

**WINNEBAGO COUNTY BOARD OF SUPERVISORS  
ORGANIZATIONAL/ORIENTATION MEETING AGENDA  
TUESDAY, APRIL 15, 2014**

There will be an Organizational/Orientation Meeting of the Winnebago County Board of Supervisors on Tuesday, April 15, 2014 at 6:00 p.m. in the Supervisors' Room, Fourth Floor, Winnebago County Courthouse, 415 Jackson Street, Oshkosh, Wisconsin. At this meeting, the following will be presented to the Board for its consideration:

- Call to order & roll call – Sue Ertmer, County Clerk
- Pledge of Allegiance
- Invocation – Supervisor Susan Locke
- Welcome – Mark Harris, County Executive
- Board of Supervisors Oath of Office administered by Circuit Court Judges
- Public Hearing
- Election of County Board Chairman
- Election of County Board Vice Chairman
- Appointment of Committee on Committees by County Board Chairman

Orientation Session:

- Explanation of County Board Room Voting System
- Explanation of the functions of the Corporation Counsel's Office and the Winnebago County Board of Supervisors Ethics Handbook – John Bodnar, Corporation Counsel
- Powerpoint Presentation regarding Per Diems, Mileage, Expenses and Insurance – County Clerk's Office
- Personnel/Payroll Information – Michael Collard, Human Resources Director; and Jane Hughes, Payroll and Benefits Manager
- Supervisors' E-mail Account Information presentation by Patty Francour, Information Systems Department

**RESOLUTION**

- RESOLUTION 001-42014: Amend Section 3.3 of the Rules of the Winnebago County Board of Supervisors  
Submitted by:  
Paul Eisen, District #4
- RESOLUTION 002-42014: Amend Section 24.7 of the Rules of the Winnebago County Board of Supervisors  
Submitted by:  
Paul Eisen, District #4
- RESOLUTION 003-42014: Amend Section 3.10 of the Rules of the Winnebago County Board of Supervisors  
Submitted by:  
Michael Norton, District #20
- RESOLUTION 004-42014: Adopt the Rules of the Winnebago County Board of Supervisors  
Submitted by:  
David Albrecht, District 11

Respectfully submitted,  
Susan T. Ertmer  
Winnebago County Clerk

***Upon request, the county makes provisions for people with disabilities.***

***(Times provided are estimates. Any item on the agenda may be taken up by the Board after 6:00 P.M.)***

1 001-42014

2 **RESOLUTION: Amend Section 3.3 of the Rules of the Winnebago County Board of**  
3 **Supervisors**  
4

5 **TO THE WINNEBAGO COUNTY BOARD OF SUPERVISORS:**

6 **WHEREAS**, *Robert's Rules of Order*, Newly Revised, 11<sup>th</sup> Edition (2011), Section 46: Nominations and  
7 Elections, Page 437, Line 23, speaks to the impropriety of limiting voting in an election to the two leading candidates,  
8 and states, ". . .any attempt to limit the number of candidates for an office to two (2), by whatever method they are  
9 nominated, is an unfortunate practice that should be discouraged. Often the leading two (2) candidates for a position  
10 will represent two different factions, and division within the organization may be deepened by limiting the election to  
11 them. On the other hand, it may be possible to unite the members if the assembly has the choice of a compromised  
12 candidate."; and

13 **WHEREAS**, your undersigned supervisor believes that the Rules of the Winnebago County Board of  
14 Supervisors in relationship to the election of chair and vice-chair should be amended so as to conform with the  
15 recommendations in *Robert's Rules of Order*.

16 **NOW, THEREFORE, BE IT RESOLVED** by the Winnebago County Board of Supervisors that it hereby  
17 amends Section 3.3 of the Rules of the Winnebago County Board of Supervisors to read as follows:

18 **3.3** A quorum being present, the Board shall proceed to the election of the Chair and Vice-Chair.  
19 ***Members nominated for those positions should be allowed to address the Board, should they so desire,***  
20 ***prior to the commencement of voting.*** Election of the Chair and Vice-Chair shall be by a majority of those  
21 members present. ***Voting shall continue until a majority of votes is received. Voting shall continue until one***  
22 ***candidate receives the majority of votes of those members present. ~~Should no supervisor gain a majority~~***  
23 **~~*vote of those members present for either position, the lowest vote getter shall be deleted from the*~~**  
24 **~~*subsequent ballot until only two candidates for the position remain on the ballot.*~~**

25  
26 Respectfully submitted by:  
27 **Paul Eisen, District #4**

28 Committee Vote: \_\_\_\_\_

29 Vote Required for Passage: **Majority of Those Present**

30  
31 Approved by the Winnebago County Executive this \_\_\_\_\_ day of \_\_\_\_\_, 2014.  
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33 \_\_\_\_\_  
34 Mark L Harris  
35 Winnebago County Executive

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**TO THE WINNEBAGO COUNTY BOARD OF SUPERVISORS:**

**WHEREAS**, your undersigned Supervisor believes that the Tri-County Ice Arena should be assigned to the jurisdiction of a committee, given the fact that the Arena is now totally owned by Winnebago County; and

**NOW, THEREFORE, BE IT RESOLVED** by the Winnebago County Board of Supervisors that it hereby amends Section 24.7 of the Rules of the Winnebago County Board of Supervisors to read as follows:

The Parks Committee shall consist of five (5) members. The Winnebago County Board of Supervisors, through its Committee on Committees in accordance with Rule 3.4, shall appoint the standing committee.

**¶ The Parks and Recreation Committee** shall recommend to the Winnebago County Board of Supervisors, from time to time for its action, the necessary rules and regulations for all Winnebago County-owned recreational areas.

## Paul Eisen, District #4

Vote Required for Passage: **Majority of Those Present**

Mark L Harris  
Winnebago County Executive

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**TO THE WINNEBAGO COUNTY BOARD OF SUPERVISORS:**

3.10 ***The Chair shall appoint each Board Member to at least one County Board Committee.*** The Board, as the first order of business at the recessed meeting of the Organization Meeting, ~~shall officially approve all committee members by a majority vote of those present.~~ ***shall vote on the confirmation of all committee appointments made by the Chair. Confirmation shall be by a majority vote of those present.***

## Michael Norton, District #20

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1     **004-42014**

2     **RESOLUTION:     Adopt the Rules of the Winnebago County Board of Supervisors**

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4     **TO THE WINNEBAGO COUNTY BOARD OF SUPERVISORS:**

5             BE IT RESOLVED by the Winnebago County Board of Supervisors that it hereby adopts the

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7     Rules of the Winnebago County Board of Supervisors.

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9                             Submitted by:  
10                            DAVID ALBRECHT, DIST. 11

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13     Vote Required for Passage: **Majority of Those Present**

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15             Approved by the Winnebago County Executive this \_\_\_\_ day of \_\_\_\_\_, 2014.

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\_\_\_\_\_  
Mark L Harris  
Winnebago County Executive

**2012-2014 RULES OF THE  
WINNEBAGO COUNTY BOARD OF SUPERVISORS**

**1.0 TIME AND MEETING PLACE**

**1.1** The meetings of the County Board shall be held in the Board of Supervisors' Room at 6:00 p.m. on the third Tuesday of the month. When an election falls on the third Tuesday of the month, the County Board meeting shall be held on the fourth Tuesday of the month.

**1.2** The Board shall be in continuous session from day to day until adjournment to a day certain or sine die.

**2.0 ORIENTATION MEETING**

**2.1** Orientation Meeting information given to all members every two years after election. The Chair shall present an orientation program with an explanation of the work of the Board and the manner in which it functions, the appointment of committee membership, the projects of various departments, long-range planning, and the status of various projects of the Board. He/she may ask for the help of the committee chairs or department heads in making such explanation.

**2.2** The County Clerk shall make an explanation of procedure and the manner in which votes are taken and in particular the method of use of the electronic voting machine.

**2.3** The Corporation Counsel shall also address the Board on the functions of his office, and shall present the ETHICS HANDBOOK.

**2.4** The Personnel Director will explain the personnel forms required by that office.

**2.5** The Chair of the Judiciary & Public Safety Committee will explain the County Board rules.

**2.6** All newly-elected supervisors who attend the Orientation Session prior to the Organizational Meeting shall be entitled to a half-day per diem at the existing rate.

**3.0 ORGANIZATION MEETING**

**3.1** At the statutory Organization Meeting to be held in April of even-numbered years, it shall be the duty of the County Clerk to call the County Board to order. The Clerk shall call the roll and establish presence of a quorum and proceed with the preliminary ceremonies.

**3.2** No resolutions or ordinances shall be considered at the Organization Meeting, except those relating to rules.

**3.3** A quorum being present, the Board shall proceed to the election of the Chair and Vice Chair. Election of the Chair and Vice-Chair shall be by a majority vote of those members present. Should no supervisor gain a majority vote of those members present for either position, the lowest vote-getter shall be deleted from each subsequent ballot until only two candidates for the position remain on the ballot.

**3.4** The Chair shall appoint a Committee on Committees to advise the Chair in selection of committee members. The Committee on Committees shall consist of five (5) Board members. The Committee on Committees shall, when making recommendations for committee assignments, make every effort to distribute committee assignments between supervisors, keeping in mind varying levels of responsibility and time commitments related to various committee assignments.

**3.5** The proposed rules of the new Board shall be made available to the Board membership prior to the Organization Meeting.

**3.6** There shall be an explanation of the present and proposed rules of the County Board.

**3.7** The proposed rules of the Board shall be presented and rules adopted at the Organization Meeting of even-numbered years by a majority vote.

**3.8** The Rules of the Board shall be amended during the two-year period only by a two-thirds vote of those present at a meeting, except at the Annual Organization Meeting, at which time a majority of those present shall rule.

**3.9** After the adoption of the Rules of the Board and other activities as noted in 3.0 through 3.8, the County Board Chairman may make interim appointments to County Board Committees, pending the recessed Organization Meeting, if the business of government so requires. The Board shall recess that Organization Meeting to the following Tuesday.

**3.10** The Board, as the first order of business at the recessed meeting of the Organization Meeting shall officially approve all committee members by a majority vote of those present.

**3.11** At the first regular session following the Organization Meeting, all members of each committee shall then meet for one-half hour to select committee officers and then report the results of such elections to the Board as a whole.

**3.12** Any committee may, if the Committee membership so decides, postpone election of committee officers for not more than one month.

**3.13** Between Organization meetings, should a vacancy occur, or the need arises to adjust a standing committee, then the County Board Chair shall make appointments to fill the vacancy.

**3.14** Between the Organization Meeting and the first regular session, the Chair shall be authorized to conduct an emergency committee meeting with any of the former members of that committee.

**4.0 BUDGET SESSION**

**4.1** The procedures to be followed during the budget session and calendar year (except as stated in 4.2, 4.3 and 4.4) shall be:

1. Open each meeting during the budget session with time allowed for a public hearing.

**4.2** The first public hearing, as required by law, on the proposed annual budget shall be held at 6:00 p.m. or as soon as possible thereafter on the date selected.

**4.3** The Finance Director shall report to the Board any errors in the budget. The corrections shall be made prior to the presentation of any amendments. The Board shall by a majority vote accept the report of the Finance Director to correct the errors in the Budget.

**4.4** Proposed changes in the Annual Budget shall be submitted in the form of amendments to the resolution.

**4.5** After all proposed amendments to the Budget Resolution have been considered by the Board, the Budget Resolution, as amended, shall be voted upon by the Board.

## **5.0 POWERS OF CHAIR AND VICE-CHAIR**

**5.1** The Chair of the County Board, or in his/her absence the Vice-Chair, shall take the Chair at the hour to which the Board may from time to time stand adjourned, or recessed, or continued, call the Board to order and direct the calling of the roll by the Clerk.

**5.2** In absence of both the Chair and Vice-Chair, the County Clerk shall preside until a Chair Pro-Tem is elected.

**5.3** The Chair shall be responsible for the preparation and order of the written agenda of the County Board as assisted by the County Clerk and Corporation Counsel.

**5.4** The Chair shall act as ex officio member of all committees of the County Board and, as ex officio committee member, shall have power to vote in such committee only in the absence of one or more committee members. The Chair may delegate this power to the Vice-Chair.

**5.5** The Chair shall receive \$5,000 per year, plus per diem. The Vice-Chair shall receive \$1,500 per year, plus per diem.

**5.6** The Chair shall receive all requests and communications not specifically addressed to any committee or official of the County and refer such matter to the appropriate committee or official.

**5.7** The Chair shall be entitled to vote on all questions before the Board.

**5.8** When the Chair wishes to participate in the debate on a matter before the Board, the Chair shall relinquish the Chair to the Vice Chair (if the Vice Chair has or wishes to participate in the debate, then any Supervisor not participating in the debate shall be selected, by the Chair, to act as Chair until the matter is resolved by the Board) prior to participating in the debate, except at the Organizational meeting.

**5.9** The County Board Chair shall advise, by mail, all members of the Board of the Chair's recommendations for Committee membership.

**5.10** The Chair's appointment to fill a County Board vacancy shall be listed in the written agenda.

**5.11** The Chair's appointment to fill a County Board vacancy shall be made not later than 60 days after the vacancy occurs.

## **6.0 ORDER OF BUSINESS**

**6.1** The Order of Business shall be as follows:

- A. Call to Order
- B. Roll Call
- C. Pledge of Allegiance to the Flag
- D. Prayer
- E. Approval and correction of minutes of the previous meeting
- F. Communications, Petitions, Memorials, Accounts, Etc.
- G. Reports of Committee, Commissions and Boards
- H. Adopt Written Agenda
- I. Public Comments
- J. Report of the County Executive (optional)
- K. Confirmation of County Executive and County Board Chair appointments
- L. County Board Chair's Report
- M. Presentation of Resolutions and Ordinances previously tabled or laid over to a day certain, and disposition of same
- N. Presentation of new Resolutions and Ordinances and disposition of same
- O. Consideration of miscellaneous business
- P. Adjournment

**6.2** The Roll Call shall be made by use of the voting machine, or in the event of malfunction, by roll call of the County Clerk.

**6.3** Monthly Reports of Committees, Commissions and Boards of the County Board may be made in writing, said reports to be included in the agenda packet mailed, or otherwise delivered, to each Board Member.

**6.4** Public comments will be heard by the Board at an appropriate time in the agenda. The Chair, within his or her discretion, may set a time limit on speakers when necessary.

**6.5** Public comments will be heard by the Board only on those Resolutions and Ordinances on the adopted agenda for that meeting.

**6.6** A supervisor who is permanently leaving a board meeting prior to adjournment shall inform the Chair or the County Clerk of that fact prior to leaving the meeting.

## **7.0 HANDLING OF RESOLUTIONS AND ORDINANCES**

**7.1** Every written resolution shall be prepared in block form and shall be as concise as possible and shall have attached to it the name of the Committee, Commission or Board and/or the names of the Supervisor(s) introducing it.

**7.2** All resolutions that come from Committees, Commissions or Boards shall show the vote of that Committee, Commission or Board.

**7.3** All items to be acted upon by the Board which are included on the adopted agenda may be referred to by the title and number and need not be read by the Clerk unless requested by a Supervisor.

**7.4** Every motion or amendment shall be reduced to writing if requested by a Supervisor.

**7.5** Every resolution having monetary implications shall have a fiscal note attached or included, and, if applicable, shall contain a cost/benefit analysis.

**7.6** Any Committee of Jurisdiction may submit to the County Board a request which has been rejected by Personnel and Finance Committee. However, this request resolution must have a two-thirds affirmative vote of the County Board membership for adoption except at the County Board Annual Budget Session.

## **8.0 WRITTEN AGENDA**

**8.1** Under the direction of the County Board Chair, the County Clerk, with the help of the Corporation Counsel, is hereby authorized and instructed to prepare a written Agenda for each meeting of the County Board.

**8.2** For an item to be printed on the agenda, it must be presented to the County Clerk's Office no later than Monday noon of the week prior to the Board meeting.

**8.3** This Agenda, along with appropriate attachments, shall be mailed or otherwise deposited for delivery at least seven days before the Board meeting.

**8.4** After the Agenda has been mailed, an item may be added and an Amended Agenda sent out only if there would be a negative monetary impact to the County if it waited until the next meeting of the County Board. If waiting until the next County Board meeting would not negatively impact the County, the item must wait until the next meeting.

**8.5** This Agenda and attachments shall be furnished to any person so requesting it from the County Clerk.

**8.6** A copy of the agenda shall also be mailed to all Town Clerks, Village Clerks and City Clerks.

**8.7** All items not appearing on the written Agenda or not delivered with the Agenda shall be out of order and shall not be considered by the Board at the particular meeting.

**8.8** Any item on the Agenda for consideration by the Board may be withdrawn at any time before action is taken on it, but only by its sponsor or if sponsored by a committee, the Committee Chair or a designated alternate in his/her absence.

**8.9** In the event of withdrawal of any item as per 8.8, the Chair will announce the withdrawal and the name of the sponsor or Committee Chair withdrawing it. Co-sponsored resolutions may only be withdrawn upon the concurrence of all sponsors or Committee Chair.

**8.10** Special orders of business may be scheduled by the County Board Chair for presentation to the County Board on the 1st Tuesday of the months of January, March, May, July and September. Announcement of these special meetings shall be made by the County Board Chair at the regularly scheduled County Board Meetings held the 3rd Tuesdays of the months of December, February, April, June and August.

**8.11** Any capital expenditure (improvement project) to be considered by the County Board at any session other than at the budget session, the estimated cost of which is in excess of \$50,000.00, shall require presentation by the committee or the supervisor(s) sponsoring the resolution on behalf of said expenditure at a prior meeting of the County Board before consideration of any appropriation resolution by the County Board.

## **9.0 DEFINITIONS**

**9.1** Agenda: The formal listing of Resolutions and Ordinances to be considered at a meeting of the County Board.

**9.2** Memorials: Something in a speech, ceremony or written document that commemorates recognition of a person, place or occurrence.

**9.3** Motion: The formal mode in which a member submits a proposed measure or resolution for the consideration and action of the committee, commission or board.

**9.4** Resolution: A written, proposed matter for the consideration and action of the County Board. Upon approval, a resolution is a decision made by the County Board for a definite purpose.

**9.5** Ordinance: A law set forth by a governmental authority, a municipal regulation.

**9.6** Petition: A formal written document embodying a request of action to be taken by the Winnebago County Board or one of its agencies or departments.

**9.7** Policy: As used in these Rules, a policy is a general principle established by the Winnebago County Board of Supervisors to guide the management of Winnebago County government.

**9.8** Meeting: A meeting is a single official gathering of the members of the Winnebago County Board of Supervisors to transact business for a length of time during which there is no cessation of proceedings and the members do not separate, unless for a recess, and may last from a few minutes to several hours.

**9.9** Session: A session of the Winnebago County Board of Supervisors is a meeting or series of connected meetings devoted to a single order of business, program, agenda or announced purpose, in which, when there is more than one meeting each succeeding meeting is scheduled with a view towards continuing business at the point where it was left off at the previous meeting.

**9.10** Special Orders of Business Meeting: A meeting other than the regular County Board monthly meeting, Organizational Meeting or Budget Meeting only to be called by Chair.

**9.11** Recess: A recess is a short intermission within a meeting which does not end the meeting or destroy its continuity as a single gathering of the Winnebago County Board of Supervisors and after which proceedings are immediately resumed at the point where they were interrupted.

**9.12** Veto: The refusal of assent by the County Executive to a resolution or ordinance passed by the County Board.



**9.13** Partial Veto: The refusal of assent by the County Executive to any portion of a resolution or ordinance passed by the County Board which contains an appropriation.

**9.14** Veto Over-Ride: A vote by two-thirds of the members elect (36) to pass a resolution or ordinance, or part thereof, which has been vetoed or partially vetoed by the County Executive and has been reconsidered by the County Board.

#### **10.0 PRIVILEGE OF SPEAKING**

**10.1** Every member previous to speaking shall be recognized by the Chair. When two or more members desire to speak, the Chair shall designate the order of speaking.

**10.2** No member shall speak more than twice on the same question without leave of the Board, except to answer questions from the Chair or the Floor. The Chair must enforce this rule when a violation is called to the attention of the Chair.

#### **11.0 VOTING AND ROLL CALL**

**11.1** A vote on every question shall be taken by ayes, nays, or abstentions, and shall be recorded in the records of the proceedings.

**11.2** A unanimous oral vote shall be considered and recorded as an affirmative unanimous roll call vote.

**11.3** A tie vote on any question shall indicate that question is lost.

**11.4** The Chair shall direct the County Clerk as to when a roll call vote is to be taken. After the Chair so directs the Clerk and the Clerk begins the roll call, no more debate shall be allowed on the question.

**11.5** A voting error shall be brought to the attention of the Chair before a vote is called on the next item before the Board or no corrective action will be taken.

**11.6** All votes cast shall be cast only if the Supervisor is present at his or her desk.

#### **12.0 MOTIONS**

**12.1** When a motion is under consideration, no other motion shall be entertained except:

- A. To adjourn.
- B. To lay on the table.
- C. For the previous question.
- D. To postpone to a day certain.
- E. To commit to a committee.
- F. To amend or to substitute.
- G. To postpone indefinitely.

These motions shall take precedence in the order in which they stand in this section.

**12.2** A motion to adjourn, to lay on the table, and for the previous question shall be decided without debate.

**12.3** A motion to postpone indefinitely or to a day certain or commit shall not again be entertained on the same day or in the same stage of the proposition.

**12.4** A substitute shall be open to amendment the same as the original proposition.

**12.5** If an amendment or substitute is lost, another substantially the same shall not be entertained.

**12.6** The previous question (a motion to end debate) may be moved by any member and shall require two-thirds affirmative vote of the members present for passage.

**12.7** When a motion or question has once been determined, any member with the prevailing side if he or she was present and voted may move for reconsideration of the vote, but such motion shall be made and acted upon at the same or next succeeding adjourned (business) meeting and shall not thereafter be made except by unanimous vote.

**12.8** A motion to reconsider a resolution which has been partially vetoed by the County Executive will be in order at the same meeting during which the County Board acts on the County Executive's partial veto.

#### **13.0 SUSPENSION OF RULES**

**13.1** Any of the Rules may be suspended by two-thirds vote of the members present, except Rules Number 3.8, 7.5, 11.0-11.5, 12.7, 13.1 which are not suspendable.

#### **14.0 ROBERT'S RULES**

**14.1** The rules of parliamentary practice included in the latest edition of "Robert's Rules of Order" so far as they remain in common use and are practicable and applicable and consistent herewith, shall govern the Board.

#### **15.0 PUBLICATION OF REPORTS**

**15.1** Reports presented to the Board shall be kept on file by the County Clerk for reference purposes but not published in their entirety in the official proceedings unless so ordered by the Board by a majority vote.

#### **16.0 QUORUM AND VOTE REQUIRED ON BUDGET TRANSFERS**

**16.1** Wisconsin Statutes, Sec. 59.02(3), gives the general rule requiring a majority of supervisors to be present in order to have a quorum for the transaction of business.

**16.2** Under Wisconsin Statutes, Sec. 59.02(3), all questions before the Board are determined by a majority of the supervisors present unless otherwise provided.

**16.3** Wisconsin Statutes, Sec. 65.90(5), has some additional requirements for changes in the budget after it has once been adopted. Changes in the amounts appropriated and changes in the purposes for which amounts are appropriated may not be made after adoption of the budget except by a two-thirds vote of the membership of the Board.

**16.4** There is an exception, however, within this Statute, to-wit: The County Board hereby authorizes its standing Personnel & Finance Committee to transfer funds between items within a department or office if these items are separately appropriated, and further authorizes the Personnel & Finance Committee to supplement appropriations for a particular office, department or activity by a transfer from the Contingency Fund. Additional funding for unbudgeted funding requests for emergency purposes only, shall be made from the General Fund undesignated fund balance or in the case of a self-supporting proprietary fund, the funds would come from their own fund balance.

**16.5** Personnel & Finance Committee transfers from the Contingency Fund shall not exceed the amount set up in the Contingency Fund as adopted in the annual budget, nor aggregate in the case of an individual office, department or activity in excess of 10 per cent of the funds originally provided for such office, department or activity in such annual budget. The publication provisions of Sec. 65.90 (5)(a) and (b), Wis. Stats., shall apply to all committee transfers from the Contingency Fund.

**17.0 TENTATIVE MEETING DATES**

**17.1** The tentative daily time schedule and calendar are as follows:

<b><u>2014 – amended dates</u></b>		
January 7	Special Orders	6:00 P.M.
January 21	Business	6:00 P.M.
<b><u>February 11</u></b>	<b><u>Business</u></b>	<b><u>6:00 P.M.</u></b>
March 11	Special Orders	6:00 P.M.
March 18	Business	6:00 P.M.
<b><u>April 15</u></b>	<b><u>Organizational Meeting</u></b>	<b><u>6:00 P.M.</u></b>
<b><u>April 22</u></b>	<b><u>Business</u></b>	<b><u>6:00 P.M.</u></b>
May 6	Special Orders	6:00 P.M.
May 19	Tour	8:30 A.M.
May 20	Business	6:00 P.M.
June 17	Business	6:00 P.M.
July 22	Business	6:00 P.M.
August 19	Business	6:00 P.M.
September 2	Special Orders	6:00 P.M.
September 23	Business	6:00 P.M.
October 21	Budget Books Available	
October 21	Business	6:00 P.M.
October 27	Budget	6:00 P.M.
October 28	Budget	8:30 A.M.
October 29	Budget	8:30 A.M.
November 11	Business	6:00 P.M.
December 15	Christmas Party	6:00 P.M.
December 16	Business	6:00 P.M.

**18.0 GENERAL DUTIES OF THE COUNTY BOARD**

**18.1 COMMITTEES, COMMISSIONS, BOARDS**

**18.2** The County Board shall be the Board of Jurisdiction for all County Board standing committees.

**18.3** Any decision of any Standing Committee may be appealed to the Board by any Supervisor at any regular or special Board meeting.

**18.4** Any County Board Member may attend, without voting privileges, any open or closed meeting of any County Board Committee, Commission or Board.

**18.5** The public may attend any open meetings of the County Board, and/or its Committees, Commissions, or Boards.

**18.6** No County Board member shall permanently chair more than one committee. This rule shall not apply to the chair of the Legislative Committee.

**19.0 ANNUAL TOUR**

**19.1** The County Board shall make an annual inspection of County owned properties and facilities during the month of May.

**19.2** The agenda for this tour shall be compiled by the County Board Chair.

**20.0 PER DIEM, MILEAGE, EXPENSES**

**20.1** Each Board Member shall be responsible for compiling their own expense sheet for payment by the County of per diem, mileage and other expenses.

**20.2** Such expense sheets must be submitted to the County Board Chair or County Clerk's Office no later than the First Monday of each month.

**20.3** Any and all expenses and other items listed on a Supervisor's expense sheet shall be paid by the County except those which are in excess of sums permitted by County Resolution or Ordinance, or State Statute, in which case the legal limit shall be paid upon approval by the County Board Chair.

**20.4** Pursuant to the County Ordinance, attendance at meetings, conferences or educational seminars that were not identified specifically at the time the budget was adopted must first be approved by the County Board Chair as a condition precedent to expense reimbursement.

**20.5** No Supervisor shall submit for payment any item of expense or per diem which said Supervisor has not actually made or earned.

**20.6** Reimbursement for general items of expense and attendance at meetings shall be governed by Section 1.12 and Section 3.05 of the Winnebago County Ordinance. (See attached Appendix A.)

**20.7** Board members attending seminars or conventions shall submit a written report as to the seminar or convention to the Board within 30 days following its conclusion.

**20.8** All Board members shall be paid by electronic funds transfer unless the Board member provides a signed affidavit to the County Clerk that he or she does not own or possess a bank account so as to allow such electronic payment.

**21.0 ACCESS**

**21.1** All County Board Members shall have reasonable access during normal business hours to departments or offices of Winnebago County not prohibited by State Statutes or Federal Regulations.

**22.0 COMMITTEE MEETINGS**

**22.1** All Committee, Board and Commission meetings shall be held in the County Courthouse or on public property if possible. Meetings held on private property must be accessible to the public.

**22.2** The County Clerk is to be notified of all meetings prior to the time of the meeting so that public notice can be given by the County Clerk.

**22.3** Public notice of all meetings shall be given as soon as the members of the Committee, Board or Commission are notified of such meeting and not less than 24 hours before the meeting except as hereinafter provided.

**22.4** In emergencies, when a meeting must be held with less than 24 hours notice, the County Clerk shall notify the press as soon as possible.

**22.5** Minutes of each meeting, as required by State Statutes, shall be filed with the County Clerk within ten days of the meeting except for closed meetings.

**22.6** Minutes of closed meetings shall be kept and shall be filed with the County Clerk when no reason exists for such minutes to be kept private.

**22.7** Minutes of each meeting shall be kept by the secretary of the committee, or other person so designated by the committee chair and such minutes shall include the time the meeting started, the time the meeting ended, and the time of permanent departure of any member of that body from the meeting.

**22.8** Meetings shall be held at the call of the Committee, Commission or Board Chair, or at the call of a majority of its members.

**22.9** Officers shall be elected during the Organization meeting and shall serve a term corresponding to the Supervisor's term except as otherwise provided in these rules.

**22.10** Any Committee, by majority vote, may elect new officers after one year or when a vacancy exists for any officer's position in that Committee.

## **23.0 STANDING COMMITTEES**

### **23.1 Standing Committees of the County Board and their membership shall be:**

- A. UW Education, Extension & Agriculture Committee  
5 County Board Members
- B. Aviation Committee  
5 County Board Members
- C. Facilities and Property Management Committee  
5 County Board Members
- D. Planning & Zoning Committee  
5 County Board Members
- E. Judiciary and Public Safety Committee  
5 County Board Members
- F. Parks and Recreation Committee  
5 County Board Members
- G. Park View Health Center Committee  
5 County Board Members
- H. Personnel & Finance Committee  
5 County Board Members
- I. Highway Committee  
5 County Board Members
- J. Legislative Committee  
15 County Board Members (County Board Chair, Board, Commission, & Committee Chairs)
- K. Land Conservation Committee  
5 County Board Members and Two Citizens
- L. Information Systems Committee  
5 County Board Members and 1 Citizen Member
- M. Emergency Management Committee  
5 County Board Members

## **24.0 GENERAL DUTIES OF STANDING COMMITTEES**

### **24.1 UNIVERSITY OF WISCONSIN EDUCATION, EXTENSION & AGRICULTURE COMMITTEE**

This committee shall be composed of five County Board supervisors and shall act as the "Committee on Agriculture and Extension Education" as referred to in Section 59.56 (3), Wis. Statutes. The Committee shall review policy issues relating to the County University Extension Program, County Library Services, and the Winnebago County Fair and shall revise and recommend appropriate policy goals and legislative actions to be taken by the County Board.

At least two members of this Committee shall be members of the Land and Water Conservation Committee. Two members of this committee shall function as Winnebago County members of the Board of Trustees of the University of Wisconsin- Fox Valley Campus.

This Committee shall establish procedure and make recommendations to the County Board of Supervisors as to the award of college scholarships from the College Scholarship Fund to students who are residents of Winnebago County.

### **24.2 AVIATION COMMITTEE**

This committee shall be composed of five County Board Supervisors. The committee shall review policy issues relating to Wittman Regional Airport and other aviation matters of concern to Winnebago County and advise and recommend appropriate policy goals and legislative action to be taken by the County Board.

### **24.3 FACILITIES AND PROPERTY MANAGEMENT COMMITTEE**

This committee shall be composed of five County Board Supervisors. The committee shall review policy issues related to Winnebago County buildings, grounds, office equipment, furniture and fixtures in all county-owned or leased facilities; long-range development plans for buildings and office space; review policy goals relating to the Purchasing Department and Facilities and Property Management Department; and recommend appropriate goals and legislative action to be taken by the County Board.

### **24.4 COUNTY PLANNING AND ZONING COMMITTEE**

This committee shall be composed of five County Board Supervisors and shall be the "county zoning agency" as referred to in Sec. 59.97 (2)(a)1, Wis. Stats. Committee members shall include at least one, but not more than two, County Board Supervisors from an incorporated area. All members shall be appointed by the County Board.

As provided in Sec. 59.95 (2)(bm), the county zoning agency shall be a policy-making body determining the broad outlines and principles governing the administrative powers and duties specified in Sec. 59.97, Wis. Stats. and shall be a quasi-judicial body with decision-making power including, but not limited to conditional use, planned unit development and rezoning.

In addition, the committee responsibilities shall be as follows:

1. Responsibility for all matters of procedure relating to the Winnebago County Zoning Ordinance (this would include basic zoning provisions, floodplain/shoreland provisions and airport zoning provisions), except those designated to Board of Adjustment's jurisdiction.

2. Creation and maintenance of the County development plan.
3. Committee of Jurisdiction for the County Planning Department.

The Committee shall review policy issues relating to the County Zoning Department and County Planning Department and advise and recommend appropriate policy goals and legislative action to be taken by the County Board.

#### **24.5 LEGISLATIVE COMMITTEE**

The Committee shall be composed of the chair of the following committees and boards as well as the County Board Chairman:

Those committees listed in Sections 24.1 through 24.4 and 24.6 through 24.12 of these Rules; the Human Services Board; the Health Board; the Industrial Development Board and the Solid Waste Management Board. The Legislative Committee shall review proposed federal and state legislation and administrative regulations impacting upon the County and shall provide and inform area legislators and Wisconsin Legislative Committees of the recommendations of the County Board. The Committee shall report its actions to the County Board as well as any pertinent information relating to legislation.

#### **24.6 JUDICIARY & PUBLIC SAFETY COMMITTEE**

This committee shall be composed of five County Board supervisors. The committee shall review policy issues and advise and recommend appropriate policy goals and legislative action to be taken by the County Board relating to the following departments or activities:

Clerk of Courts, Sheriff, District Attorney, Coroner, Corporation Counsel, Family Court Commissioner, Veterans Services, Register of Deeds, County Clerk, Court Commissioner, Law Library, Emergency Management and Child Support Agency.

In addition, the duties and responsibilities of this committee shall be:

1. Submit recommendations for County Board rules to be considered at the County Board organization meeting or at other County Board meetings.
2. Submit recommendations for apportionment of supervisory districts in Winnebago County.

This committee shall serve as the County Emergency Management Committee as referred to in Sec. 166.03 (4)(c), Wis. Stats.

#### **24.7 PARKS AND RECREATION COMMITTEE**

The Parks Committee shall consist of five members. The County Board, through its Committee on Committees in accordance with Rule 3.4, shall appoint the standing committee.

It shall be responsible for obtaining maintenance, operation and development of all Winnebago County parks and recreation areas, including boat landings, recreational travel areas, associated programs and wildlife preservation areas.

It shall recommend to the County Board from time to time for its action, the necessary rules and regulations for all Winnebago County owned recreational areas.

#### **24.8 PARK VIEW HEALTH CENTER COMMITTEE**

The Park View Health Center Committee shall be composed of five members of the Winnebago County Board appointed by the Chair of the County Board. This committee shall be a policy-making body determining the broad outlines and principles governing the administration of nursing home services provided at the Park View Health Center consisting of the Park View Rehabilitation Pavilion and the Pleasant Acres Nursing Home. This committee shall review policy issues relating to the Park View Health Center and advise and recommend appropriate policy goals and legislative action to be taken by the County Board.

#### **24.9 PERSONNEL & FINANCE COMMITTEE**

This committee shall be composed of five County Board supervisors. The committee shall review policy issues and advise and recommend appropriate policy goals and legislative action to be taken by the County Board relating to the following departments: County Treasurer, Finance Department, Personnel Department, General Services and Microfilm Department.

The duties and responsibilities of this committee shall be:

1. Receive all personnel requests from Committees and Boards of Jurisdiction for study and recommendation.
2. Review proposed personnel policies and amendments as submitted by the Personnel Director and County Executive and submit recommendations to the County Board for consideration and legislative action.
3. Review personnel actions in all county departments as reported by the Personnel Director.
4. Recommend to the County Board, prior to the earliest time for filing nomination papers, a salary schedule for elected officials, appointed officials and other employees of Winnebago County unless otherwise determined by agreement or law.
5. Authorize budgetary alterations as permitted in Sec. 65.90(5), Wis. Stats. in either of the following situations:
  - A. A transfer of funds between budgeted items of an individual County Department if such budgeted items have been separately appropriated, and
  - B. Supplementation of appropriations for a particular office or department by transfer from the Contingency Fund. The limitation on the dollar amount set aside in the budgetary alteration shall be the amount set aside in the Contingency Fund or the sum of \$3,000.00, whichever is the lesser sum, and
  - C. Notwithstanding subsection (b), above, to accept gifts from the Oshkosh Area Community Foundation's Park View Health Center Pass-Through Fund into the Contingency Fund and to

appropriate monies received from said gifts to the new Park View Health Center construction project for additions, enhancements, landscaping or furnishings in relationship to said project, provided that the total amount of said appropriation does not exceed 10% of the total amount of funds budgeted for said project for that budgetary year.

This committee may refuse to authorize a budgetary alteration in whole or in part or may grant any such alteration conditionally as it deems appropriate.

6. Review all financial reports submitted to the County Board by the County Executive, by County officials and by auditors retained by the County. (The County Executive is charged with the responsibility to examine, settle and allow all general accounts against the County and to have issued County orders therefor.)
7. Advise the County Finance Director and County Executive in the matter of investment of county funds and report to the County Board from time to time regarding county finances.
8. Examine all claims filed against the County for illegal taxes of any kind and shall make a report and recommend to the County Board on all matters pertaining to illegal taxes.
9. Perform such responsibilities as are indicated in Sec. 3.03 of the General Code of County Ordinances concerning properties taken by the county on tax deeds.
10. Advise with the County Insurance Administrator and County Executive in the matter of establishing appropriate insurance coverages for Winnebago County.
11. Review all claims filed against Winnebago County pursuant to Secs. 59.76 and Sec. 893.80, Wis. Stats. and submit its recommendation to the County Board for consideration and legislative action. Submit an annual report on the disposition of all claims.
12. Review and adopt affirmative action plans submitted by the Affirmative Action Committee.
13. Study, recommend and forward all grant applications to County Board.

#### **24.10 HIGHWAY COMMITTEE**

This committee shall be composed of five County Board supervisors.

As provided in Sec. 83.015(2)(b), Wis. Stats., this committee shall be a policy-making body determining the broad outlines and principles governing administration of County Highway programs.

The committee shall review policy issues relating to the Winnebago County Highway Department and other highway matters of concern to Winnebago County and advise and recommend appropriate policy goals and legislative action to be taken by the County Board.

#### **24.11 LAND CONSERVATION COMMITTEE**

The committee shall be composed of seven (7) members appointed by the County Board pursuant to Sec. 92.06(1)(b), Wis. Stats., as follows:

Two persons shall be members of the University of Wisconsin Education, Extension & Agriculture Committee; one person who is chair of the Winnebago County USDA Agricultural Stabilization and Conservation Committee or such other committee member designated by said chair; and at least one citizen member. The terms of the members of this committee who are not members of the Winnebago County Board of Supervisors shall expire on June 30 of all even numbered years.

The primary duties and responsibilities of such committee shall be as follows:

1. It shall be the committee of jurisdiction for the Land and Water Conservation Department.
2. It shall develop and adopt standards and specifications for management practices to control erosion, sedimentation and nonpoint source water pollution throughout the county.
3. It shall distribute and allocate federal, state and county funds made available to the committee for cost sharing programs or other incentive programs for improvements and practices relating to soil and water conservation on private or public lands.
4. It shall carry out prevention and control measures and works of improvement for flood prevention and for conservation, development, utilization and control of water within the county. These preventative and control measures and works of improvement may be carried out on lands owned or controlled by that state or any of its agencies, with the cooperation of the agency administering and having jurisdiction of the land, and on any other lands within the county upon obtaining the consent of the landowner or the necessary rights or interests in the land.
5. It shall prepare long-range plans which include inventories of natural resources in the county, a description of present natural resource uses and a projection of future trends, an assessment of resource conservation problems in relation to use practices and actions necessary to correct those problems including specific goals and provisions for the development, management and conservation of soil, water and related natural resources.

This committee shall be a policy-making body determining the broad outlines and principles governing administration of Winnebago County soil and water conservation.

The committee shall review policy issues relating to the Winnebago County soil and water conservation programs and advise and recommend appropriate policy goals and legislative action to be taken by the County Board pursuant to Secs. 92.06 and 92.07, Wis. Stats.

#### **24.12 INFORMATION SYSTEMS COMMITTEE**

The Committee shall be composed of five (5) County Board members and one citizen member. The citizen member shall be appointed by the County Board Chairman subject to the approval of the County Board of Supervisors. The term of the citizen member shall expire on June 30 of all even numbered years. The primary duties of such Committee shall

be to review all proposals and needs relating to Winnebago County's present and future information systems needs and technologies related thereto. This shall be the committee of jurisdiction for the Information Systems Department.

#### **25.0 SPECIAL MEETING OF THE COUNTY BOARD**

Wisconsin Statute 59.11(2) states: A special meeting of the board shall be held:

- a) Upon a written request of a majority of the supervisors delivered to the clerk, specifying the time and place of meeting. The time shall be not less than 48 hours from the delivery of the request. Upon receiving the request the clerk shall immediately mail to each supervisor notice of the time and place of the meeting. Any special meeting may be adjourned by a vote of a majority of all the supervisors. The board by ordinance may establish a separate procedure for convening the board in a "declared emergency" as defined by county ordinance.
- b) For the purposes and in the manner prescribed in Sec. 31.06, with the right to adjourn the special meeting from time to time by a vote of a majority of all the supervisors entitled to a seat. The clerk shall mail written notice of the special meeting, specifying the time, place, and purpose of the meeting, to each supervisor not less than 2 weeks before the day set for the meeting.