CHAPTER 2 – RULES OF THE BOARD

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 shall not be counted to determine the number needed for a quorum of any committee, but may be called upon by a committee chair to make a quorum at any committee meeting where necessary. (03/20/2019)

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; acts as the legislative committee; handles all other matters not specifically delegated to any other committee, and is a part of the Land Information Council. As the legislative committee, the Executive Committee shall prepare a legislative policy for adoption by the County Board of Supervisors and review and recommend to the County Board of Supervisors all resolutions that relate to state legislative or policy matters in which Dunn County has an interest or that promote the passage of legislation in the best interest of Dunn County. (10/15/2014), (01/16/2019)

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; supplements the appropriations for a particular office, department, or activity from the contingency fund pursuant to Wis. Stat. § 65.90(5)(b); responsible for examining all the claims against the county; audits all monthly bills from county offices except, Highway, The Neighbors of Dunn County, and Human Services. It is responsible for developing policy and authorizing direction in regard to all of these matters. In addition, the Committee acts as a liaison to the Dunn County Housing Authority.

   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 Department of

Administration, Corporation Counsel, County Clerk, and the County Treasurer. (10/15/2014) (01/17/2018)

3) The **Community Resources and Tourism Committee** shall consist of five members. It shall be responsible for developing policy and authorizing direction in regard to funding of outside agencies and promotion of tourism in Dunn County, and shall serve as the agriculture and extension education committee consistent with Wis. Stat. § 59.56. (09/18/2019)

   The Committee serves as the home committee for the University of Wisconsin Madison, Division of Extension Program (10/15/2014), (09/18/2019)

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 Public Works Highway Division, and for the recruitment and nomination to the County Board of citizen members for the Fair Board.

   The committee serves as the home committee for the Facilities and Parks Division of Public Works Department and the Fair Board. (10/15/2014)

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 Wis. Stat. § 46.23(4) It shall be responsible for: developing policies and authorizing direction for those Departments for which it serves as home committee; 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 Wis. Stat. §251.03(1).

   The committee serves as the home committee for the Human Services Department, Public Health Department, Home Care Nursing Department, and Veteran Service Office. (10/15/2014)

6) The **Neighbors of Dunn County Committee** shall consist of five members. It shall be responsible for developing policies and authorizing direction for The Neighbors of Dunn County and related properties.

   The committee serves as the home committee for The Neighbors of Dunn County. (10/15/2014)

7) The **Highway Committee** shall consist of five members. It shall be responsible for developing policy and authorizing direction for the Highway Division of the Public Works 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 Division of the Public Works Department. (10/15/2014)

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. (10/15/2014) (01/17/2018)

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 Wis. Stat. § 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 and Water 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, and tax deed lands committee, and through oversight of the Solid Waste and Recycling Management Board, the solid waste 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 Environmental Services Department and the Register of Deeds Office, and acts as liaison to economic development organizations for promotion of economic development in Dunn County. (10/15/2014)

2.055 SPECIAL COMMITTEES, BOARDS AND COMMISSIONS.

(a) **Aging and Disability Resource Center Advisory Committee.**

1. The Aging and Disability Resource Center Advisory Committee is established, pursuant to Wis. Stat. §46.283 and shall be an advisory committee to the Health and Human Services Board.

2. Definitions.

   (a) "ADRC Advisory Committee" means the Aging and Disability Resource Center Advisory Committee.

(b) "ADRC" means the Aging and Disability Resource Center.

3. ADRC Advisory Committee composition, appointment and tenure. The ADRC Advisory Committee shall consist of 11 members appointed by the County Board Chair, subject to confirmation by the County Board. The ADRC Advisory Committee shall reflect the ethnic and economic diversity of the geographic area served by the resource center. At least one half of the committee, or 6 of the members, shall be persons age 60 or older, 3 members shall be persons with physical or developmental disabilities or a mental health or substance abuse issues or their family members, guardians or other advocates. All members shall serve a term of 3 years from the 3rd Tuesday of April until their respective successors are appointed and qualified. No member may serve more than 2 consecutive 3-year terms. No more than 2 members may be elected officials. Any vacancy shall be filled for the unexpired term in the same manner as the original appointment. (10/15/2014)

3. Members shall be chosen on the basis of recognized ability and demonstrated interest in services for older persons or persons with physical or developmental disabilities, mental illness and substance abuse or their families. No person shall be appointed who has a conflict of interest as determined by state law or regulations or by county ordinance. No member of the ADRC Advisory Committee may have any direct or indirect financial interest in a managed care organization.

4. The ADRC Advisory Committee shall have the duties as prescribed by Wis. Stat. §46.283 (6)(b) and shall serve as the Commission on Aging under Wis. Stat. §46.82 (4) and shall also serve as the long-term support planning committee under Wis. Stat. §46.27(4). (04/15/2008)

(b) **Transportation Coordinating Committee.**

1. Membership. Membership of the Transportation Coordinating Committee shall be appointed by the County Board Chair, subject to confirmation of the County Board. It shall consist of 5 to 7 members representing at least the following:

   (a) County Board;
   (b) County Aging Unit;
   (c) County Human Services Department;
   (d) County Boards created under ss. 51.42 or 51.437, Wis. Stats.;
   (e) Transportation providers – public, proprietary and non-profit;
   (f) Elderly and disabled citizen advocates;
   (g) Consumer and agency advocates.

2. Appointments. Appointments shall be for a term of 3 years, but of the members first appointed, at least 1/3 shall be appointed for 1 year; at least 1/3 for 2 years; and the remaining for 3 years. Vacancies shall be filled for the residue of the unexpired term I the manner that original appointments are made.

3. Organization.

(a) The transportation Coordinating Committee shall annually elect a chair and vice chair. Meetings shall be held at such time and such places as the Transportation Coordinating Committee may determine.

(b) The Transportation Coordinating Committee shall have the power to adopt, amend and repeal rules and regulations governing its procedures and operations that are not inconsistent with this section.

4. Responsibilities – Duties. It shall be the responsibility of the Transportation Coordinating Committee to act as the coordinator of transportation services for elderly and disabled persons in Dunn County. The Committee shall have at least the duties prescribed in Trans 2.10, Wisconsin Administrative Code. The Committee shall report to the Commission on Aging and the Health and Human Services Board. (05/16/2007)

(c) **Library Planning Committee.**

This Committee shall have the powers and duties as prescribed in Wis. Stat. § 43.11. Membership of this Committee shall consist of the Chair of the Community Resources & Tourism Committee, the two (2) representatives of the County Board appointed to the Indianhead Federated Library Board, and the County Board Supervisor appointed to the Boyceville Public Library Board, the Menomonie Public Library Board, the Colfax Public Library and the Clarella Hackett Johnson Library Board. The Chair and Vice-Chair of this Committee shall be appointed by the Chair of the Dunn County Board of Supervisors. (10/15/2014)

(d) **Land Information Council.**

The Council shall have the powers and duties described in Wis. Stat. § 59.72(3m)(b). The Council shall consist of the Executive Committee of the Board of Supervisors and the Register of Deeds, the Treasurer, Chief Information Officer of Dunn County, a Dunn County Realtor to be appointed by the Dunn County Board of Supervisors, the County Surveyor, the Dunn County Director of Emergency Communication and the Dunn County Land Assessment Coordinator. (06/20/2012)

(e) **Transit Commission**

The Commission shall have the powers and duties as described in Wis. Stat. § 59.58(2). Membership of the Committee shall consist of nine (9) members; the five (5) current members of the Dunn County Highway Committee; two (2) members to be appointed by the City of Menomonie and two (2) members of the public to be appointed by the Dunn County Board Chair. (06/20/2012)

(f) **Solid Waste and Recycling Management Board.**

1. Purpose. The Solid Waste and Recycling Management Board is established pursuant to Chapters 59 and 159 of the Wisconsin Statutes to operate a Solid Waste and Recycling System.

2. Composition; Appointment; Vacancy; Removal
   a. The Solid Waste and Recycling Management Board shall be composed of nine residents of Dunn County who are persons of recognized ability and demonstrated interest in the problems of solid waste and recycling management. Three members shall be Dunn County Board Supervisors.

   b. Appointments shall be made by the Chairperson of the Dunn County Board of Supervisors, subject to confirmation of the County Board of Supervisors. All members shall serve staggered terms of 3 years, with 3 terms expiring each year. Vacancies shall be filled for the residue of the unexpired term in the same manner as original appointment. Any member may be removed from office by a two-thirds vote of the Dunn County Board of Supervisors present and voting.

3. Powers. Oversight of the Board shall be by the Planning, Resources and Development Committee. The Board may:
   a. Recommend the employment of a Solid Waste and Recycling Planner and such assistants who are trained and experienced in solid waste and recycling management.

   b. Develop and institute plans for a solid waste and recycling management system and provide for a public education program regarding solid waste and recycling management.

   c. Collect, transport, dispose of, destroy or transform waste and recyclables, including without restriction because of enumeration, garbage, ashes or incinerator residue, municipal, domestic, agriculture, industrial and commercial rubbish, waste, recyclables or refuse material, including explosives, pathological waste, chemical waste, herbicide and pesticide waste.

   d. Recommend the acquisition of lands within the county, by purchase, lease, donation or eminent domain, for use in the Solid Waste and Recycling Management System, and recommend the acquisition of such easements or other limited interests in land as are desired or needed to assure compatible land uses in the environs of any site that is part of the solid waste/recycling system.

   e. Authorize its employees or agents to enter upon lands to conduct reasonable and necessary investigations and tests to determine the suitability of sites for solid waste and recycling management activities whenever permission is obtained from the property owner.

   f. Establish operations and methods of solid waste and recycling management as are deemed appropriate.

   g. Acquire necessary equipment, use equipment and facilities of the county Highway Department with its approval and construct, equip and operate

structures to be used in the solid waste and recycling management system, within the budget set by the Dunn County Board of Supervisors.

h. Enforce ordinances necessary for the conduct of the solid waste and recycling management system.

i. Contract with private collectors and transporters or municipalities to receive and dispose of waste and recyclables.

j. Engage in, sponsor or co-sponsor research and demonstration projects intended to improve the techniques of solid waste and recycling management or to increase the extent of reuse or recycling of materials and resources included within the waste. The board may also develop a system for the collection, processing and marketing of all recyclables and also provide for the management of post consumer waste that is not and/or cannot be separated for recycling purposes.

k. Accept funds derived from state or federal grants or assistance programs and enter into necessary contracts or agreements.

l. Charge or assess reasonable fees, approximately commensurate with the costs of services rendered to the persons using the services of the county solid waste/recycling management system. Fees may include a reasonable charge for depreciation which shall create a reserve for future capitol outlays for solid waste or recycling disposal facilities or equipment.

m. Utilize or dispose of by sale or otherwise, any and all products or by-products of the solid waste and recycling management system. (10/15/2014)

(g) **Housing Authority Commission.**

The Dunn County Housing Authority Commission is established by Resolution 76-139. Its purpose, authority, composition, qualification, appointments, vacancies and removal are governed by section 66.1201, Wis. Stats. No more than two members shall be Dunn County Board Supervisors. (10/15/2014)

2.056 SUBCOMMITTEES AND ADVISORY BODIES

1. Unless otherwise provided by law, no committee may create subcommittees consisting of committee members for the purpose of subdividing committee work unless approved by the board. (01/16/2019)

2. Committees may, with the approval of the board chair, designate advisory committees or workgroups, consisting of county staff or other individuals or organizations, for the purpose of conducting research and analysis, and providing information to a committee to assist a committee in fulfilling its responsibilities. Such advisory bodies may also include members from one or more standing committees, but may not include a quorum of any committee's

members. Members of such advisory bodies, including county supervisor members, shall not be eligible for per diem pay unless approved by the board chair. (01/16/2019)

2.06

The County Manager 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 County Manager may establish internal operating procedures that promote the development of the agenda in an orderly fashion. (06/20/2012)

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 County Manager in the event that the Chairperson cannot be reached. (06/20/2012)

2.075

When circumstances prevent a Supervisor from physically attending a meeting of the Board or Standing Committee of the Board, the Board or Committee Chairperson may allow, not more than twice during a calendar year, a member of the Board or Committee to participate in a public meeting through the use of an electronic medium so long as the public is provided with an effective means to monitor the electronic participation of the Board or Committee member. When voting is conducted by ballot vote, a member participating remotely shall indicate their vote verbally after all ballots are collected and prior to the results being announced by the chair.

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 County Manager 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

Except as provided in this section, County Board meetings are held on the third Wednesday of each month beginning at 7:00 p.m. The annual meeting will be held in November, beginning at 7:00 p.m. on the Tuesday after the second Monday. On County Board election years, the April County Board meeting will be held at 7:00 p.m. on the third Tuesday of the month. The July meeting will be held on the last Wednesday of the month beginning at 7:00 p.m. 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. (11/10/2015)

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
4. Approval of the minutes
5. Presentation of petitions, memorials, and other communications
6. Public comments
7. Appointments
8. Report of County Manager
9. Reports of Departments
10. Reports of committees
11. Consideration of resolutions and ordinances
12. Announcements
13. Adjournment

The Chairperson may modify the order of business as necessary. (06/20/2012)

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 County Manager.

Every committee and the County Manager shall report upon all items referred to them by the third meeting following the meeting of reference unless otherwise directed by the Board. (06/20/2012)

2.13

Any claim brought pursuant to Wis. Stat. § 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 chairperson.

The County Board Chairperson shall countersign all ordinances adopted by the Board. (10/15/2014)

2.145
All ordinances introduced to the Board, except amendatory zoning ordinances which change zoning districts, shall have a first reading and be held over to the next ensuing meeting for a second reading and motion for adoption unless a suspension of this rule is granted. Ordinances shall be read by title only, if County Board members have numbered copies thereof. (07/25/2012)

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.

2.205
No member shall speak a 2nd time on a question during any meeting until any other member desiring to speak on same shall have been heard. No member shall speak more than twice on a question at any one time without first obtaining leave of a majority of the members present. Merely asking or answering a question for a member shall not be counted as speaking in debate. Each member shall speak only to the merits of the question under consideration, maintain a courteous tone, avoid personalities, refrain from attacking or questioning the motives of any other member and avoid the mention of other members' names in a demeaning or derogatory manner. (06/20/2012)

2.206
All motions to amend a pending motion shall be reduced to writing and submitted to the Clerk prior to being seconded and subject to debate. (06/20/2012)

2.21

(a) County Board Supervisors shall be paid, pursuant to Wis. Stat. § 59.10(1)(c), a per diem for each meeting attended. The County Board Chairperson may authorize per diem for attendance at other events or organizations or, if the County Board Chairperson cannot be contacted, the County Manager may so authorize. The amount of the per diem shall be set by the County Board.

(b) County Board Supervisors shall be reimbursed for reasonable and necessary expenses actually incurred in the performance of official duties and for mileage driven in the discharge of their duties or for other authorized travel.

(c) Claims for per diem and reimbursement for expenses shall be made in accordance with this section. Reimbursement for expenses, excluding mileage reimbursement, shall be in accordance with Chapter 7, Subchapter III, of the Dunn County Code of Ordinances. Mileage reimbursement shall be set at the rate allowed by the Internal Revenue Service in determining business mileage costs unless the Wisconsin Statutes require a different reimbursement amount.

(d) County Board Supervisors making claims for per diem or reimbursement of expenses shall be required to sign and obtain approval of their claims. Claims of County Board Supervisors shall be approved by the County Board Chair. Claims of the County Board Chair shall be approved by the County Manager.

(e) The claim period shall be defined as the day after a County Board meeting to the date of the next County Board Meeting. All claims for a given claim period shall be submitted no later than the end of the month in which the claim period ends. Claims submitted after the claim period deadline will not be paid.

(f) All payment for per diem and reimbursement for expenses and mileage shall be made by direct deposit.

(g) The County Manager is authorized and directed to develop appropriate written procedures and forms, to be approved by the Executive Committee and attached to these Rules as an Appendix, and which shall be used by all County Board Supervisors in making claims for per diem and expense reimbursement. (10/15/2014)

2.22 Non-members addressing the board or a committee.

(1) Public comment may be included in the order of business in the discretion of the board or committee chairperson. The purpose of public comment is to provide non-county board members with an opportunity to present information to the county board or a committee on matters over which it has authority. It is not intended to provide for interactive discussion or for the questioning of board members.

(a) All persons wishing to speak must provide their name and address, and follow any guidelines established by the chairperson. Speakers will conduct themselves in an courteous and respectful manner.
(b) Public comment will not be permitted on proposed actions for which a public hearing has previously been held, including for amendments of the County zoning ordinance, or for political campaigning. Personnel issues shall not be raised during public comment, but should be directed in writing to the County Manager.
(c) The chairperson may limit the number of persons who speak on an issue, each speaker's time, and the public comment time period. A speaker whose statements are not germane or are unduly repetitive, or who violates these guidelines may be called to order.
(d) Members may be recognized by the chairperson to ask questions of a speaker for the purpose of clarification or to assist in understanding the information presented.

(2) No action may be taken by the board or a committee regarding matters raised in public comment, unless such matters have previously been included on the agenda. The chair may, in his or her discretion, refer matters to a committee, or to the county manager.

(3) 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 County Manager, the Corporation Counsel, or other county staff 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. (09/18/2019)

2.23 – 2.48 Reserved.

2.49 Repeal.
All Ordinances or Resolutions in conflict with this Chapter are hereby repealed.

2.50 Effective Date.
This ordinance shall become effective upon passage and publication.

Adopted on May 19, 2004.