Staff will list the names of accepted nominations]

[When all nominations are made: call for either unanimous or cast secret ballot as explained above]

- “The floor is now closed for nominations” [if only one nominee call for an unanimous vote without objection, or cast ballots]

[Election process]

- We will be voting to fill one seat at a time. Paper ballots have been distributed for you to cast your vote.

- Please print the name of one nominee on the ballot and cast the ballot with one of our collectors
- I will call on supervisor \_\_\_\_\_ and supervisor \_\_\_\_\_ to assist with collection of the ballots and ask they assist corporation counsel with the counting of the ballots
- A successful vote will require a majority of cast ballots of those supervisors present this meeting. This means a nominee will win by gaining at least \_\_\_\_\_ cast ballots, as we have \_\_\_\_\_ supervisors in attendance.
- If a majority of ballots is not obtained by any nominee, the Board will recast ballots until a majority is reached. No nominees will be stricken from the list and all names on the nominee list will remain eligible until a majority of cast votes is gained, current rules are different)
- Are there any questions on the election process?
- Please cast your secret ballot now.
- [once a majority is reached] We have a majority vote for \_\_\_\_\_. [Continue the election process until all seats are filled]

B. Meeting of the Pine Valley and Child Support Standing Committee

- I. Call meeting to order (by the County Clerk)
- II. Election of Chair (by vote)
- III. Election of a delegate to Finance and Personnel (by vote)
- IV. Election of a delegate to Rules and Strategic Planning (by vote)
- V. Adjourn to date/time/place (recommendation provided)

C. Recess for Chair to adjust Slate based on results of PV+CS elections.

D. Reconvene

E. Confirmation of recommended supervisor appointments made by the Board Chair. The temporary slate will be presented for a motion.

F. Confirmation of citizen appointments made by the County Administrator and County Board Chair. List will be presented for a motion.

G. Meeting of the HHS and Veterans Standing Committee

- I. Call meeting to order (by the County Clerk)
- II. Election of Chair (by vote)

- III. Election of a delegate to Finance and Personnel (by vote)
- IV. Election of a delegate to Rules and Strategic Planning (by vote)
- V. Adjourn to date/time/place (recommendation provided)

H. Meeting of the Public Safety Standing Committee

- I. Call meeting to order (by the County Clerk)
- II. Election of Chair (by vote)
- III. Election of a delegate to Finance and Personnel (by vote)
- IV. Election of a delegate to Rules and Strategic Planning (by vote)
- V. Adjourn to date/time/place (recommendation provided)

I. Meeting of the Education Standing Committee

- I. Call meeting to order (by the County Clerk)
- II. Election of Chair (by vote)
- III. Election of a delegate to Finance and Personnel (by vote)
- IV. Election of a delegate to Rules and Strategic Planning (by vote)
- V. Adjourn to date/time/place (recommendation provided)

J. Meeting of the Public Works Standing Committee

- I. Call meeting to order (by the County Clerk)
- II. Election of Chair (by vote)
- III. Election of a delegate to Finance and Personnel (by vote)
- IV. Election of a delegate to Rules and Strategic Planning (by vote)
- V. Adjourn to date/time/place (recommendation provided)

K. Meeting of the Land and Zoning Standing Committee

- I. Call meeting to order (by the County Clerk)
- II. Election of Chair (by vote)
- III. Election of a delegate to Finance and Personnel (by vote)
- IV. Election of a delegate to Rules and Strategic Planning (by vote)
- V. Adjourn to date/time/place (recommendation provided)

L. Meeting of the Fair, Recycling and Parks Standing Committee

- I. Call meeting to order (by the County Clerk)
- II. Election of Chair (by vote)
- III. Election of a delegate to Finance and Personnel (by vote)
- IV. Election of a delegate to Rules and Strategic Planning (by vote)
- V. Adjourn to date/time/place (recommendation provided)

M. Delegate Resignations — Supervisors exceeding 3 standing committee assignments after accepting delegation to serve on the Finance and Personnel and Rules and Strategic Planning Committees will issue resignations and free those seats for reappointment by the Chair.

- I. HHS and Veterans Standing Committee Delegates



- II. Public Safety Standing Committee
- III. Education Standing Committee
- IV. Land and Zoning Standing Committee
- V. Fair, Recycling, and Parks Standing Committee
- VI. Public Works Committee

N. Recess for Chair to adjust Slate based on results of resignations by delegates to F+P and R+S committees.

O. Reconvene

P. Confirmation of recommended supervisor appointments made by the Board Chair including delegates to the Finance and Personnel Committee and Rules and Strategic Planning Committee. The temporary slate will be presented for a motion.

11. Treasurer Resolution

12. Treasurer Resolution

13. Treasurer Resolution

14. Correspondences

15. Adjourn

Sincerely,  
Clinton Langreck  
County Administrator