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**RESOLUTION #**

**Resolution to adopt the Rules of the Board for the 2022-24 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 2022-24 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 2022-24 Term of the County Board.

Approved for presentation to the County Board by the Executive & Legislative Committee, this 1st day of March, 2021

Consent Agenda Item: ☐ YES ☒ NO

Fiscal Impact: ☒ None ☐ Budgeted Expenditure ☐ Not Budgeted

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

The County Board has the legal authority to adopt: Yes  X  No \_\_\_\_\_ as reviewed by the Corporation Counsel, \_\_\_\_\_, Date: \_\_\_\_\_.

Offered and passage moved by:

\_\_\_\_\_  
Timothy McCumber

\_\_\_\_\_  
Brandon Lohr

\_\_\_\_\_  
Valerie McAuliffe

\_\_\_\_\_  
Wally Czuprynsko

\_\_\_\_\_  
Marty Krueger

Fiscal Note: None

MIS Note: None

52  
53 **RULES OF THE SAUK COUNTY BOARD OF SUPERVISORS (2020-22-2022-24)**  
54

55 [Last revised 09/21/2021]  
56

57 **RULE I. BOARD ORGANIZATION AND MEETINGS.**  
58

59 A. As provided by statute, the Sauk County Board of Supervisors (“Board”) shall organize  
60 on the third Tuesday of April in even numbered years and adopt rules and regulations for the ensuing term  
61 by a majority vote of the board. Regular and special meetings of the Board shall be held and conducted in  
62 accordance with the provisions of Wis. Stat. § 59.11. The Board shall hold an annual meeting on the  
63 Tuesday after the second Monday of November in each year for the purpose of transacting business and  
64 the adoption of the budget. When the day of the meeting falls on November 11, the meeting shall be held  
65 on the next succeeding day.  
66

67 B. The Chairperson of the County Board (“Chair”) and Vice-Chairperson shall be elected  
68 biennially by the Board at the April meeting in even-numbered years. A majority vote of the total elected  
69 Supervisors is required to elect the Chair and Vice-Chair (e.g. 31 districts in Sauk County, 16 votes  
70 required regardless of number of Supervisors in attendance at meeting). Furthermore, any Supervisor may  
71 request removal of the Chair or Vice-Chair and new elections for a new Chairperson, Vice-Chairperson or  
72 both under item 13 of the regular Board meeting agenda, provided such request is placed with the County  
73 Clerk and County Administrator pursuant to the provisions of III. A. Such officers shall take office  
74 upon election. If the former Chair is considering running for reelection, the Chair shall turn the meeting  
75 over to the Vice-Chair to chair the meeting during the election of the chair. If the Chair and Vice-Chair  
76 are both running for election to Chair, the meeting shall be chaired by the Corporation Counsel until a  
77 new Chair is elected. No Supervisor may be elected as Chairperson for more than two (2) consecutive  
78 terms.  
79

80 C. The Board shall meet regularly in the County Board Room on the third Tuesday of each  
81 month except as provided in Rule I.A. above. Regular meetings of the full Board shall commence at  
82 6:00 P.M. Any vote to adjourn to a different time or place for convening a regular meeting shall require  
83 approval by two-thirds of the members present.  
84

85 D. The Chair shall preserve order and decorum. The Chair may speak to points of order in  
86 preference to other members, and shall recite questions of order subject to an appeal to the Board by any  
87 two members, on which appeal no member shall speak more than once, unless by leave of the Board. He  
88 or she shall vote on all roll calls, except upon appeals from his or her own decision. The Chair may NOT  
89 participate in debate or discussion unless he or she steps down from the Chair and assumes their regular  
90 seat (the Vice-Chair would then run the meeting) then following the same rules as any other Supervisor.  
91

92 E. The Board aspires to encourage appropriate dress by board members that reflects the  
93 professionalism of the Board. Business casual or more formal attire is encouraged.  
94

95 F. All comments, debates and discussions shall be appropriate and to the point of the topic  
96 under discussion, and conducted in a manner that is civil, and respectful of all concerned.  
97

98 G. A Special Meeting of the Board shall be held in accordance with the provisions set forth  
99 in 59.11 (2). A Supervisor may signify agreement to a request by email, delivered to the Clerk via  
100 County email from a Supervisor’s official Sauk County email address to the Clerk’s official email  
101 address. Furthermore, the Clerk may notice a Special Meeting by email. Personal email accounts, SMS

or other electronic messages are not acceptable

## **RULE II. AGENDA.**

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

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

1. Call to order.
2. Invocation and pledge of allegiance.
3. Verification of credentials and roll call.
4. Administration of oath of office.
5. Adoption of Rules of the Board.
6. Adoption of agenda.
7. Approval of the minutes of the previous meeting.
8. Designation of official newspaper.
9. Election of a Chair and Vice Chair.
10. Election of at-large members of Executive & Legislative Committee.  
(Proceed in accordance with regular meeting agenda, see II.C. 6. through 15.)

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

1. Call to order.
2. Roll call.
3. Invocation and pledge of allegiance.
4. Adoption of agenda.
5. Approval of the minutes of previous meeting.
6. General consent agenda items.
7. Scheduled appearances included on the agenda.
8. Public comment with each speaker limited to no more than three minutes.
9. Communications.
10. Appointments.
11. Bills.
12. Claims.
13. Elections.
14. Proclamations.
15. Reports.
16. Unfinished business.
17. New business.
18. Referrals.
19. New agenda items (no discussion). Submit in writing or by email new business items to the County Administrator as soon as possible for Rule III.A. committee referral or addition to the Board agenda.
20. Adjournment.

## **RULE III. RESOLUTIONS AND ORDINANCES.**

153  
154 A. All proposed Board agenda items shall be submitted in writing to the County Clerk and  
155 County Administrator by 4:30 p.m. on the Tuesday preceding the next regular meeting of the Board. The  
156 County Administrator is responsible for the referral and routing of all proposed resolutions and  
157 other items to come before a committee and the Board. Except as otherwise provided, all proposed Board  
158 agenda items shall be referred to each standing committee with subject matter jurisdiction prior to  
159 placement on the Board agenda for discussion, report, and recommendation. Any Supervisor may also  
160 present a proposed resolution or agenda item for consideration by the full Board utilizing one of the  
161 following processes:

162  
163 1. A Supervisor may request the committee chairman to place a proposed resolution  
164 or other item on the agenda of the next regular meeting of a committee of which he is a member; or

165  
166 2. A Supervisor may request the County Administrator to refer a proposed  
167 resolution or item to the appropriate committee for consideration at its next regular meeting, if the  
168 requestor is not a member of that committee.

169  
170 All business referred to a committee by the Board shall be taken up before the next regular Board meeting  
171 whenever possible. The Board may, by majority vote, recall any matter referred to a committee and refer  
172 the matter to another committee or take other appropriate action thereon. A Supervisor wishing to so  
173 recall an item from Committee must notify the County Administrator by the time set forth in III. A.  
174 so the proposed action may be properly included on the Board agenda. Supervisors are strongly  
175 encouraged to consider the recommendation of the committee prior to requesting a proposed resolution or  
176 item be placed on the agenda as the lack of committee support would be indicative of the proposed  
177 resolution's or item's feasibility.

178  
179 B. Items may be included on the general consent portion of the agenda provided the matter  
180 was unanimously adopted by the sponsoring committee and the matter under consideration has no  
181 financial or public policy impact and is of a non-controversial nature. No ordinance shall be included in  
182 the general consent portion of the agenda. When the general consent portion of the agenda is placed  
183 before the Board for consideration, the Chair shall ask if any member of the Board objects to any item  
184 being considered by general consent. Any item placed on the general consent portion of the agenda may  
185 be placed under the new business portion of the agenda, and considered separately, upon the request of  
186 any supervisor, and without a motion and second, provided such request is made prior to a vote on the  
187 general consent portion of the agenda by the Board. If there is no objection to any item, the Chair will  
188 request a motion to approve the general consent portion of the agenda. All items in the general consent  
189 portion of the agenda may be approved by voice vote. Any member may request and shall be granted a  
190 recorded vote without a motion or second provided such request is made prior to the Chair's request for a  
191 motion to approve the consent agenda.

192  
193 C. It shall be the responsibility of the sponsoring committee or supervisor to have the matter  
194 prepared in the form to be acted on and to have a fiscal note attached. All resolutions involving the  
195 expenditure or receipt of funds shall carry a fiscal note using a form approved by the Finance Committee  
196 which details the resolution's impact upon County finances approved and initialed by the Finance  
197 Director, Accounting Manager or County Administrator. In addition to the fiscal note, all  
198 resolutions shall contain a Management Information Systems (MIS) Note, and shall be reviewed by  
199 Corporation Counsel and approved as to form prior to inclusion in the agenda. A resolution lacking a  
200 fiscal note, MIS note, or legal review by Corporation Counsel shall not be considered by the Board. The  
201 background clause of any resolution or ordinance shall contain information sufficient to provide the  
202 purpose and need for the resolution or ordinance.  
203

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

E. The County Board shall send a special advisory referendum question to the County Clerk for placement on the next spring or fall ballot only if a supervisor submits the question in writing to the Board not less than one-hundred-twenty (120) days prior to the date of the next election and the question is approved for ballot placement by a two-thirds (2/3rds) vote of the Board.

#### **RULE IV. ORGANIZATION.**

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

B. In case of the absence or inability of the Chair for any meeting, the Vice-Chair shall perform the duties of the Chair. In case of the absence or inability of both the Chair and Vice-Chair for any meeting, the members shall choose a temporary Chair by a majority vote of the members present. In the case of the permanent absence or inability of the Chair, the Vice-Chair shall become Chair, and a new Vice-Chair shall be elected by the Board.

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

D. If a vacancy occurs on the Board, the Chair is authorized to appoint a qualified elector of the supervisory district wherein the vacancy occurs to fill the unexpired term. Such appointment shall be subject to approval of the Board at the next regular Board meeting following appointment by the Chair. A supervisor filling a vacancy shall not automatically be assigned to the same committees as his or her predecessor in office but may request particular assignments. The chair shall have the option of removing or replacing any or all committee assignments for a replacement supervisor including moving a minimal number of supervisors to different committees if it benefits the county. Reassignment of supervisors requires the express consent of each reassigned supervisor and approval by a majority of members voting on the reassignment. Replacement of a member of the Executive & Legislative Committee, shall require election by the Board.

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

254  
255 F. The County Administrator shall attend Board meetings.  
256

257 G. The Corporation Counsel shall attend Board meetings and serve as parliamentarian and  
258 legal advisor to the Board. If the Corporation Counsel is unable to attend a Board meeting then the  
259 County Administrator will serve as parliamentarian.  
260

261 H. A minimum of one day of education for members of the Board shall be set by the Chair,  
262 said day of education to be held every two years. Such education may be conducted through electronic  
263 means, including but not limited to videos and webinars. The Chair may set additional days of education  
264 for Board members, including one or more days for the purpose of clarifying budget procedures and  
265 upcoming budget analysis matters.  
266

267 I. A secret ballot may be used by the Board or a committee but only to elect an officer of  
268 the Board or the committee. When written ballots are used, supervisors shall indicate their vote by placing  
269 their district number on the reverse side of the ballot. In any election by the Board, the first ballot shall be  
270 the nominating ballot, to be followed by succeeding formal ballots until a majority vote of the members  
271 present elects. Only persons named on a nominating ballot shall be considered during a formal ballot, and  
272 any ballot cast in violation of this rule shall be considered void.  
273

274 J. The standing committees shall be appointed by the Chairperson, in consultation with the  
275 Executive & Legislative Committee, subject to the approval of the Board. Committee appointments shall  
276 be presented for approval at the next meeting of the Board following the date of organization. The  
277 Executive & Legislative Committee shall meet at the call of the Chairperson as soon as practical after the  
278 organizational meeting to consult on committee appointments. After consultation, the new, tentative  
279 committees appointed by the Chairperson shall serve prior to approval by the Board during the period  
280 between the organizational meeting and the regular meeting in May, where consideration by the Board  
281 shall take place.  
282

283 K. A chair, vice-chair and secretary for each committee shall be selected by each  
284 committee's membership.  
285

286 L. If the position of chair on a committee becomes vacant, the vice-chair becomes chair and  
287 an election shall be held to fill the position of vice-chair and any other subsequent vacancies.  
288

289 M. Removal of a supervisor from a committee. A supervisor may only be removed from a  
290 committee by the County Board Chairperson with the approval of the County Board by a two-thirds vote  
291 of the Board members present.  
292

293 N. Resignation by supervisor from a committee. If a supervisor wishes to resign from a  
294 committee, permission must be requested from the Board. Permission of the Board can be given through  
295 unanimous consent or a motion that is debatable and amendable. Once the request is granted, the vacancy  
296 is handled as any other vacancy.  
297

298 O. Matters Pertaining to Standing Committees of the Board:  
299

300 1. A supervisor shall serve as a committee member until the first Board meeting  
301 following the spring election.  
302

303 2. Whenever two or more committees meet jointly, a quorum of each committee  
304 participating in the joint meeting is required. A supervisor who serves on two or more of the

committees may be counted toward a quorum of more than one of the committees meeting jointly. The joint committees shall vote to select one chair of one of the participating committees to serve as chair of the joint meeting.

3. Supervisors are expected to attend the committee meetings of the committees to which they are assigned. When a supervisor cannot attend a meeting, it is the responsibility of the supervisor to request excusal from the chair of the committee.

4. A County Board member attending a committee meeting of a committee on which they do not serve, shall be given the opportunity to address said committee at least once, for a period of time which is at least equal to the time allowed for individual speakers at public comment, provided the matter to be addressed is a matter that is on that committee's properly posted agenda. The decision to allow the supervisor to speak more than once is within the discretion of the chair of the committee. The chair's decision may be overruled by a majority vote of the committee.

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

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

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

#### Q. Remote Participation in Sauk County Board and Committee Meetings

A Supervisor may remotely attend, be counted towards a quorum, vote and be paid per diem as follows:

##### COUNTY BOARD MEETING:

Supervisor must request remote participation in a meeting of the full County Board of the Chair at least ten (10) days prior to the meeting, and notify the County Clerk if and once such request is granted by the Chair.

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

An individual Supervisor may remotely attend a meeting no more than three (3) times per two-year term. No more than two Supervisors may remotely attend and participate in a meeting of the full County Board. Remote participation in closed session is not allowed.

The Chair may alter the provisions of this paragraph to allow for unforeseen or urgent circumstances.

##### COMMITTEES OF THE COUNTY BOARD:

Supervisor must request the remote participation in a Committee meeting of the Committee Chair at least 5 days prior to the meeting, and notify the Secretary of the Committee if and once such request is granted by the Chair.

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.

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

No more than one (1) Supervisor may remotely attend and participate in a Committee meeting.

Remote participation in closed session is not allowed.

The Chair may alter the provisions of this paragraph to allow for unforeseen or urgent circumstances.

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.

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

The provisions set forth in this paragraph shall be reviewed on a quarterly basis by the Executive and Legislative Committee.

#### **RULE V. COMPENSATION.**

A. 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.

B. 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).

C. 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.



407  
408 D. The supervisor elected Chair shall be entitled to receive the compensation provided for  
409 the part-time position of Chair consisting of a salary of \$650 per month in addition to any other per diem  
410 and mileage entitlement available to other supervisors in accordance with Rule V.A., as provided by Sauk  
411 Co. Code § 35.03.  
412

413 **RULE VI. PROCEDURE.**  
414

415 A. The Chair shall announce items as they arise on the agenda. With respect to a  
416 resolution or ordinance, the Chair shall ask if a member wishes to make a motion, and upon a motion,  
417 if there is a second. Upon a motion and second, the Chair, or the Clerk, shall state the question on the  
418 motion, identifying the resolution or ordinance by its title and number, and reading the resolution in  
419 full. If the text of the resolution or ordinance has been distributed to members in advance, the chair  
420 may state the question without reading it in full, instead identifying the resolution by its designated title  
421 and number, by saying: It is moved and seconded to adopt the resolution relating to..., as printed.”  
422 Any Supervisor has the right to have the motion or resolution read. After the question has been  
423 stated, the Chair shall call upon the maker of the motion who may defer to the chair of the appropriate  
424 committee, or an appropriate County staff person, for any statement or explanation.  
425

426 B. In presenting business or debate, members shall address the Chair, be recognized, and  
427 when in order, proceed without any interruption. Debate and discussion should be limited to the agenda  
428 item under discussion. Discussion is intended to provide clarity on a given topic. In all cases,  
429 personalities are prohibited and civility shall be observed. In case more than one member shall seek  
430 recognition to address the Board or committee, the Chair shall decide who has precedence.  
431

432 C. All regular meetings of the Board and Board committees shall provide a noticed public  
433 comment period. During a public comment period, any person who is not a member of the body may  
434 comment on a specific item or issue that is on that particular agenda for a maximum of three minutes per  
435 person. Discussion of personalities is prohibited and civility shall be observed. The Board or committee  
436 Chair may authorize the appearance and comment of a non-member if the appearance is specifically listed  
437 on the agenda.  
438

439 D. Any member wishing to speak to a question shall be permitted to do so at least once, and  
440 a motion for the previous question shall not be in order until every member has had such opportunity. No  
441 member may speak twice on any question until every member choosing to speak has spoken. The person  
442 making a motion and the second may speak for up to five (5) minutes during the first round of debate and  
443 all others shall be limited to three (3) minutes per round.  
444

445 E. All Supervisors present in person and remotely are expected to vote on all  
446 questions and items put before the Board or Committee. A Supervisor who has a conflict of  
447 interest pursuant to Wis. Stat. § 19.59 or Sauk Co. Code Ch. 36, Code of Ethics, shall, prior to  
448 the commencement of discussion or consideration of the matter, or as soon thereafter as the  
449 conflict of interest is discovered, declare the same. The Chair shall be excused by the Vice-Chair,  
450 for appropriate reasons. A Supervisor who chooses to abstain from voting for any other reason  
451 should likewise, prior to the commencement of discussion or consideration of the matter, declare  
452 that they will be abstaining. All members abstaining shall be deemed present for purposes of a  
453 quorum even if absence from the chambers is required.  
454

455 F. Every motion shall be reduced to writing if called for by the Chair or any member of the  
456 Board. After motion is made and stated by the Chair, it shall be deemed to be in the possession of the  
457 Board, but may be withdrawn at any time before decision or amendment by a majority vote of the Board.  
458

459 G. In every instance, a motion to adjourn, to lay on the table, for previous question and for  
460 limited debate shall be decided without discussion.  
461

462 H. These rules may be suspended or amended by a two-thirds vote of all members present.  
463 Robert's Rules of Order Newly Revised, 2011 (11th) Edition, shall govern the proceedings of the Board in  
464 all cases to which they are applicable and in which they are not inconsistent with these Rules or the laws  
465 of the State of Wisconsin.  
466

467 I. Except for resolutions approved as part of a consent agenda, all votes on resolutions or  
468 ordinances shall be recorded roll call votes. If the electronic voting system is not operational, the Board  
469 may, by a two-thirds vote, approve voice voting on any resolution that does not otherwise require a roll  
470 call or supermajority vote by law.  
471

472 J. Any budget alterations shall require authorization by two-thirds of the membership of the  
473 Board in accordance with Wis. Stat. § 65.90(5).  
474

475 K. When a motion has been made and carried in the affirmative or negative, it shall be in  
476 order for any member of the majority to move for reconsideration thereof at the next regularly scheduled  
477 meeting or in the same meeting of the Board. Such motion shall take precedence over all other questions  
478 except a motion to adjourn.  
479

480 L. Reports to the Board are presented for information and not debate, and shall be limited to  
481 ten minutes in length after which a question and answer period may be conducted that also shall not  
482 exceed ten minutes. The time provided for a report or question and answer period may be extended either  
483 during the approval of the agenda or by motion to extend the time allowed for the report or the question  
484 and answer period.  
485

486 M. The Board shall take a ten-minute break after two hours of meeting, and shall break for  
487 ten minutes every two hours thereafter, for the comfort of supervisors and members of the public  
488 attending the meeting.  
489

490 N. Amendments/Changes to the Rules of the Sauk County Board of Supervisors during the  
491 current term shall be proposed and adopted pursuant to the following procedure:  
492

493 1. Proposed amendments to these rules shall first be reviewed by the Executive &  
494 Legislative Committee (E&L). The proposed amendment shall then be introduced to the Board at  
495 the subsequent Board meeting.  
496

497 2. The proposed amendment shall be read under the "Reports" section of the agenda. The  
498 sponsoring Supervisor may speak to the proposed rule change for up to 5 minutes. The Board  
499 shall take no action at this point. Supervisors may relay their comments on the proposed  
500 amendment to the sponsoring Supervisor afterwards, ideally via email.  
501

502 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. NOTE: this rule change is only for proposed changes to the County Board Rules after the organizational meeting of the County Board and has no effect on the procedures for adopting Rules of Board at the organizational meeting.

## **RULE VII. FINANCIAL POLICY.**

A. The Chair and the County Clerk shall issue County orders in favor of the several County offices for their respective salaries and for all bills allowed and appropriations made by this Board.

B. 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.

C. 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 expended, until said claim or account has been referred to the appropriate department committee and report made thereof as directed by said committee. Individual expenditures exceeding \$10,000 shall be specifically approved by the Board except as otherwise provided by ordinance or statute.

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

E. 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.

## **RULE VIII. OPEN MEETINGS.**

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

B. Unless conducting non-County Board business, Supervisors may only be present in the West Square Building, the Historic Courthouse, the Law Enforcement Center, the County Highway Building, the Health Care Center and all other County owned buildings and properties to attend duly noticed and scheduled committee and Board meetings. Supervisors wishing to confer with a Department Head shall schedule an appointment in advance with that particular Department Head.

## **RULE IX. STANDING COMMITTEES OF THE BOARD.**

**AGING & DISABILITY RESOURCE CENTER AND VETERANS SERVICE OFFICE COMMITTEE**

Responsible for providing services to the general public with respect to matters related to aging and disability and to improve the life of those with aging and disability related issues. This committee will serve as the official statutory Commission on Aging pursuant to Wis. Stat. § 46.82(4) and shall be advised by the Aging, and Disability Advisory Committee. Responsible for policy direction and oversight for the following departments: Veterans Service Officer and Aging and Disability Resource Center. Sauk Co. Code Ch. 16. **Members: 5.**

**ECONOMIC DEVELOPMENT COMMITTEE**

Responsible for coordination of County economic development initiatives with County Planners and Sauk County Development Corporation. Involved in strategic resource planning initiatives. Reviews matters which affect growth and development of Sauk County, and economic development of communications network. Responsible for County coordinated transportation, including overseeing the Tri-County Airport Commission, municipal airports, Pink Lady Rail Transit Commission and Wisconsin River Rail Transit Commission. Responsible for the study, review and recommendation regarding freight, passenger and commuter rail development, intercity and commuter bus services and development, and the provision and coordination of rural and commuter transit services. Comprised of members from: Property Committee; Land Resources & Environment Committee; UW Extension, Arts, & Culture Committee; and Highway Committee. Transit is governed by Wis. Stat. § 59.58. **Members: 7.** The County Board Chairperson is the chair of the Economic Development Committee.

**EXECUTIVE & LEGISLATIVE COMMITTEE**

Responsible for proposing amendments and monitoring the operation of Rules of the Board; responsible for the conduct of all intergovernmental relations and affairs; monitors State legislative and administrative activity affecting Sauk County; proposes legislation or action on pending legislation affecting Sauk County; considers matters not specifically assigned to other committees. Responsible for the overall information technology requirements for all departments and agencies of Sauk County. Provides overall planning and long range forecasting for the information systems needs of Sauk County. Responsible for policy direction and oversight to the following departments: County Administrator, Corporation Counsel, County Clerk, Management Information Systems, Emergency Management. The Executive & Legislative Committee shall be composed of the Chair and Vice-Chair of the Board, and three (3) additional members to be elected at large by the Board pursuant to Rule II.B.10., above. The Chair and Vice-Chair of the Board shall serve in the same roles on the Executive & Legislative Committee, and the County Clerk shall serve as secretary to this committee. The County Administrator, Corporation Counsel, and County Clerk shall serve as *ex officio* members of this committee without voting privileges. **Members: 5.**

**EXTENSION EDUCATION, ARTS & CULTURE COMMITTEE**

Jointly responsible with the Area Extension Director for oversight of University of Wisconsin-Madison, Division of Extension educational programming in agriculture and natural resources, community and economic development, family living, 4-H and positive youth development, horticulture, and County tourism and promotion activities on behalf

of the Board. Responsible for oversight regarding arts, humanities, culture and historic preservation projects on behalf of the Board. Serves as the Landmarks Commission in compliance with Sauk Co. Code Ch. 38 and Wis. Stats. §§ 59.56 and 59.69(4m).

Responsible for oversight of the following departments: jointly responsible with the Area Director for UW the Extension Office. Wis. Stat. §59.56(3)(b).

**Members: 5 Supervisors; 1 citizen may be appointed who shall be a public school administrator in the County. 2 members must also be members of the Conservation, Planning & Zoning Committee.**

#### **FINANCE COMMITTEE**

Responsible for financial policy initiation and review of all County fiscal matters, including development of annual County operating budget. Reviews County investment and banking policies; manages County general fund and contingency fund; reviews per diem and mileage for all committees, commissions, boards or councils; recommends approval of County audit report; receives all special gifts and grants made in favor of the County. Meets jointly with Personnel and Insurance Committee to address strategic resource personnel planning. Provides policy direction and oversight to following departments: Accounting and County Treasurer. **Members: 5.**

#### **HEALTH BOARD**

Responsible for policy direction and oversight of Health Department pursuant to Wis. Stat. Chs. 250 through 255 relating to public and environmental health matters. Sauk Co. Code Ch. 3. **Members: 7; 3 Citizens, 4 Supervisors.**

#### **HEALTH CARE CENTER BOARD OF TRUSTEES**

Responsible for policy direction and oversight of the Sauk County Health Care Center pursuant to Wis. Stat. § 46.18 and Sauk Co. Code Ch. 46. When a supervisor member shall no longer be a member of the Board of Supervisors, that member shall complete the term of office to which they were appointed. However, the next vacancy on the Board of Trustees shall be filled so as to maintain the balance of four supervisor and three citizen members. The Board of Trustees serves as the Home Health professional advisory group pursuant to Wis. Adm. Code DHS § 133.05. The chair and vice-chair of the Health Care Center Board of Trustees also serve as chair and vice-chair of the Board of Directors of the Health Care Center Foundation. **Members: 7; 3 citizens, 4 supervisors.**

#### **HIGHWAY 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. The Committee shall have five (5) members composed of Sauk County Supervisors who shall serve for the same term as supervisors appointed to standing committees of the Board. Responsible for policy direction and oversight for Highway Department. **Members: 5.**

#### **HUMAN SERVICES BOARD**

Responsible for policy direction and oversight for Human Services Department pursuant

to Wis. Stat. chs. 46 and 51 and Wis. Stat. § 59.53 to oversee social services and community programs. Further authority is found in Sauk Co. Code Ch. 2. **Members: 9; 3 citizens, 6 supervisors.**

#### **LAND RESOURCES & ENVIRONMENT COMMITTEE**

Responsible for policy direction for County planning, land use regulations, surveying, remonumentation, mapping and uniform rural building identification system, land records modernization activities. Serves as the County Zoning Agency pursuant to Wis. Stat. § 59.69. Establishes policies relating to planning, acquisition, development and maintenance of County owned park and recreation sites. Responsible for natural resource management, resource conservation and environmental protection including soils, water, forestry and wildlife resources through participation in various federal, state and local programs. Responsible for developing sustainable practices within County operations and serving in an advisory capacity regarding “green technologies.” Responsible for the development and implementation of the Sauk County Outdoor Recreation Plan. Responsible for review and approval of vouchers related to the Sauk County Outdoor Recreation Plan. Oversees operation of farmland located at the original Sauk County Health Care Center and environmental obligations associated with the closed Sauk County landfill. Serves as the Farmland Preservation Review Committee. **Members: 8; 1 Citizen who meets the requirements of Wis. Stat. § 92.06(1)(b)(2), 7 Supervisors. 2 members must also be members of the Extension Education, Arts & Culture Committee.** Pursuant to Wis. Stat. § 92.06(1)(b)(2), the chair of the Sauk County Farm Services Agency Committee or designee shall be a member of the Committee but shall refrain from discussion and voting on any matter where the Committee is acting as the County Zoning Agency. Pursuant to Wis. Stat. § 92.06(1)(b)1 two members of the committee shall also be members of the Extension Education, Arts & Culture Committee. Members of this committee shall serve on the lake protection districts. Provides policy

direction and oversight to the following departments: Conservation, Planning & Zoning; Parks; County Surveyor; Land Information Officer; Register of Deeds; and Mapping.

#### **LAW ENFORCEMENT & JUDICIARY COMMITTEE**

Responsible for exploration of justice alternatives. Provides policy direction and 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: 5.**

#### **PERSONNEL & INSURANCE COMMITTEE**

Responsible for policy jurisdiction over all County personnel matters including: recruitment and selection; collective bargaining and contract administration; employee relations; salary administration for all appointed and elected personnel; classification systems; employee training; fringe benefits; and reviews all new position requests and vacant positions. Oversees the County’s safety program and safety training. Provides for all property, liability, and worker's compensation insurance needs for the County. Meets jointly with Finance Committee to address strategic resource personnel planning. Provides policy direction and oversight to the Personnel Department and Risk/Safety Manager. **Members: 5.**

#### **PROPERTY COMMITTEE**

Responsible for providing policy direction with regard to matters involving County property. Handles all matters relating to the acquisition of real property, construction,

704 building improvements, repair or maintenance not specifically delegated to other  
705 committees. Responsible for planning and implementation of space use in County  
706 buildings. Oversees the appraisal and sale of tax delinquent County property by the  
707 County Treasurer and reviews the disposition of, or the granting of easements on, County  
708 real property. Responsible for the physical management requirements associated with the  
709 closed Sauk County Landfill. Approves the use of County owned property by non-  
710 County groups when such property is not under the direct purview of another committee.  
711 Oversees communications infrastructure, including fiber optic cable, towers, and  
712 associated equipment. Provides oversight to the Building Services Department  
713 **Members: 5.** [Drafter's Note: Elimination of the Communications & Infrastructure  
714 Committee and transfer of its functions to the Property Committee was approved on April  
715 29, 2019 but is not effective until April 21, 2020]  
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