

Richland County Rules and Resolutions Committee and Ethics Board

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Agenda Item Name: Roles and Responsibilities of the County Board Chair and Vice Chair

Department	County Board	Presented By:	Shaun Murphy-Lopez
Date of Meeting:	February 17 th , 2022	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Structure C
Date submitted:	February 15 th , 2022	Referred by:	January meeting of Rules Committee
Action needed by no later than (date)	n/a	Resolution	n/a

Recommendation and/or action language:

Motion to select _____ roles and responsibilities for the County Board Chair and Vice Chair, generated from state statutes, peer counties, and Richland County Board rules and committee structure, to be included in an amended policy on “*Authority of Management, Roles of Members and Chairs of Committees, Boards and Commissions*”, and presented to the County Board for feedback before returning to this committee for final recommendation.

Background:

At the January meeting of the Rules & Resolutions Committee, a motion was adopted to draft an amended policy on “*Authority of Management, Roles of Members and Chairs of Committees, Boards and Commissions*” to include required and optional roles and responsibilities of the County Board Chair and Vice Chair. To draft that amended policy, the committee may first choose preferred items. The policy currently states the following roles and responsibilities for the County Board Chair:

- May alter the seating arrangements of the county board meeting (Rule #2)
- Shall assign proposed resolutions and ordinances to the appropriate committee when in doubt (Rule #19)
- Provide determination of need for teleconferencing meetings (Rule #3)

No roles or responsibilities are listed for the County Board Vice Chair. It is recommended that the committee start from scratch, and choose from the required and optional categories below.

Required roles and responsibilities of the County Board Chair:

The following are statutory duties of the County Board Chair, and are recommended to be included in the amended policy:

- Perform all duties required of the chairperson until the board elects a successor (*State Statute 59.12*)
- Preside at [County Board] meetings when present (*State Statute 59.12*)
- Countersign all ordinances of the County board (*State Statute 59.12*)

Optional roles and responsibilities of the County Board Chair:

The following are optional roles and responsibilities of the County Board Chair. This list was generated from state statutes, peer county board rules/ordinances, and Richland County Board rules and Committee Structure document, and the source of each are noted in parentheses and *italics*. There are 15 categories:

1. Agendas

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2. Appointments
3. Committee memberships
4. Committee voting powers
5. County Board meeting procedures
6. Laws
7. Miscellaneous
8. Oaths
9. Recruitment for vacancies
10. Referrals
11. Relationships (internal and external)
12. Removals
13. Seating arrangements
14. Signatures
15. Voting at County Board meetings

1. Agendas

- a. Sets the agenda. (*St Croix County*)
- b. Be responsible for the preparation of the written agenda of the County Board in conjunction and with the assistance of the County Administrator and County Clerk. (*Price County*)
- c. Working with the County Administrator, be responsible for the preparation of the written agenda. (*Sawyer County*)
- d. In consultation with the County Administrator, makes discretionary additions to the County Board agendas for matters of urgency. Directs the County Clerk on what items are to appear on the County Board agenda. Changes County Board meeting dates and times, if necessary. (*St Croix County*)
- e. Whether or not the board chair sets the county board agenda. (*WI Counties Association Handbook*)
- f. Approve consideration of resolutions and ordinances, or their subsequent drafts, if not sent out by Wednesday before the County Board meeting. (*Richland County Board Rule 1*)
- g. Approve the order of agenda items. (*Richland County Board Rule 5*)

2. Appointments

- a. Appoint committees from the members of the board. (*Bayfield County, State Statute 59.13*)
- b. Appoint County Board members as members of the 5 Standing Committees and make appointments to all other committees within the Chairperson's province, subject to approval of the County Board. (*Ozaukee County*)
- c. Appoint all members of the standing committees with the exception of elected committees. (*Price County, Sawyer County*)
- d. Whether the board chair makes committee appointments. (*WI Counties Association Handbook*)
- e. Receive notifications of prolonged, unexcused absences of members of committees/boards/commissions. (*Richland County Board Rule 6*)
- f. Appoint residents/County Board members to library boards. (*Richland County Committee Structure, State Statute 43.60*) ****State Statute 59.18 (2)(c) supersedes State Statute 43.60****

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- g. Appoint resident veterans to Veterans Service Commission and require that each member and the veterans service officer to execute an individual surety bond. (*Richland County Committee Structure, State Statute 45.81*) ****State Statute 59.18 (2)(c) likely supersedes State Statute 45.81****
- h. Designate the chair of the Emergency Management Committee per WI Statute 166.03 (4)(c). (*Richland County Committee Structure, State Statute 323.14*)
- i. Appoint 7 members of the County Park Commission, any number of which may be members of the County Board. (*State Statute 27.02*)
- j. Make appointment of one Supervisor member to the Richland Center Park Board, subject to County Board confirmation. (*Richland County Committee Structure*)
- k. May appoint members of the County Highway Commission if the County Board confers this authority. (*State Statute 83.015 (1)(c)*)
- l. Concur (or object) to the Administrator's appointment of department heads of the County. (*Richland County Administrator job description*)

3. Committee Membership

- a. Be a member of the Executive Committee and serve as its chairperson. (*Ozaukee County*)
- b. Act as ex officio member of all committees of the County Board. (*Price County*)
- c. Can be a member of standing committees and will be an ex officio member of all other committees of the County Board. (*Sawyer County*)
- d. Chair/member of Committee of the Whole; member of one, but not more than two, standing committees. Shall not act as a chair of a Standing Committee. (*St Croix County*)
- e. May act as an ex-officio member of any committee of the County Board. (*Waushara County*)
- f. Could specify whether the board chair is an automatic member of a committee or committees, whether the board chair is able to fill in for absent committee members at committee meetings. (*WI Counties Association Handbook*)
- g. Whether the board chair serves as chair of other committees. (*WI Counties Association Handbook*)
- h. Automatic member of the Committee on Committees and Finance & Personnel Committee (*Richland County Board Rule 2, Richland County Committee Structure*)
- i. Member of ADA Compliance Committee, Symons Natatorium Board (or designee), Economic Development Board, Emergency Management Committee (*Richland County Committee Structure*) ****Member of City-County Ad Hoc Committee, Southwest WI Regional Planning Commission??****

4. Committee Voting Powers

- a. As ex officio member, have the power to vote in such committee when requested by the committee chairperson to fill a position caused by the absence of a member of said committee. (*Price County*)
- b. Have the power to vote at committee meetings when requested by the committee chair to fill a position caused by the absence of a member of that committee. (*Sawyer County*)
- c. Acts as a voting member, if a quorum is not otherwise present for a Standing Committee. (*St Croix County*)
- d. Shall have the power to vote on matters before such committees only in the absence of one or more committee members. (*Waushara County*)

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5. County Board Meeting Procedures

- a. Preside at Board meetings in an efficient and effective manner and set the general tone for each meeting through positive leadership. Board deliberations will be fair, open and thorough, with all members wishing to speak given a chance to do so. (*Sawyer County*)
- b. Exercise the powers and perform the duties described in these Rules and Bylaws, those assigned by the Board, those prescribed by Robert's Rules of Order Newly Revised, and all subsequent editions thereof, in cases to which they are applicable, and those which are normally ascribed to the office. (*St Croix County*)
- c. May excuse the attendance of members and the excuse shall be entered into the minutes of the County Board. (*Waushara County*)
- d. Approve remote attendance of County Board members at County Board meetings. (*Richland County Board Rule 3*)
- e. If in-person meetings are not advised or not possible due to an emergency situation, as determined by the County Board Chair and/or the County Administrator, meetings of the County Board and its committees may be conducted via teleconference, video conference or other such methods, provided that members of the public can access the meeting in accordance with Wisconsin's Open Meetings Law. (*Richland County Board Rule 3*)
- f. Take the chair at the appointed time of County Board meetings, ask the Clerk to call the roll, and call the meeting to order. (*Richland County Board Rule 4*)
- g. Ask if any member wants the minutes read or amended, and if not, declare them approved. (*Richland County Board Rule 4*)
- h. Preserve order and decorum, decide all questions of order. (*Richland County Board Rule 6*)
- i. Give permission to use cell phones during meetings. (*Richland County Board Rule 7*)
- j. Recognize members who wish to speak, including their order. (*Richland County Board Rule 11*)
- k. Limit the time of any speaker. (*Richland County Board Rule 11*)
- l. Excuses the absence of the Administrator. (*Richland County Administrator job description*)

6. Laws

- a. Take care that all federal, state and local laws, rules and regulations pertaining to county government are enforced. (*Bayfield County, State Statute 59.12*)
- b. Expedite all such laws as may be resolved upon by the County Board. (*Ozaukee County*)
- c. Expedite all measures resolved upon by the Board. (*Bayfield County, State Statute 59.12*)

7. Miscellaneous

- a. Such other powers and duties as are set forth in County ordinances or resolutions. (*Bayfield County*)
- b. Direct Supervisors to attend meetings of a committee/board/commission where they are not a member. (*Richland County Board Rule 15*)

8. Oaths

- a. Administer oaths to persons required to be sworn concerning any matter submitted to the board or a committee of the board or connected with their powers or duties. (*Bayfield County, Ozaukee County, State Statute 59.12*)

9. Recruitment for Vacancies

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- a. Seeks candidates and makes recommendations for candidates in vacant districts. Appoints, with the approval of the County Board, a qualified elector and resident of the supervisory district in which a vacancy exists. *(St Croix County)*

10. Referrals

- a. Receive all requests and communications not specifically addressed to any committee or official of the County and refer such matters to the appropriate committee or official. *(Price County)*
- b. Assign proposed resolutions and ordinances to the appropriate committee when there is doubt. *(Richland County Board Rule 19)*

11. Relationships (Internal and External)

- a. Transact all necessary Board business with local and County officers *(Bayfield County, Ozaukee County, Price County, State Statute 59.12)*
- b. Represent the County at legislative hearings, conventions or other matters pertaining to the county. The Chair may delegate to department heads, County Administrator, other elected and appointed officers and other Board members such roles and responsibilities. *(Sawyer County)*
- c. Delegate to Department Heads and/or County Board members the right to represent Price County at legislative hearings, conventions or other meetings or events pertaining to County business. *(Price County)*
- d. Shall represent the County at all ceremonial events or functions, when requested, and shall represent the County upon request or groups or organizations to present County positions or programs. *(St Croix County)*
- e. Acts as the chief elected spokesperson, and coordinates with the Administrator, who is the chief administrative spokesperson for the County. *(Richland County Administrator job description)*

12. Removals

- a. Remove appointed committee members with approval by majority of those Board members voting. *(Sawyer County)*
- b. County officers appointed by the chairperson of the County Board may be removed at pleasure by the chairperson. *(State Statute 17.10 (3))*

13. Seating Arrangements

- a. Sit at the head table at County Board meetings *(Richland County Board Rule 2)*
- b. Alter seating arrangements at County Board meetings *(Richland County Board Rule 2)*

14. Signatures

- a. Countersign all County orders. *(Ozaukee County, State Statute 59.12)*
- b. Sign or countersign contracts negotiated by various Committees. *(Ozaukee County)*
- c. Sign all resolutions of the County Board and countersign County orders and contracts when directed. *(Price County)*
- d. Sign all ordinances and resolutions approved by the County Board and where required to do so by Board action counter sign orders. *(Sawyer County)*

15. Voting at County Board Meetings

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- a. Be entitled to vote on all questions coming before the Board, and is encouraged to do so. The Chairperson, like any other member, may choose not to vote, i.e. abstain, on any issue. (*Price County*)
- b. Be entitled to vote on all questions coming before the Board. (*Sawyer County*)
- c. Should specify that the board chair maintains the right to vote (not just on tie votes). (*WI Counties Association Handbook*)
- d. Vote on a call of ayes and noes. (*Richland County Board Rule 2*)
- e. Excuse members from voting on a roll call vote. (*Richland County Board Rule 9*)

Required and optional roles of the County Board Vice Chair:

16. State statute (required)

- a. Shall perform the chairperson's duties in case of the absence or disability of the chairperson. (*State Statute 59.12 (2)*)

17. County Board rules (optional)

- a. Sit at the head table at County Board meetings (*Richland County Board Rule 2*)
- b. Automatic member of the Committee on Committees and Finance & Personnel Committee (*Richland County Board Rule 2*)
- c. Preside over County Board meetings if the Chair is attending remotely (*Richland County Board Rule 3*)

18. Committee structure document (optional)

- a. Automatic member of Committee on Committees (*Richland County Committee Structure*)
- b. Automatic member Emergency Management Committee (*Richland County Committee Structure*)
- c. Automatic member of Finance & Personnel Committee (*Richland County Committee Structure*)

Summary

It is recommended that the policy titled “*Authority of Management, Roles of Members and Chairs of Committees, Boards and Commissions*”, be amended to include defined roles and responsibilities of the County Board Chair and Vice Chair, and presented to the County Board for feedback before returning to the Rules Committee for final consideration.

Attachments and References:

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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		

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Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)
