

County Clerk's Office
Richland County, Wisconsin

Derek S. Kalish
County Clerk

Courthouse – P.O. Box 310
Richland Center, Wisconsin 53581

phone (608) 647-2197
fax (608) 647-6134

March 8, 2024

Special Meeting

Please be advised that the Richland County Board of Supervisors will convene at 5:00 p.m., Tuesday, March 12, 2024, in the County Board Room of the Richland County Courthouse, located at 181 West Seminary Street, Richland Center, Wisconsin.

Virtual access and documents for the meeting can be found by clicking on this link:

<https://administrator.co.richland.wi.us/minutes/county-board/>

Agenda

1. Roll Call
2. Pledge Of Allegiance
3. Approve Agenda
4. Public Comment
5. Discussion & Possible Action: Revisions To The Richland County Rules Of The Board
6. Discussion & Possible Action: Revisions To The Richland County Board Committee Structure
7. Adjourn

RICHLAND COUNTY RULES OF THE BOARD

[•], 2024

Table of Contents

SECTION 1: PURPOSE AND DEFINITIONS	2
1.01 Purpose	2
1.02 Interpretation	2
SECTION 2 COUNTY BOARD ORGANIZATION	2
2.01 County Board Meetings	2
2.02 County Board Meeting Agenda Responsibilities	3
2.03 County Email Addresses	5
2.04 Committees of the County Board and Other Boards and Commissions – Creation and Existence	5
2.05 Committee and Other Boards and Commissions Appointments and Removals	6
2.06 Committees and Other Boards and Commissions Meeting Agenda Responsibilities	8
2.07 County Board Member Compensation	9
2.08 Meeting Minutes	10
2.09 County Board Meeting Seating Arrangements	11
2.10 Board Member Interest Forms	11
2.11 Board Relationship with Administrator	12
2.12 Vacancies in Office of County Board Member	12
2.13 Official Statements by Board Members	14
SECTION 3 COUNTY BOARD OFFICERS	14
3.01 County Board Chair	14
SECTION 4 RULES OF PROCEDURE	15
4.01 Parliamentary Authority	15
4.02 Committee of the Whole	16
4.03 Remote Attendance at Meetings	16
4.04 Order of Business	17
4.05 Personal Electronic Devices	18
4.06 Recognition, Debate and Voting at County Board Meetings	19
4.07 Public Decorum and Comment	20
4.08 Reconsideration	21
4.09 Resolutions – Form and Introduction	21
4.10 Suspension of and Amendment to Rules	23

SECTION 1: PURPOSE AND DEFINITIONS

1.01 Purpose

The Richland County Board of Supervisors (referred to as the “County Board” or “Board”) recognizes and understands the importance of county government, and the programs and services it provides, to the citizens of Richland County. The County Board further recognizes County citizens’ rightful expectation that the financial resources provided the County through tax levy and other sources be invested in a wise and deliberate matter. Therefore, in recognition of these principles, the County Board hereby adopts the following County Board Rules (referred to as “Board Rules” or “Rules”) in order to promote orderly and efficient rules of governance for the County Board and all county-related governmental bodies.

1.02 Interpretation

These Board Rules are not intended to, and shall not, supersede any requirements or provisions in the Wisconsin Statutes. In the event of any conflict between the Wisconsin Statutes and these Board Rules, the Wisconsin Statutes shall take precedence.

SECTION 2 COUNTY BOARD ORGANIZATION

2.01 County Board Meetings

The two-year period of time between the organizational meetings in Section 2.01(A) hereof shall constitute a session of the County Board, and any business pending and upon which the board has not acted prior to the close of a session can no longer be acted upon without being reintroduced.

(A) The Organizational Meeting. On the third Tuesday in April in even-number years, after each Spring general election at which County Board Members are elected for full terms, the County Board will meet and shall:

1. Organize and transact general business;
2. Elect a member Chair to perform the duties set forth in Wis. Stat. § 59.12(1);
3. Elect a member Vice Chair to perform the duties set forth in Wis. Stat. § 59.12(2); and
4. Appoint the five (5) at-large members of the Committee on Committees.

The County Clerk shall serve as Chair pro tempore of the Organizational Meeting until such time as the County Board elects the Board Chair. Persons nominated for Board Chair and board Vice Chair are allowed 10 minutes to speak and answer questions. Voting shall take place by written secret ballot and the County Clerk and Corporation Counsel shall serve as ballot clerks. A majority of votes of the Board Members present shall be necessary to elect the Board Chair and board Vice Chair.

(B) The Annual Meeting. On the last Tuesday of October, the County Board will convene for an annual meeting for the purpose of transacting general business. The Annual Meeting may be adjourned from time to time as allowed under the Wisconsin Statutes.

(C) Regular Meetings. The County Board shall meet for the purpose of transacting general business at 7:00 p.m. on the third Tuesday of each month except for the month of December, during which month the County Board shall meet on the second Tuesday of the month.

(D) Special Meetings. Special meetings of the County Board may be called in accordance with Wis. Stat. § 59.11(2) or at the call of the Chair. If a meeting is called pursuant to Wis. Stat. § 59.11(2), the written request delivered to the County Clerk shall conform to Wis. Stat. § 59.11(2)(a) and contain the proposed agenda for the meeting.

2.02 County Board Meeting Agenda Responsibilities

- (A) The Board Chair, in consultation with the County Clerk and the ~~county~~

~~administrator~~County Administrator, is responsible for the contents of the agenda for any County Board meeting except for a special meeting called pursuant to Wis. Stat. § 59.11(2)(a).

~~(B) — The County Clerk, in consultation with the Board Chair, is responsible for preparation of the agenda, the contents of which are subject to approval by the Board Chair.~~

~~(CB)~~ Any member of the board desiring an item to be placed on the agenda for a board meeting shall either:

1. Request that the Board Chair place the item on the agenda and the Board Chair may grant or refuse the request; or
2. Make a motion during the Future Agenda Items portion of the agenda ~~for at~~ a County Board meeting to have an item placed on the agenda for the next meeting and, if such motion is adopted, the item shall be placed on the agenda for the next meeting.

~~(DC)~~ The County Clerk, in consultation with the Board Chair, is responsible for providing notice of every meeting of the County Board by posting the agenda in compliance with Wisconsin's Open Meetings Law, Wis. Stat. § 19.81, et seq.

~~(ED)~~ The County Clerk shall distribute the agenda and meeting packet to all County Board Members, the County Administrator and the Corporation Counsel, in addition to any other interested persons identified by the Board Chair, by 1:00 p.m. on the Friday immediately preceding a regular County Board meeting. For special meetings, the agenda and meeting packet shall be delivered at least 48 hours in advance of the meeting except in the event of an emergency, in which case the agenda and meeting packet shall be delivered as soon as practicable. Any committee or supervisor responsible for submitting materials (resolutions, ordinances, ordinance amendments, reports, etc.) for inclusion in the meeting

packet shall provide the materials to the County Clerk no later than 5:00 p.m. on the Thursday preceding the week of the regular meeting. The agenda and meeting packets shall be delivered in electronic format to the recipient's county email address unless a recipient requests a hard copy of the materials ~~and agrees to pay a fee of \$10 per meeting for all meetings for which a hard copy is requested~~. The requirements of this Section 2.02(~~DE~~) may be waived, in whole or in part, by the Board Chair in his or her discretion.

2.03 County Email Addresses

The county shall provide every Board Member with a county email address. All Board Members shall utilize the county email address for county business and shall not conduct county business on any other email address.

2.04 Committees of the County Board and Other Boards and Commissions – Creation and Existence

(A) Standing Committees. The County Board has established the standing committees (referred to as "Standing Committees") as designated on Appendix A to these Board Rules. Standing Committees are regular committees of the County Board, shall have the authority, power, duties and responsibilities, and shall operate according to the procedures set forth in Appendix A.

(B) Ad Hoc Committees. The County Board may form ad hoc committees (referred to as "Ad Hoc Committees") from time to time by resolution of the County Board. Any resolution creating an ad hoc committee shall specify the name of the committee, the committee's purpose, the number of members of the committee, the appointing authority for committee membership, the duration of the committee and the committee's reporting relationship. Appendix A will be updated by May 1 in even-numbered years to reflect current Ad Hoc Committees and particulars surrounding each particular Ad Hoc Committee's operations. In these Board Rules, Ad Hoc Committees and Standing Committees are together referred to as

“Committees.”

(C) Other Boards and Commissions. The County may be associated with certain Other Boards and Commissions (referred to as “Other Boards and Commissions.”) Appendix A will be updated by May 1 in even-numbered years to reflect current Other Boards and Commissions and particulars surrounding operations.

~~(D) Committee Expenditure Authority. The County Board may delegate authority to any Committee to commit County funds consistent with the County budget. Any such delegation shall be identified in Appendix A. In the absence of such delegation in Appendix A, any commitment of County funds must be consistent with the approved budget or otherwise approved by the County Board.~~

~~(E)~~ Pursuant to Section 3.01 of these Rules, the Board Chair may serve as a member, with full rights and privileges, of any Committee if there is not otherwise a quorum present at any Committee meeting.

2.05 Committee and Other Boards and Commissions Appointments and Removals

~~(A) The Board hereby establishes the Committee on Committees, which shall convene within one (1) week following each Organizational Meeting for purposes of nominating members to Standing Committees. The Committee on Committees shall be comprised of seven (7) members consisting of the Board Chair, Board Vice Chair and five (5) at-large supervisors appointed by the County Board at the Organizational Meeting. The Board Chair shall serve as chair of the Committee on Committees. The Committee on Committees shall nominate persons to serve on each Standing Committee in writing at the first Board meeting following the Organizational Meeting. The Board shall either confirm or reject any nomination for each Standing Committee and in the event of rejection, the Board shall appoint the member to the Standing Committee relating to such rejection. In making~~

Commented [AP1]: The alternative is to have the Board Chair make appointments subject to Board confirmation.

nominations, the Committee on Committees shall consider the interest forms submitted by Board Members and Board Members tenure and previous service on Standing Committees.

~~(A) At the first regular meeting of the County Board following the Organizational Meeting, the Board Chair shall appoint members of the Committees. In making such appointments, the Board Chair shall account for assignment preferences contained in the interest form distributed according to Section 1.10 and otherwise strive for balance among all members of the County Board. All Board Chair appointments are subject to County Board confirmation.~~

Formatted: Indent: First line: 0"

(B) At the first meeting of each Standing Committee following the Organizational Meeting, the Standing Committee shall elect ~~time of making the appointments to Committees, the Board Chair shall designate~~ a Chair and Vice Chair of each Standing Committee, which designations are subject to County Board confirmation.

(C) The Board Chair may recommend the removal of any member of any Committee at any time for any reason ~~subject to the~~ County Board confirmation and the County Board may make such removal. The Board Chair may recommend the removal of the designation as Chair or Vice Chair of any Committee at any time for any reason ~~subject to and the~~ County Board may make such removal ~~confirmation~~.

~~(D) Term Limits for Committees. No person shall serve on a Committee or Other Board and Commission without interruption for more than 3 consecutive, 2-year terms. A person who has served as a citizen member of a Committee or Other Board and Commission who becomes a Board Member is eligible to serve as a Board Member appointment to the same Committee or Other Board and Commission for a period not to exceed 6 years. A Board Member who has served on a Committee or Other Board and Commission that ceases being a Board Member is eligible to be appointed as a citizen member of the same Committee or Other~~

~~Board and Commission for a period not to exceed 6 years. The term limits set forth in this Section 2.05(D) do not apply to:~~

- ~~1. Committees elected by ballot;~~
- ~~2. Citizen members of the Fair, Recycling & Parks Standing Committee;~~
- ~~3. Statutory 3 year terms of members of the Zoning Board of Adjustment;~~
- ~~4. Service on committees, boards or commissions for a term of less than 3 years in length; and~~
- ~~5. Service by a Supervisor for a partial Supervisory term.~~

Formatted: Justified, Indent: Left: 1"

Formatted: Body Text, Justified, Indent: Left: 1", First line: 0"

Formatted: Body Text, Indent: Left: 1", First line: 0"

Formatted: Body Text, Justified, Indent: Left: 1", First line: 0"

2.06 Committees and Other Boards and Commissions Meeting Agenda Responsibilities

(A) The Committee Chair shall serve as the Chair of a Committee meeting and, in consultation with the County Clerk and Board Chair, is responsible for the preparation of all Committee meeting agendas.

(B) The County Clerk, in consultation with the Committee Chair, is responsible for providing notice of every meeting of the Committee by posting the agenda in compliance with Wisconsin's Open Meetings Law, Wis. Stat. § 19.81, et seq.

(C) A Committee or Other Board and Commission may request another Committee or Other Board and Commission to attend a future meeting of the requesting body. In such event, each Committee and Other Board and Commission shall prepare an agenda for the joint meeting in the usual manner.

~~(D) In the first meeting of a Committee following the Organizational Meeting, the Committee shall adopt dates and times for regular Committee meetings and shall make every attempt to schedule such meetings prior to the regular County Board meetings and with due regard to the meeting dates and times of other Committees.~~

2.07 County Board Member Compensation

(A) County Board Meetings. Board Members shall receive \$40/day for each day's attendance at a County Board meeting.

(B) Committee Meetings. Board Members shall receive \$30/meeting for attending a Committee meeting. Board Members are entitled to receive compensation for attending more than one meeting in a day.

~~(C) Other Board and Commission Meetings. Members of Other Boards and Commissions shall receive \$30/meeting for attending an Other Board and Commission meeting. Board Members are entitled to receive compensation for attending more than one meeting in a day.~~

~~(DC)~~ Other Meetings. Board Members shall receive \$30/meeting for attending a meeting of a body that is ~~neither not~~ a Committee ~~nor an Other Board and Commission~~ only with the Board Chair's prior approval. Board Members who are not members of the Committee ~~or Other Board and Commission~~ may receive compensation as provided in this Section ~~12.07~~ for attending a meeting only when attendance at the meeting is directed or approved by the Board Chair.

~~(ED)~~ Board Chair Compensation. In addition to the compensation set forth in this Section 2.07, the Board Chair shall receive an additional \$250/month. If the Board Chair is unable or unwilling to perform the duties of Board Chair for a period of four weeks or longer, the Board Chair shall not be paid the additional compensation herein and the compensation shall be paid to the Vice Chair for the months during which the Vice Chair is performing the duties of the Board Chair.

~~(FE)~~ Expense Reimbursement. Board Members shall be reimbursed for expenses in the amounts, and according to the regulations and procedures, established by the Finance & Personnel Committee from time to time. Board Members shall be entitled to reimbursement of only actual mileage traveled for attendance at any

meeting for which compensation is paid and only if the Board Member utilizes his or her personal vehicle for the travel.

(~~GF~~) No compensation shall be paid for attendance at any meeting held one hour or less before or one hour or less after a County Board meeting.

(~~HG~~) Board Members shall complete and sign any forms required to verify attendance and expenses as established by the Finance & Personnel Committee from time to time. Such forms are required to be submitted not more than two (2) days following the end of the month in which the expenses were incurred or attendance is claimed.

2.08 Meeting Minutes

(A) County Board Meetings. The County Clerk is responsible for the preparation of minutes for all meetings of the County Board. The County Clerk may use a personal recording device to record any open session portion of a meeting for purposes of verifying the accuracy of the proceedings. The County Clerk shall destroy any recording not sooner than 90 days after approval of the minutes of the meeting at which the recording is taken. The County Clerk shall not record any closed session of a County Board meeting. A draft form of the minutes of meetings shall be included in the meeting packet distributed prior to County Board meetings as specified in Section ~~12.02~~(~~ED~~).

(B) Committee, Other Board and Commission Meetings. The County Clerk shall confer with the Chair of any Committee to appoint a person to take and record the minutes of any meeting of the Committee. Any person so appointed shall not be a County Board Member. All draft minutes shall be filed with the County Clerk's office no later than 14 days after the meeting to which the draft minutes apply and shall be in a format approved by the County Clerk.

2.09 County Board Meeting Seating Arrangements

Except as provided herein, County Board Members shall be seated in order by district number. The Chair, Vice Chair, County Administrator, County Clerk and Corporation Counsel shall sit at the designated head of the room in the order established by the Chair. There shall be a designated area for members of the public and members of the press. The Chair may alter the seating arrangements to meet the needs of individual Board Members or members of the public.

Formatted: Indent: First line: 0"

2.10 Board Member Interest Forms

(A) Within 7 days after County Board Members are elected in the Spring general election, the County Clerk shall distribute a welcome letter to all persons elected to the County Board. The contents of the welcome letter shall include information concerning the schedule for the Organizational Meeting and related matters, the Board Rules and the Board Member Biography form.

(B) Board Members interested in nomination for the position of Board Chair and Vice Chair are encouraged to indicate their interest in the positions on ~~the any~~ Committee/Board/Commission ~~and Seat~~ Preference form. In addition, such Board Members are encouraged to answer two additional questions (beyond the minimum questions on the Supervisor Biography form):

- If you are elected, are there things you will try to change or do differently as County Board Chair/Vice Chair?
- How would you describe the style you will use in working with your fellow Board Members, County Committees, County Administrator and other staff?

All completed forms (Committee/Board/Commission ~~and Seat~~ Preference, Supervisor Biography, County Board Chair/Vice Chair candidate answers) will be distributed to all County Board Members-elect in advance of the Organizational Meeting.

2.11 Board Relationship with Administrator and Department Heads

The County Board serves as the legislative body in County government. As such, the County Board's role is to enact policy. To implement the policy the County Board establishes, the County Board shall appoint a person as the County Administrator according to Wis. Stat. § 59.18(1). The County Administrator shall perform all duties and have such authority as specified in Wis. Stat. § 59.18, the County Administrator Position Description, these Board Rules and as otherwise may be authorized and directed by the County Board from time to time. Department Heads are responsible, and shall report, to the County Administrator. County Board Members desiring information or a report from a Department Head or other County staff shall request such information or report either in the context of a County Board or Committee meeting or from the County Administrator.

Formatted: Indent: First line: 0"

2.12 Vacancies in Office of County Board Member

(A) Vacancies – How Caused. Vacancies in the office of Richland County Board Supervisor shall be determined according to Wis. Stat. § 17.03.

(B) Vacancies – How Filled. The following procedure shall be utilized when there is a vacancy in the office of Richland County Board Supervisor unless the County Board orders a special election to fill the vacancy according to Section 2.12(C):

1. Within 30 days of the seat becoming vacant, the County Clerk shall place a standard advertisement (not in the legal section) for 2 consecutive weeks in *The Richland Observer* and *The Shopping News*, containing:

- a. A notification that there is a vacancy in Supervisory District # [•].
- b. A map which reasonably informs the public of the boundaries of the District.
- c. That interested persons shall submit the following information to the County Clerk, in written form, by a stated

deadline which shall be not less than 30 days from the date of the last publication:

- The applicant's name and address;
 - That the applicant is at least 18 years' old;
 - That the applicant is qualified to vote in the District in which there is a vacancy; and
 - A brief statement as to the applicant's qualifications to serve on the County Board.
- d. A statement that the vacancy will be filled from the list of applicants, at the County Board meeting first following the expiration of the application deadline. The advertisement should state the place, date and time of that County Board meeting.
- e. The County Clerk's mailing address, fax number and e-mail address.

2. At the County Board meeting first following the date of the application deadline, the County Board will invite applicants to provide a presentation, ~~not greater than 10 minutes in length~~, as to why they wish to serve on the County Board. At the end of the presentation(s), the Board will either (a) proceed to deliberate and vote on the applicants; or (b) direct the County Clerk to readvertise the vacancy according to the procedure in Section 2.12(B)(1). The successor appointed according to this process shall serve for the unexpired portion of the term of the vacant office.

(C) Vacancies – Special Election. If a vacancy occurs before June 1 in the year preceding expiration of the term of office, the Board may order a special election to fill the vacancy. If the Board orders a special election during the period beginning on June 1 and ending on November 30 of any year, the special election shall be held concurrently with the succeeding spring election. If the Board orders a special election during the period beginning on December 1 and ending on May 31 of the succeeding year, the special

election shall be held on the Tuesday after the first Monday in November following the date of the order. A person so elected shall serve for the residue of the unexpired term.

2.13 Official Statements by Board Members

—No Board Member other than the Board Chair is authorized to make any official statement or comment on behalf of the County Board. If a Board Member makes a statement or comment, the Board Member shall ensure such statement or comment contains language indicating the statement or comment reflects the personal views of the Board Member and not the views of the County Board.

SECTION 3 COUNTY BOARD OFFICERS

3.01 County Board Chair

(A) The Board Chair shall perform all duties of the chairperson as specified in Wis. Stat. § 59.12(1) and perform such other duties as specified in these Board Rules. In addition, the Chair shall perform such other duties as the County Board may authorize from time to time. In presiding over meetings of the County Board, the Chair shall decide all questions of order or procedure, subject to appeal to the Board, and at all times preserve order and decorum. The Board Chair may serve as a member, with full rights and privileges, of any Committee if there is otherwise not a quorum at any Committee meeting.

(B) The Board Chair shall serve as the spokesperson for the County Board and is authorized to comment to the public or press on any matter of County business provided any such comments are consistent with the County Board's policies or expressed positions.

(C) The Board Chair shall be a member of the Finance & Personnel Committee, the Committee on Committees and the Rules & Strategic Planning Committee. The Board Chair shall be the Chair of the Finance & Personnel Committee.

(D) In the event of a vacancy in the position of Board Chair, the County Board shall hold an election for the position according to the procedure set forth in Section 1.01(A).

3.02 County Board Vice Chair

(A) The Vice Chair shall perform all duties of the Board Chair in the absence or disability of the Chair and perform such other duties as specified in these Board Rules. In addition, the Vice Chair shall perform such other duties as the County Board may authorize from time to time.

(B) The Vice Chair shall be a member of the Finance & Personnel Committee, the Committee on Committees and the Rules & Strategic Planning Committee. The Vice Chair shall be the Chair of the Rules & Strategic Planning Committee.

(C) In the event of a vacancy in the position of Vice Chair, the County Board shall hold an election for the position according to the procedure set forth in Section 1.01(A).

3.03 Chairs and Vice Chairs of Committees.

The chair of a Committee shall preside at Committee meetings and otherwise serve as the spokesperson on behalf of the Committee in County Board meetings. The Committee vice chair shall assume the responsibilities of the Committee chair in the chair's absence.

Formatted: Indent: Left: 0.5", First line: 0"

SECTION 4 RULES OF PROCEDURE

4.01 Parliamentary Authority

The latest edition of *Robert's Rules of Order, Newly Revised* ("RONR") shall govern the proceedings at all meetings of the County Board and the Committees. The Corporation Counsel shall serve as parliamentarian for all meetings of the County Board and shall consult with the Board Chair on all questions of parliamentary procedure.

4.02 Committee of the Whole

The County Board may convene as the committee of the whole at the call of the Board Chair provided the public is provided notice of any such meeting in accordance with Wisconsin's Open Meetings Law, Wis. Stat. § 19.81, et seq.

4.03 Remote Attendance at Meetings

(A) Remote Attendance at Meetings. Board Members shall make every attempt to attend County Board and Committee meetings in-person unless the Board Chair, in his or her discretion, for Board meetings and the Committee Chair, in his or her discretion, for Committee meetings ~~determines exceptional circumstances exist and, in light of such exceptional circumstances,~~ approves a Board Member's remote attendance. ~~Exceptional circumstances are defined as circumstances significantly impacting a Board Member's health, safety, welfare or family. Exceptional circumstances do not include personal convenience, vacation, travel or seasonal relocation.~~ Any Board Member attending a Board or Committee meeting remotely shall keep the camera on for the entirety of their attendance and shall be excused from any closed session part of a meeting. No person may serve as Chair of a County Board meeting if the person is attending the meeting by remote communication unless the entire meeting is held by remote communication as provided in Section ~~34~~.03(B). In the physical absence of the Chair and Vice Chair, the County Board shall appoint a Board Member to serve as Chair pro tempore of the meeting. The Rules & Strategic Planning Committee may, from time to time, establish policies governing the conduct of meetings where persons attend remotely and Board Members shall abide by any such policies.

Formatted: Not Highlight

(B) Fully Remote Meetings. If in-person meetings are not advised or not possible due to an emergency situation, as declared by the appropriate authority under Wis. Stat. Chap. 323 or otherwise determined by the Board Chair, meetings of the County Board and 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.

4.04 Order of Business

(A) County Board Meetings.

The order of business for all meetings of the County Board shall be as follows:

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. County Clerk Verification of Open Meetings Law Compliance
5. Approve Agenda
6. Approve Minutes of Previous Meeting(s)
7. Public Comment
8. Special Orders of Business
9. Public Hearings
10. Resolutions
11. Ordinances and Ordinance Amendments
12. Reports
 - a. Administrator's Report
13. Closed Session (if any)
14. Correspondence
15. Future Agenda Items
16. Adjourn

The order of business may be changed by the Chair or by majority vote of the Board. When preparing the agenda for the meeting, where no business is contemplated on an item on this order of business, the item can be omitted.

(B) Committee Meetings.

The order of business for all meetings of Committees shall be as follows:

1. Call to Order
2. Roll Call
3. Verification of Open Meetings Law Compliance
4. Approve Agenda
5. Approve Minutes from Previous Meeting(s)
6. Public Comment
7. Public Hearing
8. Reports
9. Contract Approvals
10. Resolutions
11. Ordinances and Ordinance Amendments
12. Closed Session (if any)
13. Correspondence
14. Future Agenda Items
15. Adjourn

The order of business may be changed by the Chair or by majority vote of the committee or other board and commission. When preparing the agenda for the meeting, where no business is contemplated on an item on this order of business, the item can be omitted.

(C) Approval of Minutes. There is no requirement that minutes of a previous meeting be read unless requested by a majority of the County Board or Committee.

4.05 Personal Electronic Devices

(A) County Board Members. All County Board Members shall silence their mobile phones and all other personal electronic devices during a meeting of the County Board and of any Committee on which the Board Member serves. Such devices may not be used during any such meeting except in the event of an emergency or with permission of the Chair of the meeting. This Section 34.05(A) does not preclude the recording of open session portions of any meeting by any person.

(B) Other Meeting Attendees. All other meeting attendees shall silence their mobile phones and other person electronic devices during a meeting of the County Board and of any Committee. This Section ~~34~~.05(B) does not preclude the recording of open session portions of any meeting by any person.

4.06 Recognition, Debate and Voting at County Board Meetings

(A) Recognition. A Board Member must be recognized by the Board Chair prior to speaking and shall do so by rising or raising a hand. The Board Chair is responsible for determining recognition.

(B) Debate. Each Board Member shall be entitled to speak twice for a total of not to exceed 10 minutes on any matter pending before the Board and open for discussion. Any member may move to limit or extend the floor time of any speaker and such motion shall not be debatable. Discussion and comments should be directed to the Board Chair and not to any individual Board Member, county staff or member of the public. All Board Member comments shall be germane to the business currently pending before the Board.

(C) Voting. Unless roll call or secret ballot voting is required by the Wisconsin Statutes or these Board Rules, when a question is put to the County Board, the Board Chair shall conduct a voice vote by asking for those in favor and those opposed. When conducting roll call votes, the County Clerk shall call the roll in numeric order according to supervisory district and each succeeding roll call vote at the same meeting shall start with the next succeeding name that completed the last preceding roll call vote.

(D) Abstention. All County Board Members are expected to represent their constituents and fully participate in meetings of the County Board, including voting. Nonetheless, there are recognized circumstances where participation in discussion, voting, or both would be inappropriate. A Board Member may abstain from participating in discussion, voting or both. When a Board Member abstains, the Board Chair shall provide the Board Member with the opportunity to explain the reason for the abstention and, if a

reason is provided, the County Clerk shall record the reason in the meeting minutes.

(E) This Section ~~34~~.06 does not apply to Committee meetings. Unless otherwise required by the Wisconsin Statutes or these Board Rules, Committee meeting procedure shall be governed by RONR 49:21, *Procedure in Small Boards*.

4.07 Public Decorum and Comment

(A) Rules of Decorum. All attendees at County Board and Committee meetings are expected to maintain appropriate decorum during the meeting. Talking, shouting, outbursts, clapping and similar gestures are prohibited. Any attendee may be requested to cease any activities, signs, banners or displays that unduly disrupt a meeting consistent with applicable law. Citizens in the audience are not to audibly respond to comments being made during a meeting or to make demonstrations either in support of or in opposition to a speaker or idea. The Chair of the meeting is responsible for enforcing meeting decorum.

(B) Rules for Public Comment. The following rules apply to all periods of public comment at County Board and Committee meetings:

1. Any person who wishes to address the County Board during the “Public Comment” portion of the agenda must complete the “Public Comment” sign-in sheet and verbally state their name and ~~residential~~ address prior to beginning comment.
2. A commenter may not speak longer than three (3) minutes and may only speak once per meeting.
3. All comments must be germane to an item on the meeting agenda.
4. Comments should be directed to the Board as a whole and not addressed to individual Board Members.

5. A commenter should refrain from asking questions of the Board or any individual Board Member.
6. Commenters should be courteous in their language, avoid personalized remarks and refrain from comments that are rude, obscene, profane, personally attacking, and which demonstrate a lack of respect for others.
7. The Chair reserves the right to terminate an individual's public comments if these rules are violated. As well, the Chair has the authority to rule speakers out of order and may call a short recess in disorderly situations.

(C) Public Participation at Meetings. Unless specifically requested by the Chair of a meeting, members of the public are not allowed to participate in any meeting. No Board Member or member of a Committee may cede time during discussion of a pending question to a member of the public. This Section ~~34~~.07(C) shall not be construed to prohibit County staff from providing information and reports to the County Board or a Committee consistent with the meeting agenda or practice of the County Board or Committee.

4.08 Reconsideration

Any County Board Member on the prevailing side of any question determined by the County Board may make a motion to reconsider the question at the same or next succeeding meeting. When the County Board is equally divided on any question before it, the question shall be considered lost, but in that case any County Board Member present at the meeting where the question was considered may move for reconsideration at the same or next succeeding meeting.

Formatted: Indent: First line: 0"

4.09 Resolutions – Form and Introduction

(A) Form of Resolutions. A Board Member may request the assistance of Corporation Counsel in drafting any proposed Resolution provided, however, the identity of the Board Member shall not be confidential. Resolutions shall be in form approved by the County Clerk and Corporation Counsel. In addition to any other form requirements, all proposed Resolutions shall include the following:

1. A space for a fiscal note. The County Administrator or designee is responsible for reviewing the financial impact of any proposed Resolution and providing any comments relating to such financial impact.

2. A space for a legal note. The Corporation Counsel or designee is responsible for reviewing whether the proposed Resolution is within the scope of the County's authority and otherwise providing any comments relating to the legal impact of the proposed Resolution.

3. A space indicating the identity of the Committee(s) that considered the proposed Resolution, the date of the Committee(s) meeting at which such consideration occurred, the official action of the Committee(s) on the proposed Resolution and the votes of the Committee(s) members relative to the proposed Resolution.

(B) Introduction of Resolutions. A Resolution may be proposed by an individual Board Member or by a Committee.

1. Resolutions Proposed by an Individual Board Member. If a Resolution is proposed by an individual Board Member, prior to any action by the Board on the proposed Resolution, the Board Chair shall refer the proposed Resolution to the appropriate Committee. The County Board may, from time to time, request a report from the Board Chair as to referral of proposed Resolutions. The Committee(s) to which a proposed Resolution is referred shall file the official action on any proposed Resolution with the County Clerk as soon as practicable

following the meeting at which such official action occurred and the act of filing shall serve as a request that the proposed Resolution be placed on the agenda for the next County Board meeting. The requirements of this Section 4.09(B)1 may be waived, in whole or in part, by the Board Chair in his or her discretion.

2. Resolutions Proposed by a Committee. A Committee may propose a Resolution. Any Committee that recommends County Board adoption of a Resolution proposed by the Committee shall file the official action on the proposed Resolution with the County Clerk as soon as practicable following the meeting at which such official action occurred and the act of filing shall serve as a request that the proposed Resolution be placed on the agenda for the next County Board meeting.

(C) The County Board will consider a Resolution commemorating the retirement of a County employee only if the employee is fully vested in the Wisconsin Retirement System at the time of retirement.

4.10 Suspension of and Amendment to Rules

(A) Suspension of Rules. Any rule in these Rules may be suspended by 2/3 vote provided any such suspension does not cause a violation of the Wisconsin Statutes.

(B) Amendment to Rules. The County Board may amend these Rules by 2/3 vote provided any proposed amendment is provided in writing to all Board Members in the meeting packet distributed by the County Clerk under Rule 2.02(~~ED~~).

Formatted: Justified, Indent: First line: 0"

~~Any matters covered by this Rule are not deemed to have been approved by the County Board by virtue of the Board having approved an annual County budget which may contain money for those items. Items covered by this Rule must be approved by the County Board by separate Resolution despite the fact of prior approval as part of the budget process.~~

Formatted: Body Text, Justified, Indent: Left: 0.5", Right: 0", Tab stops: Not at 0.57"

Formatted: Indent: Left: 0.5"

~~Contracts and agreements entered into on behalf of Richland County should be reduced to writing whenever possible. All contracts and agreements involving an expenditure of \$10,000 or more a year must be approved by the County Board, except that a one year's extension of an existing contract or agreement may be authorized by the appropriate Committee. All contracts and agreements involving less than \$10,000 a year must be approved by the County Administrator. Department heads may enter into contracts and agreements on behalf of the County subject to County Administrator approval. Department heads will report all contracts and agreements to the appropriate Committee. Copies of all contracts and agreements shall be filed with the County Clerk.~~

Formatted: Body Text, Justified, Indent: Left: 0.5", Tab stops: Not at 0.57"

~~3. If the purchase price of the needed property including computers is 2,000 or less, the department head may make the purchase upon obtaining at least one quotation from a vendor. If the purchase price of the needed property including computers exceeds \$2,000 and does not exceed \$10,000, the purchase must be made by the County Administrator after having obtained a minimum of 3 quotations from vendors, if reasonably possible. The County Administrator may not commit Richland County to an expenditure of \$10,000.00 or more for the purchase of property, supplies or equipment (in either one unit or in multiple of units if the cost of either exceeds \$10,000.00) or of real estate or for the repair, renovation, remodeling or reconstruction of buildings or other public works, unless that expenditure has been approved by the appropriate committee and County Board.~~

Formatted: Justified, Indent: Left: 0.5"

Formatted: Body Text, Justified, Indent: Left: 0.5", Tab stops: Not at 0.57"

~~(a) Public works projects. All matters dealing with the "construction, repair, remodeling or improvement" of any County building or real estate is governed by section 59.52(29), Wisconsin Statutes. This statute covers the construction of a building that will become a County building even though its construction is being financed by private funds. Also, this statute does not govern highway projects. This statute sets forth the following~~

Formatted: Justified, Indent: Left: 0.5"

Formatted: Body Text, Justified, Indent: Left: 0.5", No bullets or numbering, Tab stops: Not at 0.57"

requirements;

1. If the estimated cost of the project is less than \$5,000, there are no restrictions as to how the County Board can award the contract for the work.

2. If the estimated cost of the project is between \$5,000 and \$20,000, the County Board must advertise for bids for at least one week before the contract for the project is awarded.

3. If the estimated cost of the project exceeds \$20,000, the project must be awarded to the lowest responsible bidder in the manner set forth in section 66.29, Wisconsin Statutes, which deals with pre-qualification of bidders.

4. Regardless of the estimated cost of the project, the County Board may, by a 3/4th vote, allow the work to be done by the County itself.

5. None of the above rules apply in the case of the repair or reconstruction of public facilities where the County Board determines by Resolution that the damage or threatened damage creates an emergency in which the public health or welfare of the County is endangered.

(b) Program initiatives and grants. No department of County Government may undertake a program initiative, or contract with, or apply and accept a grant unless approved by the County Administrator. If the grant requires matching funds, in-kind match, or adding personnel it will require approval by the County Board before submission.

(c) Emergencies. An emergency is when a proposed contract, expenditure or program initiative for which County Board approval is necessary must be submitted by a date which is before the next County Board meeting. In an emergency then the committee Chair of the appropriate committee is authorized to undertake the act on behalf of the County, subject to the following:

1. That it be stated on the document being submitted that the approval being given is subject to review by the County Board at its next monthly meeting.

2. That a Resolution on the matter be presented to the County Board for approval at

Formatted: Justified, Indent: Left: 0.5"

Formatted: Body Text, Justified, Indent: Left: 0.5", No bullets or numbering, Tab stops: Not at 0.82"

Formatted: Justified, Indent: Left: 0.5"

Formatted: Body Text, Justified, Indent: Left: 0.5", No bullets or numbering, Tab stops: Not at 0.57"

Formatted: Justified, Indent: Left: 0.5"

Formatted: Body Text, Justified, Indent: Left: 0.5", No bullets or numbering, Tab stops: Not at 0.57"

Formatted: Justified, Indent: Left: 0.5"

Formatted: Body Text, Justified, Indent: Left: 0.5", No bullets or numbering, Tab stops: Not at 0.82"

its next meeting.

~~(d) Surplus County Property. The County Clerk's Office shall be advised of the disposition of any surplus County property. Committees are encouraged to liquidate surplus County property in order to conserve storage space and to assure that County property is utilized to its fullest value. The liquidation of surplus County property which the department's supervising committee estimates has a market value of more than \$1,000 for that item must be approved by the County Board. Surplus equipment must be offered by e-mail to other County departments at no cost. If no other County department has use for the surplus equipment, it is then to be liquidated by the department with approval of the County Administrator by the best means possible. The proceeds from all sales of surplus County property shall be deposited in the General Fund.~~

~~(e) Budget Matters. All budget issues and fund transfers must go through the County Administrator who will report to the Finance and Personnel Committee and, if necessary, to the County Board.~~

Formatted: Justified, Indent: Left: 0.5"

Formatted: Body Text, Justified, Indent: Left: 0.5", No bullets or numbering, Tab stops: Not at 0.57"

Formatted: Justified, Indent: Left: 0.5"

Formatted: Body Text, Justified, Indent: Left: 0.5", No bullets or numbering, Tab stops: Not at 0.57" + 0.57"

Formatted: Justified, Indent: First line: 0"

Formatted: Body Text, Indent: Left: 0.5"

Formatted: Justified, Indent: Left: 0.5"

APPENDIX A – COMMITTEES AND OTHER BOARDS AND COMMISSIONS

(Updated [•], 2024)

This Appendix A is created and updated pursuant to Section 2.04 of the Board Rules.

I. STANDING COMMITTEES

A. Executive and Finance Committee (not mandated by statute)

- 9 County Board members – Board Chair, Board Vice Chair, Chair of Community and Health Services Committee, Chair of Natural Resources Committee, Chair of Public Works Committee, Chair of Public Safety Committee, and 3 appointed by Committee on Committees
- Oversight of and Board liaison for Administrator, County Clerk, County Treasurer, Register of Deeds, Property Lister, and MIS Director.
- Acts as finance committee with budgetary authority as provided in Wis. Stat. § 65.90
- Receives and reviews Administrator's budget
- Responsible for determining the appropriate committee for policy resolutions and ordinances if not readily apparent
- Responsible for review of official County positions on state and federal legislative and regulatory proposals
- Responsible for strategic planning
- Responsible for Board Rules
- Responsible for personnel matters
- Board Liaison for Symons Natatorium Board
- Board Liaison for Tri-County Airport Commission
- Board Liaison for Joint Ambulance Committee
- Board liaison for Veterans Service Commission
- Board Liaison for Joint Ambulance Committee
- Board Liaison for City County Committee
- Board Liaison for Lone Rock Library Board
- Board Liaison for Richland Center Library Board
- Board Liaison for Southwest Wisconsin Library System Board
- Board Liaison for Viola Library Board
- Board Liaison for Library Planning Committee

B. Community and Health Services Committee (statutory requirements)

- 9 members – 6 County Board members (appointed by Committee on Committees) and 3 at-large members (appointed by Administrator, subject to County Board approval, and all 3 of which have a demonstrated interest in human services and public health.) In making the appointments, the

Administrator shall make a good faith effort to appoint persons qualified under Wis. Stat. § 251.03(1))

- Functions as Human Services Board under Wis. Stat. § 46.23(4)
- Functions as Commission on Aging under Wis. Stat. § 46.82(4)
- Functions as Local Board of Health under Wis. Stat. § 251.03.
- Provides oversight of Child Support Agency
- Board Liaison for Aging Unit Advisory Committee
- Board Liaison for Housing Authority
- Board Liaison for ADRC of Eagle Country Regional Board
- Board Liaison for Mississippi Valley Health Services Commission
- Board Liaison for Neighborhood Housing Services of Southwest Wisconsin
- Board Liaison for Southwest Wisconsin Community Action Program

Pine Valley Committee – The Pine Valley Committee is comprised of 6 County Board members appointed by the Committee on Committees and 1 citizen appointed by the Administrator and confirmed by the County Board. The committee (while considered a Committee under the Board Rules) is a sub-committee of, and will report to, the Community and Health Services Committee.

C. Natural Resources Committee (statutory requirements)

- 7 members – all County Board members (at least one of whom is engaged in an agricultural use as defined in Wis. Stat. § 91.02(2)(a)) appointed by the Committee on Committees
- Functions as Land Conservation Committee under Wis. Stat. § 92.06
- Functions as Agriculture and Extension Education Committee under Wis. Stat. § 59.56(3)
- Functions as Planning and Zoning Committee under Wis. Stat. § 59.69
- Board Liaison for Board of Adjustment
- Board Liaison for Southwest Wisconsin Regional Planning Commission

D. Public Works Committee (statutory requirements)

- 7 members – all County Board members appointed by Committee on Committees
- Functions as Highway Committee under Wis. Stat. § 83.015
- Oversight of County Fair and Fairgrounds
- Oversight of County Parks (abolish Park Commission)
- Oversight of County solid waste disposal services
- Board Liaison for Richland Center Park Board

E. Public Safety Committee (statutory requirements)

- 7 members – all County Board members appointed by Committee on Committees
- Functions as grievance committee for Sheriff's Deputies under Wis. Stat. § 59.26(8)
- Functions as Emergency Management Committee under Wis. Stat. § 323.14
- Functions as Local Emergency Planning Committee under Wis. Stat. § 59.54(8)
- Oversight of and Board liaison for offices of Sheriff, District Attorney, Register in Probate, Judge, Court Commissioners and Clerk of Circuit Court

II. OTHER BOARDS AND COMMISSIONS

A. Veterans Service Commission

- 3 members appointed by the Administrator and confirmed by the County Board
- All 3 members shall be county residents who are veterans
- Reports quarterly to County Board except on personnel and financial matters, which are reported to Executive and Finance Committee as needed

B. Aging Unit Advisory Committee (Wis. Stat. § 46.82(4))

- 3 members appointed by the Administrator and confirmed by the County Board
- At least 2 members shall be older individuals
- No more than 1 member may be a County Board member
- Reports to Community and Health Services Committee

C. Housing Authority (Wis. Stat. § 59.53(22))

- 5 members, 3 of which are County Board members and all of whom are appointed by the Administrator and confirmed by the County Board
- Reports to Community and Health Services Committee

D. Board of Adjustment (Wis. Stat. § 59.694)

- 3 members and 2 alternates, all of whom are not members of the County Board, appointed by the Administrator and confirmed by the County Board
- Reports to Natural Resources Committee

E. ADRC of Eagle Country Regional Board

- 1 member of the County Board from the Community and Health Services Committee as appointed by the Community and Health Services Committee

- Reports to Community and Health Services Committee

F. Joint Ambulance Committee

- 2 members of the County Board appointed by Administrator and confirmed by the County Board
- Reports to Executive and Finance Committee

G. City County Committee

- 2 members – Board Chair and Board Vice Chair
- Reports to Executive and Finance Committee

H. Lone Rock Library Board (Wis. Stat. § 43.60)

- County appointments determined by statute and made by the Administrator and confirmed by the County Board
- Reports to Executive and Finance Committee

I. Mississippi Valley Health Services Commission

- 1 member appointed by the Administrator and confirmed by the County Board
- Reports to Community and Health Services Committee

J. Neighborhood Housing Services Of Southwest Wisconsin

- 1 member appointed by the Administrator and confirmed by the County Board
- Reports to Community and Health Services Committee

K. Richland Center Library Board

- County appointments determined by statute and made by the Administrator and confirmed by the County Board
- Reports to Executive and Finance Committee

L. Richland Center Park Board

- 1 member of the Public Works Committee appointed by the Public Works Committee
- Reports to Public Works Committee

M. Southwest Wisconsin Community Action Program

- 1 member appointed by the Administrator and confirmed by the County Board
- Reports to Community and Health Services Committee

N. Southwest Wisconsin Library System Board

- 2 members appointed by the Administrator and confirmed by the County Board
- Reports to Executive and Finance Committee

O. Southwest Wisconsin Regional Planning Commission

- 1 member appointed by the Administrator and confirmed by the County Board
- Reports to Natural Resources Committee

P. Symons Natatorium Board

- 2 members of the County Board appointed by the Administrator and confirmed by the County Board
- Reports to Executive and Finance Committee

Q. Tri-County Airport Commission

- 2 members of the County Board appointed by the Administrator and confirmed by the County Board
- Reports to Executive and Finance Committee

R. Viola Library Board

- County appointments determined by statute and made by the Administrator and confirmed by the County Board
- Reports to Executive and Finance Committee

III. AD HOC COMMITTEES

A. Library Planning Committee

- 1 member appointed by the Administrator and confirmed by the County Board
- Reports to Executive and Finance Committee

B. Chapter 980 Committee

- 1 member of the Community and Health Services Committee appointed by the Community and Health Services Committee
- Reports as required by statute

C. Campus Reconfiguration Committee

- 7 members appointed by the Board Chair
- Reports to County Board