

1 **RULE I – Organization**
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3 A. As provided by statute, the Sauk County Board of Supervisors (“Board”) shall organize on the
4 third Tuesday of April in even numbered years. Regular and special meetings of the Board
5 shall be held and conducted in accordance with the provisions of Wis. Stat. § 59.11. The
6 Board shall hold an annual meeting on the Tuesday after the second Monday of November in
7 each year for the purpose of transacting business and the adoption of the budget. When the
8 day of the meeting falls on November 11, the meeting shall be held on the next succeeding
9 day.

10
11 B. The Chair of the County Board (“Chair”), Vice-Chair, and 2nd Vice-Chair shall be elected
12 biennially by the Board at the April meeting in even-numbered years. A majority vote of the
13 total elected Supervisors is required to elect the Chair, Vice-Chair and 2nd Vice Chair (e.g. 31
14 districts in Sauk County, 16 votes required regardless of number of Supervisors in attendance
15 at meeting). Furthermore, any Supervisor may request removal of the Chair or Vice-Chair and
16 new elections for a new Chair, Vice-Chair or both under item 13 of the regular Board meeting
17 agenda, provided such request is placed with the County Clerk and County Administrator
18 pursuant to the provisions of III. U. Such officers shall take office upon election. The meeting
19 shall be chaired by the Corporation Counsel until a new Chair is elected.

20
21 C. In addition to presiding at meetings, the supervisor elected Chair by the Board, pursuant to
22 Rule I.B., shall upon election, assume all the responsibilities and perform all duties required
23 of the Chair, pursuant to applicable State Statutes and these Rules, until the Board elects a
24 successor.
25

26 D. In case of the absence or inability of the Chair for any meeting, the Vice-Chair shall perform
27 the duties of the Chair. In case of the absence or inability of both the Chair and Vice-Chair
28 for any meeting, the 2nd Vice -Chair shall perform the duties of the Chair. In the absence of
29 the Chair, Vice-Chair and 2nd Vice -chair, the members shall choose a temporary Chair by a
30 majority vote of the members present. In the case of the permanent absence or inability of the
31 Chair, the Vice-Chair shall become Chair, and a new Vice-Chair shall be elected by the Board.
32

33 E. The Chair is authorized to attend meetings and conferences on matters related to county
34 government and may direct the attendance of the Vice-Chair or some other members of the
35 Board, either in place of the Chair, or along with the Chair. However, per diem shall not be
36 payable unless authorized in accordance with Rule II, E. The Chair shall serve as the County’s
37 voting delegate at the Annual Convention of the Wisconsin Counties Association. The Chair
38 shall serve on the following: Madison Area Technical College Appointment Board, Western
39 Wisconsin Technical College District Board, and WIRED Leadership Caucus.
40

41 If a vacancy occurs on the Board, the procedures set forth Wis. Stat. s. 59.10(3)(e) shall
42 govern in filling said vacancy. A supervisor filling a vacancy shall not automatically be
43 assigned to the same committees as his or her predecessor in office but may request
44 particular assignments. The chair shall have the option of removing or replacing any or
45 all committee assignments for a replacement supervisor including moving a minimal
46 number of supervisors to different committees if it benefits the county. Reassignment of
47 supervisors requires the express consent of each reassigned supervisor and approval by

48 a majority of members voting on the reassignment. Replacement of a member of the
49 Executive & Legislative Committee, shall require election by the Board.

- 50
51 F. Supervisors appointed to special committees, boards, and commissions shall serve on those
52 bodies only so long as they remain members of the Board unless a state statute or county
53 ordinance provides otherwise. At the point in time that a supervisor is no longer a member of
54 the Board, the position on the special committee, board, or commission shall be deemed
55 vacant, and the Chair shall appoint a new individual, who must be a member of the Board, to
56 fill the unexpired term on the body. A former supervisor may only fill a citizen member position
57 on a special committee, board or commission if the former supervisor's continued service will
58 result in no diminution of representation on the body by members of the Board.
59
- 60 G. A secret ballot may be used by the Board or a committee but only to elect an officer of the
61 Board or the committee. When written ballots are used, except for secret ballots, supervisors
62 shall indicate their vote by placing their district number on the reverse side of the ballot. The
63 first ballot shall be the nominating ballot, to be followed by succeeding formal ballots until a
64 majority vote of the members present elects. Persons nominated may address the Board for
65 up to 3 minutes. Only persons named on a nominating ballot shall be considered during a
66 formal ballot. A nominee may withdraw themselves from the ballot at any time after the initial
67 ballot.
68
- 69 H. The standing committees shall be appointed by the Chair, except for the Executive and
70 Legislative Committee which is formed as set forth below, subject to the approval of the Board.
71 Committee appointments shall be presented for approval at the next meeting of the Board
72 following the date of organization. The new, tentative committees appointed by the Chair shall
73 serve prior to approval by the Board during the period between the organizational meeting
74 and the meeting where consideration by the Board shall take place.
75

76 **RULE II – Members**
77 **Decorum**

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79 A. The Board aspires to encourage appropriate dress by board members that reflects the
80 professionalism of the Board. Business casual or more formal attire is encouraged.
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82 B. All comments, debates and discussions shall be appropriate and to the point of the topic under
83 discussion, and conducted in a manner that is civil, and respectful of all concerned.
- 84
85 C. The County Board serves as the legislative body in County government. As such, the County
86 Board's role is to enact policy. To implement the policy, the County Board shall appoint a
87 person as the County Administrator according to Wis. Stat. 59.18(1). The County
88 Administrator shall perform all duties and have such authority as specified in Wis. Stat. 59.18,
89 the job description, Chapter 33 of the Sauk County Code of Ordinances, the Board Rules, and
90 as otherwise may be authorized and directed by the County Board from time to time.
91 Department heads are responsible and shall report to the County Administrator. County
92 Board members requesting information or a report from a Department Head or other County
93 staff shall request such information or report either in the context of a County Board or
94 Committee meeting or from the County Administrator. Unless conducting non-County Board
95 business, Supervisors wishing to confer with a Department Head shall schedule an
96 appointment in advance with that particular Department Head. A Supervisor shall not contact

97 staff (non-department head) without first seeking permission from the Administrator or
98 Department Head.
99

- 100 D. A minimum of one day of training for members of the Board shall be set by the Chair, said day
101 of training will be held every year. Such training may be conducted through the use of outside
102 presenters, staff presenters, tours, and/or electronic means, including but not limited to videos
103 and webinars. The Chair may set additional days of training for Board members, as needed
104 to clarify county procedures or policy matters.
105

106 **Compensation**

- 109 E. Supervisors shall be authorized up to a maximum of 90 days' compensation (at a per diem
110 rate of \$90.00 for each day of attendance when the Board is in session and meeting, and
111 \$75.00 for other authorized service including committee meetings), plus mileage and
112 reimbursement of authorized expenses, for committee work when attending committee
113 meetings of which they are members, or as chair of a committee (or their designee) when
114 attending a committee meeting of which they are not a member for the purpose of providing
115 testimony on an issue. Authorized service includes service required by ordinance or
116 resolution. The maximum limits established for committee work shall be in addition to the per
117 diems and mileage supervisors are entitled to receive for attendance at meetings of the Board
118 and exclusive of per diems paid by non-county boards or commissions where the payment of
119 the per diem or mileage is not made from County funds. Reimbursement of expenses (such
120 as mileage, parking, etc.) shall be allowed only if a request for payment is made on the form
121 provided by the Accounting Department within three (3) months after the meeting or event
122 date. Payment to County Board supervisors and other committee members shall be only via
123 direct deposit.
124
- 125 F. As provided by Wis. Stat. § 59.13(2), no supervisor shall be allowed pay for committee service
126 while the Board is in session, but the Board may authorize payment of per diem, mileage and
127 reimbursement for other expenses for attendance at any school, institute or meeting which
128 the Board directs them to attend. Each standing committee is specifically authorized to send
129 up to two (2) members to up to two (2) conventions (including conferences and other trainings)
130 per County fiscal year. The convention cannot exceed three (3) days or be farther than three
131 hundred (300) miles. All other requests require approval by a majority of the Board. Wis. Stat.
132 § 59.13(2). In addition, all Supervisors are allowed to attend the Wisconsin Counties
133 Association Annual Meeting with all registration fees to be paid for by the County. The Chair
134 shall be able to attend National Association of Counties meeting with reimbursement for
135 expenses incurred.
136
- 137 G. Any increase in the number of days of committee work for which supervisors may be paid
138 compensation and mileage in any year shall require approval by two-thirds vote of the
139 members of the Board present, prior to payment. In addition to the above, the Chair shall
140 receive compensation for performance of the duties of that office. The Chair is authorized to
141 act as a member of all committees in an *ex officio* capacity, and per diem and mileage are
142 eligible to be paid under this rule for attendance at all committee meetings attended by the
143 Chair.
144
- 145 H. The supervisor elected Chair shall be entitled to receive the compensation provided for the
146 part-time position of Chair consisting of a salary of \$900 per month in addition to any other

147 per diem and mileage entitlement available to other supervisors in accordance with Rule II.
148 E., as provided by Sauk Co. Code § 35.03.
149

- 150 I. All members of the Board who are to be reimbursed for committee work shall submit vouchers
151 to the County Clerk on a monthly basis, to be placed on file with other current claims or
152 accounts to be authorized for payment at regular Finance Committee meetings. Per diem and
153 mileage paid Board members through any calendar year shall be compiled in the Accounting
154 Department and presented to the Board prior to annual publication in March of the following
155 year. Supervisors who “ride along” with other supervisors may not claim mileage.
156
- 157 J. No current claim or account to be paid from funds previously appropriated for any item by the
158 Board in the Budget shall be allowed, nor order passed whereby any money is paid out or
159 expended, until said claim or account has been referred to the appropriate department
160 committee and report made thereof as directed by said committee.
161
- 162 K. All claims or accounts for disbursements made by any County official must be itemized and
163 contain sufficient information to identify proper budget authorization.
164

165 **Rule III – Meetings**

166 **General**

- 167
- 168 A. The Board shall meet regularly in the County Board Room on the third Tuesday of each month
169 except as provided in Rule I.A. above. Regular meetings of the full Board shall commence at
170 6:00 P.M. Any vote to adjourn to a different time or place for convening a regular meeting
171 shall require approval by two-thirds of the members present.
- 172
- 173 B. A Special Meeting of the Board shall be held in accordance with the provisions set forth in
174 59.11 (2). A Supervisor may signify agreement to a request by email, delivered to the Clerk
175 via County email from a Supervisor’s official Sauk County email address to the Clerk’s official
176 email address. Furthermore, the Clerk may notice a Special Meeting by email. Personal
177 email accounts, SMS or other electronic messages are not acceptable.
178
- 179 C. The order of business of Board meetings shall be as stated on the agenda for each session.
180 The agenda shall jointly be the responsibility of the Chair, the County Administrator and the
181 County Clerk. The agenda shall be circulated to the Board not less than two business days
182 before each meeting. Agenda amendments that comply with Open Meeting Law notice
183 requirements are permitted after initial circulation.
184
- 185 D. The format for the agenda at the April organizational meeting held in even-numbered years
186 shall be as follows:
187
- 188 1. Call to order.
 - 189 2. Invocation and pledge of allegiance.
 - 190 3. Verification of credentials and roll call.
 - 191 4. Administration of oath of office.
 - 192 5. Adoption of agenda.
 - 193 6. Approval of the minutes of the previous meeting.
 - 194 7. Designation of official newspaper.
 - 195 8. Election of a Chair, Vice Chair & 2nd Vice-Chair.
 - 196

197 (Proceed in accordance with regular meeting agenda, see III.E. 6. through 15.)
198

199 E. The format for the regular meeting agenda of the County Board shall be as follows:
200

- 201 1. Call to order.
- 202 2. Roll call.
- 203 3. Invocation and pledge of allegiance.
- 204 4. Adoption of agenda.
- 205 5. Approval of the minutes of previous meeting.
- 206 6. General consent agenda items.
- 207 7. Scheduled appearances included on the agenda.
- 208 8. Public comment with each speaker limited to no more than three minutes.
- 209 9. Communications.
- 210 10. Appointments.
- 211 11. Bills.
- 212 12. Claims.
- 213 13. Elections.
- 214 14. Proclamations.
- 215 15. Reports.
- 216 16. Unfinished business.
- 217 17. New business.
- 218 18. Referrals.
- 219 19. New agenda items (no discussion). Submit in writing or by email new
220 business items to the County Administrator as soon as possible for Rule
221 III.U. committee referral or addition to the Board agenda.
- 222 20. Adjournment.

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224
225 F. The format for any Special Meeting of the County Board shall be as follows:

- 226 1. Call to order.
- 227 2. Roll Call.
- 228 3. Invocation and Pledge of Allegiance.
- 229 4. Adoption of the agenda.
- 230 5. Public Comment with each speaker limited to no more than three minutes.
- 231 6. Communications.
- 232 7. New or Unfinished Business.
- 233 8. Adjournment

234
235 G. It is declared to be the policy of Sauk County that the public is entitled to the fullest and
236 most complete information regarding the affairs of County government as is compatible with
237 the conduct of County affairs and the transaction of County business. Wis. Stat. §§ 19.80 to
238 19.98 are to be complied with by all members at all meetings of public nature. The Board and
239 its committees shall "sit with open doors," and timely notification of all public meetings, time,
240 date, place and subject matter shall be given, including the specifics for any contemplated
241 closed session.

242
243 **Procedure**

244
245 G. The Chair may speak to points of order in preference to other members, and shall recite
246 questions of order subject to an appeal to the Board by any two members, on which appeal
247 no member shall speak more than once, unless by leave of the Board. He or she shall vote

248 on all roll calls, except upon appeals from his or her own decision. The Chair may NOT
249 participate in debate or discussion unless he or she steps down from the Chair and assumes
250 their regular seat (the Vice-Chair would then run the meeting) then following the same rules
251 as any other Supervisor.
252

- 253 H. The Chair shall announce items as they arise on the agenda. With respect to a resolution
254 or ordinance, the Chair shall ask if a member wishes to make a motion, and upon a motion,
255 if there is a second. Upon a motion and second, the Chair, or the Clerk, shall state the
256 question on the motion, identifying the resolution or ordinance by its title and number, and
257 reading the resolution in full. If the text of the resolution or ordinance has been distributed
258 to members in advance, the chair may state the question without reading it in full, instead
259 identifying the resolution by its designated title and number, by saying: It is moved and
260 seconded to adopt the resolution relating to...., as printed.” Any Supervisor has the right to
261 have the motion or resolution read. After the question has been stated, the Chair shall
262 call upon the maker of the motion who may defer to the chair of the appropriate committee,
263 or an appropriate County staff person, for any statement or explanation.
264
- 265 I. In presenting business or debate, members shall address the Chair, be recognized, and when
266 in order, proceed without any interruption. Debate and discussion should be limited to the
267 agenda item under discussion. Discussion is intended to provide clarity on a given topic. In
268 all cases, personalities are prohibited and civility shall be observed. In case more than one
269 member shall seek recognition to address the Board or committee, the Chair shall decide who
270 has precedence.
271
- 272 J. All regular meetings of the Board and Board committees shall provide a noticed public
273 comment period. During a public comment period, any person who is not a member of the
274 body may comment on a specific item or issue that is on that particular agenda for a maximum
275 of three minutes per person. Based on the number of people registered to comment, the chair
276 has discretion to limit public comment to two minutes and shall announce said restriction prior
277 to public comments commencing. Any person who wishes to comment on a matter not on the
278 County Board agenda shall provide their comment to the County Clerk in writing for possible
279 distribution to the Board. Discussion of personalities is prohibited and civility shall be
280 observed. The Board or committee Chair may authorize the appearance and comment of a
281 non-member if the appearance is specifically listed on the agenda.
282
- 283 K. Any member wishing to speak to a question shall be permitted to do so at least once, and a
284 motion for the previous question shall not be in order until every member has had such
285 opportunity. No member may speak twice on any question until every member choosing to
286 speak has spoken. The person making a motion and the second may speak for up to five (5)
287 minutes during the first round of debate and all others shall be limited to three (3) minutes per
288 round.
289
- 290 L. All Supervisors present in person and remotely are expected to vote on all questions and
291 items put before the Board or Committee. A Supervisor who has a conflict of interest pursuant
292 to Wis. Stat. § 19.59 or Sauk Co. Code Ch. 36, Code of Ethics, shall, prior to the
293 commencement of discussion or consideration of the matter, or as soon thereafter as the
294 conflict of interest is discovered, declare the same. The Chair shall be excused by the Vice-
295 Chair, for appropriate reasons. A Supervisor who chooses to abstain from voting for any other
296 reason should likewise, prior to the commencement of discussion or consideration of the
297 matter, declare that they will be abstaining. All members abstaining shall be deemed present
298 for purposes of a quorum even if absence from the chambers is required.

299
300 M. Every motion shall be reduced to writing if called for by the Chair or any member of the Board.
301 After motion is made and stated by the Chair, it shall be deemed to be in the possession of
302 the Board, but may be withdrawn at any time before decision or amendment by a majority
303 vote of the Board.
304

305 N. In every instance, a motion to adjourn, to lay on the table, for previous question and for limited
306 debate shall be decided without discussion.
307

308 O. Except for resolutions approved as part of a consent agenda, all votes on resolutions or
309 ordinances shall be recorded roll call votes. If the electronic voting system is not operational,
310 the Board may, by a two-thirds vote, approve voice voting on any resolution that does not
311 otherwise require a roll call or supermajority vote by law.
312

313 P. Any budget alterations shall require authorization by two-thirds of the membership of the
314 Board in accordance with Wis. Stat. § 65.90(5).
315

316 Q. When a motion has been made and carried in the affirmative or negative, it shall be in order
317 for any member of the majority to move for reconsideration thereof at the next regularly
318 scheduled meeting or in the same meeting of the Board. Such motion shall take precedence
319 over all other questions except a motion to adjourn.
320

321 R. Reports to the Board are presented for information and not debate, and shall be limited to ten
322 minutes in length after which a question and answer period may be conducted that also shall
323 not exceed ten minutes. The time provided for a report or question and answer period may be
324 extended either during the approval of the agenda or by motion to extend the time allowed for
325 the report or the question and answer period.
326

327 S. The Board shall take a ten-minute break after two hours of meeting, and shall break for ten
328 minutes every two hours thereafter, for the comfort of supervisors and members of the public
329 attending the meeting.
330

331 T. Remote Participation in Sauk County Board and Committee Meetings:
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333 The Chair of the Board or a Committee may *not* remotely preside over any meeting.
334

335 A Supervisor may remotely attend, be counted towards a quorum, vote and be paid per
336 diem as Follows:
337

338 COUNTY BOARD MEETING:
339

340 1. Supervisor must request remote participation in a meeting of the full County Board of the
341 Chair at least 72-hours prior to the meeting, and notify the County Clerk if and once such
342 request is granted by the Chair.
343

344 2. Supervisor may participate via voice or video; may speak only when recognized by the
345 Chair pursuant to all other applicable rules of the board; may vote ONLY using County
346 approved, properly configured, and secured voting device.
347

348 3. An individual Supervisor may remotely attend a meeting no more than three (3) times per
349 two-year term.

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4. No more than two Supervisors may remotely attend and participate in a meeting of the full County Board.
 5. Remote participation in closed session is not allowed.
 6. The Chair may alter the provisions of this paragraph to allow for unforeseen or urgent circumstances.

359 COMMITTEES OF THE COUNTY BOARD:

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1. Supervisor must request the remote participation in a Committee meeting of the Committee Chair at least 72 hours prior to the meeting, and notify the Secretary of the Committee if and once such request is granted by the Chair.
 2. Supervisor may participate and vote via voice or video; may speak only when recognized by the Chair pursuant to all other applicable Rules of the Board and Committee.
 3. An individual Supervisor may remotely attend a meeting no more than three (3) times per two-year term.
 4. No more than one (1) Supervisor may remotely attend and participate in a Committee meeting.
 5. Remote participation in closed session is not allowed.
 6. The Chair may alter the provisions of this paragraph to allow for unforeseen or urgent circumstances.

379 SAUK COUNTY HEALTHCARE CENTER

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Sauk County Health Care Center (SCHCC) staff who participate in the SCHCC trustees meetings may do so remotely when they need to remain at the SCHCC for health and safety reasons. Citizen members of the SCHCC trustees may participate in meetings remotely when health and safety is a concern.

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- U. All proposed Board agenda items shall be submitted in writing to the County Clerk and County Administrator by 4:30 p.m. on the Tuesday preceding the next regular meeting of the Board. The County Administrator is responsible for the referral and routing of all proposed resolutions and other items to come before a committee and the Board. Except as otherwise provided, all proposed Board agenda items shall be referred to each standing committee with subject matter jurisdiction prior to placement on the Board agenda for discussion, report, and recommendation. Any Supervisor may also present a proposed resolution or agenda item for consideration by the full Board utilizing one of the following processes:
1. A Supervisor may request the committee chairman to place a proposed resolution or other item on the agenda of the next regular meeting of a committee of which he is a member; or

399 2. A Supervisor may request the County Administrator to refer a proposed
400 resolution or item to the appropriate committee for consideration at its next
401 regular meeting, if the requestor is not a member of that committee.

402
403 All business referred to a committee by the Board shall be taken up before the next regular
404 Board meeting whenever possible. The Board may, by majority vote, recall any matter referred
405 to a committee and refer the matter to another committee or take other appropriate action
406 thereon. A Supervisor wishing to so recall an item from Committee must notify the County
407 Administrator by the time set forth in III. A. so the proposed action may be properly included
408 on the Board agenda. Supervisors are strongly encouraged to consider the recommendation
409 of the committee prior to requesting a proposed resolution or item be placed on the agenda
410 as the lack of committee support would be indicative of the proposed resolution's or item's
411 feasibility.

412
413 V. Items may be included on the general consent portion of the agenda provided the matter was
414 unanimously adopted by the sponsoring committee and the matter under consideration has
415 no financial or public policy impact and is of a non-controversial nature. No ordinance shall
416 be included in the general consent portion of the agenda. When the general consent portion
417 of the agenda is placed before the Board for consideration, the Chair shall ask if any member
418 of the Board objects to any item being considered by general consent. Any item placed on
419 the general consent portion of the agenda may be placed under the new business portion of
420 the agenda, and considered separately, upon the request of any supervisor, and without a
421 motion and second, provided such request is made prior to a vote on the general consent
422 portion of the agenda by the Board. If there is no objection to any item, the Chair will request
423 a motion to approve the general consent portion of the agenda. All items in the general
424 consent portion of the agenda may be approved by voice vote. Any member may request and
425 shall be granted a recorded vote without a motion or second provided such request is made
426 prior to the Chair's request for a motion to approve the consent agenda.

427
428 W. It shall be the responsibility of the sponsoring committee or supervisor to have the matter
429 prepared in the form to be acted on and to have a fiscal note attached. All resolutions involving
430 the expenditure or receipt of funds shall carry a fiscal note using a form approved by the
431 Finance Committee which details the resolution's impact upon County finances approved and
432 initialed by the Finance Director, Finance Manager or County Administrator. In addition to
433 the fiscal note, all resolutions shall contain a Management Information Systems (MIS)
434 Note, and shall be reviewed by Corporation Counsel and approved as to form prior to inclusion
435 in the agenda. A resolution lacking a fiscal note, MIS note, or legal review by Corporation
436 Counsel shall not be considered by the Board. The background clause of any resolution or
437 ordinance shall contain information sufficient to provide the purpose and need for the
438 resolution or ordinance.

439
440 X. The Chair may immediately refer any matter not considered and reported to the Board by a
441 committee to the appropriate committee without motion if there is no objection to referral. If
442 objection is made, referral of the matter shall be immediately placed before the Board for vote
443 and shall only be referred upon a majority vote of the members present and voting.
444 Resolutions brought forward by individual supervisors must be presented to all committees
445 having jurisdiction over the proposed matter as detailed above.

446
447 Y. The County Board shall send a special advisory referendum question, pursuant to Wisconsin
448 State statute 59.52(25), to the County Clerk for placement on the next spring or fall ballot only

449 if a supervisor submits the question in writing to the Board not less than one-hundred-twenty
450 (120) days prior to the date of the next election and the question is approved for ballot
451 placement by a two-thirds (2/3rds) vote of the Board.
452

- 453 Z. All attendees at the County Board and Committee meetings are expected to maintain
454 appropriate decorum during the meeting. Talking, shouting, outbursts, clapping, and similar
455 gestures are prohibited. Any attendee may be requested to cease any activities, including the
456 use of signs, banners, or displays, that unduly disrupt a meeting consistent with applicable
457 law. Citizens in the audience are not to audibly respond to comments being made during a
458 meeting or to make demonstrations either in support of or in opposition to a speaker or idea.
459 The Chair of the meeting is responsible for enforcing meeting decorum.
460

461 **RULE IV Committees**

462 A. Matters Pertaining to Standing Committees of the Board:

- 463
- 464 1. A supervisor shall serve as a committee member until the first Board
465 meeting following the spring County Board Supervisor election.
 - 466 2. A chair, vice-chair and secretary for each committee shall be selected by
467 each committee's membership. Only Supervisors may hold these positions.
468 Supervisors may only be the Chair of one standing committee. A
469 Supervisor elected to be the chair of a two Committees shall resign as the
470 Chair of one of the Committees.
471
 - 472 3. If the position of chair on a committee becomes vacant, the vice-chair
473 becomes chair and an election shall be held to fill the position of vice-chair
474 and any other subsequent vacancies.
475
 - 476 4. A supervisor may only be removed from a committee by the County Board
477 Chair with the approval of the County Board by a two-thirds vote of the
478 Board members present.
479
 - 480 5. If a supervisor wishes to resign from a committee, permission must be
481 requested from the Board. Permission of the Board can be given through
482 unanimous consent or a motion that is debatable and amendable. Once
483 the request is granted, the vacancy is handled as any other vacancy.
484
 - 485 6. Whenever two or more committees meet jointly, a quorum of each
486 committee participating in the joint meeting is required. A supervisor who
487 serves on two or more of the committees may be counted toward a quorum
488 of more than one of the committees meeting jointly. The joint committees
489 shall vote to select one chair of one of the participating committees
490 to serve as chair of the joint meeting.
491
 - 492 7. Supervisors are expected to attend the committee meetings of the
493 committees to which they are assigned. When a supervisor cannot attend
494 a meeting, it is the responsibility of the supervisor to request excusal from
495 the chair of the committee.
496
 - 497 8. A County Board member attending a committee meeting of a committee on

498 which they do not serve, shall be given the opportunity to address said
499 committee at least once, for a period of time which is at least equal to the
500 time allowed for individual speakers at public comment, provided the matter
501 to be addressed is a matter that is on that committee's properly posted
502 agenda. The decision to allow the supervisor to speak more than once is
503 within the discretion of the chair of the committee. The chair's decision may
504 be overruled by a majority vote of the committee.
505

506 9. Each committee shall, at its first meeting following the organizational
507 meeting of the Board, select those officers required by Rule IV.L., and it
508 shall thereafter be the responsibility of said officers to ensure that accurate,
509 written minutes are made of each meeting of the committee and submitted
510 to the County Clerk for filing. The presiding officer at any meeting shall
511 ensure compliance with the Open Meetings Law.
512

513 10. Committee agenda format will be established in compliance with open
514 meetings law and by the committee chair and secretary based on that
515 respective committee's precedent.
516

517 B. Special committees, boards, special appointments and commissions shall be selected or
518 appointed by the Chair with the approval of the Board. These committees, boards and
519 commissions shall select their own chair. The Chair shall notify the supervisors of proposed
520 appointments by United States Mail or email no later than the Thursday afternoon prior to the
521 scheduled meeting of the Board at which the appointments will be voted upon. If an
522 appointment is to be considered at a special meeting of the Board, the Chair shall provide
523 notice by United States Mail or email no later than five days prior to the date of the special
524 meeting.
525

526 1. The Health Care Center Board of Trustees is responsible for general oversight
527 of the Sauk County Health Care Center as provided in Chapter 46 of the Sauk
528 County Code of Ordinances and Wis. Stat. § 46.18. Members: 7. The
529 Trustees shall have 4 County Board Supervisors and 3 Citizen Members.
530

531 **STANDING COMMITTEES OF THE BOARD.**

532
533 **AGING & DISABILITY RESOURCE CENTER COMMITTEE**

534 Responsible for providing services to the general public with respect to matters
535 related to aging and disability and to improve the life of those with aging and
536 disability related issues. This committee will serve as the official statutory
537 Commission on Aging pursuant to Wis. Stat. § 46.82(4) and shall be advised by
538 the Aging, and Disability Advisory Committee. Responsible for policy direction and
539 oversight for the following departments: Aging and Disability Resource Center.
540 See, Sauk Co. Code Ch. 16.

541 **Members: 11. The Committee shall have 6 County Board Supervisors.**
542

543
544 **ECONOMIC DEVELOPMENT COMMITTEE**

545 Responsible for coordination of County economic development initiatives with
546 County Planners and Sauk County Development Corporation. Involved in strategic
547 resource planning initiatives. Reviews matters which affect growth and

548 development of Sauk County, and economic development of communications
549 network. Responsible for economic development in Sauk County and oversees
550 County coordinated transportation, including overseeing the Tri-County Airport
551 Commission, municipal airports, Pink Lady Rail Transit Commission and
552 Wisconsin River Rail Transit Commission. Responsible for the study, review and
553 recommendation regarding freight, passenger and commuter rail development,
554 intercity and commuter bus services and development, and the provision and
555 coordination of rural and commuter transit services. Transit is governed by Wis.
556 Stat. s. 59.58. Also responsible for oversight regarding arts, humanities, culture
557 and historic preservation projects on behalf of the Board. Serves as the Landmarks
558 Commission in compliance with Sauk Co. Code Ch. 38 and Wis. Stats. §§ 59.56
559 and 59.69(4m). **Members: 7.**

EXECUTIVE & LEGISLATIVE COMMITTEE

562 Responsible for proposing amendments and monitoring the operation of Rules of
563 the Board; responsible for the conduct of all intergovernmental relations and
564 affairs; monitors State legislative and administrative activity affecting Sauk County;
565 proposes legislation or action on pending legislation affecting Sauk County;
566 considers matters not specifically assigned to other committees. Responsible for
567 policy direction and oversight to the following departments: County Administrator,
568 Corporation Counsel, County Clerk, Emergency Management. This committee
569 shall also have oversight of the Veteran Services Office.

570
571 Comprised of members from: **The Executive & Legislative Committee shall be**
572 **composed of the Chair and Vice-Chair of the Board, along with the Chair of**
573 **the other Standing Committees. The Chair of the Committee shall vote only**
574 **in the case of a tie.** The Chair and Vice-Chair of the Board shall serve in the same
575 roles on the Executive and Legislative Committee. The County Clerk shall serve
576 as secretary to this committee. The County Administrator, Corporation Counsel,
577 and County Clerk shall serve as *ex officio* members of this committee without
578 voting privileges. **Members: 9.**

FINANCE, PERSONNEL & INSURANCE COMMITTEE

581 Responsible for financial policy initiation and review of all County fiscal matters,
582 including reviewing and possibly revising the annual County operating budget,
583 submitted to the Committee by the County Administrator, for presentation to the
584 Board. Reviews County investment and banking policies; manages County
585 general fund and contingency fund; reviews per diem and mileage for all
586 committees, commissions, boards or councils; recommends approval of County
587 audit report; receives all special gifts and grants made in favor of the County.
588 Responsible for policy jurisdiction over all County personnel matters including:
589 recruitment and selection; collective bargaining and contract administration;
590 employee relations; salary administration for all appointed and elected personnel;
591 classification systems; employee training; fringe benefits; and reviews all new
592 position requests and vacant positions. Oversees the County's safety program and
593 safety training. Provides for all property, liability, and worker's compensation
594 insurance needs for the County. Provides policy direction and oversight to
595 Accounting, County Treasurer, the Personnel Department and Risk/Safety
596 Manager. **Members: 9.**

HEALTH & HUMAN SERVICES COMMITTEE

598

599 Responsible for policy direction and oversight of Health Department pursuant to
600 Wis. Stat. Chs. 250 through 255 relating to public and environmental health
601 matters. See, Sauk Co. Code Ch. 3. Responsible for policy direction and oversight
602 for Human Services Department pursuant to Wis. Stat. chs. 46 and 51 and Wis.
603 Stat. § 59.53 to oversee social services and community programs. **Members: 9;**
604 **5 Supervisors, 1 M.D., 1 R.N., One member that represents the diversity of**
605 **the county, 1 member who receives, or has a family member that receives,**
606 **services from the Department of Human Services.**
607
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LAND RESOURCES & EXTENSION COMMITTEE

610 Responsible for policy direction for County planning, land use regulations,
611 surveying, remonumentation, mapping and uniform rural building identification
612 system, land records modernization activities. Serves as the County Zoning
613 Agency pursuant to Wis. Stat. § 59.69. Establishes policies relating to planning,
614 acquisition, development and maintenance of County owned park and recreation
615 sites. Responsible for natural resource management, resource conservation and
616 environmental protection including soils, water, forestry and wildlife resources
617 through participation in various federal, state and local programs. Responsible for
618 developing sustainable practices within County operations and serving in an
619 advisory capacity regarding “green technologies.” Responsible for the
620 development and implementation of the Sauk County Outdoor Recreation Plan.
621 Responsible for review and approval of vouchers related to the Sauk County
622 Outdoor Recreation Plan. Oversees operation of farmland located at the original
623 Sauk County Health Care Center. Serves as the Farmland Preservation Review
624 Committee. Also, jointly responsible with the Area Extension Director for oversight
625 of University of Wisconsin-Madison, Division of Extension educational
626 programming in agriculture and natural resources, community and economic
627 development, family living, 4-H and positive youth development, horticulture, and
628 County tourism and promotion activities on behalf of the Board.
629
630

631 **Members: 9; 7 Supervisors, 6 of whom shall be Supervisors from districts**
632 **that have at least a portion of their district in County Zoning, 1 Citizen who**
633 **meets the requirements of Wis. Stat. § 92.06(1)(b)(2), 1 citizen may be**
634 **appointed who shall be a public school administrator in the County. If there**
635 **is no school administrator appointed then a Supervisor shall be appointed**
636 **to fill that spot on the committee.** Pursuant to Wis. Stat. § 92.06(1)(b)(2) the
637 designee shall be a person who is engaged in agricultural use, as defined under
638 s. 91.01 (2)(a)1, and shall be a member of the Committee but shall refrain from
639 discussion and voting on any matter where the Committee is acting as the County
640 Zoning Agency. A public school administrator, if one is appointed, shall be a
641 Member of the Committee but shall refrain from voting on matter not related to UW-
642 Extension. Members of this committee shall serve on the lake protection districts.
643 Provides policy direction and oversight to the following departments: Land
644 Resources and Environment; Parks; County Surveyor; Land Information Officer;
645 Register of Deeds; and Mapping.
646
647

LAW ENFORCEMENT & JUDICIARY COMMITTEE

648 Responsible for exploration of justice alternatives. Provides policy direction and
649

oversight on behalf of the Board to the following departments: District Attorney, Coroner, Clerk of Courts, Court Commissioner, Register in Probate, Child Support, and Circuit Court Judges, Sheriff, and the Animal Shelter. **Members: 9.**

PUBLIC WORKS AND INFRASTRUCTURE COMMITTEE

Responsible for policy direction in design, construction and maintenance of all County roads and expenditure of highway maintenance funds received from the state or County, including planning, development of, and maintenance of all structures required for storage, maintenance and operations relating to the Highway Department. Pursuant to Wis. Stat. § 83.015(1)(c), this Committee is designated the County Highway Committee and each member is appointed and vacancies filled pursuant to the procedures contained in these Rules. Responsible for policy direction and oversight for Highway Department. Responsible for providing policy direction with regard to matters involving County property. Handles all matters relating to the acquisition of real property, construction, building improvements, repair or maintenance not specifically delegated to other committees. Responsible for planning and implementation of space use in County buildings. Oversees the appraisal and sale of tax delinquent County property by the County Treasurer and reviews the disposition of, or the granting of easements on, County real property. Responsible for the physical management requirements associated with the closed Sauk County Landfill. Approves the use of County owned property by non-County groups when such property is not under the direct purview of another committee. Oversees communications infrastructure, including fiber optic cable, towers, and associated equipment. Responsible for the overall information technology requirements for all departments and agencies of Sauk County. Responsible for oversight of the Management Information Systems department. Provides overall planning and long-range forecasting for the information systems needs of Sauk County. Provides oversight to the Building Services Department **Members: 9.** [Drafter's Note: Elimination of the Communications & Infrastructure Committee and transfer of its functions to the Property Committee was approved on April 29, 2019 but is not effective until April 21, 2020]

COMMITTEE OF THE WHOLE

1. Definition and Purpose. The Committee of the Whole is a device in which a legislative body, such as the County Board, is considered one large committee. All members of the legislative body are members of such a committee. Under Robert's Rules, when an assembly (i.e. legislative body) has to consider a subject which it does not wish to refer to a committee, and yet where the subject matter is not well understood and put into proper form for its definite action, or when, for any other reason, it is desirable for the assembly to consider a subject with all the freedom of an ordinary committee, it is the practice to refer the matter to the "Committee of the Whole." These Rules of Sauk County also permit the calling of a Committee of the Whole for any reason deemed appropriate by the party having the authority to call a meeting of the Committee of the Whole. Matters appropriate for a meeting of the Committee of the Whole will generally involve issues having a county-wide impact.

- 700 2. Causing a Meeting of the Committee of the Whole. Meetings of the Committee
701 of the Whole shall be at the call of the Board Chair or at the call of the County
702 Board Vice-Chair or caused to occur by means of a motion to refer the matter
703 to the Committee of the Whole in an action taken during a meeting of the
704 County Board.
705
706 3. Scheduling of the Meeting. When a meeting of the Committee of the Whole is
707 caused to occur as provided in this rule, then the Board Chair or in the Board
708 Chair's absence, the Vice-Chair, shall take steps to schedule the meeting as
709 soon as shall be practical.
710
711 4. Presiding Officer. While the Chair of the Board may serve as the Chair of the
712 Committee of the Whole, it is the first preference of Sauk County to have the
713 Vice-Chair serve as the presiding officer.
714
715 5. Quorum. A quorum of the Committee of the Whole is the same as that of the
716 County Board.
717
718 6. Actions of this Committee. The Committee of the Whole may make and
719 present recommendations by or to the County Board or a Standing Committee.
720 Minutes are to be taken of the meetings of the Committee of the Whole in a
721 manner similar to minutes of Standing Committee meetings.
722
723 7. Rules of procedure. There shall be no public comment during meetings of the
724 Committee as a Whole. All other rules that are applicable to standing
725 committees shall be in full force and effect.
726
727

728 **RULE V. Miscellaneous Provisions**
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730 A. The County Administrator shall attend Board meetings.

731
732 B. The Corporation Counsel shall attend Board meetings and serve as parliamentarian and legal
733 advisor to the Board. If the Corporation Counsel is unable to attend a Board meeting, then the
734 County Administrator will serve as parliamentarian.

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736 C. Amendments/Changes to the Rules of the Sauk County Board of Supervisors during the
737 current term shall be proposed and adopted pursuant to the following procedure:
738

- 739 1. Proposed amendments to these rules shall first be reviewed by the Executive &
740 Legislative Committee (E&L). The proposed amendment shall then be introduced
741 to the Board at the subsequent Board meeting.
742
743 2. The proposed amendment shall be read under the "Reports" section of the
744 agenda. The sponsoring Supervisor may speak to the proposed rule change for
745 up to 5 minutes. The Board shall take no action at this point. Supervisors may
746 relay their comments on the proposed amendment to the sponsoring Supervisor
747 afterwards, ideally via email.

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3. E&L shall then consider the proposed original or revised amendment at its subsequent meeting and forward a recommendation to adopt or not adopt to the full Board. The full Board will consider the proposed or revised amendment at its next regular meeting, with a 2/3 vote of all members present required for adoption.

4. E&L Committee shall begin review the County Board Rules in September of odd years for consideration for presentation at the October County Board Meeting.

D. The County Administrator, with the assistance of the Finance Director, shall keep the Board informed of the financial condition of the County and shall submit complete quarterly financial statements to the Board.

E. These rules may be suspended or amended by a two-thirds vote of all members present. Robert's Rules of Order Newly Revised, 2011 (11th) Edition, shall govern the proceedings of the Board in all cases to which they are applicable and in which they are not inconsistent with these Rules or the laws of the State of Wisconsin.