

ORDINANCE NO. 62

The County Board of Supervisors of the County of Dunn does hereby ordain as follows:

Chapter 2 of the Dunn County Code of Ordinances is created to read as follows:

2.01

This body, as legally constituted by law, shall be known as the Dunn County Board of Supervisors and shall be presided over by one of its own members who, following a nomination by ballot process as described in Robert's Rules, shall be elected by ballot at the first meeting of the Board following the regular election at which members thereof are elected for full terms. The person elected shall hold this position until such time as a newly elected Board may be in session or until a successor shall be elected and qualified and shall be called the Chairperson of the Board of Supervisors.

There shall be elected at the same time and for the same term, a Vice-Chairperson who shall act during the absence or disability of the Chairperson. In the absence of both Chairperson and Vice-Chairperson, a Chairperson Pro Tem shall be elected.

2.02

When the Chairperson wishes to temporarily vacate the chair, he/she shall designate the Vice-Chairperson to preside over the meeting and in the event that the Vice-Chairperson is absent, a Chairperson Pro Tem shall be elected by the Board.

2.03

The Chairperson shall vote on the call of yes and no votes, and his/her vote shall be recorded with those of the other members.

2.04

It shall be the general duty of the Chairperson:

- To open the session at the time to which adjournment is taken by taking the chair and calling the members to order;
- To receive and submit in the proper manner, all motions and propositions presented by the members;
- To put to vote all questions regularly moved and to announce the result;
- To restrain the members while engaged in debate within the rules of order;
- To enforce on all occasions the observance of order and decorum among the members;
- To inform the board when necessary or when referred to for that purpose, on any point of order or practice;
- To represent and stand for the body over which he/she presides, declaring its will, and in all things, obeying its commands.

2.05

The Board shall establish, by ordinance, committees of the board and shall designate their purposes and prescribe their duties and manner of reporting. The County Board Chairperson shall appoint committees from the membership of the board in accordance with these Rules of the Board of Supervisors and the Wisconsin Statutes. The Chairperson will also appoint the Chair and Vice-Chair of all committees and boards. Unless otherwise specified, committees of the board shall be composed of County Board members.

The Chairperson of the Board shall be an ex officio voting member of all committees

The Chairperson of the board may appoint such ad hoc or special committees as are necessary to properly conduct the business of the board.

Standing committees shall be responsible for developing policy and authorizing direction in regard to matters within their purview. The standing committees of the board shall be constituted as follows:

- 1) The **Executive Committee** shall be comprised of the Chairperson and Vice Chairperson of the Board and the Chairperson of each standing committee. It is responsible for reviewing the annual budget and proposed tax levy for presentation to County Board; handles all other matters not specifically delegated to any other committee.
- 2) The **Committee on Administration** shall consist of five members. It handles all fiscal matters; approves county audit reports; supervises county investments; bids county insurance policies; bonding; manages the annual contingency funds; responsible for examining all the claims against the county; approves all monthly bills from county offices except, Highway, Health Care Center, and Human Services; approves County Board per diem and mileage and commission and board claims. It is responsible for developing policy and authorizing direction in regard to all of these matters.

Except as more specifically provided by Dunn County ordinance or resolution, the committee has jurisdiction over all county personnel matters and is responsible for negotiations with unions.

The committee serves as the home committee for the Administrative Coordinator, Corporation Counsel, County Clerk, County Treasurer, and Management Information Systems Department.

- 3) The **Community Resources Committee** shall consist of five members. It shall be responsible for developing policy and authorizing direction in regard to funding of outside agencies.

The committee serves as the home committee for UW Extension.

- 4) The **Facilities Committee** shall consist of five members. It is responsible for developing policies and authorizing direction for all county property and facilities except that managed by the Highway Department and the Health Care Center.

The committee serves as the home committee for the Facilities Department and the Fair Board.

- 5) The **Health and Human Services Board** shall be composed of five (5) County Board members and three (3) citizen members as provided for in Wisconsin Statutes § 46.23(4) It shall be responsible for: developing policies and authorizing direction for all social service and 51.42/51.437 services within the county; review the coordinated plan and budget; set priorities on program operations within the funding mechanisms provided by federal, state, and county governments. This body also serves as the Dunn County Board of Health pursuant to statute.

The committee serves as the home committee for the Human Services Department, Public Health Department, Home Care Nursing Department, Veteran Service Office, and Office on Aging.

- 6) The **Health Care Center Committee** shall consist of five members. It shall be responsible for developing policies and authorizing direction for the Health Care Center and related properties.

The committee serves as the home committee for the Health Care Center.

- 7) The **Highway Committee** shall consist of five members. It shall be responsible for developing policy and authorizing direction for the Highway Department. It shall purchase and sell county road machinery; determine whether each piece of county aid construction shall be let by contract or shall be done by day labor; make necessary arrangements for the proper prosecution of the construction and maintenance of highways; direct the expenditure of highway maintenance funds received from the state or provided by county tax; audit all payrolls and material claims and vouchers resulting from the construction of highways. The Highway Department functions pursuant to Wisconsin Statutes Chapters 83 and 59.

The committee serves as the home committee for the Highway Department.

- 8) The **Judiciary and Law Committee** shall consist of five members. It is responsible for developing policy and authorizing direction for those departments responsible to it. It acts as the Emergency Government Committee.

The committee serves as the home committee to the offices and departments of the Sheriff, District Attorney, Emergency Government, Clerk of Courts, Child Support, Medical Examiner, Circuit Court, 911 Communications and Emergency Planning Department.

- 9) The **Planning Resource and Development Committee** shall consist of five members except that for issues within the jurisdiction of the Land Conservation Committee as described in Wisconsin Statutes §92.06(2) (b), the Chairperson of the Farm Service Agency shall also be a member. It shall be responsible for developing policy and authorizing direction in regard to matters within its purview. It shall be the Land Conservation Committee for the county and act as the planning and zoning agency pursuant to Wis. Stat. § 59.69(2). It shall function as the development, planning, surveying, zoning, land assessment, solid waste and tax deed lands committee. It shall be responsible for updating and revising the zoning ordinance and responsible for long range development plans. It shall promote the development of comprehensive county-wide natural resource conservation programs and shall work to halt and reverse the depletion of Dunn County's soils, resources, and the pollution of its waters. Responsibilities include supervision of Dunn County Island.

The committee serves as the home committee for the Planning, Resources and Development Department and the Register of Deeds Office.

2.06

The Administrative Coordinator shall submit an agenda of the matters to be considered by the board to each member of the board not later than three days prior to each meeting of the board. The Administrative Coordinator may establish internal operating procedures that promote the development of the agenda in an orderly fashion.

2.07

No member shall absent himself or herself from a meeting of the board without first obtaining leave of absence from the County Board Chairperson or the Administrative Coordinator in the event that the Chairperson cannot be reached.

2.08

Any non-County Board member wishing to address the board on any subject shall obtain permission to speak from either the County Board Chair or a member of the board may request permission on their behalf. Should there be an objection to a nonmember speaking; the issue shall be voted upon without debate. A simple majority vote may override such objection and the nonmember may be heard.

This rule shall not prevent the Administrative Coordinator or Corporation Counsel from answering any questions put to them by a member of the board, and neither shall it prevent them from presenting information to the Board upon being recognized by the Chair.

2.09

County Board meetings are held on the third Wednesday of each month beginning at 7:00 p.m. Notwithstanding, the annual meeting will be held in November, beginning at 9:00 a.m. on the Tuesday after the second Monday. There shall be no regularly scheduled meetings in August or December. The hour and date of meetings may be changed by a signed petition of a majority of the County Board.

2.10

Before proceeding to business, the roll of the members shall be called and the names of those present and those absent shall be entered on the record. A majority of all the members elected must be present to constitute a quorum for the transaction of business.

2.11

The order of business shall be according to the agenda which shall be prepared as follows:

1. Call to order
2. Pledge of allegiance
3. Call of the roll
5. Approval of the minutes
6. Presentation of petitions, memorials, and other communications
7. Public comments
8. Appointments
9. Report of Administrative Coordinator
10. Reports of Departments
11. Reports of committees
12. Consideration of resolutions and ordinances
13. Announcements
14. Adjournment

The Chairperson may modify the order of business as necessary.

2.12

The Chairperson shall, unless otherwise directed by a two-thirds vote of the board, refer all matters which would be within the purview of a standing committee to that committee. Matters of operation, management or administration shall be referred to the Administrative Coordinator.

Every committee and the Administrative Coordinator shall report upon all items referred to them by the third meeting following the meeting of reference unless otherwise directed by the board.

2.13

Any claim brought pursuant to Wisconsin Statutes §893.80, shall be referred to the Committee on Administration. Any claim in excess of \$5,000 shall be presented to the board for final action.

2.14

Every proposed resolution, report or ordinance submitted to the board for its consideration shall have endorsed thereon the name of the committee introducing it and shall be in writing and signed by the committee.

2.15

A two-thirds roll call vote of the entire board shall be necessary for any transfers from the general fund and for amendments to the budget of the county.

2.16

Supervisors shall abide by a dress code of business attire.

2.17

Cell phones, pagers, and any other electronic communication devices shall be turned off or operated in a silent mode during meetings of the board.

2.18

Committees of the County Board shall limit attendance at closed sessions of their meetings to members of the committee and other individuals necessary to conduct the business of the committee as determined by the Chairperson of the committee.

2.19

Board members shall be seated in numerical order with the Supervisor from District 1 seated in the front row in the seat farthest to the right from the perspective of an observer facing the dais and other supervisors seated sequentially right to left then left to right from front to back.

2.20

In all matters not specifically provided for, the usual parliamentary rules shall govern the board according to Roberts Rules of Order, latest edition.

2.21 Repeal.

All ordinances or resolutions in conflict with this chapter are hereby repealed.

2.22 Effective Date.

This ordinance shall become effective upon passage and publication.

Dated this 19th day of May, 2004, at Menomonie, Wisconsin.

ENACTED ON: May 19, 2004

PUBLISHED ON: May 26, 2004

OFFERED BY EXECUTIVE COMMITTEE:

B. Jane Hoyt, Chair Richard H. Johnson

Stanley Anderson Steven Rasmussen

David Bartlett Philip Sawin

Ellen Ochs Wallace W.Smetana

Jerome Prochnow

ATTEST: Lorraine Hartung, County Clerk