



Rock County Board of Supervisors Rules of Procedure

I. General Authority and Organization of the Rock County Board of Supervisors

A. General Authority.

(1) The County of Rock, hereinafter referred to as Rock County, is a body corporate organized and operated pursuant to Chapter 59 of the Wisconsin Statutes.

(2) Rock County is a self-organized county, so declared by resolution adopted by the Rock County Board of Supervisors on the 27th day of June 1985.

B. Governing Body.

(1) The governing body of Rock County shall be known as the Rock County Board of Supervisors and is the legislative and policy-making body of the Rock County government, setting the priorities for the County, establishing the general policies by which the County is guided in its management of County affairs, considering and acting upon resolutions and ordinances, providing financial oversight, and supporting the mission and priorities of Rock County.

(2) The Rock County Board of Supervisors, hereinafter referred to as the County Board, shall consist of twenty-nine County Supervisors representing twenty-nine districts within Rock County established and recreated every 10 years in accordance with Wis. Stat. § 59.10(3)(b) and the decennial census.

(3) County Supervisors, hereinafter referred to as Supervisors, shall serve two-year terms expiring on the third Tuesday in April in even-numbered years.

(4) Pursuant to Wis. Stat. § 59.02(3), a majority of Supervisors who are entitled to a seat on the County Board shall constitute a quorum. All questions shall be determined by a majority of the Supervisors who are present unless otherwise provided by law.

(5) The County Board shall appoint the County Administrator and monitor the County Administrator's management of the daily operations and implementation of policy.

(6) Vacancies during the term of any Supervisor shall be filled by the County Board Chairperson with confirmation by the County Board pursuant to Rule II.B.(1)(b). If practicable, appointments shall be submitted to the County Board for confirmation within 60 day working days from the creation of a vacancy. If a vacancy occurs within 4 months of the next election, it may be filled at the discretion of the County Board Chairperson.

C. Committees.

(1) The County Board utilizes committees as authorized under Wis. Stat. § 59.13 to perform a variety of tasks that support policy development, public engagement, and accountability. Three different types of committees are used. They are:

(a) *Standing Committees* - Standing committees are defined as those that provide policy and program oversight over County departments, offices, or agencies.

(b) *Ad Hoc Committees* - Ad Hoc committees are defined as committees that are established by the County Board by resolution to address a specific need. Ad Hoc committees exist for a defined period of time or until a specified task or work product is completed. When the work of the Ad Hoc committee is completed, the committee is dissolved. An Ad Hoc committee may exist for less than a year or for a year or more depending on the extent of the work assigned to it.

(c) *Single-Purpose Committees* - Single-Purpose Committees are defined as committees created by Resolution of the County Board or Wisconsin Statute that focus on specific, important topics of policy, procedure, or methods on an ongoing basis, but do not exercise budgetary oversight of a County department.

(2) The structure, responsibilities, and procedures concerning each Standing Committee are described in Rule III, *infra*.

D. Purpose and Procedures for Adoption.

(1) The purpose of the Rules of Procedure is to ensure that the business of the County Board is conducted in an efficient, fair, and organized manner, while simultaneously protecting the participation rights of Supervisors, to ensure equal application of those rights, maintain order and decorum, and protect the interests of Rock County citizens.

(2) By Rule I.F.(1)(a), *infra*, the County Board shall organize on the third Tuesday of each April in each even-numbered year and adopt rules and regulations for the following term. Adoption of the rules at such organizational meeting shall be by majority vote.

(3) Amendments to these Rules at any other time other than the organizational meeting shall be by two-thirds vote of the Supervisors present and voting.

(4) These rules may be suspended by a two-thirds vote of the Supervisors present and voting.

(5) Unless otherwise provided for under Wisconsin State Statutes, County Ordinance, or in these Rules of Procedure, Robert's Rules of Order, most recent edition, shall govern the action of the Board.

E. Rules of Decorum.

(1) Supervisors shall address the County Board Chairperson as the "Chairperson," "Chair," or as the Chairperson indicates they wish to be addressed.

(2) Supervisors shall refer to other County Board members in a respectful manner.

(3) Supervisors shall refrain from speaking until recognized by the Chairperson.

(4) Interrupting the Chairperson or other Supervisors is allowable only for those reasons specified by Robert's Rules of Order, most recent edition, which are:

(a) parliamentary inquiry

(b) question of privilege

- (c) point of order
 - (d) appeal (disagreement with the Chairperson's ruling)
 - (e) objection to a call for unanimous consent.
- (5) If two members request to speak at the same time the Chairperson shall use their discretion to recognize the member to speak first.
- (6) Supervisors shall address all remarks to the Chairperson, maintain a courteous tone & avoid injecting a personal tone into the debate.
- (7) County Board members shall only speak to the subject under debate.
- (8) Remarks must be confined to the merits of the pending question and must be germane.
- (9) Supervisors shall refrain from personal attacks or questioning the motives of another Supervisor or County staff members.
- (10) Supervisors have an obligation to obey legitimate orders of the Chairperson.
- (11) The Chairperson shall generally refrain from engaging in debate of the merits of any question before the County Board but may enter debate in rare instances when they believe that their role as an official elected to represent their constituents requires and, in the instance of lengthy debate, shall relinquish the chair during their remarks.

(12) County Board members shall attend all meetings of the County Board, and the Standing Committees, Ad Hoc Committees, and Single-Purpose Committees to which they are members. If, for any reason, a County Board of Supervisors member is unable to attend a meeting of the County Board, Standing Committee, Ad Hoc Committee, or Single-Purpose Committee, the member shall inform the presiding officer of the body meeting and request that their attendance be excused.

F. Meetings.

(1) Organizational Meeting.

(a) Pursuant to Wis. Stat. § 59.11(1)(c), the County Board shall organize at 6:00 pm on the third Tuesday of each April in each even-numbered year, at which time, all Supervisors shall be sworn into office, the Chairperson, Vice Chairperson, and Second Vice Chairperson shall be elected, and rules adopted for the upcoming term of office.

(b) The Organizational Meeting shall proceed as follows:

- i. At the hour appointed, the County Clerk shall call the County Board to order and swear in all Supervisors to their current terms of office.
- ii. The County Clerk shall call the roll and establish the presence of a quorum of the County Board.
- iii. A quorum being present, the County Board shall elect the Chairperson, Vice Chairperson, and Second Vice Chairperson. The County Clerk shall preside over the election of the Chairperson. Election for each office shall be completed before proceeding to the next, starting with the Chairperson, then proceeding to the Vice Chairperson, and then to the Second Vice Chairperson. In conducting each election, the presiding officer shall solicit nominations from Supervisors and ascertain the willingness of the nominees to serve in the capacity for which they have been nominated. Before the taking of any vote on the election of each officer, the presiding official shall allow each candidate who has put forth their name, the opportunity to address the County Board as to their qualifications for and desirability of selection to the office that they are seeking. If at any point during the election process, the presiding officer believes

that it would benefit the County Board to permit any candidate to address the County Board the presiding officer may permit a candidate to address the County Board, after the first vote for each office, so long as all candidates receive an equal opportunity to address the County Board. To be elected, a candidate must receive votes from a majority of Supervisors-elect. If no Supervisor receives a vote of the majority of Supervisors, the election shall be retaken at which time, nominations shall be opened, and a vote taken, until a Supervisor receives sufficient votes to be elected. Such officers shall take office upon election. For the election of the Chairperson, the County Clerk shall preside. For all other elections, the newly elected Chairperson shall preside.

iv. After the election of officers, the County Board shall proceed to the adoption of the rules as detailed in Rule I.D. The proposed Rules of Procedure in their entirety shall be included in the Agenda packet published for the Organizational Meeting.

(2) Regular Meetings. The County Board shall meet regularly on the second and fourth Thursday of each month (unless the date or time is changed by the mutual consent of the Chairperson, Vice Chairperson, and Second Vice Chairperson) at 6:00 p.m. in the County Board Room, County Courthouse, Janesville, Wisconsin.

(3) Special Meetings.

(a) Pursuant to Wis. Stat. § 59.11(2), a special meeting of the County Board shall be held upon a written request of a majority of the supervisors delivered to the clerk, specifying the time and place of the meeting. The time shall not be less than 48 hours from the delivery of the request. Upon receiving the request, the clerk shall immediately mail to each Supervisor a notice of the time and place of the meeting.

(b) A special meeting of the County Board may be held upon agreement of the Chairperson, Vice Chairperson, and Second Vice Chairperson who shall cause to be transmitted to all Supervisors and filed with the County Clerk notice of such special meeting and such notice shall be given to the public in accordance with Wis. Stat. § 19.84. The date and time of any such special meeting shall be no less than 48 hours from when notice has been transmitted under this subsection, unless in accordance with Wis. Stat. § 19.84(3), for good cause such notice is impossible or impractical, in which case shorter notice may be given, but in no case may the notice be provided less than 2 hours in advance of the meeting.

(c) Any special meeting may be adjourned by a vote of a majority of all the Supervisors.

(4) County Administrators Report on the Recommended Budget. The County Administrator shall make an annual report to the County Board in last Thursday in September of each year in conjunction with the submission of the recommended budget for the succeeding year.

(5) Review of the Proposed Budget by the County Administrator. Each year, prior to the public hearing on the budget, the County Board shall hold a special meeting at which the County Administrator shall review the proposed budget for the succeeding year with the County Board. At such meeting, Supervisors shall have an opportunity to inquire as to the revenues and expenditures detailed on the recommended budget, but there shall be no action taken with regard to modification or adoption of said budget.

(6) Public Hearing on the Budget. The County Board shall hold at least one public hearing on the budget, no earlier than 15 days after publication of a summary report required by Wis. Stat. § 65.90(3), and no later than the first Monday in November. At least one public hearing on the proposed budget will be scheduled with a starting time of no earlier than 4:30 p.m.

(7) Annual Meeting. Pursuant to Wis. Stat. § 59.11(1)(a), the County Board shall hold an annual meeting on the Tuesday

after the second Monday in November. When the day of the meeting falls on November 11, the meeting shall be held on the next succeeding day. At the annual meeting, the County Board shall adopt the Budget for the succeeding year in accordance with Wis. Stat. § 65.90 and shall by resolution set the annual tax levy and tax rate.

(8) Agendas.

(a) The order of business of County Board meetings shall be as stated on the Agenda for the meeting. The Agenda shall be the responsibility of the Chairperson with the assistance of the County Administrator and the County Clerk in accordance with Wis. Stat. § 59.23(2)(a) and circulated to the County Board not less than 24 hours before each meeting. A majority of the members of the County Board shall have the right to add an item to the County Board Agenda, subject to the requirements of the Open Meetings Law (Wis. Stat. §§ 19.81 – 19.98).

(b) The format for the Agenda for all Regular Meetings shall be as follows:

1. Call to Order
2. Invocation and Pledge of Allegiance
3. Roll Call
4. Consent Agenda
 - A. Adoption of Agenda
 - B. Approval of Minutes of Prior Meeting(s)
 - C. Nominations, Appointments
 - D. Recognition of County Employees or Others
 - E. Other
5. Public Hearing
6. Citizen Participation, Communications & Announcements
7. Nominations, Appointments and Confirmation
8. Recognition of County Employees or Others
9. Introduction of New Resolutions or Ordinances by Supervisors for Referral to Appropriate Committee
10. Reports
11. New Business
 - A. Supplementary Appropriations & Budget Changes - Roll Call
 - B. Contracts - Roll Call
 - C. Other
12. Adjournment

(c) The Agenda for any special meeting, or special purpose meeting shall be determined by the Chairperson, in consultation with the County Administrator and the County Clerk.

(d) Minutes of the regular County Board Meeting shall be prepared by the County Clerk, kept, recorded, and distributed to all Board members and department heads by the County Clerk as soon as possible following the meeting. These minutes shall be official upon County Board approval.

(9) Electronic Meetings. The County Board recognizes the significant benefits of holding in-person meetings in terms of the ability of Supervisors to engage in a better, more productive, and more collegial deliberative process. It further recognizes that in-person meetings provide the public with an opportunity to observe and interact with their elected officials which is degraded and diminished when such officials only appear in an electronic audio or visual environment. However, the County Board also recognizes that there may be circumstances where it is unsafe for the County Board to convene in person either for everyone or for a subset of members. Accordingly, on a temporary basis, the County Board may conduct any meeting, either in whole, or in part, via electronic audio-visual means, if the Chairperson, Vice Chairperson, and Second Vice Chairperson agree that given the totality of the circumstances present holding an in-person meeting may not be safe for some or all of the attendees. In conducting such a meeting, the County Board may meet in a manner where all members participate by electronic audio-visual means, or such that a portion of members participate in person while another portion participates by electronic audio-visual means, commonly known

as a hybrid meeting. If a meeting is conducted entirely virtually, the Chairperson may omit public participation from the agenda, but in such instances, must determine and notify the public of alternative methods of submitting public comment to the County Board. In the case of a hybrid meeting, all members who are participating by electronic audio-visual meetings shall be counted as present in determining the presence of quorum and voting and shall have all the rights and privileges of their office as if they were present in person.

II. County Board of Supervisor Officers and Duties

A. Generally.

(1) The Officers of the County Board shall be the Chairperson, Vice Chairperson, and Second Vice Chairperson. Their duties and responsibilities shall be as described *infra*.

(2) The Chairperson, Vice Chairperson, and Second Vice Chairperson shall be ex officio members of all the Standing Committees of the County Board. Their ex officio membership is in addition to the membership prescribed for each committee in Rule III. Any committee lacking a quorum may call on the Chairperson, Vice-Chairperson or Second Vice Chairperson to make a quorum as an active voting member of that committee for that day.

(3) In the absence of, or disability of the Chairperson, Vice Chairperson, and Second Vice Chairperson, the Committee Chairpersons of the Committees listed, *infra*, shall be the temporary acting Chairperson in the following order of precedence: Public Safety & Justice; Agriculture & Extension Education; Board of Health; Education & Veterans; Finance; General Services; Health Services; Human Services Board; Planning & Development; Public Works; and the Southern Wisconsin Regional Airport Board.

B. Chairperson.

(1) The County Board Chairperson shall have all the duties, powers and responsibilities conferred on the office by Wis. Stat. § 59.12(1), the Rock County Code of Ordinances, and these Rules as described as follows:

- (a) Preside over the proceedings of the County Board by:
- i. Calling meetings of the County Board to order at the hour named.
 - ii. Enforcing the rules relating to debate and those relating to order and decorum within the assembly.
 - iii. Protecting the County Board from obviously frivolous or dilatory motions by refusing to recognize them.
 - iv. Making necessary rulings on questions of parliamentary procedure.
 - v. Determining and preparing the Agenda, with the assistance of the County Administrator and County Clerk, in accordance with Rule I.F.(8).

(b) Make all appointments as required by the Wisconsin Statutes, the Rock County Code of Ordinance, the Resolutions of the County Board, and these Rules in accordance with the following:

- i. Unless otherwise required by law, all appointments of the County Board Chairperson shall be subject to confirmation by the County Board.
- ii. The Chairperson shall appoint members to all Standings Committees, Single-Purpose Committees, Ad Hoc Committees, and external boards, committees, and commissions for which the Chairperson has been conferred the appointment authority. Vacancies during the term of

any committee, board, or commission, should be filled within 60 days of the vacancy occurring, when practicable.

iii. The Chairships of all Standing Committees and Ad Hoc Committees shall be elected by the respective committee membership. All Committee Chairs must be County Board Supervisors. The Chairperson of the Board may serve as chair for a maximum of one Standing Committee. The Vice Chairships of all Standing Committees and Ad Hoc Committees shall be elected by the committee membership and must be a County Board Supervisor. The manner of determining the Chairships of any Single Purpose committee may be established by the originating resolution or authority creating the committee. If no manner of establishing the Chairship is identified, then the Chairperson shall appoint the Chairship of the committee.

iv. At, or immediately after, the Organizational Meeting, the Chairperson shall solicit from all Supervisors their interest in serving on Standing Committees, Single-Purpose Committees, and external boards, committees, and commissions. After consideration of the requests of the Supervisors, the Chairperson shall select and announce all appointments as required by law and these Rules and submit such appointments to the County Board for confirmation.

v. In making any appointments pursuant to these Rules, the Chairperson may solicit input from other persons, including but not limited to, other supervisors. If the Chairperson requests a group of persons to convene, meet, or confer in a contemporaneous manner, either in person or by electronic means, then such gathering shall be subject to the notice requirement Wisconsin Open Meetings Law, specifically Wis. Stat. § 19.84, and must be held in a place or manner reasonably accessible to the public pursuant to Wis. Stat. § 19.82(3).

vi. Any appointment being made shall be available to the County Board and Public not less than 24 hours prior to the meeting at which the appointment is to be confirmed.

(c) Communicate with the County Administrator, Chairpersons of the Committees, other Supervisors, and Department Heads to stay apprised of the operations of the County.

C. Vice Chairperson.

(1) In the Chairperson's absence or disability, the Vice Chairperson shall perform the duties of the Chairperson as articulated by law or in any portion of these Rules.

(2) Work collaboratively with the Chairperson and Second-Vice Chairperson to communicate with the County Administrator, Chairpersons of the Committees, other Supervisors, and Department Heads to stay apprised of the operations of the County.

D. Second Vice Chairperson.

(1) In the Chairperson's and Vice Chairperson's absence or disability, the Second Vice Chairperson shall perform the duties of the Chairperson as articulated by law or in any portion of these Rules.

(2) Work collaboratively with the Chairperson and Vice Chairperson to communicate with the County Administrator, Chairpersons of the Committees, other Supervisors, and Department Heads to stay apprised of the operations of the County.

III. COMMITTEES

A. Generally.

(1) Rule III defines the structure and duties of the committees of the County Board. All matters pertaining to Committee organization, membership, and responsibilities shall

be construed in favor of the declared will of the County Board in these rules, consistent with the intent of Wisconsin Statute 59.03(1).

(2) Committee coordination shall be the responsibility of the County Administrator and County Clerk per Wis. Stat. § 59.23(2)(a), to provide agenda, meeting and minutes assistance, administrative and staff follow-up and related matters.

(3) The creation of the agenda for any committee described under these Rules shall be the responsibility of the Chairperson of the committee, with the assistance of the staff assigned to provide administrative support to that committee. All notices of meetings shall be provided to the County Clerk, members of the committee, and the public consistent with the Wisconsin Open Meetings Law, Wis. Stat. § 19.81-19.98. All meeting notices and agendas shall be provided to the members of the committee and the public no later than 24 hours prior to the meeting.

(4) Minutes shall be in a format chosen by the Clerk, and minutes and agendas shall be filed in the Clerk's office.

(5) Ad Hoc Committees shall only be established with the approval of the County Board and in accordance with par. C., *infra*.

(6) No committee may create sub-committees or otherwise subdivide the committee's responsibilities unless authorized by resolution of the County Board. Such resolution must specify the specific division, delegation, or delineation of the Committee's authority and may not provide general authority or power to the committee to engage in such division, delegation or delineation. Any committee may rely on its members, County staff, or other individuals or organizations to conduct research and provide additional information to the committee for the purpose of fulfilling its responsibilities. Such research or information gathering, when conducted cooperatively without a quorum of the committee, shall not be considered a sub-committee or governmental body unless the creation of a sub-committee has been previously approved by the County Board.

(7) Committee Assignments:

(a) All appointments to committees described herein shall be made by the Board Chairperson, under Rule II with confirmation by the County Board

(b) County Board Members shall serve in their assignments on all committees and appointments until such time as a successor is appointed and confirmed by the County Board, or until the member vacates their seat on the County Board.

(c) Appointments of citizens to committees shall be made for a set term.

(d) The changing of County Board Supervisor committee assignments may be considered by the County Board Chairperson, upon written request, one year from the date of the organizational meeting held pursuant to Rule I.F.(1), or sooner in the case of a conflicting assignment. If two supervisors agree to exchange committee assignments, such agreement may be forwarded to the County Board Chairperson in writing for consideration, after which, the Chairperson shall either forward the appointments to the County Board for confirmation or, in case of not recommending the appointment to the County Board, shall inform the supervisors in writing of that decision and why the change in assignments was not recommended for confirmation.

(8) In April of each even-numbered year, between the time the County Board takes office following its election, and new committees are appointed and confirmed by the County Board, committees shall not meet, unless a quorum of the committee shall still exist with Supervisors remaining in office.

(9) For Standing Committees and Ad Hoc Committees, a majority of committee members will determine the day and time that the committee will regularly meet. However, in no event shall a Standing Committee of the County Board, hold its regularly scheduled meetings before 4:30 p.m. unless all committee members unanimously agree to hold meetings at an earlier time.

(10) All meetings of Standing Committees and Ad Hoc Committees shall be broadcast and recorded by electronic audio-visual means accessible to the public. At the sole discretion of the committee chairperson, any committee may convene by, or use in its meeting, interactive electronic audio-visual media to allow members of the committee, members of the public, or both, to participate in the Committee's meetings. Notwithstanding the above, the following shall not bar the meeting from occurring so long as the requirements of the Wisconsin Open Meetings Law have been satisfied: (a) any inadvertent technical issue, failure, barrier, incompatibility, or problem that prevents the meeting from being broadcast or recorded, or (b) the meeting is being conducted in a manner or location that makes broadcasting or recording impracticable and such manner or location is outside the ordinary meeting manner or location of the committee, e.g. a committee tour or one-time satellite meeting.

B. Standing Committees.

(1) Generally

(a) Each standing committee shall be the public focal point for all programs and activities under its supervision.

(b) Each committee shall be responsible for reviewing and recommending appropriate action on relevant state legislation, and such legislative actions shall be coordinated through the County Board Staff Committee. Committee responsibilities shall be broadly defined to incorporate functionally similar programs and activities to eliminate duplication or multiple committee assignments.

(c) Standing committees shall approve all contracts and purchases within their purview greater than or equal to \$25,000 and less than \$100,000; and shall review the prior month's payments against the accounts under their jurisdiction. Upon request from department heads and review by the County Administrator, or a designated agent, standing committees may reallocate amounts more than \$10,000 and up to \$20,000 between detail accounts or may create new detail accounts of an individual county office or department within their jurisdiction. With review by the County Finance Director, the County Administrator or the Administrator's designee may approve reallocation requests of \$10,000 or less, or create detail accounts for any transfer of \$10,000 or less without further committee action.

(d) Pursuant to Rule IV, all County Board matters shall first be reviewed by the appropriate Standing Committee prior to County Board consideration except under emergency conditions so declared and approved by 2/3 vote of the County Board Members Present.

(e) Except for the Southern Wisconsin Regional Airport Board, and the Board of Health, or when uniformly mandated to the contrary by law, each Standing Committee shall be composed of a majority of County Supervisors and such additional members as required by these Rules and approved by the County Board.

(f) The Standing Committees of the County Board shall be:

- i. Agriculture & Extension Education Committee
- ii. Board of Health
- iii. County Board Staff Committee
- iv. Education & Veterans Committee
- v. Finance Committee
- vi. General Services Committee
- vii. Health Services Committee
- viii. Human Services Board

- ix. Land Conservation Committee
- x. Planning & Development Committee
- xi. Public Safety & Justice Committee
- xii. Public Works Committee
- xiii. Southern Wisconsin Regional Airport Board.

(2) Committee Duties.

(a) Agriculture & Extension Education Committee.

i. Membership: The Agriculture & Extension Education Committee shall be comprised of five (5) members of the County Board. One of the members shall be a Supervisor from a village or city, and the vocation of a majority of the remaining members shall be agricultural when practical. The President of the Rock County 4-H Fair Board, Inc. shall be appointed as a non-voting, ex officio member.

ii. Policy Supervision and Oversight Responsibilities: The Agriculture & Extension Education Committee shall exercise policy supervision and oversight over the County Fairgrounds. The Committee is also delegated the authority to direct and supervise the University of Wisconsin Extension – Rock County department.

iii. Purpose and General Responsibilities: Oversees and directs the initiatives of the University of Wisconsin Extension – Rock County office including programs related to professional and liberal education, human resource development, economic and environmental development and other extension work authorized by local, state, or federal legislation.

iv. Legal Responsibilities: Performs the duties and responsibilities set forth in Wis. Stat. § 59.56(3).

(b) Board of Health.

i. Membership: The Board of Health shall be comprised of nine (9) members of which four (4) shall be members of the County Board. At least three (3) of the public members shall be persons who are not elected officials or employees of Rock County and who have a demonstrated interest or competence in the field of public health or community health. A good faith effort shall be made to appoint a registered nurse and a physician. An effort shall also be made to reflect the diversity of the Rock County community.

ii. Policy Supervision and Oversight Responsibilities: The Board of Health shall have policy supervision and oversight responsibilities for the Health Department.

iii. Purpose and General Responsibilities: The Board of Health ensures the enforcement of state public health statutes and public health rules; assesses public health needs and advocates for the provision of reasonable and necessary public health services; develops policies and provides leadership that fosters local involvement and commitment that emphasizes public health needs and that advocates for equitable distribution of public health resources and complementary private activities commensurate with public health needs; and ensures that measures are taken to provide an environment in which individuals can be healthy.

iv. Legal Responsibilities: Performs the duties and assumes the responsibilities set forth in Wis. Stat. § 251.04

(c) County Board Staff Committee.

i. Membership: The County Board Staff Committee shall be comprised of nine (9) members of the County Board and shall include the Chairperson of the County Board and the Vice Chairperson of the County Board.

ii. Policy Supervision and Oversight Responsibilities: The County Board Staff Committee shall have policy supervision and oversight responsibilities for the County Administrator's Office, the Corporation Counsel's Office, and the Human Resources Department.

iii. Purpose and General Responsibilities: The County Board Staff Committee supervises the County Administrator and legal matters (except that the authority for Land Division and County Zoning Ordinance enforcement/litigation are assigned by the County Board to be the full responsibility of the Planning & Development

Committee). The Committee supervises personnel and labor relations, intergovernmental coordination and promotes interest in County government (including authorizing the use of the County seal) as well as program and evaluation development. The Committee considers all conflicts of interest, breaches of ethics and other misconduct in office in County government and assists the County Board Chairperson in policy matters, pending litigation, and other legal matters. The Committee shall also act as the clearinghouse for action on pending or developing legislation affecting the County, considers legislative recommendations from various committees, promotes any legislation deemed to be of the benefit of the County. The County Board Staff Committee shall also review all proposed changes to the County Board of Supervisors' Rules of Procedure for recommendation to the County Board.

iv. Legal Responsibilities: Performs its duties consistent with all applicable federal, state, and local statutes, ordinances, and regulations.

(d) Education & Veterans Committee.

i. Membership: The Education & Veterans Committee shall be comprised of five (5) members of the County Board. An effort shall be made to include at least one member who is a military veteran or a military reservist.

ii. Policy Supervision and Oversight Responsibilities: The Education and Veterans Committee shall have policy supervision and oversight responsibilities for the Veterans Services Office. The Committee also serves as the liaison with the University of Wisconsin – Whitewater at Rock County on all matters not related to the maintenance of facilities and acts and as the County's liaison with Blackhawk Technical College.

iii. Purpose and General Responsibilities: The Education & Veterans Committee provides a conduit that links educational institutions and veterans' services and advocacy groups to County services in order to ensure that these constituencies are adequately served.

iv. Legal Responsibilities: Performs its duties consistent with all applicable federal, state, and local statutes, ordinances, and regulations.

(e) Finance Committee.

i. Membership: The Finance Committee shall be comprised of five (5) members of the County Board.

ii. Policy Supervision and Oversight Responsibilities: The Finance Committee shall have policy supervision and oversight responsibilities for the Finance Department, the Information Technology Department, the County Clerk's Office, the County Treasurer's Office, and the Register of Deeds Office.

iii. Purpose and General Responsibilities: The Finance Committee is charged with the supervision and oversight of all financial matters. The Finance Committee has the right to review any purchase or claim and to stop payment subject to review by the Board. The Committee shall have the duty to designate depositories according to State law and shall, with the Treasurer and the Finance Director, determine the policy of investments of County funds in the best interest of the County.

For transfers greater than \$20,000 and upon the request from the appropriate committee and review by the County Administrator or a designated agent, and subject to County Board policy, the Finance Committee may reallocate funds between detail accounts of an individual County office or department. In addition, the Finance Committee may supplement the appropriations for a particular office, department, or activity by transfers from the contingency fund. Such transfers shall not exceed the amount allocated to the contingency fund as adopted in the annual budget nor aggregate, in the case of an individual office, department, or activity, in excess of ten percent of the funds originally provided for such office, department, or activity in the annual budget. The publication provisions of Wis. Stat. § 65.90(5)(a) shall

apply to all Finance Committee transfers from the contingency fund.

Upon request from the appropriate committee and review by the County Administrator or a designated agent, the Finance Committee shall review and assemble requests for supplementary appropriations from the General Fund and forward them to the County Board together with its recommendation.

All resolutions which will modify the adopted budget shall be reviewed by the Finance Committee prior to presentation to the County Board. The Finance Committee shall not offer an endorsement of any modification of the budget unless that matter shall have been recommended for approval or adoption by a Standing Committee of the County Board.

If a standing committee cancels a regularly scheduled meeting, or upon request from the Chair of any standing committee and review by the Finance Director, the Finance Committee is authorized to review bills normally reviewed by that standing committee.

iv. Legal Responsibilities: Performs its duties consistent with the application of Wis. Stat. § 65.90 and all other applicable federal and state statutes, the Rock County Code of Ordinances, and these Rock County Board of Supervisors' Rules of Procedure.

(f) General Services Committee.

i. Membership: The General Services Committee shall be comprised of five (5) members of the County Board.

ii. Policy Supervision and Oversight Responsibilities: The General Services Committee shall have policy supervision and oversight responsibilities for the Facilities Management Department.

iii. Purpose and General Responsibilities: The General Services Committee oversees and advises the County Board on all matters relating to the construction, renovation, and maintenance of County facilities. The General Services Committee also has the responsibility for considering any relocation of offices and/ or departments. The Committee has policy supervision over energy management and related issues and is charged with maintaining an inventory of the County's fixed assets.

All building construction, including change orders are supervised and approved by the General Services Committee in cooperation with the committee under whose jurisdiction the activities are housed. In case of dispute between these committees, as to materials or method of construction, the General Services Committee shall control.

Change orders involving a reallocation of budgeted funds of \$25,000 or greater must be approved by the General Services Committee. Any change order in which a reallocation of budget funds is less than \$25,000 may be approved by the Director of Facilities Management but shall be reported to the General Services Committee at its next scheduled meeting.

iv. Legal Responsibilities: Performs its duties consistent with all applicable federal, state, and local statutes, ordinances, and regulations.

(g) Health Services Committee.

i. Membership: The Health Services Committee shall be comprised of five (5) members of the County Board.

ii. Policy Supervision and Oversight Responsibilities: The Health Services Committee shall have policy supervision and oversight responsibilities for Rock Haven, the County's long-term care facility.

iii. Purpose and General Responsibilities: The Health Services Committee is responsible for ensuring the development of policies that ensure that residents of Rock Haven receive a level of care consistent with all applicable federal and state statutes and regulations.

iv. **Legal Responsibilities:** The Health Services Committee performs its duties consistent with the application of Wis. Stat. chap. 50, Wisconsin Administrative Code DHS 132, and federal regulations set forth in 42 CFR 483.5, 42 CFR 483.10 through 483.75 as well as all other applicable federal and state statutes, the Rock County Code of Ordinances, and these Rock County Board of Supervisors' Rules of Procedure.

(h) **Human Services Board.**

i. **Membership:** The Human Services Board shall be comprised of nine (9) members, of which six (6) shall be members of the County Board. The Committee shall also include three (3) additional Rock County residents.

ii. **Policy Supervision and Oversight Responsibilities:** The Human Services Board shall have policy supervision and oversight responsibilities for the Human Services Department including, but not limited to the Aging and Disability Resource Center, Behavioral Health Services, Child Protective Services, Economic Support Services, and Juvenile Justice Services.

iii. **Purpose and General Responsibilities:** The Human Services Board provides State and Federally-mandated services to the County's most vulnerable and needy residents. The programs serve abused and neglected children; adults and children with mental illness; children with physical, emotional and developmental disabilities; juvenile offenders; adults and youth with alcohol and other drug problems; children, youth, and adults in need of residential and institutional care; and the elderly and disabled through the Aging and Disability Resource Center of Rock County. The Department is responsible for determining eligibility for a variety of assistance programs such as Food Share and Badger Care.

iv. **Legal Responsibilities:** The Human Services Board performs its duties consistent with the application of Wis. Stat. § 46.23, all other applicable federal and state statutes, the Rock County Code of Ordinances, and these Rock County Board of Supervisors' Rules of Procedure.

(i) **Land Conservation Committee.**

i. **Membership:** The Land Conservation Committee shall be comprised of eight (8) members, of which at least two shall be members of the County Board who serve on the Agriculture and Extension Committee, at least one member, but no more than two members, shall be persons who are not members of the County Board, with the remaining seats appointed to members of the County Board. One member shall be a person who is engaged in an agricultural use, as defined under Wis. Stat. § 91.01(2)(a)1. to 7., which may either be a member of the County Board or a citizen member.

ii. **Policy Supervision and Oversight Responsibilities:** The Land Conservation Committee has policy supervision and oversight responsibilities for the Land Conservation Department and County Farm.

iii. **Purpose and General Responsibilities:** The Land Conservation Committee is authorized, per Wis. Stats. 92.06, with responsibilities related to natural resource management such as soil and water conservation programs; erosion control; sedimentation and nonpoint source water pollution; and resource conservation operations and works of improvement for flood prevention for the conservation, development, utilization, and protection of soil and water resources within the county.

iv. **Legal Responsibilities:** Performs the land conservation duties and responsibilities set forth in Wis. Stat. § 92.06.

(j) **Planning & Development Committee.**

i. **Membership:** The Planning & Development Committee shall be comprised of five (5) members of the County Board.

ii. **Policy Supervision and Oversight Responsibilities:** The Planning and Development Committee has policy supervision and oversight responsibilities for the Planning,

Economic & Community Development Department and Real Property Lister.

iii. **Purpose and General Responsibilities:** The Planning & Development Committee oversees and acts on all matters pertaining to County planning, zoning, community development and redevelopment, housing, land division, and County ordinances relating to physical development as aesthetics as provided by State Statute, County Ordinance or County Board Resolution. In addition, all comprehensive planning matters within the County's jurisdictional authority fall under the purview of the Planning & Development Committee.

iv. **Legal Responsibilities:** The Planning & Development Committee performs its duties consistent with the application of Wis. Stat. Chapter 59, all other applicable federal and state statutes, the Rock County Code of Ordinances, and these Rock County Board of Supervisors' Rules of Procedure.

(k) **Public Safety & Justice Committee.**

i. **Membership:** The Public Safety & Justice Committee shall be comprised of five (5) members of the County Board.

ii. **Policy Supervision and Oversight Responsibilities:** The Public Safety & Justice Committee shall have policy supervision and oversight over the following activities, except as limited by law: The Rock County Sheriff's Office, all Circuit Court branches, the Clerk of Circuit Courts Office, Court Commissioners, Register in Probate, Mediation & Family Court Services, Child Support Services, the District Attorney's Office, the 911 Communications Center, the Medical Examiner's Office, and Rock County Emergency Management.

iii. **Purpose and General Responsibilities:** The Public Safety & Justice Committee is *responsible for* monitoring County services related to public safety and justice, for monitoring and reviewing outcomes from those services, for recommending policies and actions related to the public safety initiatives of the County to the County Board.

iv. **Legal Responsibilities:** Performs its duties consistent with the application of Wisconsin Statutes, all other applicable federal statutes and regulations, the Rock County Code of Ordinances, and these Rock County Board of Supervisors' Rules of Procedure.

(m) **Public Works Committee.**

i. **Membership:** The Public Works Committee shall be comprised of five (5) members of the County Board.

ii. **Policy Supervision and Oversight Responsibilities:** The Public Works Committee shall have policy supervision and oversight responsibilities for the Public Works Department including the Highways, Parks, and motor pool functions.

iii. **Purpose and General Responsibilities:** In addition to its policy supervision and oversight responsibilities for Highways, Parks, and motor pool operations, the Public Works Committee, from time-to-time, will operate as the County Highway Committee and exercises such powers and duties as are conferred to that body under State law, The Rock County Code of Ordinances, and these Rock County Board of Supervisors' Rules of Procedures.

iv. **Legal Responsibilities:** Performs its duties consistent with the application of Wis. Stat. § 83.015(2), all other applicable federal and state statutes, the Rock County Code of Ordinances, and these Rock County Board of Supervisors' Rules of Procedure.

(n) **Southern Wisconsin Regional Airport Board.**

i. **Membership:** The Southern Wisconsin Regional Airport Board shall be comprised of nine (9) members, of which three (3) shall be members of the County Board. Six (6) members shall be drawn from the community and shall be persons who are not elected officials or employees of Rock County and who have demonstrated interest or competence in the field of aviation.

ii. **Policy Supervision and Oversight Responsibilities:** The Southern Wisconsin Regional Airport Board shall have

policy supervision and oversight responsibilities over the Southern Wisconsin Regional Airport.

iii. Purpose and General Responsibilities: The Southern Wisconsin Regional Airport Board establishes minimum standards and policies for the airport, monitors airport expenditures, approves capital improvements, and provides strategic guidance to the Airport Director.

iv. Legal Responsibilities: Performs its duties consistent with all applicable federal, state, and local statutes, ordinances, and regulations.

C. Ad Hoc Committees.

(1) Ad Hoc Committees are committees that are established by the County Board by resolution to investigate, deliberate, recommend, or otherwise report to, the County Board on a specific topic for which a standing committee is inadequate to address the matter. Ad Hoc Committees shall not be created to circumvent, or otherwise ameliorate the purpose, authority, or functions of a standing committee of the County Board.

(2) When created, the resolution establishing an Ad Hoc committee shall specify the time period during which the Ad Hoc Committee shall exist or shall specify the task or work product that is to be completed. When the time period has expired, or the task or work product of the Ad Hoc Committee is completed, the Ad Hoc committee shall be automatically dissolved without the County Board having to take any further action.

(3) The resolution establishing an Ad Hoc Committee shall specify its membership, including any non-County Board Supervisor members, any ex officio members, and shall specify the qualifications, if any, of appointments to be made.

D. Single-Purpose Board Committees.

(1) Single-Purpose Committees are defined as committees created by Resolution of the County Board or Wisconsin Statute that focus on specific, important topics of policy, procedure, or methods on an ongoing basis, but do not exercise budgetary oversight of a County Department.

(2) Single-Purpose Committees generally assist the County Board and County Departments with policy advice, or other operational matters by bringing voices and perspectives from stakeholders in a particular matter together in order to help inform the administration or policy making process.

(3) The composition, purpose, and scope of any Single-Purpose Committee shall be specified in the resolution creating such committee, if any, or shall be derived from the specific statutory provisions authorizing its creation or existence.

(4) The governance of Single-Purpose committees shall be controlled by by-laws, or other external sources of law such as state or federal statutes, or administrative code, but in the absence of such source of governance authority, shall be conducted consistent with these rules when applicable.

E. External Boards and Commissions.

(1) External Boards and Commissions are those bodies that are separate legal entities from Rock County and over which Rock County does not exercise organizational control.

(2) Whenever an appointment to an External Board or Commission is conferred upon the Board Chairperson, such appointment shall be made in accordance with Rule II.B.(1)(b). Notwithstanding the above, the County's representative to any Joint Review Board convened under Wis. Stat. § 66.1105(4m) shall be appointed in accordance with par. (3), *infra*.

(3) Upon the convening of any Joint Review Board pursuant to Wis. Stat. § 66.1105(4m)(a), wherein the representative of the County who shall sit on such Joint Review Board shall be the Chairperson, or the Chairperson's designee. The Chair shall give preference to the County Treasurer or

another person with knowledge of local government finance in accordance with Wis. Stat. § 66.1105(4m)(ae)2.

(4) Supervisors appointed to serve on External Boards and Commissions shall be eligible for per meeting allowances under Rule IV.B.(10)

IV. Procedure

A. Definitions:

(1) Adopted Budget. "Adopted Budget" means an Annual Budget Resolution that has been duly adopted by the County Board to set the budget in any particular calendar year.

(2) Budget Appeal. "Budget Appeal" means the bringing of a request before the Finance Committee to amend the Proposed Budget for the succeeding year prior to its adoption.

(3) Initiator. "Initiator" means the drafter or main initiator, or person submitting a resolution or ordinance. The Initiator of a resolution or ordinance, other than for a Resolution of Recognition or Purpose shall be a County Board Supervisor. The Initiator shall have the right to withdraw from the County Board's consideration any Resolution or Ordinance prior to a Standing Committee's consideration of that Resolution or Ordinance. Prior to the adoption of the resolution or ordinance by the County Board, the Initiator may at any point remove their name from the resolution or ordinance. In such instance, if the resolution or ordinance is reported out of a Standing Committee as recommended for adoption by the County Board, then the Standing Committee making such recommendation shall be identified as the Initiator on the resolution.

(4) Members-elect. "Members-elect" means those members of the County Board, at a particular time, who have been duly elected or appointed for a current regular or unexpired term and whose service has not terminated by death, resignation, or removal from office. When all seats are filled there are 29 members-elect. When a seat is vacant, that seat shall not be counted as a member-elect.

(5) Members-present. "Members-present" means those members of the County Board present and able to vote during a meeting of the County Board. When a member has identified a conflict of interests and been excused from voting they shall not be considered present for the question from which they have been excused from voting.

(6) Non-Levy Revenue. "Non-Levy Revenue" means any revenue that is not derived from the operating levy.

(7) Ordinance. "Ordinance" shall mean an enactment of the Board as authorized by law and which shall be codified in the Rock County Code of Ordinances. All proposed ordinances and ordinance amendments shall commence as follows: "The County Board of Supervisors of the County of Rock does ordain as follows:" The term ordinance also includes ordinance amendments.

(8) Resolution. "Resolution" means the document through which the powers of the Rock County Board of Supervisors are exercised. Resolutions shall belong one of the following categories:

(a) Resolutions of Recognition. "Resolutions of Recognition" are those resolutions acknowledging Rock County employees with ten or more years of service upon their retirement, resolutions honoring former supervisors for their service to the County, and resolutions recognizing an individual or individuals identified by the Hall of Honor Committee for their contribution.

(b) Resolutions of Policy. Resolutions of Policy express the will of the County Board of Supervisors regarding matters of policy within their purview.

(c) Resolutions of Purpose. Resolutions of Purpose are resolutions that execute on the administrative functions of the

County and are only such resolutions that purchase goods or services, authorize application for or acceptance of grants in the adopted Annual Budget Resolution, or address the reorganization of personnel of a County Department.

(d) Annual Budget Resolution. The Annual Budget Resolution is the Proposed Budget submitted by the County Administrator for consideration and adoption by the Board, and shall specify all required indebtedness, revenues, and expenditures by each department in accordance with Wis. Stat. § 65.90.

(e) Budget Amendments. A Budget Amendment Resolution is a resolution that changes the adopted annual budget by adding the value of revenue and/or expenditures that have previously been unarticulated in the Annual Budget Resolution, creates a new budget line in excess of the budget transfer limits, or a transfers revenues or expenditures from one department to another.

(9) Sponsor. "Sponsor" shall mean a Supervisor or Supervisors who wish to identify their support for a proposed resolution or ordinance by having their name identified in the header of the Resolution or Ordinance. Sponsors shall have the right to withdraw their sponsorship at any time prior to the adoption of the Resolution or Ordinance.

B. Conducting of Meetings of the Board of Supervisors

(1) The Rock County Board of Supervisors shall be called to order at the time and place designated during which time the business of the County Board shall be brought before the Board for its consideration.

(2) The order of business shall be as specified in the Agenda as required by Rule I.F.(8).

(3) In proceeding through the items of business the Clerk shall read the item aloud before its consideration by the board and shall record minutes in compliance with Wis. Stat. § 19.88(3).

(4) After the clerk has read the proposed resolution or ordinance, the Chairperson shall solicit from the Board whether there is a first and a second for a motion to adopt or enact the proposed resolution or ordinance. If there is so, then the Chairperson shall call upon the Chairperson, or in the absence of the Chairperson, the Vice Chairperson of the appropriate committee prior to any other action. A motion to table shall not be entertained by the Chair until the resolution has been introduced and seconded, and the Chair or Vice Chair of the governing committee has had an opportunity to speak on the issue. All resolutions shall be read by title and resolve clause only, unless otherwise required.

(5) In presenting business, or debate, members shall address the Chairperson, be recognized, and when in order, proceed without interruption. In cases when more than one member shall seek to be recognized, the Chairperson shall decide who has precedence.

(6) Consent Agenda. The Board may use a "Consent Agenda" to dispose of certain items resolutions, ordinances, or ordinances amendments as established hereunder.

(a) Any nomination, appointment, confirmation, resolution, ordinance, ordinance amendment, or any other item upon which the board may take action, may be placed upon the consent agenda, whereby all matters listed shall be subject to approval by a call of unanimous consent from the Board Chairperson. To be considered as a part of the consent agenda, the matter must be listed thereunder, and all supporting materials regularly available be circulated to the Board and public no less than 24 hours prior to the meeting where the item is to be considered. Matters appropriate for the Consent Agenda are those matters which the Board Chair believes are likely to be adopted by the Board by unanimous vote, and, for the expediency of a meeting, would be advantageous to consider together.

(b) Prior to consideration of the consent agenda the Clerk shall read the title of all items thereunder, and the Chair shall inquire as to whether any supervisor wishes any item to be removed. Upon such a request, the matter shall be removed from the consent agenda and shall be considered individually at a later time during the same meeting under the agenda item most applicable to that type of action. Such request and removal shall not need a second, or be subject to debate or vote.

(c) All remaining items shall be considered for adoption by unanimous consent, whereupon any supervisor may make inquiry upon any factual matter relevant to any item listed upon the consent agenda, however, items shall not be debated for or against adoption at such time.

(d) At any point prior to adoption by unanimous consent, any supervisor wishing to debate the merits of adoption of any item listed upon the consent agenda may request the Board Chair remove such item from the consent agenda. Upon such a request the Board Chair shall order such item removed and considered in accordance with subsection (b). Such request and removal shall not be subject to debate or vote.

(e) After consideration of any questions posed, and without objection, all matters upon the consent agenda not previously removed shall be adopted by unanimous consent.

(7) When in the course of its business, the Board reaches "Citizen Participation, Communications and Announcements", the presiding officer shall ask if there are any citizens who would like to speak before the Board. Any citizen desiring to be heard shall stand and address the presiding officer indicating their name, the community in which they reside, and the item on which the citizen wishes to speak. The presiding officer will call on the citizen at the appropriate time. The presiding officer may limit the time of each speaker and select the speaking order. No one shall speak more than once on any item, unless in the opinion of the Chair, such request to speak more than once is relevant. Where there are several speakers representing the same view, the presiding officer may require a speaker for the group.

(8) No motions except referral to committee or acceptance and filing may be made concerning the subject matter of the report, unless the report has been given in conjunction with a resolution or ordinance duly submitted for the County Board's consideration and properly before the Board at the time of the report.

(9) Members who have been recognized by the Chair shall have the right to discuss the main motion prior to a vote on the motion for the previous question. At the time a motion for the previous question is made, the Chair shall identify those members who have been recognized.

(10) In every instance the motion to adjourn, to lay on the table, to call for the previous question, and to limit debate, shall be decided without discussion.

(11) Any member may call for a division of a question when the same is advisable. In the case of a tie, the motion is lost. Any member may renew a motion that has been lost on a tie.

(12) Per Meeting Allowances:

(a) Board members shall be allowed as per meeting allowance and mileage for County Board meetings and other county-initiated business with their assigned committee's jurisdiction only. Exceptions to the provision may be made with the written approval of the County Board Chairperson or Vice Chairperson.

(b) Non-board members of standing committees shall receive per meeting allowance and mileage.

(c) No per meeting allowance shall be paid to any committee member for committee work unless the claim

submitted for such per meeting allowance has been signed by the claimant and the committee chairperson.

(d) Per meeting allowance claimed for the conducting of county business not directly related to the Board member's committee assignments must be signed by the claimant and the County Board Chairperson.

(e) No County Board member shall receive a per meeting allowance for attending any County Board meeting, or committee meeting unless the member is present and answers at the roll call taken at the commencement of each meeting or unless excused from such roll call by the Chairperson and unless the member is also present at the adjournment of each meeting or unless otherwise excused by the Chairperson. The Chairperson, Vice-Chairperson, and Second Vice Chairperson shall be paid mileage and per diem only when attending committees to which they have been appointed as voting members, or used to make a quorum by any properly noticed standing County committee.

(d) In order to qualify for per meeting allowance and expense, a committee meeting must adjourn a minimum of one hour prior to the "Call to Order" of a County Board meeting, except when the committee meeting in question is a regularly scheduled meeting of the committee

(e) In order to be honored, all claims for per meeting allowance and expense must be turned into the County Clerk's Office by the end of the month following the month in which the expenditure is incurred, unless excused by the Finance Committee for cause.

(f) If a per meeting allowance claim is denied, then the reason for denial will be forwarded in writing.

C. Consideration of Resolutions and Ordinance

(1) Introduction of New Resolutions or Ordinances

(a) Except as provided by par. (b), all proposed resolutions and ordinances must be initiated by a County Board Supervisor, in their final form as required by par. (c), *infra*, by either submitting the proposed resolution or ordinance at a County Board meeting during the appropriate time in the agenda, or by submitting the proposal to the County Clerk. On every resolution or ordinance submitted, there shall be one Supervisor identified as the Initiator of the resolution or ordinance.

(b) Resolutions of Recognition and Resolutions of Purpose may be initiated by a Department Head through the County's electronic meetings, agenda, and minutes management software with the agreement of the Committee Chair which has policy and budgetary oversight authority over the Department. The Committee Chair of the Department Head's governing Committee shall be identified in the resolution as the Sponsor of the resolution.

i. Department heads are directed to initiate a resolution of recognition acknowledging the years of service of employees retiring from their departments. To be eligible for such a resolution, the individual must be employed by the County for a minimum of ten (10) years.

ii. The Chairperson of the County Board is directed to initiate a resolution of recognition acknowledging the service of former County Supervisors upon their departure from the Board due to resignation, replacement through the election process, or death.

iii. The Hall of Honor Committee may, from time-to-time, determine to initiate a resolution of recognition recognizing an individual or individuals for their contributions to the people of Rock County. In such case, the County Board Chair shall submit the resolution on behalf of the Hall of Honor Committee.

iv. No resolution may be considered for adoption by the County Board of Supervisors that recognizes any individual, organization, or defined groups of individuals, or proclaims any period of time, day, week or month to be in honor of a certain individual, organization or defined group of individuals, or that declares a position on behalf of the County Board with an individual, organization or group of individuals except for Resolutions identified in pars. i, ii, and iii, *supra*.

v. Any Resolution of Purpose that also performs another function of the County Board, such as, but not limited to, amending the budget, shall be submitted to the County Board in accordance with par. (a), *supra*.

(c) All proposed resolutions and ordinances shall be drafted in a standard form as determined by the County Board Chairperson, Vice-Chairperson, and Second Vice-Chairperson with technical assistance from the County Administrator's Office. The form of all Resolutions and Ordinances shall specify the Initiator of the Resolution, the Sponsors of the Resolutions, and the Date the resolution was Submitted. Any proposed resolution submitted to the County Clerk or at a Board Meeting that does not meet the appropriate form requirements shall be rejected and returned to the Supervisor who submitted the resolution or ordinance for resubmission. The County Board Chairperson, Vice-Chairperson, and Second Vice-Chairperson shall determine whether any submitted resolution or ordinance meets the requirements of this paragraph.

(d) The date that a resolution or ordinance is submitted to the County Clerk, or submitted at a County Board Meeting, shall be the date that the resolution or ordinance is introduced. For any Resolution of Recognition or Purpose that is submitted using the electronic meetings, agenda, and minutes management system, the date of introduction shall be the date that resolution is initiated in the electronic meetings software.

(e) Every resolution submitted shall have a number assigned identifying the resolution. The Resolution Number shall be displayed on the resolution. Such number shall be delineated as the year the resolution was submitted and a sequential number starting at 1 and continuing on in the order of submission until December 31, with resolutions delineated with the letter "R" and ordinances with the letter "O" such that the first resolution of the calendar year shall be R-XXXX-1, followed by R-XXXX-2, R-XXXX-3, etc. for resolutions and O-XXXX-1, O-XXXX-2, O-XXXX-3, etc. for ordinances.

(2) Referral to committee

(a) The County Board Chairperson shall refer every proposed resolution or ordinance introduced to the appropriate Standing Committee within 20 calendar days from the date that the resolution or ordinance was introduced.

(b) All Resolutions of Recognition shall be referred to Standing Committee that has policy and budget oversight over the department of the employee being recognized and the County Board Staff Committee, or in the case of a Resolution of Recognition for a former County Board Supervisor or Hall of Honor inductee, shall be referred to the County Board Staff Committee.

(c) Each week, the Office of the County Administrator, in consultation with the County Clerk, shall prepare a list of new resolutions and ordinances introduced, which shall be reviewed by the County Board Chairperson. In reviewing such list, the Chairperson may refer any resolution to a committee consistent with these rules, or delay referral to a later date in accordance with par. (4)(b), *infra*. In every instance where a resolution is referred, the Chairperson shall denote the committee to which the resolution has been referred and the date of such referral. No resolution or ordinance may be considered by a committee until such time as it has been referred to that committee by the Chairperson. Notwithstanding the above, the County Board Chair may refer

any resolution or ordinance at any time consistent with these rules once the resolution has been introduced.

(d) After a resolution or ordinance is introduced, it shall be reviewed by the Finance Director, Corporation Counsel, and the County Administrator. A Fiscal Note from the Finance Director or their designee, a Legal Note from the Corporation Counsel or their designee, and an Administrative Note from the County Administrator, or their designee shall be added to every proposed resolution prior to consideration by any Standing Committee to which it has been referred. Whenever a resolution or ordinance is amended at committee, and recommended for adoption by the County Board, the County Administrator may determine that the Administrators Note, Fiscal Note, or Legal Note need to be changed to address the amendment. If such a determination is made, the consideration of the resolution by the Board may be delayed by up to one meeting to allow new notes to be drafted and attached to the amended resolution or ordinance. Notes shall not be required on Resolutions of Recognition.

(3) Consideration by Committee

(a) All committees shall make written recommendations on all matters submitted to them.

(b) Resolutions or Ordinances that have been referred to multiple standing committees shall be considered by each committee in sequence, such that any amendments to resolutions by one committee shall be reflected upon the consideration of the same Resolution by a subsequent committee.

(c) Consideration of a Resolution or Ordinance at a committee meeting shall be initiated by a motion to recommend the resolution or ordinance and a second. In the vote upon that motion, a yea vote is a vote to recommend the resolution or ordinance for adoption by the Board, and a nay vote is a vote to not recommend the resolution or adoption for adoption by the Board.

(d) When a question is put, every member shall vote except when a member has a conflict of interest, the Chairperson of the Committee may permit that member to abstain.

(4) Consideration by the Board

(a) Upon a committee's recommendation to approve or adopt a matter, the matter shall be placed on the next regular Board Meeting agenda that is practicable. However, a matter shall not be scheduled before the Board until such time as all committees to which the resolution has been referred have had an opportunity to take final action on the matter.

(b) If no governing committee reports a resolution within 90 days from the time it was introduced to the County Board, five supervisors may bring the resolution to the Board floor.

(c) In the event that a committee has postponed consideration of a matter to date-certain, and another committee has recommended such matter for approval or adoption by the Board of Supervisors, the Chairperson may delay action by the Board until such time as they are satisfied that the committee that postponed consideration of the matter has had sufficient time to adequately consider the matter and take action.

(d) If after consideration by each committee referred to, all committees have recommended against approval or adoption of the matter, then the matter may be placed before the County Board at the discretion of the Chairperson.

(f) Roll Call Votes. In determining any question, any member may call for a roll call before the vote is taken. The vote on any motion requiring an unbudgeted appropriation of County money, or any purchase of goods or services shall be a roll call vote. The adoption of the Annual County Budget shall be a roll call vote.

(g) Withdrawal of Motions. Any motion may be withdrawn by the maker, with the consent of the Supervisor who seconds the motion, prior to the question being determined by the County Board.

(h) When any question is put for a vote, every member shall vote, except where a member has a conflict of interest, in which case the Chair may excuse such member. Members who have a conflict of interest shall abstain from all participation in the deliberation of any question for which they have a conflict and shall not seek to influence the outcome of such question in any manner.

(j) All motions, unless otherwise specified by Wisconsin Statute, or these rules, shall be determined by a majority of members present. In the case of a tie, the motion is lost. Any member may renew a motion that has been lost on a tie. The following are motions subject to a different standard for adoption:

i. Amend the Board Rules of Procedure. Any resolution that amends the Board's Rules of Procedure shall be adopted by a vote of two-thirds of the members present.

ii. Budget Amendments. Any resolution which amends the adopted budget pursuant to Wis. Stat. § 65.90(5)(ar) shall be adopted by a vote of two-thirds of the members-elect.

iii. Call the Previous Question. Any motion to call the previous question shall be passed by two-thirds of members-present.

iv. Initiating Resolution on Debt Issuance. Any initiating resolution for a debt issuance under Wis. Stat. §§ 67.05 or 67.12 shall be adopted on a vote of three-fourths of the members-elect.

v. Suspend the Rules. Any motion to suspend the rules shall be passed by two-thirds of the members present.

(k) Ordinances or Ordinance amendments presented to the County Board, after consideration by the appropriate governing committee or committees, shall not be acted upon by the County Board until there has been a first reading, a second reading, and a Public hearing by the County Board. Readings shall be by title at successive meetings of the County Board, and complete texts shall be available for public examination in the Office of the County Clerk between the first and second readings. The Public Hearing by the County Board shall be at the same meeting as and immediately following the first reading. Public notice of the first reading, the public hearing, and the second reading shall be included on the respective County Board agendas.

D. Budget Procedures. The submission, consideration, modification, and adoption of the Budget shall occur in accordance with the procedures identified below. The form of the Budget submitted to the Board shall meet the minimum requirements identified in Wis. Stat. § 65.90(2)(a) but shall not otherwise be required to conform with the form prescribed by Rule IV.C.(1)(c). Unless otherwise provided for under these rules or the Wisconsin Statutes, the Budget shall be considered a resolution of the County Board and shall be subject to all the rules and procedures attached thereto.

(1) Introduction of the Proposed Budget. The County Administrator shall submit the Proposed Budget for the succeeding year pursuant to Wis. Stat. § 59.18(5) no later than the last Board Meeting in September.

(2) Review of the Budget. In accordance with the meeting established by Rule I.F.(5), the County Administrator shall review the proposed budget with the Board. At such meeting, Supervisors shall have an opportunity to inquire as to the revenues and expenditures detailed on the recommended budget, but there shall be no action taken with regard to modification or adoption of said Budget.

(3) Standing Committee Review of the Proposed Budget. After the review of the budget with the County Board, the proposed budget shall be reviewed by each Standing Committee.

- (a) Each Standing Committee shall have purview over only those sections of the budget for which it exercises budgetary oversight under Rule III.
- (b) During the review of the budget, the Committee may recommend that a Budget Appeal be made to the Finance Committee to change a section of the budget. Such Budget Appeal shall only be made upon vote of the committee in favor of the recommendation.
- (c) In recommending a Budget Appeal, any increase in an expenditure line for a department shall be accompanied by a correlating decrease in another expenditure line, or an increase in revenue, which shall only come from a budget section within the purview of the Standing Committee, except as provided in par(d), *infra*. A Standing Committee shall not fund an increase in expenditure with an increase in non-levy revenue without presenting documented evidence to establish the basis for the increased revenue.
- (d) If a Standing Committee wishes to increase an expenditure line and seeks to fund that increase from a source in a budget section outside the committee's policy and budgetary oversight purview, it shall solicit feedback from the Standing Committee that has policy and budget oversight over the other department and may only make a recommendation if both Standing Committees vote in the affirmative to recommend such an appeal.
- (e) In reviewing the Proposed Budget, a Standing Committee may ask for input or recommendations from Department Heads or other staff, including, but limited to, asking Department Heads or other staff to make requests for changes to the Proposed Budget.

(4) Public Hearing on the Proposed Budget. In accordance with Rule I.F.(6), the Board shall hold at least one public hearing on the proposed budget.

(5) Finance Committee Hears Appeals from Standing Committees. The Finance Committee shall convene on the Thursday before the Annual Meeting to consider all Budget Appeals as follows:

- (a) The Finance Committee shall first hear all Budget Appeals recommended by Standing Committees, at which time, the Chair of each Standing Committee, or Supervisor designated to represent the Standing Committee, shall present its Budget Appeals to the Finance Committee. The Finance Committee shall then deliberate on each appeal separately and vote on whether to recommend such amendment to the Proposed Budget prior to its adoption.
- (b) After all Budget Appeals recommended by Standing Committees have been considered, the Finance Committee shall hear any other Budget Appeals. All Budget Appeals brought under this paragraph shall be presented by a Supervisor.
- (c) In deliberating any Budget Appeals the Finance Committee may request input from the County Administrator, Finance Director, Department Heads, or other staff.
- (d) No Budget Appeal may be deliberated by the Finance Committee unless brought pursuant to par.(a) or (b) at the Budget Appeals meeting.
- (e) Any Budget Appeal presented to the Finance Committee shall identify each line in the Proposed Budget that is requested to be altered. It shall be the responsibility of the Supervisor presenting the Budget Appeal to identify each change requested. Generalized requests to change an entire department's, or a group of departments', budget by a

percentage, or a total gross value, without identifying the lines requested to be changed shall not be considered.

(6) Annual Meeting and Adoption of Budget. At the Annual Meeting the Board shall consider the adoption of the Administrator's Proposed Budget and the setting of the tax levy and tax rate for the succeeding year, as follows:

(a) The Finance Committee shall make a report to the Board on its consideration of all Budget Appeals, identifying Budget Appeals that the Finance Committee voted to recommend to the Board, and those that were brought before it, but that it is not recommending to the Board.

(b) The consideration of the Annual Budget Resolution shall be initiated by a motion and a second to approve the Proposed Budget. Upon consideration of the Proposed Budget, the Chairperson of the Finance Committee shall move each Budget Appeal being recommended by the Finance Committee as an Amendment to the Proposed Budget. The Board shall consider each amendment and shall vote thereon.

(c) After all recommended Budget Appeals from the Finance Committee have been considered by the Board, the Chairperson shall call for any other proposed amendments to the Proposed Budget, at which time any Supervisor may make a motion to amend the Proposed Budget. Notwithstanding the above, no amendment to the proposed budget shall be in order for the Board's consideration unless such amendment has first been voted on by the Finance Committee during consideration of the Budget Appeals under par. (5), *supra*.

(d) The adoption of the Proposed Budget shall be determined by a majority of members present and shall be counted by Roll Call vote in accordance with par. C.(4)(f)

(e) The Proposed Budget, or any subsidiary motions thereto, shall not be subject to a motion to postpone indefinitely, or to a motion to postpone to a date certain beyond the last day to certify the County's apportionment to the Wisconsin Department of Revenue. Nor shall a motion to adjourn be in order until the Annual Budget Resolution is adopted.

(f) After the adoption of the Proposed Budget, the Board shall temporarily recess in order for the Finance Committee to take up the resolution setting the tax levy and tax rate. Upon the Finance Committee's recommendation to adopt a resolution setting the tax levy and tax rate, the Board shall immediately reconvene to consider the adoption of a resolution setting the tax levy and tax rate. Such resolution shall be subject to consideration and deliberation as any other resolution, except that it shall not be subject to a motion to postpone indefinitely, nor a motion to postpone to date certain beyond the last day to certify the County's apportionment to the Wisconsin Department of Revenue.

E. Specific Legislation.

(1) While the County Board Staff Committee retains general supervision over personnel and labor relations, the County Board, as a whole, shall have specific authority to establish policy with regard to collective bargaining between Rock County and any union representing County employees. In order to exercise that authority, an executive session of the County Board shall be scheduled prior to collective bargaining with the unions for any given year. The purpose of such session shall be to establish wage parameters within which the County's bargaining representatives are expected to negotiate. Final approval of any proposed voluntary settlement must come from the County Board of Supervisors. Any executive sessions concerning bargaining strategy and negotiations, between the initial meeting and the meeting for final approval, shall be scheduled, as deemed necessary, by the County Board Chairperson.

(2) In order to allow prospective candidates ample time for decision-making prior to the circulation of nomination papers, the County Board of Supervisors, after reviewing

recommendations from the County Board Staff Committee, shall, not later than the last regularly-scheduled meeting in March of the appropriate even-numbered years, establish a salary schedule for each County-elected office to be elected in November of that year (other than supervisors, District Attorney and Circuit Judges) for the ensuing term. The salary so established shall be effective at the beginning of the term and remain unchanged for the duration of the term.

(3) In addition to following the Statutory requirement, no claim shall be allowed unless the claim shall have set forth in writing, the nature of the claim, the facts upon which it is founded, and the items separately when the claim is an account. All claims shall be certified to by proper authority, and filed with the County Clerk at least five days before the meeting and with any claim for serving process, the title of the suit and before whom tried, the offense charged and the names of the witnesses subpoenaed, if any, shall be given and certified to by proper authorities.

Adopted April 16, 2024.