

RESOLUTION # 36-2024

Resolution to adopt the Rules of the Board for the 2024-26 term.

Resolution offered by the Executive & Legislative Committee

Resolved by the Board of Supervisors of Sauk County, Wisconsin:

BACKGROUND: The County Board can adopt its own rules of procedure to govern how the County Board operates. The adopted County Board Rules govern the actions of the County Board for the two-year term of the Board. This resolution would set the Rules of the Board for the 2024-26 Term of the Sauk County Board. The Rules of the Board are set forth below, with deletions made by strikethrough and additions made by underline.

THEREFORE, BE IT RESOLVED, that the Sauk County Board of Supervisors does hereby approve and adopt the attached Rules of the Board for the 2024-26 Term of the County Board.

Approved for presentation to the County Board by the Executive & Legislative Committee, this 11th day of April, 2024

Consent Agenda Item: [ ] YES [ X ] NO

Fiscal Impact: [ X ] None [ ] Budgeted Expenditure [ ] Not Budgeted

Vote Required: Majority = X 2/3 Majority = 3/4 Majority =

The County Board has the legal authority to adopt: Yes X No as reviewed by the Corporation Counsel, [Signature], Date: 04.11.2024

Offered and passage moved by:

[Signature] Aye [ ] Nay [ ] Abstain [ ] Absent
Timothy McCumber

[Signature] Aye [ ] Nay [ ] Abstain [ ] Absent
John Dietrich

[Signature] Aye [ ] Nay [ ] Abstain [ ] Absent
Brian Peper

[Signature] Aye [ ] Nay [ ] Abstain [ ] Absent
Carl Gruber

[Signature] Aye [ ] Nay [ ] Abstain [ ] Absent
Marty Krueger

Fiscal Note: None

MIS Note: None

52 **RULE I – Organization**

53  
54 A. As provided by statute, the Sauk County Board of Supervisors (“Board”) shall organize on the  
55 third Tuesday of April in even numbered years. Regular and special meetings of the Board  
56 shall be held and conducted in accordance with the provisions of Wis. Stat. § 59.11. The  
57 Board shall hold an annual meeting on the Tuesday after the second Monday of November in  
58 each year for the purpose of transacting business and the adoption of the budget. When the  
59 day of the meeting falls on November 11, the meeting shall be held on the next succeeding  
60 day.

61  
62 B. The Chair of the County Board (“Chair”), Vice-Chair, and 2<sup>nd</sup> Vice-Chair shall be elected  
63 biennially by the Board at the April meeting in even-numbered years. A majority vote of the  
64 total elected Supervisors is required to elect the Chair, Vice-Chair and 2<sup>nd</sup> Vice Chair (e.g. 31  
65 districts in Sauk County, 16 votes required regardless of number of Supervisors in attendance  
66 at meeting). Furthermore, any Supervisor may request removal of the Chair or Vice-Chair and  
67 new elections for a new Chair, Vice-Chair or both under item 13 of the regular Board meeting  
68 agenda, provided such request is placed with the County Clerk and County Administrator  
69 pursuant to the provisions of III. U. Such officers shall take office upon election. The meeting  
70 shall be chaired by the Corporation Counsel until a new Chair is elected. No Supervisor may  
71 be elected as Chair for more than three (3) consecutive terms.

72  
73 C. In addition to presiding at meetings, the supervisor elected Chair by the Board, pursuant to  
74 Rule I.B., shall upon election, assume all the responsibilities and perform all duties required  
75 of the Chair, pursuant to applicable State Statutes and these Rules, until the Board elects a  
76 successor.

77  
78 D. In case of the absence or inability of the Chair for any meeting, the Vice-Chair shall perform  
79 the duties of the Chair. In case of the absence or inability of both the Chair and Vice-Chair  
80 for any meeting, the 2<sup>nd</sup> Vice -Chair shall perform the duties of the Chair. In the absence of  
81 the Chair, Vice-Chair and 2<sup>nd</sup> Vice -chair, the members shall choose a temporary Chair by a  
82 majority vote of the members present. In the case of the permanent absence or inability of the  
83 Chair, the Vice-Chair shall become Chair, and a new Vice-Chair shall be elected by the Board.  
84

85 E. The Chair is authorized to attend meetings and conferences on matters related to county  
86 government and may direct the attendance of the Vice-Chair or some other members of the  
87 Board, either in place of the Chair, or along with the Chair, however per diem. shall not be  
88 payable unless authorized in accordance with Rule II, E. The Chair shall serve as the County’s  
89 voting delegate at the Annual Convention of the Wisconsin Counties Association. The Chair  
90 shall serve on the following: Madison Area Technical College Appointment Board, Western  
91 Wisconsin Technical College District Board, and WIRED Leadership Caucus.  
92

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

100 a majority of members voting on the reassignment. Replacement of a member of the  
101 Executive & Legislative Committee, shall require election by the Board.  
102

103 F. Supervisors appointed to special committees, boards, and commissions shall serve on those  
104 bodies only so long as they remain members of the Board unless a state statute or county  
105 ordinance provides otherwise. At the point in time that a supervisor is no longer a member of  
106 the Board, the position on the special committee, board, or commission shall be deemed  
107 vacant, and the Chair shall appoint a new individual, who must be a member of the Board, to  
108 fill the unexpired term on the body. A former supervisor may only fill a citizen member position  
109 on a special committee, board or commission if the former supervisor's continued service will  
110 result in no diminution of representation on the body by members of the Board.  
111

112 G. A secret ballot may be used by the Board or a committee but only to elect an officer of the  
113 Board or the committee. When written ballots are used, except for secret ballots, supervisors  
114 shall indicate their vote by placing their district number on the reverse side of the ballot. The  
115 first ballot shall be the nominating ballot, to be followed by succeeding formal ballots until a  
116 majority vote of the members present elects. Persons nominated may address the Board for  
117 up to 3 minutes. Only persons named on a nominating ballot shall be considered during a  
118 formal ballot. A nominee may withdraw themselves from the ballot at any time after the initial  
119 ballot.  
120

121 H. The standing committees shall be appointed by the Chair, except for the Executive and  
122 Legislative Committee which is formed as set forth below, subject to the approval of the Board.  
123 Committee appointments shall be presented for approval at the next meeting of the Board  
124 following the date of organization. The new, tentative committees appointed by the Chair shall  
125 serve prior to approval by the Board during the period between the organizational meeting  
126 and the meeting where consideration by the Board shall take place.  
127

128 **RULE II – Members**  
129 **Decorum**  
130

131 A. The Board aspires to encourage appropriate dress by board members that reflects the  
132 professionalism of the Board. Business casual or more formal attire is encouraged.

133  
134 B. All comments, debates and discussions shall be appropriate and to the point of the topic under  
135 discussion, and conducted in a manner that is civil, and respectful of all concerned.

136  
137 C. Unless conducting non-County Board business, Supervisors wishing to confer with a  
138 Department Head shall schedule an appointment in advance with that particular Department  
139 Head and a Supervisor shall not contact staff (non-department head) without first seeking  
140 permission from the Administrator or Department Head.  
141

142 D. A minimum of one day of education for members of the Board shall be set by the Chair, said  
143 day of education to be held every two years. Such education may be conducted through  
144 electronic means, including but not limited to videos and webinars. The Chair may set  
145 additional days of education for Board members, including one or more days for the purpose  
146 of clarifying budget procedures and upcoming budget analysis matters.  
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148 **Compensation**

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- E. Supervisors shall be authorized up to a maximum of 90 days' compensation (at a per diem rate of \$90.00 for each day of attendance when the Board is in session and meeting, and \$75.00 for other authorized service including committee meetings), plus mileage and reimbursement of authorized expenses, for committee work when attending committee meetings of which they are members, or as chair of a committee (or their designee) when attending a committee meeting of which they are not a member for the purpose of providing testimony on an issue. Authorized service includes service required by ordinance or resolution. The maximum limits established for committee work shall be in addition to the per diems and mileage supervisors are entitled to receive for attendance at meetings of the Board and exclusive of per diems paid by non-county boards or commissions where the payment of the per diem or mileage is not made from County funds. Reimbursement of expenses (such as mileage, parking, etc.) shall be allowed only if a request for payment is made on the form provided by the Accounting Department within three (3) months after the meeting or event date. Payment to County Board supervisors and other committee members shall be only via direct deposit.
  - F. As provided by Wis. Stat. § 59.13(2), no supervisor shall be allowed pay for committee service while the Board is in session, but the Board may authorize payment of per diem, mileage and reimbursement for other expenses for attendance at any school, institute or meeting which the Board directs them to attend. Each standing committee is specifically authorized to send up to two (2) members to up to two (2) conventions (including conferences and other trainings) per County fiscal year. The convention cannot exceed three (3) days or be farther than three hundred (300) miles. All other requests require approval by a majority of the Board. Wis. Stat. § 59.13(2). In addition, all Supervisors are allowed to attend the Wisconsin Counties Association Annual Meeting with all registration fees to be paid for by the County. The Chair shall be able to attend National Association of Counties meeting with reimbursement for expenses incurred.
  - G. Any increase in the number of days of committee work for which supervisors may be paid compensation and mileage in any year shall require approval by two-thirds vote of the members of the Board present, prior to payment. In addition to the above, the Chair shall receive compensation for performance of the duties of that office. The Chair is authorized to act as a member of all committees in an *ex officio* capacity, and per diem and mileage are eligible to be paid under this rule for attendance at all committee meetings attended by the Chair.
  - H. The supervisor elected Chair shall be entitled to receive the compensation provided for the part-time position of Chair consisting of a salary of \$650 per month in addition to any other per diem and mileage entitlement available to other supervisors in accordance with Rule II. E., as provided by Sauk Co. Code § 35.03.
  - I. All members of the Board who are to be reimbursed for committee work shall submit vouchers to the County Clerk on a monthly basis, to be placed on file with other current claims or accounts to be authorized for payment at regular Finance Committee meetings. Per diem and mileage paid Board members through any calendar year shall be compiled in the Accounting Department and presented to the Board prior to annual publication in March of the following year. Supervisors who "ride along" with other supervisors may not claim mileage.
  - J. No current claim or account to be paid from funds previously appropriated for any item by the Board in the Budget shall be allowed, nor order passed whereby any money is paid out or

200 expended, until said claim or account has been referred to the appropriate department  
201 committee and report made thereof as directed by said committee.  
202

- 203 K. All claims or accounts for disbursements made by any County official must be itemized and  
204 contain sufficient information to identify proper budget authorization.  
205

206 **Rule III – Meetings**

207 **General**

- 208  
209 A. The Board shall meet regularly in the County Board Room on the third Tuesday of each month  
210 except as provided in Rule I.A. above. Regular meetings of the full Board shall commence at  
211 6:00 P.M. Any vote to adjourn to a different time or place for convening a regular meeting  
212 shall require approval by two-thirds of the members present.

- 213  
214 B. A Special Meeting of the Board shall be held in accordance with the provisions set forth in  
215 59.11 (2). A Supervisor may signify agreement to a request by email, delivered to the Clerk  
216 via County email from a Supervisor's official Sauk County email address to the Clerk's official  
217 email address. Furthermore, the Clerk may notice a Special Meeting by email. Personal  
218 email accounts, SMS or other electronic messages are not acceptable.  
219

- 220 C. The order of business of Board meetings shall be as stated on the agenda for each session.  
221 The agenda shall jointly be the responsibility of the Chair, the County Administrator and the  
222 County Clerk. The agenda shall be circulated to the Board not less than two business days  
223 before each meeting. Agenda amendments that comply with Open Meeting Law notice  
224 requirements are permitted after initial circulation.  
225

- 226 D. The format for the agenda at the April organizational meeting held in even-numbered years  
227 shall be as follows:  
228

- 229 1. Call to order.
- 230 2. Invocation and pledge of allegiance.
- 231 3. Verification of credentials and roll call.
- 232 4. Administration of oath of office.
- 233 5. Adoption of agenda.
- 234 6. Approval of the minutes of the previous meeting.
- 235 7. Designation of official newspaper.
- 236 8. Election of a Chair and, Vice Chair & 2<sup>nd</sup> Vice-Chair.

237  
238 (Proceed in accordance with regular meeting agenda, see III.E. 6. through 15.)  
239

- 240 E. The format for the regular meeting agenda of the County Board shall be as follows:  
241

- 242 1. Call to order.
- 243 2. Roll call.
- 244 3. Invocation and pledge of allegiance.
- 245 4. Adoption of agenda.
- 246 5. Approval of the minutes of previous meeting.
- 247 6. General consent agenda items.
- 248 7. Scheduled appearances included on the agenda.
- 249 8. Public comment with each speaker limited to no more than three minutes.

- 250 9. Communications.
- 251 10. Appointments.
- 252 11. Bills.
- 253 12. Claims.
- 254 13. Elections.
- 255 14. Proclamations.
- 256 15. Reports.
- 257 16. Unfinished business.
- 258 17. New business.
- 259 18. Referrals.
- 260 19. New agenda items (no discussion). Submit in writing or by email new
- 261 business items to the County Administrator as soon as possible for Rule
- 262 III.U. committee referral or addition to the Board agenda.
- 263 20. Adjournment.
- 264
- 265

266 F. It is declared to be the policy of Sauk County that the public is entitled to the fullest and most  
 267 complete information regarding the affairs of County government as is compatible with the  
 268 conduct of County affairs and the transaction of County business. Wis. Stat. §§ 19.80 to 19.98  
 269 are to be complied with by all members at all meetings of public nature. The Board and its  
 270 committees shall "sit with open doors," and timely notification of all public meetings, time, date,  
 271 place and subject matter shall be given, including the specifics for any contemplated closed  
 272 session.

273  
 274 **Procedure**

275  
 276 G. The Chair shall preserve order and decorum. The Chair may speak to points of order in  
 277 preference to other members, and shall recite questions of order subject to an appeal to the  
 278 Board by any two members, on which appeal no member shall speak more than once, unless  
 279 by leave of the Board. He or she shall vote on all roll calls, except upon appeals from his or  
 280 her own decision. The Chair may NOT participate in debate or discussion unless he or she  
 281 steps down from the Chair and assumes their regular seat (the Vice-Chair would then run the  
 282 meeting) then following the same rules as any other Supervisor.

283  
 284 H. The Chair shall announce items as they arise on the agenda. With respect to a resolution  
 285 or ordinance, the Chair shall ask if a member wishes to make a motion, and upon a motion,  
 286 if there is a second. Upon a motion and second, the Chair, or the Clerk, shall state the  
 287 question on the motion, identifying the resolution or ordinance by its title and number, and  
 288 reading the resolution in full. If the text of the resolution or ordinance has been distributed  
 289 to members in advance, the chair may state the question without reading it in full, instead  
 290 identifying the resolution by its designated title and number, by saying: It is moved and  
 291 seconded to adopt the resolution relating to . . . ., as printed." Any Supervisor has the right to  
 292 have the motion or resolution read. After the question has been stated, the Chair shall  
 293 call upon the maker of the motion who may defer to the chair of the appropriate committee,  
 294 or an appropriate County staff person, for any statement or explanation.

295  
 296 I. In presenting business or debate, members shall address the Chair, be recognized, and when  
 297 in order, proceed without any interruption. Debate and discussion should be limited to the  
 298 agenda item under discussion. Discussion is intended to provide clarity on a given topic. In  
 299 all cases, personalities are prohibited and civility shall be observed. In case more than one

- 300 member shall seek recognition to address the Board or committee, the Chair shall decide who  
301 has precedence.  
302
- 303 J. All regular meetings of the Board and Board committees shall provide a noticed public  
304 comment period. During a public comment period, any person who is not a member of the  
305 body may comment on a specific item or issue that is on that particular agenda for a maximum  
306 of three minutes per person. Based on the number of people registered to comment, the chair  
307 has discretion to limit public comment to two minutes and shall announce said restriction prior  
308 to public comments commencing. Any person who wishes to comment on a matter not on the  
309 County Board agenda shall provide their comment to the County Clerk in writing for possible  
310 distribution to the Board. Discussion of personalities is prohibited and civility shall be  
311 observed. The Board or committee Chair may authorize the appearance and comment of a  
312 non-member if the appearance is specifically listed on the agenda.  
313
- 314 K. Any member wishing to speak to a question shall be permitted to do so at least once, and a  
315 motion for the previous question shall not be in order until every member has had such  
316 opportunity. No member may speak twice on any question until every member choosing to  
317 speak has spoken. The person making a motion and the second may speak for up to five (5)  
318 minutes during the first round of debate and all others shall be limited to three (3) minutes per  
319 round.  
320
- 321 L. All Supervisors present in person and remotely are expected to vote on all questions and  
322 items put before the Board or Committee. A Supervisor who has a conflict of interest pursuant  
323 to Wis. Stat. § 19.59 or Sauk Co. Code Ch. 36, Code of Ethics, shall, prior to the  
324 commencement of discussion or consideration of the matter, or as soon thereafter as the  
325 conflict of interest is discovered, declare the same. The Chair shall be excused by the Vice-  
326 Chair, for appropriate reasons. A Supervisor who chooses to abstain from voting for any other  
327 reason should likewise, prior to the commencement of discussion or consideration of the  
328 matter, declare that they will be abstaining. All members abstaining shall be deemed present  
329 for purposes of a quorum even if absence from the chambers is required.  
330
- 331 M. Every motion shall be reduced to writing if called for by the Chair or any member of the Board.  
332 After motion is made and stated by the Chair, it shall be deemed to be in the possession of  
333 the Board, but may be withdrawn at any time before decision or amendment by a majority  
334 vote of the Board.  
335
- 336 N. In every instance, a motion to adjourn, to lay on the table, for previous question and for limited  
337 debate shall be decided without discussion.  
338
- 339 O. Except for resolutions approved as part of a consent agenda, all votes on resolutions or  
340 ordinances shall be recorded roll call votes. If the electronic voting system is not operational,  
341 the Board may, by a two-thirds vote, approve voice voting on any resolution that does not  
342 otherwise require a roll call or supermajority vote by law.  
343
- 344 P. Any budget alterations shall require authorization by two-thirds of the membership of the  
345 Board in accordance with Wis. Stat. § 65.90(5).  
346
- 347 Q. When a motion has been made and carried in the affirmative or negative, it shall be in order  
348 for any member of the majority to move for reconsideration thereof at the next regularly  
349 scheduled meeting or in the same meeting of the Board. Such motion shall take precedence  
350 over all other questions except a motion to adjourn.

351  
352 R. Reports to the Board are presented for information and not debate, and shall be limited to ten  
353 minutes in length after which a question and answer period may be conducted that also shall  
354 not exceed ten minutes. The time provided for a report or question and answer period may be  
355 extended either during the approval of the agenda or by motion to extend the time allowed for  
356 the report or the question and answer period.

357  
358 S. The Board shall take a ten-minute break after two hours of meeting, and shall break for ten  
359 minutes every two hours thereafter, for the comfort of supervisors and members of the public  
360 attending the meeting.

361  
362 T. Remote Participation in Sauk County Board and Committee Meetings:

363  
364 The Chair of the Board or a Committee may *not* remotely preside over any meeting.

365  
366 A Supervisor may remotely attend, be counted towards a quorum, vote and be paid per  
367 diem as Follows:

368  
369 COUNTY BOARD MEETING:

- 370  
371 1. Supervisor must request remote participation in a meeting of the full County Board of the  
372 Chair at least 72-hours prior to the meeting, and notify the County Clerk if and once such  
373 request is granted by the Chair.  
374  
375 2. Supervisor may participate via voice or video; may speak only when recognized by the  
376 Chair pursuant to all other applicable rules of the board; may vote ONLY using County  
377 approved, properly configured, and secured voting device.  
378  
379 3. An individual Supervisor may remotely attend a meeting no more than three (3) times per  
380 two-year term.  
381  
382 4. No more than two Supervisors may remotely attend and participate in a meeting of the full  
383 County Board.  
384  
385 5. Remote participation in closed session is not allowed.  
386  
387 6. The Chair may alter the provisions of this paragraph to allow for unforeseen or urgent  
388 circumstances.

389  
390 COMMITTEES OF THE COUNTY BOARD:

- 391  
392 1. Supervisor must request the remote participation in a Committee meeting of the  
393 Committee Chair at least 72 hours prior to the meeting, and notify the Secretary of the  
394 Committee if and once such request is granted by the Chair.  
395  
396 2. Supervisor may participate and vote via voice or video; may speak only when recognized  
397 by the Chair pursuant to all other applicable Rules of the Board and Committee.  
398  
399 3. An individual Supervisor may remotely attend a meeting no more than three (3) times per  
400 two-year term.  
401



- 402 4. No more than one (1) Supervisor may remotely attend and participate in a Committee  
403 meeting.  
404  
405 5. Remote participation in closed session is not allowed.  
406  
407 6. The Chair may alter the provisions of this paragraph to allow for unforeseen or urgent  
408 circumstances.  
409

410 SAUK COUNTY HEALTHCARE CENTER

411  
412 Sauk County Health Care Center (SCHCC) staff who participate in the SCHCC trustees  
413 meetings may do so remotely when they need to remain at the SCHCC for health and safety  
414 reasons. Citizen members of the SCHCC trustees may participate in meetings remotely when  
415 health and safety is a concern.  
416

- 417 U. All proposed Board agenda items shall be submitted in writing to the County Clerk and County  
418 Administrator by 4:30 p.m. on the Tuesday preceding the next regular meeting of the Board.  
419 The County Administrator is responsible for the referral and routing of all proposed resolutions  
420 and other items to come before a committee and the Board. Except as otherwise provided, all  
421 proposed Board agenda items shall be referred to each standing committee with subject  
422 matter jurisdiction prior to placement on the Board agenda for discussion, report, and  
423 recommendation. Any Supervisor may also present a proposed resolution or agenda item for  
424 consideration by the full Board utilizing one of the following processes:  
425

- 426 1. A Supervisor may request the committee chairman to place a proposed  
427 resolution or other item on the agenda of the next regular meeting of a  
428 committee of which he is a member; or

- 429  
430 2. A Supervisor may request the County Administrator to refer a proposed  
431 resolution or item to the appropriate committee for consideration at its next  
432 regular meeting, if the requestor is not a member of that committee.

433  
434 All business referred to a committee by the Board shall be taken up before the next regular  
435 Board meeting whenever possible. The Board may, by majority vote, recall any matter referred  
436 to a committee and refer the matter to another committee or take other appropriate action  
437 thereon. A Supervisor wishing to so recall an item from Committee must notify the County  
438 Administrator by the time set forth in III. A. so the proposed action may be properly included  
439 on the Board agenda. Supervisors are strongly encouraged to consider the recommendation  
440 of the committee prior to requesting a proposed resolution or item be placed on the agenda  
441 as the lack of committee support would be indicative of the proposed resolution's or item's  
442 feasibility.  
443

- 444 V. Items may be included on the general consent portion of the agenda provided the matter was  
445 unanimously adopted by the sponsoring committee and the matter under consideration has  
446 no financial or public policy impact and is of a non-controversial nature. No ordinance shall  
447 be included in the general consent portion of the agenda. When the general consent portion  
448 of the agenda is placed before the Board for consideration, the Chair shall ask if any member  
449 of the Board objects to any item being considered by general consent. Any item placed on  
450 the general consent portion of the agenda may be placed under the new business portion of

451 the agenda, and considered separately, upon the request of any supervisor, and without a  
452 motion and second, provided such request is made prior to a vote on the general consent  
453 portion of the agenda by the Board. If there is no objection to any item, the Chair will request  
454 a motion to approve the general consent portion of the agenda. All items in the general  
455 consent portion of the agenda may be approved by voice vote. Any member may request and  
456 shall be granted a recorded vote without a motion or second provided such request is made  
457 prior to the Chair's request for a motion to approve the consent agenda.  
458

459 W. It shall be the responsibility of the sponsoring committee or supervisor to have the matter  
460 prepared in the form to be acted on and to have a fiscal note attached. All resolutions involving  
461 the expenditure or receipt of funds shall carry a fiscal note using a form approved by the  
462 Finance Committee which details the resolution's impact upon County finances approved and  
463 initialed by the Finance Director, Finance Manager or County Administrator. In addition to  
464 the fiscal note, all resolutions shall contain a Management Information Systems (MIS)  
465 Note, and shall be reviewed by Corporation Counsel and approved as to form prior to inclusion  
466 in the agenda. A resolution lacking a fiscal note, MIS note, or legal review by Corporation  
467 Counsel shall not be considered by the Board. The background clause of any resolution or  
468 ordinance shall contain information sufficient to provide the purpose and need for the  
469 resolution or ordinance.  
470

471 X. The Chair may immediately refer any matter not considered and reported to the Board by a  
472 committee to the appropriate committee without motion if there is no objection to referral. If  
473 objection is made, referral of the matter shall be immediately placed before the Board for vote  
474 and shall only be referred upon a majority vote of the members present and voting.  
475 Resolutions brought forward by individual supervisors must be presented to all committees  
476 having jurisdiction over the proposed matter as detailed above.  
477

478 Y. The County Board shall send a special advisory referendum question, pursuant to Wisconsin  
479 State statute 59.52(25), to the County Clerk for placement on the next spring or fall ballot only  
480 if a supervisor submits the question in writing to the Board not less than one-hundred-twenty  
481 (120) days prior to the date of the next election and the question is approved for ballot  
482 placement by a two-thirds (2/3rds) vote of the Board.  
483

484 **RULE IV Committees**

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

486 1. A supervisor shall serve as a committee member until the first Board  
487 meeting following the spring County Board Supervisor election.  
488

489 2. A chair, vice-chair and secretary for each committee shall be selected by  
490 each committee's membership. Only Supervisors may hold these positions.  
491 Supervisors may only be the Chair of one standing committee. A  
492 Supervisor elected to be the chair of a two Committees shall resign as the  
493 Chair of one of the Committees.  
494

495 3. If the position of chair on a committee becomes vacant, the vice-chair  
496 becomes chair and an election shall be held to fill the position of vice-chair  
497 and any other subsequent vacancies.  
498  
499

- 500 4. A supervisor may only be removed from a committee by the County Board  
501 Chair with the approval of the County Board by a two-thirds vote of the  
502 Board members present.  
503
- 504 5. If a supervisor wishes to resign from a committee, permission must be  
505 requested from the Board. Permission of the Board can be given through  
506 unanimous consent or a motion that is debatable and amendable. Once  
507 the request is granted, the vacancy is handled as any other vacancy.  
508
- 509 6. Whenever two or more committees meet jointly, a quorum of each  
510 committee participating in the joint meeting is required. A supervisor who  
511 serves on two or more of the committees may be counted toward a quorum  
512 of more than one of the committees meeting jointly. The joint committees  
513 shall vote to select one chair of one of the participating committees  
514 to serve as chair of the joint meeting.  
515
- 516 7. Supervisors are expected to attend the committee meetings of the  
517 committees to which they are assigned. When a supervisor cannot attend  
518 a meeting, it is the responsibility of the supervisor to request excusal from  
519 the chair of the committee.  
520
- 521 8. A County Board member attending a committee meeting of a committee on  
522 which they do not serve, shall be given the opportunity to address said  
523 committee at least once, for a period of time which is at least equal to the  
524 time allowed for individual speakers at public comment, provided the matter  
525 to be addressed is a matter that is on that committee's properly posted  
526 agenda. The decision to allow the supervisor to speak more than once is  
527 within the discretion of the chair of the committee. The chair's decision may  
528 be overruled by a majority vote of the committee.  
529
- 530 9. Each committee shall, at its first meeting following the organizational  
531 meeting of the Board, select those officers required by Rule IV.L., and it  
532 shall thereafter be the responsibility of said officers to ensure that accurate,  
533 written minutes are made of each meeting of the committee and submitted  
534 to the County Clerk for filing. The presiding officer at any meeting shall  
535 ensure compliance with the Open Meetings Law.  
536
- 537 10. Committee agenda format will be established in compliance with open  
538 meetings law and by the committee chair and secretary based on that  
539 respective committee's precedent.  
540
- 541 B. Special committees, boards, special appointments and commissions shall be selected or  
542 appointed by the Chair with the approval of the Board. These committees, boards and  
543 commissions shall select their own chair. The Chair shall notify the supervisors of proposed  
544 appointments by United States Mail or email no later than the Thursday afternoon prior to the  
545 scheduled meeting of the Board at which the appointments will be voted upon. If an  
546 appointment is to be considered at a special meeting of the Board, the Chair shall provide  
547 notice by United States Mail or email no later than five days prior to the date of the special  
548 meeting.  
549

550 **STANDING COMMITTEES OF THE BOARD.**

551  
552 **AGING & DISABILITY RESOURCE CENTER COMMITTEE**  
553 Responsible for providing services to the general public with respect to matters  
554 related to aging and disability and to improve the life of those with aging and  
555 disability related issues. This committee will serve as the official statutory  
556 Commission on Aging pursuant to Wis. Stat. § 46.82(4) and shall be advised by  
557 the Aging, and Disability Advisory Committee. Responsible for policy direction and  
558 oversight for the following departments: Aging and Disability Resource Center.  
559 See, Sauk Co. Code Ch. 16. Oversight Committee for the Healthcare Center Board  
560 of Trustees.

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

562  
563 **ECONOMIC DEVELOPMENT COMMITTEE**

564 Responsible for coordination of County economic development initiatives with  
565 County Planners and Sauk County Development Corporation. Involved in strategic  
566 resource planning initiatives. Reviews matters which affect growth and  
567 development of Sauk County, and economic development of communications  
568 network. Responsible for economic development in Sauk County and oversees  
569 County coordinated transportation, including overseeing the Tri-County Airport  
570 Commission, municipal airports, Pink Lady Rail Transit Commission and  
571 Wisconsin River Rail Transit Commission. Responsible for the study, review and  
572 recommendation regarding freight, passenger and commuter rail development,  
573 intercity and commuter bus services and development, and the provision and  
574 coordination of rural and commuter transit services. Transit is governed by Wis.  
575 Stat. s. 59.58. Also responsible for oversight regarding arts, humanities, culture  
576 and historic preservation projects on behalf of the Board. Serves as the Landmarks  
577 Commission in compliance with Sauk Co. Code Ch. 38 and Wis. Stats. §§ 59.56  
578 and 59.69(4m). **Members: 7.**

579 **EXECUTIVE & LEGISLATIVE COMMITTEE**

580 Responsible for proposing amendments and monitoring the operation of Rules of  
581 the Board; responsible for the conduct of all intergovernmental relations and  
582 affairs; monitors State legislative and administrative activity affecting Sauk County;  
583 proposes legislation or action on pending legislation affecting Sauk County;  
584 considers matters not specifically assigned to other committees. Responsible for  
585 policy direction and oversight to the following departments: County Administrator,  
586 Corporation Counsel, County Clerk, Emergency Management. This committee  
587 shall also have oversight of the Veteran Services Office.

588  
589 Comprised of members from: **The Executive & Legislative Committee shall be**  
590 **composed of the Chair and Vice-Chair of the Board, along with the Chair of**  
591 **the other Standing Committees. The Chair of the Committee shall vote only**  
592 **in the case of a tie.** The County Clerk shall serve as secretary to this committee.  
593 The County Administrator, Corporation Counsel, and County Clerk shall serve as  
594 *ex officio* members of this committee without voting privileges. **Members: 9.**

595  
596 **FINANCE, PERSONNEL & INSURANCE COMMITTEE**

597 Responsible for financial policy initiation and review of all County fiscal matters,  
598 including reviewing and possibly revising the annual County operating budget,  
599 submitted to the Committee by the County Administrator, for presentation to the  
600 Board. Reviews County investment and banking policies; manages County  
601 general fund and contingency fund; reviews per diem and mileage for all

602 committees, commissions, boards or councils; recommends approval of County  
603 audit report; receives all special gifts and grants made in favor of the County.  
604 Responsible for policy jurisdiction over all County personnel matters including:  
605 recruitment and selection; collective bargaining and contract administration;  
606 employee relations; salary administration for all appointed and elected personnel;  
607 classification systems; employee training; fringe benefits; and reviews all new  
608 position requests and vacant positions. Oversees the County's safety program and  
609 safety training. Provides for all property, liability, and worker's compensation  
610 insurance needs for the County. Provides policy direction and oversight to  
611 Accounting, County Treasurer, the Personnel Department and Risk/Safety  
612 Manager. **Members: 9.**

#### 613 614 **HEALTH RESOURCES**

615 Responsible for policy direction and oversight of Health Department pursuant to  
616 Wis. Stat. Chs. 250 through 255 relating to public and environmental health  
617 matters. See, Sauk Co. Code Ch. 3. Responsible for policy direction and oversight  
618 for Human Services Department pursuant to Wis. Stat. chs. 46 and 51 and Wis.  
619 Stat. § 59.53 to oversee social services and community programs. **Members: 9;**  
620 **5 Supervisors, 1 M.D., 1 R.N., One member that represents the diversity of**  
621 **the county, 1 member who receives, or has a family member that receives,**  
622 **services from the Department of Human Services.**

#### 623 624 **LAND RESOURCES & ENVIRONMENT COMMITTEE**

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

644  
645 **Members: 9; 7 Supervisors, 6 of whom shall be Supervisors from districts**  
646 **that have at least a portion of their district in County Zoning, 1 Citizen who**  
647 **meets the requirements of Wis. Stat. § 92.06(1)(b)(2), 1 citizen may be**  
648 **appointed who shall be a public school administrator in the County. If there**  
649 **is no school administrator appointed then a Supervisor shall be appointed**  
650 **to fill that spot on the committee.** Pursuant to Wis. Stat. § 92.06(1)(b)(2) the  
651 designee shall be a person who is engaged in agricultural use, as defined under  
652 s. 91.01 (2)(a)1, and shall be a member of the Committee but shall refrain from

653 discussion and voting on any matter where the Committee is acting as the County  
654 Zoning Agency. A public school administrator, if one is appointed, shall be a  
655 Member of the Committee but shall refrain from voting on matter not related to UW-  
656 Extension. Members of this committee shall serve on the lake protection districts.  
657 Provides policy direction and oversight to the following departments: Land  
658 Resources and Environment; Parks; County Surveyor; Land Information Officer;  
659 Register of Deeds; and Mapping.

660  
661  
662 **LAW ENFORCEMENT & JUDICIARY COMMITTEE**

663 Responsible for exploration of justice alternatives. Provides policy direction and  
664 oversight on behalf of the Board to the following departments: District Attorney,  
665 Coroner, Clerk of Courts, Court Commissioner, Register in Probate, Child Support,  
666 and Circuit Court Judges, Sheriff, and the Animal Shelter. **Members: 9.**

667  
668 **PUBLIC WORKS AND INFRASTRUCTURE COMMITTEE**

669 Responsible for policy direction in design, construction and maintenance of all  
670 County roads and expenditure of highway maintenance funds received from the  
671 state or County, including planning, development of, and maintenance of all  
672 structures required for storage, maintenance and operations relating to the  
673 Highway Department. Pursuant to Wis. Stat. § 83.015(1)(c), this Committee is  
674 designated the County Highway Committee and each member is appointed and  
675 vacancies filled pursuant to the procedures contained in these Rules. Responsible  
676 for policy direction and oversight for Highway Department. Responsible for  
677 providing policy direction with regard to matters involving County property. Handles  
678 all matters relating to the acquisition of real property, construction, building  
679 improvements, repair or maintenance not specifically delegated to other  
680 committees. Responsible for planning and implementation of space use in County  
681 buildings. Oversees the appraisal and sale of tax delinquent County property by  
682 the County Treasurer and reviews the disposition of, or the granting of easements  
683 on, County real property. Responsible for the physical management requirements  
684 associated with the closed Sauk County Landfill. Approves the use of County  
685 owned property by non-County groups when such property is not under the direct  
686 purview of another committee. Oversees communications infrastructure, including  
687 fiber optic cable, towers, and associated equipment. Responsible for the overall  
688 information technology requirements for all departments and agencies of Sauk  
689 County. Responsible for oversight of the Management Information Systems  
690 department. Provides overall planning and long-range forecasting for the  
691 information systems needs of Sauk County. Provides oversight to the Building  
692 Services Department **Members: 9.** [Drafter's Note: Elimination of the  
693 Communications & Infrastructure Committee and transfer of its functions to the  
694 Property Committee was approved on April 29, 2019 but is not effective until April  
695 21, 2020]

696  
697 **RULE V. Miscellaneous Provisions**

698  
699 A. The County Administrator shall attend Board meetings.

700

701B. The Corporation Counsel shall attend Board meetings and serve as parliamentarian and legal  
702 advisor to the Board. If the Corporation Counsel is unable to attend a Board meeting, then the  
703 County Administrator will serve as parliamentarian.

704  
705 C. Amendments/Changes to the Rules of the Sauk County Board of Supervisors during the  
706 current term shall be proposed and adopted pursuant to the following procedure:  
707

708 1. Proposed amendments to these rules shall first be reviewed by the Executive &  
709 Legislative Committee (E&L). The proposed amendment shall then be introduced  
710 to the Board at the subsequent Board meeting.  
711

712 2. The proposed amendment shall be read under the "Reports" section of the  
713 agenda. The sponsoring Supervisor may speak to the proposed rule change for  
714 up to 5 minutes. The Board shall take no action at this point. Supervisors may  
715 relay their comments on the proposed amendment to the sponsoring Supervisor  
716 afterwards, ideally via email.

717  
718 3. E&L shall then consider the proposed original or revised amendment at its  
719 subsequent meeting and forward a recommendation to adopt or not adopt to the  
720 full Board. The full Board will consider the proposed or revised amendment at its  
721 next regular meeting, with a 2/3 vote of all members present required for  
722 adoption.

723  
724 4. E&L Committee shall begin review the County Board Rules in September of odd  
725 years for consideration for presentation at the October County Board Meeting.  
726

727 D. The County Administrator, with the assistance of the Finance Director, shall keep the Board  
728 informed of the financial condition of the County and shall submit complete quarterly financial  
729 statements to the Board.  
730

731 E. These rules may be suspended or amended by a two-thirds vote of all members present.  
732 Robert's Rules of Order Newly Revised, 2011 (11th) Edition, shall govern the proceedings of  
733 the Board in all cases to which they are applicable and in which they are not inconsistent with  
734 these Rules or the laws of the State of Wisconsin.  
735  
736