



**RULES OF ORDER**

**OF THE**

**CALUMET COUNTY BOARD**

**OF SUPERVISORS**



**CALUMET COUNTY MISSION STATEMENT:**

- As a team of elected representatives, in partnership with staff, we are accountable to the citizens of Calumet County.
- We are responsible for the creation of public policy and the oversight of county services, so they are delivered in a courteous and effective manner to ensure that Calumet County remains a great place to live, work and play.

Adopted April 19, 2022,  
revised by adopted Resolutions noted on last page

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## **PART I: RULES**

### **RULE I: COUNTY BOARD OF SUPERVISORS**

The governing body shall be known as "Calumet County Board of Supervisors". The Board shall consist of twenty-one (21) Supervisors representing twenty-one (21) Districts.

### **RULE II: TERM OF OFFICE**

The Calumet County Board of Supervisors shall serve a two (2) year term expiring on the third (3<sup>rd</sup>) Tuesday in April in even-numbered years.

### **RULE III: ELECTION OF OFFICERS**

- A. The Board shall, on the third (3<sup>rd</sup>) Tuesday of April, in even-numbered years, elect, by secret ballot according to Wisconsin State Statute 19.88(1), a Chair, a Vice Chair, and a Second Vice Chair who serve a two (2) year term. The manner in which the County Board Chair, Vice Chair, and Second Vice Chair are elected shall be as follows:
- B. Secret ballots shall be used to elect the Chair, Vice Chair, and a Second Vice Chair, with a nominating ballot followed by formal ballots until a majority vote of the members present elects such officers. Only persons named on a nominating ballot shall be considered during a formal ballot and any ballot cast in violation of this rule shall be considered void. Each position shall be voted by separate ballot. Each nominee may speak for three (3) minutes.

### **RULE IV: ABSENCE OF THE CHAIR, VICE CHAIR, VACANCIES, AND REMOVAL**

- A. In the absence of both the Chair and the Vice Chair, the Second Vice Chair shall take on the duties of the Chair during the meeting.
- B. If a vacancy occurs on the Board, the Chair, with the approval of the Board, shall appoint a person who is a qualified elector and resident of the Supervisory District to fill the vacancy for the unexpired portion of the term to which the person is appointed and until their successor is elected and qualified.
- C. The Chairperson shall have the authority to remove and reassign any member appointed to a committee with the approval of two-thirds (2/3) vote of the members of the County Board.
- D. The County Administrator may remove any member appointed to a board or commission with the approval of two-thirds (2/3) vote of the members of the County Board.
- E. Resignations of a County Supervisor must be given to the Sheriff and the Sheriff shall file such resignation with the County Clerk. All resignations must be presented in writing. A resignation takes effect 72 hours after receipt.

### **RULE V: MEETINGS**

- A. All Meetings

1. The term “Committee” shall be used herein to refer to Committees, Boards, Commissions, Councils, Partnerships, and Groups unless otherwise specifically noted.
2. Meetings may be cancelled, postponed or Special Meetings set, except those expressly required by law. County Board meetings see below.
3. At the discretion of the chairperson of the Board or Committee with consultation from the County Administrator, a scheduled or emergency meeting may be held remotely and any responsibilities, authority, or duties exercised remotely subject to available technology and all other applicable laws and rules.
4. When an in-person meeting is held, the meeting must be chaired by a member attending in-person, not a member attending remotely.
5. If a Board/Committee member cannot attend a regularly scheduled Board or Committee meeting for any reason, the Board/Committee member shall contact the Board Chair, the Committee Chair or County Clerk at least two (2) days before the meeting in question with an explanation of the anticipated absence. If a Board/Committee member cannot be present in-person due to extenuating circumstances, the Chairperson may approve the member appear remotely, subject to availability of technology. If the Board/Committee member’s absence is not approved or they cannot appear remotely, the Board/Committee member shall be entered in the Board/Committee minutes as absent. If circumstances render advance notice of absence impossible, the Board/Committee member shall contact the Chair within one (1) week of the absence. At the next Regular Board/Committee Meeting, the Chair shall enter the excused statement in the meeting minutes. For any unexcused absence, sanctions can be authorized by the Board Chair or Committee Chair, whichever is applicable, and approved by the majority of the County Board.
6. The Chair may cancel a meeting if the Chair determines there is a lack of items on the agenda requiring action by the Board or Committee, or if inclement weather makes travel too dangerous.
7. Sanctions may include: private reprimand, public reprimand, removal from committee assignment, payment of a forfeiture and/or a request for the resignation of the Board member.
8. The length of a session shall be the term of one meeting.
9. Agendas
  - a. The Home Committee Chair shall be responsible for preparing their meeting agendas and shall approve the Agenda before it is sent to the Committee Members.
  - b. Agenda items generally listed as: “Any other business”, “Any unfinished business”, “Any new business”, “Miscellaneous Reports” or “For the good of the Department” shall not be included. Items to be discussed shall identify the topic to be discussed with enough specificity so the members of the Committee and the public will know

what will be discussed. If the item is not clearly identified, the Committee may not take any action on the issue.

- c. Committee Agendas shall follow this format:

Date:

Time:

Place:

Agenda:

Any member of the public wishing to attend this meeting **may attend in-person or remotely**, and can do so by calling XXX-XXX-XXXX. Once you dial the number, you will be asked to enter an access code followed by #. That number is XXX-XXX-XXXX. Once you have entered the access code correctly, you will be prompted to enter your attendee ID. Call in users simply press the # key.

- 1.) Meeting Announcement and Posting
- 2.) Roll Call
- 3.) Pledge of Allegiance
- 4.) Approval of Agenda
- 5.) Approval of Minutes (list date(s) of meeting(s))
- 6.) Public Participation (if requested by the Committee Chair)
- 7.) Report of Committee Members (list items for action)
- 8.) Communications
- 9.) Items for Action or Discussion:
- 10.) Report of Departments (list items for action)
- 11.) Set Next Meeting Date
- 12.) Closed Session, Pursuant to Wisconsin State Statute, Chapter 19 (This shall have the approval of the Corporation Counsel as to contents.)
  - a. When a meeting is held remotely, if a closed session is called, members appearing remotely are responsible for ensuring their participation maintains the confidentiality of a closed session.
- 13.) Adjournment

(If in-person meeting) So as not to disturb the meeting, all cell phones must be placed on vibrate and all calls taken outside the meeting room.

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the (name of Department and phone number where they may call) at least twenty-four (24) hours before the scheduled meeting time so appropriate arrangements can be made.

This is a public meeting. As such, all members or a majority of the members of the County Board may be in attendance. While a majority of the County Board members, or the majority of any given County Board Committee may be present, only the above committee will take official action based on the above agenda.

10. If a meeting is intended to be held remotely, the agenda shall include information about how the public can access the meeting.
11. Scheduling committee meetings – Standing committees shall not schedule regular committee meeting times simultaneously.
12. Rescheduling committee meetings - when it is necessary to reschedule a committee meeting, the Chair of the committee shall direct the preparer of the agenda to contact all committee members to inform them of the need to reschedule. The preparer of the agenda will then choose the meeting date and time when a majority of the committee members can attend. The preparer of the agenda shall contact all committee members to inform them of the new meeting date and time and proceed with preparing and distributing an amended agenda.
13. Joint Committee Meetings
  - a. The Chairs of the Committees that have requested a joint meeting(s) shall agree to the agenda items relating to the Joint Committee Meeting and relay that information to the appropriate Department Head. For all joint committee meetings, there shall be one agenda and one set of minutes for the joint meeting. The minutes shall be read and approved before the adjournment of the joint meeting, if another joint meeting is not scheduled. The Chairs of the Committees involved in a joint meeting(s) shall determine who shall chair the meeting(s). The members of all committees involved in a Joint Committee Meeting may make motions and vote on all agenda items.
14. Use of Technology During In-Person Meetings
  - a. Cellular Phones, Laptops, Tablets, iPads, and other computing devices.
    - 1.) All technology devices must be placed on vibrate before the start of any meeting.
    - 2.) If a Supervisor must take a call on an important matter during a Meeting, the Supervisor shall mark themselves absent, and immediately leave the meeting room before answering the call.
    - 3.) In no instance shall any Supervisor answer a cellular call while present in the meeting room while the meeting is in session.
    - 4.) Cell phones may be used to read and review meeting materials, and access information pertinent to the items being discussed at a meeting.
    - 5.) Technology shall not be used during meetings to surf the web (except as stated above), email, engage in instant or text messaging of any kind or to engage in non-county related business.
  - b. Email, Instant or Text Messaging.
    - 1.) All communication between Supervisors during an in-person or remote County Board or Committee Meeting shall be completed verbally and shall not include texting, instant messaging or email. Exceptions to this rule may be made in the case of disability where the Supervisor is unable to communicate by using their voice due to illness, injury or disability.

- 2.) A Supervisor shall not engage in any email, instant messaging or text messaging during any meeting with County Employees.

## B. County Board Meetings

1. The Board shall meet in Regular Session on the following dates:
  - a. The organizational meeting of the County Board shall be held on the third Tuesday in April, commencing at 9:00 a.m. in even-numbered years.
    - 1.) For the Organizational Meeting, the order of business shall be:
      - a.) Reading of Certificate of Membership
      - b.) Administration of Oath of Office
      - c.) Call of the Roll
      - d.) Pledge of Allegiance
      - e.) Adoption of Rules of Order of the Calumet County Board of Supervisors
      - f.) Election of Chair (two (2) year term)
      - g.) Approval of Agenda
      - h.) Election of Vice-Chair (two (2) year term)
      - i.) Election of a Second Vice-Chair (two (2) year term)
      - j.) The order of business for all other meetings
  - b. The Annual Meeting shall be held on the last Monday of October or the first (1<sup>st</sup>) Monday of November of each year commencing at 9:00 a.m.
    - 1.) The purpose of the Annual Meeting is to establish the yearly budget.
  - c. The third (3<sup>rd</sup>) Tuesday, December through September, unless otherwise designated by two-thirds (2/3rds) majority vote of the Board.
  - d. All meetings shall begin at 9:00 a.m. from the Annual Meeting through April, and 7:00 p.m., May through September, unless a different hour shall be specified by two-thirds (2/3rds) majority vote of the Board. The place of the meetings shall be in the County Board Room of the Courthouse in the City of Chilton, Wisconsin, some other place as designated by two-thirds (2/3rds) majority vote of the Board, or remotely if determined by the chairperson of the Board.
2. The order of business for County Board meetings may be as follows:
  - a. Roll Call
  - b. Pledge of Allegiance
  - c. Approval of Agenda
  - d. Approval of Minutes
  - e. Petitions
  - f. Communications
  - g. Public Participation
  - h. Special Business
  - i. Resolutions and Ordinances



- j. Supervisors' Reports of Meetings and Seminars Attended (Purpose is to provide info. If discussion is warranted, request item be put on agenda for a future meeting.)
- k. County Administrator Appointments and Reports
- l. Notice Next Meeting Date
- m. Closed Session, Pursuant to Wisconsin State Statute, Chapter 19
  - 1. When a meeting is held remotely, if a closed session is called, members appearing remotely are responsible for ensuring their participation maintains the confidentiality of a closed session.
- n. Adjournment

(If in person meeting) So as not to disturb the meeting, all cell phones must be placed on vibrate and all calls taken outside the meeting room.

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the (name of Department and phone number where they may call) at least twenty-four (24) hours before the scheduled meeting time so appropriate arrangements can be made.

This is a public meeting. As such, all members or a majority of the members of the County Board may be in attendance. While a majority of the County Board members, or the majority of any given County Board Committee may be present, only the above committee will take official action based on the above agenda.

- C. In the case of an emergency, the County Board Chair and Vice Chair may call a Special Meeting. The calling of the meeting must be in writing, specify the time, date and place and be delivered to the County Clerk at least forty-eight (48) hours before the meeting. The County Clerk shall prepare an agenda and notify each Supervisor by mail, fax, e-mail or telephone of the time and date of the meeting.

If a County Board meeting is canceled, the County Clerk shall notify each Supervisor of the cancelation.

#### D. Agendas and minutes

- 1. All Resolutions and Ordinances shall be delivered to the County Clerk seven (7) days prior to the Board meeting or a shorter time period if approved by the Chair for good cause.
- 2. The County Clerk shall, at least four (4) days before each meeting of the Board, present to each Board Supervisor written minutes of the previous County Board meeting and an itemized agenda of the matters to be considered by the Board.
- 3. The Chair, in conjunction with the County Clerk, shall prepare the agenda. Copies of all Resolutions and Ordinances shall be submitted to the Board of Supervisors along with the agenda and written minutes of the previous meeting.
- 4. Minutes should be prepared by the County Clerk for each Board meeting.

5. At the beginning of the meeting, the Board shall review and approve the minutes of the previous meeting.

## **RULE VI: QUORUM**

A majority of the Supervisors who are entitled to a seat on the Board shall constitute a quorum.

A majority of the members of any Committee shall constitute a quorum for the transaction of business.

If a quorum is not present for any called meeting, no meeting shall take place.

For joint meetings, a majority of each committee must be present to constitute a quorum. A joint meeting shall be defined as more than one committee called to attend the same meeting. Each Supervisor gets one (1) vote regardless of the number of committees the Supervisor is on at the joint meeting.

## **RULE VII: PARLIAMENTARY PROCEDURE**

- A. To the extent applicable, the procedures set forth in this Rule shall also apply to all committees, boards and commissions established solely by the Calumet County Board of Supervisors.
- B. Except as modified by these Rules and in all matters not specifically provided for, the Rules of Parliamentary Procedure contained in the latest edition of Robert's Rules of Order shall govern the Board in all cases where applicable.
- C. Each member of the Board shall be issued a current edition of Robert's Rules of Order, or a condensed version, upon request to the County Clerk following the Organizational Meeting.
- D. The Chair shall preserve order and shall decide questions of order, subject to an appeal to the whole Board, and shall vote on all questions taken by ayes and nays except an appeal from its own decisions.
- E. Every matter that comes before the Board, may without motion, be referred to its appropriate Committee by the Chair. Any Resolutions and Ordinances not presented by a Committee, which are referred by the Chair to a Committee of the Board must be returned to the County Board for action within 90 days after referral.
- F. When a motion is made and seconded, it shall be stated by the Chair prior to debate. If a majority of the Supervisors present require it, the motion (except to adjourn, postpone, table or commit), shall be reduced to writing and if a motion contains several points, any Supervisor may require it to be divided.
- G. On all questions, it shall be proper to call for a division or for the ayes and nays if made previous to the decision of the Chair. A motion, Resolution or Ordinances may be withdrawn at any time before an amendment or decision, but all motions, amendments, Resolutions or Ordinances shall be entered at large upon the minutes unless withdrawn.
- H. It is expected that every Supervisor shall vote when a question is put to vote, unless the Supervisor abstains from voting.

- I. Whenever any Supervisor is to speak in debate or deliver any remarks to the Board, the Supervisor shall address the Chair, confine their remarks to the question under debate, and avoid personality. No Supervisor shall speak more than thrice on the same subject without leave of the Board except to answer questions from the Chair or the Board.
- J. In all cases, the Supervisor who shall first address the Chair shall speak first (1<sup>st</sup>); where two (2) Supervisors address the Chair at the same time, the Chair shall name the Supervisor who is to speak first (1<sup>st</sup>).
- K. Any Supervisor called to order shall immediately cease debate, unless permitted to explain. The Board, if appealed to, shall decide the case. If there is no appeal, the decision of the Chair shall be submitted to.
- L. All questions shall be put in the order in which they were moved except privileged questions.
- M. Motions.

**RANKING MOTIONS**

These motions are listed in order of rank. When any one of these motions is pending, those above are in order and those below are not in order.

<b>Privileged Motions</b>	<b>Require Second?</b>	<b>Can Debate?</b>	<b>Can be Amended?</b>	<b>Vote Required</b>
13. Fix the Time to Which to Adjourn	Yes	No	Yes	Majority
12. Adjourn	Yes	No	No	Majority
11. Recess	Yes	No	Yes	Majority
10. Raise a Question of Privilege	No	No	No	Chair
9. Call for the Orders of the Day	No	No	No	Chair

<b>Subsidiary Motions</b>	<b>Require Second?</b>	<b>Can Debate?</b>	<b>Can be Amended?</b>	<b>Vote Required</b>
8. Lay on the Table	Yes	No	No	Majority
7. Close Debate	Yes	No	No	2/3
6. Limit or Extend Limits of Debate	Yes	No	Yes	2/3
5. Postpone to a Certain Time	Yes	Yes	Yes	Majority
4. Commit or Refer	Yes	Yes	Yes	Majority
3. Amend	Yes	Yes	Yes	Majority
2. Postpone Indefinitely	Yes	Yes	No	Majority
1. Main Motion	Yes	Yes	Yes	Majority

**NON-RANKING MOTIONS**

<b>Incidental Motions</b>	<b>Require Second?</b>	<b>Can Debate?</b>	<b>Can be Amended?</b>	<b>Vote Required</b>
Objection to Consideration of Question	No	No	No	2/3
Point of Order	No	No	No	Chair
Suspend the Rules	Yes	No	No	2/3

<b>Motions Bringing a Question Before Assembly Again</b>	<b>Require Second?</b>	<b>Can Debate?</b>	<b>Can be Amended?</b>	<b>Vote Required</b>
Reconsider	Yes	Yes	No	Majority
Rescind with Notice	Yes	Yes	Yes	Majority
Amend Something Previously Adopted with Notice	Yes	Yes	Yes	Majority
Take from the Table	Yes	No	No	Majority

- N. A motion to adjourn shall always be in order; a motion to lay on the table shall be decided without debate; but this rule shall not authorize any Supervisor to move an adjournment when another Supervisor has the floor or when the Board is voting.
- O. It shall be in order for any Supervisor who voted on the prevailing side, or a Supervisor who has been excused from the previous Board meeting, to move for reconsideration of the vote on any question on the same or next regular meeting of the Board, provided it has not already been reconsidered.
- P. The Chair may, without suspension of the rules, call upon any county employee for remarks on matters pertaining to their Office or Department.
- Q. Any person not a Supervisor, desirous of addressing the Board on any subject, shall first (1<sup>st</sup>) obtain permission from the Chair prior to the meeting so the item can be placed on the agenda.
- R. The public may address the Board at the portion of the agenda listed as Public Participation, if permitted by the Chair. The person shall sign their name, address, and the topic they will speak on. The guidelines for Public Participation shall be followed:
  - 1. The topic may pertain to any item they wish to present with the exception of political candidate endorsement.
  - 2. Identify themselves and if representing a group, identify the group.
  - 3. State clearly and concisely the issue, limiting comments to a maximum of THREE (3) MINUTES. Written material may be provided. It is not necessary to read an entire document.
  - 4. Avoid speaking at length to a previously presented issue by briefly expressing support for that issue.

5. Plan group representation by appointing one (1) or two (2) members to present an issue.

### **RULE VIII: VOTING**

It is expected that every Supervisor present at any meeting of the Board, express their opinion on a question by vote, unless the Supervisor abstains from voting. Electronic voting will also be used for all in person meetings. A vote on any question shall be taken by roll call when called for by any member of the Board or when the meeting is held remotely.

### **RULE IX: RULE CHANGES**

- A. These Rules may be suspended by two-thirds (2/3rds) majority vote of the Supervisors present. The vote on any motion to suspend the Rules may be taken by electronic voting of ayes and nays for all in person meetings, and by roll call when the meeting is held remotely.
- B. These Rules may be amended by Resolution at any Regular Session of the Board by two-thirds (2/3rds) majority vote of all Supervisors of the Board then present.

### **RULE X: BUDGETARY AND POLICY RESPONSIBILITIES**

- A. New positions or permanent increases in part-time allocations to full-time status shall be approved through budget process pursuant to law and shall be presented to the Board in the form of a resolution. However, when the County Administrator determines that an unbudgeted position is necessary, and will create a budget increase in the current year, a resolution for the unbudgeted position shall be approved by a majority vote of the Administrative Services Committee, and two-thirds (2/3rds) vote of the full County Board.\* All position resolutions shall have an approved position description attached to it and shall contain the following information:
  1. Position title
  2. Proposed classification
  3. Effective date
  4. Rationale for the position
  5. Identification of the state or federal mandates that may have caused the need
  6. Description of how the position fits into the long-range and strategic plans of the department and/or county
  7. Salary, fringe benefit and other related costs
  8. Other pertinent information such as tenure restrictions, revenue contingencies, or other limiting factors shall also be identified in the resolution.

\*The exception to this, as also provided in the Personnel and General Administrative Policy Manual, is: Home Healthcare/Hospice Positions. The County Administrator has the authority to increase/decrease full-time equivalents (FTEs) in the Table of Organization for Home Healthcare/Hospice with flexibility to meet the needs of patients (clients/consumers) provided there is no impact on the approved budget.

- B. Unless explicitly provided, the Board does not intend to create a committee for purposes of implementing any policy or action of the Board.

C. Developing the yearly budget is an administrative responsibility and the Board's action does not start until the Administrator submits the budget.

D. Capital Improvements Rule

When there is a capital improvement project related to structures (excluding roadways) over one million dollars, the following expectations and roles will be applicable:

**Home Committee –**

Includes Parks Commission (all Park buildings and properties), Highway Committee (all Highway Department buildings), Public Safety Committee (for the Jail) and the Administrative Services Committee (for the Courts and Courthouse projects).

The home committee of the project will be responsible for recommending the project to the Board of Supervisors for consideration. Responsibilities also include:

*Design*

- If appropriate, solicit and review proposals for architect/engineering service and make recommendations to the Board.
- Recommend final design of interior (square feet and general layout), exterior (conceptual only based), site (if applicable-may need to be staff and experts only.)

*Construction Management*

- If appropriate, solicit and review proposals for construction management and make recommendations to the Board.
- If contracting for a Guaranteed Maximum Price is found to be in the best interest of the county the committee shall approve the Guaranteed Maximum Price (GMP). If the GMP exceeds the budget, the home committee would make a recommendation to the Administrative Services Committee, who then forwards a recommendation to the County Board.

*Environmental, Remediation, and Demolition*

- Makes recommendation to County Board if removal of hazardous substances exceeds the environmental, remediation, and demolition estimated costs for overall project.
- Recommend to County Board timing of Request for Proposals for environmental, remediation, and the demolition.

**Board of Supervisors –**

The Board of Supervisors will be responsible for approving consideration of a capital improvement project from the home committee. The Board of Supervisors shall approve the overall project budget amount. Responsibilities also include:

*Design*

- Approve final design of interior (square feet and general layout), exterior (conceptual only based), site (if applicable-may need to be staff and experts only.)

*Construction Management*

- If GMP exceeds the project budget, determine whether to exceed project budget or take other action.

**Administrator and Staff -**

Responsibilities include:

*Design*

- Select Architect
- In conjunction with the architect/engineer and/or construction manager will be responsible for working through the phases of design and preparation for recommendations to the home committee.

*Construction Management*

- If appropriate, review proposals for construction management and make recommendations to the home committee.
- In conjunction with the construction manager and/or architect/engineer will work through the phases of pre-construction, construction, and occupancy.
- Shall review and approve or deny any requested change orders.

*Environmental and Demolition (If applicable)*

- In conjunction with contractor, shall decide how to undertake or arrange for the handling, removal, treatment, storage, transportation, and disposal of hazardous substances or constituents found or identified at the site.

**RULE XI: DUTIES OF THE CHAIR OF THE BOARD**

- A. The Chair preserves the order of the Board, and should decide all the questions of order, subject to an appeal of the Board.
- B. The Chair may excuse the attendance of members and the excuse shall be entered into the minutes of the Board.
- C. The Chair shall preserve and may speak on points of order in preference to other Supervisors and shall be required to vote on all questions and matters pertaining to the Board except questions on appeal from their decisions and their vote shall be recorded with the rest.
- D. The Board Chair shall only be a member of the Public Safety Committee, the East Central Wisconsin Regional Planning Commission (ECWRPC), and the Winnebago Waterways Committee.
- E. The Chair shall be an ex officio member of all Committees, Boards and Commissions, but may vote and count toward the quorum only in the absence of a member of the Committee.
- F. The Chair shall ensure the Board and individual Board members act consistently with the Board's own Rules and Policies.
- G. The Chair shall preside at Board meetings in an efficient and effective manner and shall set the general tone for each meeting through positive leadership. Deliberation will be fair, open, and thorough, but also efficient, timely, orderly, and to the point.
- H. The Chair shall ensure the other Board members are informed of current and pending Board issues and processes.

- I. The County Board Chair, or designee, shall represent the county at all ceremonial events or functions, when requested, and shall represent the county upon request of groups or organizations to present county positions or programs.
- J. The Chair of the Board is a member of the Board, and has the same rights in debate as any other member. However, the Chair is also obligated to maintain impartiality when presiding over the assembly. If the Chair believes that a crucial factor relating to a question before the assembly has been overlooked, the Chair must relinquish their seat before addressing the Board. The Vice Chair will then assume the Chair for the duration of the discussion and action on the agenda item.
- K. The Chair, in conjunction with the Vice Chair, Second Vice Chair and the County Administrator, shall make recommendations for the initial appointments of committees, boards, and commissions.

## **RULE XII: DUTIES OF THE VICE CHAIR**

- A. The Vice Chair shall assume the duties of the Chair and receive the Chair's monthly compensation, in addition to the meeting per diems in the event of the Chair's temporary absence. A temporary absence is deemed to mean that the Chair is unable to carry out the duties of their office for a period of time that is for ninety (90) days or less.
- B. The Vice Chair shall assume the duties of the Chair in the event the Chair relinquishes their seat to address the assembly. At the conclusion of the discussion and action of the agenda item in which the Chair addressed the assembly, the Chair may resume their seat.
- C. The Vice Chair shall assume the duties of the Chair and receive the Chair's monthly compensation, in addition to the meeting per diems in the event of a permanent absence due to disability, incapacity, death, resignation or removal.
- D. The Vice Chair, in conjunction with the Chair, Second Vice Chair and the County Administrator, shall make recommendations for the initial appointments of committees, boards, and commissions.

## **RULE XIII: DUTIES OF SECOND VICE CHAIR**

- A. The Second Vice Chair shall assume the duties of the Chair at a Board of Supervisor meeting in the event of the Chair and the Vice Chair's temporary absence during a Board meeting.
- B. The Second Vice Chair shall assume the duties of the Chair in the event the Chair and Vice Chair relinquish their seat to address the assembly. At the conclusion of the discussion and action of the agenda item in which the Chair addressed the assembly the Chair shall resume their seat.
- C. If the Vice Chair assumes the duties of the Chair in the event of a permanent absence due to disability, incapacity, death, resignation or removal, the Second Vice Chair shall assume the duties of the Vice Chair. An election as provided in Rule III shall be held to elect a new Second Vice Chair for the remaining term.



- D. The Second Vice Chair, in conjunction with the Chair, Vice Chair and the County Administrator, shall make recommendations for the initial appointments of committees, boards, and commissions.

#### **RULE XIV: ROLE OF THE COUNTY BOARD SUPERVISOR**

- A. Calumet County is a body corporate of the State of Wisconsin. The County Board of Supervisors is the governing body of Calumet County. Calumet County has 21 districts, and the voters in each district elect one Supervisor to serve on the County Board. The term of office is two years. To be elected as a Supervisor, a candidate must be 18 years of age or older and be a resident of the supervisory district within which they are a candidate at the time election papers are taken out. Once elected, the Supervisor must remain a resident of that district during the duration of their term in office to continue to serve as the representative of that district. The duties, powers and responsibilities of the County Board of Supervisors are defined by the laws of the State of Wisconsin and the Rules of Order of the Calumet County Board of Supervisors.
- B. County Supervisors are expected to individually contribute to a collaborative effort to set a vision and strategic mission goals and make broad policy decisions that support the strategic mission to advance the priorities of the county. Examples of such activities, include, but are not limited to:
1. Taking part in the activities of the Board and serving on one or more Standing Committees or Special Committees, Boards and Commissions enumerated in the Rules of Order;
  2. Participating in the process of debate and voting on proposed ordinances, resolutions and motions in County Board and Committee meetings;
  3. Providing policy and direction to the management of the county regarding delivery of county services while refraining from the delivery, management or administration of daily operations of the county;
  4. Being responsive to the needs of their constituency through effective communication;
  5. Establishing priorities for the delivery of county services through the annual budget and tax levy.
- C. Service as a County Supervisor is an honor and a trust, which compels the office holder to serve the public through use of their judgment for the benefit of the public, and binds them to uphold the Constitution of the United States, the Constitution of the State of Wisconsin, and to carry out impartially the laws of the Nation, State and County.
- D. County Supervisors, being representatives drawn from society at large, are recognized to hold different views, values, and loyalties that may result in personal conflict. Personal integrity, courtesy and a willingness to work toward consensus on commonly accepted goals are essential traits as we acknowledge that the County Board of Supervisors' influence and authority comes from collective action and not from individual action.
- E. County Supervisors:
1. Are dedicated to the democratic ideals of honesty, openness and accountability in all matters involving county government;
  2. Are willing to accept responsibility for decision-making that can affect many;
  3. Understand the county's mission, priorities, challenges, needs and demographics;

4. Understand the difference between governance and management and accept that their role is to set policy while management carries out policy;
5. Understand the importance of distinguishing between personal opinions and County Board positions when communicating with the public and the media, exert a good faith effort to communicate the full truth about county matters and avoid structuring information to achieve a personal advantage;
6. Are good listeners and will speak to issues, but also recognize when discussion must conclude and a decision must be made;
7. Are committed to building community partnerships;
8. Actively practice and support stewardship of the county's fiscal and natural resources by supporting public policy for the best use of land, water and air consistent with the public interests, community need and a vision for the future and adopt fiscal policies that promote the most effective, efficient and ethical use of public funds;
9. Perform the duties of their office with fairness and impartiality to build public confidence in government;
10. Support the principle of equal employment and oppose discrimination in all county operations;
11. Strive to seek and consider citizen input; and
12. Strive for excellence through continuous learning, seek opportunities to acquire skills and knowledge, and dedicate the time necessary to adequately attend to the assignments and duties of the office.

#### **RULE XV: EMAIL**

- A. Each supervisor will be provided with a county email account. While no supervisor is required to conduct county business by email, a supervisor who does so is required to use the county email account for all communications that pertain to county business.
- B. Meeting notices and other information shall be provided to each supervisor by email at the same time that meeting notices and other information are distributed to the news media.
- C. If requested, a supervisor shall be provided with a hard copy of email distributed information.
- D. A supervisor may communicate with other supervisors by email for the purpose of setting a meeting time, place, and agenda; but a supervisor should not engage in any substantive discussion of county business with any other supervisor by email.
- E. A supervisor may communicate with their constituents by email.
- F. These standards apply to all members of county governmental bodies.

#### **RULE XVI: COMPENSATION / REIMBURSEMENT FOR SERVICES**

Supervisors and Committee members shall receive compensation if any of the following apply:

- A. A Supervisor is a member of a Committee and has received an agenda and attends the meeting. This includes remote meetings.

- B. A Supervisor has been requested to attend a meeting by either the Board Chair or the Chair of the Committee. If possible, this request shall be included in the minutes of the meeting and the Supervisor shall indicate on their voucher that they were requested to attend said meeting.
- C. If the Chair of a Committee has been requested by the County Administrator or Department Head to meet, the Chair shall be entitled to compensation for the meeting.

Please note: If a Supervisor or Committee member inadvertently receives an agenda from another Committee they are not a member of, and they have not been requested to attend the meeting by either the Board Chair or the Chair of the Committee, they are not entitled to compensation.

The following items are reimbursable as Supervisors or Committee members:

- A. Mileage for each mile traveled in going to and returning from meetings of the Board or Committee meetings by the most usual and direct route.
- B. If travel has occurred to a meeting prior to the member becoming aware the meeting has been canceled, or travel to a meeting where a quorum is not present and the meeting cannot be held, the Supervisor or Committee member will be reimbursed for mileage by the most usual and direct route.
- C. Supervisors and Committee members are not entitled to compensation and mileage if they are reimbursed from another source for attending the meeting.

Approval Requirements:

- A. If not previously budgeted, a Supervisor or Committee member may seek overnight lodging and other allowed expenses for meetings attended, if there is need to stay overnight, with the approval of the County Board Chair. All lodging arrangements shall be made through the Department Head in order to save paying the tax. If a Supervisor or Committee member charges a room to their personal credit card, the County will not reimburse for the unnecessary tax paid.
- B. Supervisors who attend programs when not a member of the related Committee, Board, or Commission, in order to gain knowledge of a subject pertaining to County Government, may be reimbursed for the program costs, compensation and mileage for the training, provided there is prior permission granted by the County Board Chair.
- C. All out-of-state travel shall be approved by the County Board.

Compensation Rates/Reimbursement Procedure:

- A. The compensation for all Board and Committee meetings shall be set by Resolution of the Board by not later than November 30<sup>th</sup> of each odd-numbered year. If the Board fails to set the compensation by November 30<sup>th</sup> of each odd-numbered year, the compensation for all Board and Committee meetings shall remain the same as the prior term.
- B. All mileage shall be reimbursed at the rate set by the Internal Revenue Service.

- C. Reimbursement for meals and lodging must follow the same procedures as set forth for employees in the Calumet County Personnel and General Administrative Policy Manual.
- D. If expenses for meals, lodging, and conference registration have been incurred and the Supervisor or Committee member does not attend the meeting or conference, absent being excused from attending by the Chair, the Supervisor or Committee member shall be responsible for costs incurred by the County.
- E. For any meeting in which a quorum is not met due to an unexcused absence of a member, each absent member may be responsible to reimburse the county for any expenses incurred for attending members. If more than one member is absent, each absent member will equally share in the expenses incurred and reimburse the County those expenses.
- F. All claims for reimbursement for Committee meetings filed by the Supervisors shall be made on the "Meeting/Expense Voucher" form, and include only expenses incurred prior to the end of the preceding month and be submitted monthly.
- G. Pursuant to Wisconsin State Statute 59.70(21) reimbursement of up to \$350 will be provided to a member of the Conservation Congress to attend the Annual Conservation Congress Convention.
- H. All Supervisors, Board, Commission, and Committee members shall participate in direct deposit for all their pay through up to three (3) banking institutions of their choosing, Direct Deposit Authorization Forms are available in the Personnel Division of the Department of Administration.

#### **RULE XVII: RESOLUTIONS AND ORDINANCES**

- A. Resolutions and Ordinances presented by a Committee of the County Board may be acted on upon their first (1<sup>st</sup>) presentation at a County Board meeting. Resolutions and Ordinances not presented by a Committee, may be referred by the Chair to a Committee of the Board with a time limit of 90 days to be returned to County Board for action. Ordinances shall be submitted to the Corporation Counsel for drafting comments and opinions.
- B. Resolutions and Ordinances presented for consideration at any meeting must be in writing and bear the signature of at least two (2) Supervisors offering the same, or if by a Committee, the signatures of a majority of that Committee. The exception to this is the Budget Resolution, which shall be presented by the County Administrator.
- C. Beginning with the April meeting, Resolutions and Ordinances shall be designated by their number, which number shall be the year of the Organizational Meeting of the County Board then in session followed by the sequential number of the Resolution or Ordinance introduced in that Session. For example: Resolution 2004-1 or Ordinance 2004-1.
- D. When a Resolution or Ordinance is presented to the Board for action, the County Clerk shall read the title and the Board members who signed the document.

#### **RULE XVIII: HOME RULE**

To give the county the largest measure of self-government under the Administrative Home Rule authority granted to Counties in Section 59.03(1), these Rules shall be liberally construed in favor of the rights, powers and privileges of the county to exercise any organizational or administrative power not contrary to the Constitution or to any enactment of the Legislature that is of statewide concern and which uniformly affects every county.

## **RULE XIX: CODE OF ETHICS**

- A. Declaration of Policy. To ensure that the public can have complete confidence in the integrity of Calumet County Government, County Board members, and appointed members of Committees, Boards and Commissions, hereinafter referred to as “Officials”, shall respect and adhere to the fundamental principles of ethical service. The proper operation of County Government demands that:
1. Officials be independent, impartial and responsible to the people;
  2. Decisions are made in the proper channels of the County Government structure;
  3. County offices shall not be used for personal gain;
  4. County business shall be conducted in such a way so as to re-enforce the public’s confidence in its integrity.

In recognition of those fundamental principles, there is hereby created a Code of Ethics.

- B. Purpose. The purpose of this Code is to establish ethical standards of conduct for all Officials by identifying those acts or actions that are not compatible with the best interest of the county. Citizens who serve as Officials, retain their rights as citizens to personal and economic interests. Therefore, the standards of ethical conduct for Officials must distinguish between minor and inconsequential conflicts which are unavoidable and those conflicts, which are substantial and material. The provisions of the Code, and such rules and regulations, which may be established, are to be interpreted in the context of the above principles and are deemed to be in the best interest of the public.
- C. Responsibility of Public Office. Officials hold office to serve the public interest. They are bound to uphold the Constitution of the United States, the Constitution of the State of Wisconsin, and to carry out efficiently and impartially all laws of the United States and the State of Wisconsin and the Ordinances of Calumet County. Further, they are bound to the standards of ethics set forth in this Code and to faithfully discharge the duties of their office. The public interest must be their primary concern.
- D. Coverage. This Code governs all, County Board members and appointed members of Committees, Boards and Commissions.
- E. Exemptions. Political contributions, which are reported under Wisconsin Statutes, Chapter 11, are exempt from the provisions of this Code.
- F. Definitions.
1. Person: Any individual, corporation, partnership, joint venture, association or organization.

2. Financial Interest: Any interest which yields, directly or indirectly, a monetary or other material benefit to the Official or to any person employing or retaining services of the Official.
3. Anything of Value: Any property, favor, service, payment, advance, forbearance, loan or promise of future employment. County offices shall not be used to obtain anything of value. This does not include door prizes, compensation and expenses paid by the county, fees and expenses which are permitted by Wisconsin Statute 19.56, political contributions which are reported under Wisconsin Statutes, Chapter 11, or hospitality extended for a purpose unrelated to the county business.
4. Anything of Insignificant Value: Includes such things as unsolicited advertising or promotional material such as pens, pencils, notepads, calendars, informational or educational materials of insignificant value, (an item from a vendor that costs less than \$25.00 on a one time basis, but not more than \$50.00 worth of items in a calendar year from a vendor), plaques, other advertising giveaways or any other thing which is not likely to influence the judgment of individuals covered by this Code.
5. Privileged Information: Any written or oral material related to county government which has not become part of the body of public information and which is designated by statute, court decision, lawful orders, Ordinances or Resolutions as privileged.
6. Officials: All County Board members and appointed members of Committees, Boards and Commissions.
7. Immediate Family: An Official's spouse, children, stepchildren, parents, stepparents, or other legal relation who contributes more than one-half of the support of the Official or receives that level of support from the Official.

#### G. Fair and Equal Treatment.

1. Use of Public Property: An Official shall not knowingly permit the use of county services or county owned vehicles, equipment, materials for unauthorized non-governmental purposes or for unauthorized personal convenience or for profit, unless approved by the County Administrator.
2. Obligations to Citizens: An Official shall not grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen. This section does not affect the duty of County Supervisors to diligently represent their constituency.

#### H. Conflicts of Interest.

1. It is a conflict of interest to accept anything of value if it could reasonably be expected to influence their vote, governmental actions or judgments or is provided to such Official because of their position or office and could reasonably be considered as a reward for any governmental action or inaction.

- a. It is not a conflict of interest for an Official to receive an unsolicited item of insignificant value.
2. Business Interest: An Official shall not engage in any business or transaction or act in regard to any financial interest, direct or indirect, which:
  - a. Is incompatible with the proper discharge of their official duties for the benefit of the public;
  - b. Is contrary to the provisions of this Code; or
  - c. May impair their independence of judgment or action in the performance of their official duties.
3. Employment: An Official shall not engage in or accept any private employment or render any service for a private interest when such employment or service is incompatible with the proper discharge of their Official duties or which may impair their independence of judgment or action in the performance of their official duties unless otherwise permitted by law or unless disclosure is made as hereinafter provided.
4. Contracting: An Official or a business in which an Official holds a ten percent (10%) or greater interest, may not enter into a contract with the county involving a payment or payments of more than three thousand dollars (\$3,000) amount within a twelve (12) month period unless the Official has made a written disclosure of the nature and extent of such relationship or interest to the County Administrator and reported such interest to the County Board. Further, pursuant to Wisconsin Statutes 946.13, an Official is prohibited from participating in the formation of a contract or contracts with Calumet County involving the receipts or disbursements of more than fifteen thousand dollars (\$15,000) in any year.
- I. Financial Interest in Legislation. A member of the County Board, who has a financial interest in any proposed action before the County Board, shall disclose the nature and extent of such interest to the County Board Chair prior to or during the initial discussion of such action and shall refrain from participating in the discussion of, and voting on, such action. A member of the County Board shall request to be excused by the Board or Committee Chair for the duration of any deliberations concerning such action in which the member has a financial interest. Any other Official who has a financial interest in any proposed action before the County Board, and who participates in discussion with or gives an official opinion or recommendation to the County Board, shall first disclose the nature and extent of such interest to the County Board.
- J. Disclosure of Privileged Information. An Official shall not knowingly disclose or permit the disclosure of privileged information to any person not lawfully authorized to receive such privileged information. An Official shall not use privileged information to advance their personal financial interest or that of their immediate family.
- K. Violation of County Board Rules and Calumet County Personnel and General Administrative Policy Manual. County Board Supervisors, and appointed members of Committees, Boards and Commissions shall not violate Rules or Policy.

## L. Investigations and Enforcement.

1. **Advisory Opinions:** Any person governed by this Code of Ethics may apply in writing to the Corporation Counsel for an advisory opinion and shall be guided by any opinion rendered. The applicant shall present their interpretation of the facts at issue and of the applicable provisions of this Code before the advisory opinion is rendered. All requests for opinion and opinions rendered shall be in writing. Records of the Corporation Counsel's opinion requests and investigations of violations shall be closed to public inspection, as required by Wisconsin Statutes Chapter 19. However, such records may be made public with the consent of the applicant.
2. **Complaints:** The Corporation Counsel shall accept a verified written Complaint (sworn to be true before a notary public) which states the name of the Official alleged to have committed a violation of the Code and sets forth the material facts involved in the allegation. The Corporation Counsel shall forward a copy of the Complaint to the accused Official and the Ethics Inquiry Committee within ten (10) days. However, no action may be taken on any Complaint that is filed more than one year after a violation of the Ethics Code is alleged to have occurred.
  - a. **Preliminary Investigations:**
    - 1.) Following the receipt of a verified Complaint, the Ethics Inquiry Committee shall conduct a preliminary investigation with respect to alleged violation(s) of this Code.
    - 2.) A preliminary investigation shall not be initiated unless the Corporation Counsel notifies the accused Official in writing. The notice shall state the exact nature and purpose of the investigation, the individual's specific action or activities to be investigated and a statement of such person's due process rights.
    - 3.) If the Ethics Inquiry Committee finds probable cause to believe the allegations contained in the Complaint, the Complaint shall be referred to a hearing before the Ethics Inquiry Committee.
    - 4.) If the Ethics Inquiry Committee does not find probable cause to believe the allegations in the Complaint, it shall set forth in writing the reasons why and submit the report to the County Board at the next regularly scheduled meeting.
    - 5.) If the accused Official admits to probable cause, or does not contest the allegations in the Complaint, a hearing is not necessary and the Committee may forward its recommendations to the County Board for further action by the Board. The Committee may make the following recommendations:
      - a.) Order the Official to conform their behavior to be in compliance with the Ethics Code;
      - b.) Private or public censure;



c.) Referral to the District Attorney to commence enforcement and penalties as permitted by Wisconsin Statutes.

b. Hearing:

- 1.) Burden of Proof: The burden of proving a violation alleged in the Complaint shall be on the complainant. Violations shall be proven by evidence that is clear, satisfactory and convincing.
- 2.) The Committee shall keep a record of the hearing.
- 3.) The Committee shall have the power to compel the attendance of witnesses and to issue subpoenas as granted to other Boards and Commissions under Wisconsin Statutes 885.01
- 4.) Within the ten (10) workdays of the conclusion of the hearing, the Committee shall file its written findings of fact and conclusions of law and recommendations with the County Board of Supervisors, which shall be signed by all participating Committee members.
- 5.) If the Ethics Inquiry Committee finds that clear, satisfactory and convincing evidence exists for believing the allegations of the Complaint, the Ethics Inquiry Committee shall refer its written findings of fact and conclusions of law and recommendation to the County Board. The Committee may choose any of the following recommendations:
  - a.) Order the Official to conform their behavior to be in compliance with the Ethics Code;
  - b.) Private or public censure;
  - c.) Referral to the District Attorney to commence enforcement and penalties as permitted by Wisconsin Statutes;
- 6.) If after a hearing, the Ethics Inquiry Committee does not find clear, satisfactory and convincing evidence for believing the allegations of the Complaint, the Complaint shall be dismissed.

M. Ethics Inquiry Committee.

1. Membership: The Ethics Inquiry Committee shall consist of two permanent members whose terms shall be for two years to run concurrently with the term of the County Board Chair. One permanent member shall be the County Board Chair and one permanent member shall be the Family Court Commissioner of the county. There shall be a temporary third member who shall be a member of the County Board, appointed by the Chair of the County Board and approved by the County Board. This third member shall be appointed upon the Board receiving a written complaint of violation or injury and ruling as to the violation of these Rules or resolution. This third member appointment shall be made with due care to ensure impartiality.

If a complaint is filed against the County Board Chair, they shall be disqualified and the Vice-Chair of the County Board shall replace them and become temporary Chair of the Ethics Inquiry Committee, and as such temporary Chair, they shall appoint the third member to the County Board in lieu of such appointment by the Chair of the County Board.

2. Powers and Duties: The Ethics Inquiry Committee shall be responsible for investigating a complaint, conducting a fact finding hearing (unless the accused Official admits to probable cause, or does not contest the allegations in the Complaint) and reporting its findings to the County Board of Supervisors. The County Board of Supervisors has the final decision making power to determine the appropriate sanction for an accused Official.
3. By adoption of this Rule and in accordance with Wisconsin Statutes, 68.16, the Board specifically elects not to allow an appeal to Circuit Court under Chapter 68 for County Board Supervisors and appointed members of Committees, Boards and Commissions.
4. The Corporation Counsel shall provide legal advice, secretarial service and assistance to the Committee.

N. Wisconsin Statutes Incorporated.

1. Wisconsin Statutes Incorporated by Reference: The following Sections of the Wisconsin Statutes are hereby incorporated by reference and made a part of the Code of Ethics:
  - a. 19.01 Oaths and Bonds;
  - b. 19.21 Custody and Delivery of Official Property and Records;
  - c. 19.81-19.89 Open Meetings of Governmental Bodies, Officials, Employees and Candidates.
2. Violation of Incorporated Statutes: Officials shall comply with the Sections of Wisconsin Statutes incorporated in this Code and failure to do so shall constitute a violation of the Code of Ethics.

**RULE XX: RECOGNITION OF COUNTY BOARD SUPERVISORS, AND NON-ELECTED MEMBERS OF COMMITTEES, BOARDS AND COMMISSIONS**

- A. All members of the Calumet County Board of Supervisors and all non-elected members of the County Board's Committees, Boards and Commissions shall be recognized by acknowledgement in the County Administrator's Report to the County Board for every five (5) consecutive years of service on the County Board or its Committees, Boards or Commissions.

**RULE XXI: MISCELLANEOUS**

Bereavement Recognition. Flowers or plants in the approximate value of seventy-five dollars (\$75.00) will be sent to families of all past and present Board members, upon notification that the past or present Board member has passed away. The County Clerk shall be responsible for the administration of this rule.



## **PART II: COMMITTEES, COMMISSIONS, BOARDS AND COUNCILS**

### **RULE XXII: APPOINTMENTS AND SERVICE OF COMMITTEES, BOARDS AND COMMISSIONS**

- A. The County Board Chair shall appoint all members of Committees, subject to confirmation of the County Board. The County Administrator shall appoint all members of Boards and Commissions, subject to confirmation of the County Board. Initial appointments shall occur at the Organizational Meeting held in April of even numbered years. Recommendations for the initial appointments shall be made by the Chair, Vice Chair, Second Vice Chair, and County Administrator.
- B. After the initial appointment to the Committees, Boards and Commissions, all future appointments shall be made by the County Administrator or County Board Chair and confirmed by the Board.
- C. County Board Supervisors may serve as the chair of only two committees at one time.
- D. Opportunities may arise where County Board Supervisors may apply for appointments to committees, boards and commissions outside those identified in the Rules of Order of the Calumet County Board. If practical, these applications shall be submitted to the County Board for approval before the application deadline. If the timing is such that the Board will not meet before the application deadline, the County Board Chair will act on the application and submit the recommendation for appointment to the County Board at their next meeting for approval.
- E. Committees shall as its first Order of Business, elect a County Board Supervisor Chair and a Vice Chair. The Recording Secretary shall be the County Clerk or designee of the County Clerk. The Secretary shall keep records and minutes of all Committee meetings. In the election of the Chair and Vice Chair by the Committee, the first (1st) ballot shall be a Nominating Ballot, to be followed by succeeding Formal Ballots until a majority vote of the members present elects such officer. Only persons named on a Nominating Ballot shall be considered during a Formal Ballot and any ballot cast in violation of this Rule shall be considered void. Each position shall be voted by separate ballot. Each nominee may speak for three (3) minutes.
- F. In the event the Chair leaves the position of Chair during the term of office, the Vice Chair shall assume the Chair position and an election shall be held to elect a Vice Chair for the remaining term.
- G. Each Committee shall set policy for all programs and activities of the Departments it oversees.
- H. Shall act on all requests from Departments it oversees.
- I. Monitor the expenditure of county funds committed to the Department or agency in terms of its stated goals and objectives.
- J. Act on all Resolutions and Ordinances affecting any Department or agency that it oversees.

- K. The Chair of each Committee shall report Committee activities on a regular basis at Board meetings.

## **RULE XXIII: COMMITTEES**

### **A. ADMINISTRATIVE SERVICES COMMITTEE**

1. Membership. The Administrative Services Committee shall be comprised of seven (7) County Board Supervisors. The County Board Chair shall appoint members to the Committee for a two (2) year term, subject to confirmation of the County Board.
2. Duties and Responsibilities.
  - a. At the organizational meeting, the members shall elect a Chair and a Vice Chair from members of the Committee. The Recording Secretary shall be the County Clerk or designee of the County Clerk. The organizational meeting shall occur within 30 days of approval of the committee appointments.
  - b. Review the annual budget and tax levy.
  - c. Monitor the operating and capital budgets and approve and recommend adjustments.
  - d. Administer the Contingency Fund pursuant to Wisconsin Statutes and in accordance with financial policies.
  - e. Review and establish financial and investment policies.
  - f. Discuss and review the TIF District activities with the Finance Director.
  - g. Recommend resolutions for appropriations to the Board for adoption.
  - h. Provide general oversight for all fiscal policies, and approve those fiscal policies not having a direct fiscal impact on the county.
  - i. Review and approve property and general liability insurance policies and review claims filed against the county, with the assistance of the Corporation Counsel.
  - j. Review and approve, as appropriate, medical expense claims and vehicle damage claims up to \$250 made by volunteers of the county.
  - k. Review the delinquent property taxes, tax foreclosures and the subsequent sale of foreclosed property.
  - l. Responsibility for the purchase and sale of all county land except for Highway right-of-way.
  - m. Review the use of technology within Departments.
  - n. Review grants and Department programs and projects.
  - o. Review procedures for maintenance of county records, use, archival, and storage.
  - p. Review Departments annual budgets and refer to the County Administrator for further action and review financial reports.
  - q. The Committee shall confer and have policy making responsibilities for Corporation Counsel, County Administrator, Economic Development, Emergency Management, Finance, Human Resources, Information Technology, Maintenance, and Real Property Lister. The Committee shall also confer and have policy making responsibilities, to the extent permitted by law, for the Office of the County Clerk, Treasurer and Register of Deeds.
  - r. Provide leadership for setting policy pertaining to wages, benefits, hours, and other conditions of employment for all county employees.

- s. Review and approve, as appropriate, the annual renewals for the employee benefits plans.
- t. Administer the investigatory or disciplinary procedures in matters pertaining to the County Administrator.
- u. Review new position requests that have not been budgeted and make recommendations to the Board for final approval.
- v. Review all new and updated managerial or supervisory job descriptions.
- w. Review and approve, as appropriate, all employee reclassification requests.
- x. Establish parameters for the negotiation of wages, benefits, and other conditions of employment for the county's collective bargaining agreements.
- y. Review and administer employee grievances in accordance with statute and/or collective bargaining agreement.
- z. Responsible for periodic performance appraisals of the County Administrator with concurrence of the Board.

**B. AGING AND DISABILITY RESOURCE CENTER SERVING CALUMET, OUTAGAMIE AND WAUPACA COUNTIES ADVISORY COMMITTEE** (The full by-laws for the Committee may be obtained from the ADRC.)

1. Membership.
  - a. The Advisory Committee shall consist of twelve (12) members. Three (3) members, one from each county, shall be County Board Supervisors, or appointed members to the County Human or Health and Human Services Committee and/or Board. Six (6) members will be consumers of services, family members or guardians from one of the following target groups: Elderly (age 60 and above), people with physical disabilities, developmental disabilities and persistent or chronic mental illness; one member representative from a community agency; one member representative from an advocacy organization and one member representative from the Business Community. Composition of the membership shall strive to represent the ethnic, economic and geographic diversity of Calumet, Outagamie, and Waupaca Counties. An equal number of representatives from each county will be selected unless there are compelling reasons to vary from this practice. The membership does not include individuals with a real or potential conflict of interest.
  - b. Each county shall have 4 representatives on the Advisory Committee. Appointment of the counties' four representatives will follow that county's policy on committee appointments.
  - c. Initially, four (4) members will be appointed for three (3) year terms; four (4) members will be appointed for two (2) year terms, and four (4) members will be appointed for a one (1) year term. Each county will divide their representatives into the initial term categories.
  - d. All members appointed from Outagamie and Waupaca counties shall serve for three (3) year terms following the initial term. Members appointed from Calumet County shall serve two (2) year terms following the initial term. No Advisory Committee member may serve more than six consecutive years on the Advisory Committee.
2. Duties and Responsibilities.
  - a. Develop a mission statement for the Aging and Disability Resource Center (ADRC) that is consistent with the goals of the statewide redesign long term care system:

- b. Determine the structure, policies and procedures of the ADRC within the guidelines and local governance structures of the three collaborating partners;
- c. Ensure that the ADRC collaborative has a viable plan for implementation and operation;
- d. Oversee the operation of the ADRC collaborative;
- e. Identify unmet needs and prepare plans to meet them;
- f. Ensure input from consumers, service providers and local constituents in general in the policies, practice and goals of the ADRC;
- g. Provide financial oversight for the ADRC budget, including developing a budget and monitoring expenditures; and
- h. Ensure that the terms of the State/County ADRC contract are fulfilled.

### **C. AGING AND DISABILITY RESOURCE CENTER/LONG TERM SUPPORT ADVISORY COMMITTEE**

1. **Membership.** The ADRC/LTS Advisory Committee shall be comprised of twelve (12) members of whom at least fifty-one percent (51%) of the members shall be sixty (60) years of age or over, at least five (5) persons receiving long term community support services, each of whom represents one of the following groups; elderly persons, physically disabled persons, developmentally disabled persons, chronically mentally ill persons, chemically dependent persons and four (4) members shall be County Board Supervisors, one (1) Health representative, one (1) representative of the Human Services Department as provided by Wisconsin Statutes 46.23. The County Board Chair shall appointment members to the Committee for two (2) year terms, subject to confirmation of the Board. Membership on this committee is subject to a term limit of 6 consecutive years or 3 consecutive two-year terms.
2. **Duties & Responsibilities.**
  - a. At the organizational meeting, the members shall elect a Chair, who shall be a County Board Supervisor, Vice Chair, and a Secretary from members of the Committee. The Committee may also approve a Recording Secretary.
  - b. Responsible for advising the Human Services Board on policy-making of the programs pursuant to Wisconsin Statutes 46.23(3)(b) 2c and 46.23(5).
  - c. Compile and distribute information about older adults.
  - d. Review annual plan.
  - e. Advocate on behalf of older adults.
  - f. Serve as a point of contact for information, assistance, and referral.
  - g. Review proposals relating to matters affecting older adults.
  - h. Monitor the nutrition, transportation, and other programs provided by the Department.
  - i. Review Department annual budget and confer with the County Administrator for further action and review of financial reports.
  - j. The Committee shall confer and have advisory responsibility to the Human Services Board for the Aging and Disability Resource Center and Long Term Support within Human Services.
  - k. The Committee shall recommend a plan for participation in the Community Options Program provided by Wisconsin Statutes 46.27.
  - l. Review policies, practices and data to determine that the standards for equal opportunity in service delivery and employment are met and in compliance with all

applicable State and Federal Statutes and regulations relating to nondiscrimination in employment, service delivery and language access.

#### **D. COMMITTEE ON THE RULES OF ORDER**

1. Membership. The Committee on the Rules of Order shall be comprised of five (5) County Board Supervisors. The County Board Chair shall appoint members to the Committee for a two (2) year term, subject to confirmation of the County Board.
2. Duties and Responsibilities.
  - a. At the organizational meeting, the members shall elect a Chair and a Vice Chair from members of the Committee. The Recording Secretary shall be the County Clerk or designee of the County Clerk.
  - b. Recommend changes to the Rules of Order of the Board to the Calumet County Board for adoption.

#### **E. EXTENSION EDUCATION COMMITTEE**

1. Membership. The Extension Education Committee shall be comprised of two (2) County Board Supervisors, and three (3) members from the Calumet County community. One or two (1-2) of these community members should be a Calumet County youth in grades 8-11, one (1) of which is recommended to be a current Calumet County 4-H member. It is recommended that the adult community member(s) be a 4-H leader or someone interested in positive youth development and should not be a member for more than two (2) consecutive terms. The County Board Chair shall appoint members to the Committee for a two (2) year term, subject to confirmation of the County Board.
2. Duties and Responsibilities.
  - a. At the organizational meeting, the members shall elect a Chair and a Vice Chair from members of the Committee. The Recording Secretary shall be the County Clerk or designee of the County Clerk.
  - b. Work with Extension Programs.
  - c. Review the current county Extension programs and identify potential programming needs throughout Calumet County.
  - d. Use information provided by the Calumet County 4-H Program Educator (e.g. membership data and geographic maps) to help develop an action plan to address access barriers/gaps to 4-H Program and expand access throughout Calumet County.
  - e. Review Department annual budget and refer to the County Administrator for further action and review financial reports.
  - f. The Committee is an advisory Committee and not a policy making Committee.

#### **F. HIGHWAY COMMITTEE**

1. Membership. The Highway Committee shall be comprised of five (5) County Board Supervisors. The County Board Chair shall appoint members to the Committee for a two (2) year term, subject to confirmation of the County Board.
2. Duties and Responsibilities.



- a. At the organizational meeting, the members shall elect a Chair and a Vice Chair from members of the Committee. The Recording Secretary shall be the County Clerk or designee of the County Clerk. The organizational meeting shall occur within 30 days of approval of the committee appointments.
- b. Purchase and sell county road machinery as authorized by the Board.
- c. Determine if county construction and maintenance should be done by the Highway Department or by private contract.
- d. Direct the expenditure of highway maintenance funds received from the State and the County.
- e. Review Department annual budget and refer to the County Administrator for further action and review financial reports.
- f. The Committee shall confer and have policy making responsibilities for the Department.

## **G. LAND AND WATER CONSERVATION COMMITTEE**

1. **Membership.** The Land and Water Conservation Committee shall be comprised of six (6) members of whom five (5) shall be County Board Supervisors, and one (1) member of the Consolidated Farm Service Agency Committee. The County Board Chair shall appoint members to the Committee for a two (2) year term or until a successor is appointed, whichever is longer, subject to confirmation by the County Board.
2. **Duties and Responsibilities.**
  - a. At the organizational meeting, the members shall elect a Chair, who shall be a County Board Supervisor, and a Vice Chair from members of the Committee. The Recording Secretary shall be the County Clerk or designee of the County Clerk. The organizational meeting shall occur within 30 days of approval of the committee appointments.
  - b. Shall have the powers and duties pursuant to Wis. Stats. §§92.07 through 92.17.
  - c. Review the Land and Water Conservation Department annual budget, according to the powers and duties of the Committee under Wis. Stat. §92 and the Calumet County Code of Ordinances, and make recommendations to the County Administrator for further action and review financial reports.
  - d. The Committee shall confer and have policy making responsibilities for the Land and Water Conservation Department according to the powers and duties of the Committee under Wis. Stat. §92.
  - e. Hold hearings under Wis. Stat. §281.65(7) upon a written request of an owner or operator of a designated critical site in a priority watershed or priority lake plan under Wis. Stat. §281.65(5m) or a modification plan under §281.65(5s).
  - f. Perform all other duties prescribed by law.

## **H. LANDFILL STANDING COMMITTEE**

1. **Membership.** The Landfill Siting Committee shall be comprised of five (5) members, of which, one shall be a County Board Supervisor appointed by the County Board Chair. The County Board Chair shall appoint the member to the Committee for a two (2) year term, subject to confirmation of the County Board.
2. **Duties and Responsibilities.**

- a. This Committee is an advisory Committee and not a policy making Committee.
- b. Establish fire department/explosion procedures.
- c. Review all communications.
- d. Discuss construction progress.
- e. Discuss issues or concerns concerning the landfill.

## **I. LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)**

1. **Membership.** Superfund Amendments and Re-authorization Act (SARA) Title III (Section 301 (c)) requires that the Committee consist of at least one (1) representative from each of the following groups; Elected State and Local Officials, Law Enforcement, Fire, Health, Local Environmental, Representatives of Facilities subject to the Emergency Planning requirements, Civil Defense, First-aid, Hospital and Transportation Personnel, Community Groups, and Broadcast and Print Media. In addition to the SARA membership requirements, one member shall also be a representative of Emergency Management. There shall be at least 13 regular members but not more than 19 members on the LEPC Committee. The County Board Chair shall appoint members to the Committee for a one (1), two (2) or three (3) year terms, as applicable which shall be renewable subject to confirmation of the County Board.
2. **Duties and Responsibilities.**
  - a. This Committee is an advisory Committee and not a policy making Committee.
  - b. At the organizational meeting, the members shall elect a Chair and a Vice Chair from members of the Committee. The Recording Secretary shall be the County Clerk or designee of the County Clerk.
  - c. The LEPC's primary responsibility is to develop and review annually an emergency response plan for hazardous and toxic spills. The LEPC plan must evaluate resources for preparing for and responding to a potential chemical accident.

## **J. PLANNING, ZONING AND FARMLAND PRESERVATION COMMITTEE**

1. **Membership.** The Planning, Zoning and Farmland Preservation Committee shall be comprised of seven (7) members of which at least four (4) members are to be County Board Supervisors. The County Board Chair shall appoint members to the Committee for a two (2) year term, subject to confirmation of the County Board.
2. **Duties and Responsibilities.**
  - a. At the organizational meeting, the members shall elect a Chair, who shall be a County Board Supervisor, and a Vice Chair from members of the Committee. The Recording Secretary shall be the County Clerk or designee of the County Clerk. The organizational meeting shall occur within 30 days of approval of the committee appointments.
  - b. Review the Planning, Zoning and Land Information Department annual budget according to the powers and duties of the Committee under Wisconsin Statutes and the Calumet County Code of Ordinances, and make recommendations to the County Administrator for further action, and review financial reports.
  - c. Review and recommend approval to the Board of all Planning Documents formulated by the Planning, Zoning and Land Information Department including the Farmland

Preservation Plans, Outdoor Recreation Plans, Comprehensive Plans, Land Use Plans, from Wis. Stats. §59.69.

- d. Responsible for matters relating to recreation, community facilities and utilities, transportation, natural resources, and housing.
- e. The Committee shall confer and have policy making responsibilities for the Planning, Zoning and Land Information Department according to the Committee's powers under Wisconsin Statutes and the Calumet County Code of Ordinances.

## **K. PUBLIC SAFETY COMMITTEE**

1. Membership. The Public Safety Committee shall be comprised of five (5) County Board Supervisors; one (1) shall be the County Board Chair. The County Board Chair shall appoint members to the Committee for a two (2) year term, subject to confirmation of the County Board.
2. Duties and Responsibilities.
  - a. At the organizational meeting, the members shall elect a Chair and a Vice from members of the Committee. The Recording Secretary shall be the County Clerk or designee of the County Clerk. The organizational meeting shall occur within 30 days of approval of the committee appointments.
  - b. Review Departments' annual budgets and refer to the County Administrator for further action and review financial reports.
  - c. Except as provided by law, the Committee shall confer and have policy making responsibilities for the Clerk of Circuit Court, District Attorney, Family Court Commissioner, Medical Examiner, Register in Probate and the Sheriff.
  - d. At least once per year, inspect and examine the Calumet County Jail as to health, cleanliness and discipline, and further inspect the Jail Register showing the names, ages and cause of committal of each prisoner. If the committee observes that any laws have been violated, it shall immediately give notice of the violation to the Calumet County District Attorney. (See Wis. Stat. 59.54(15).)

## **L. WINNEBAGO WATERWAYS COMMITTEE**

1. Membership. The Committee shall be comprised of three members from each participating County consisting of the County Executive or County Administrator of each of the Counties; the Chair of the County Board from each of the Counties; and the Chair of each County Board Land and Water Conservation Committee or designee.
2. Duties and Responsibilities
  - a. Effectuate the Winnebago System Program as developed by the Committee.
  - b. Policy-making entity with broad responsibility for the budgeting and appropriate funds and monitoring activities of any service provider or other entity charged with any responsibility in the Winnebago Waterways Program.

## **RULE XXIV: COMMISSIONS**

### **A. CALUMET COUNTY TRAFFIC SAFETY COMMISSION**

1. Membership. The Calumet County Traffic Safety Commission shall be comprised of ten (10) members. The County Administrator shall appoint members from the following areas: County Law Enforcement, County Highway Commissioner, Education Profession Representative, two (2) Citizen Representatives, Medical Profession Representative, Legal Profession Representative. The Wisconsin Department of Transportation assigns the following three (3) appointments to the Commission; State Patrol Trooper, State Traffic Engineer, and State Traffic Safety Representative. The County Administrator shall appoint members to the Commission for a two (2) year term, subject to confirmation of the County Board.
2. Duties and Responsibilities.
  - a. This Commission is an advisory Commission and not a policy making Commission.
  - b. At the organizational meeting, the members shall elect a Chair and a Vice Chair from members of the Commission. The Recording Secretary shall be the County Clerk or designee of the County Clerk.
  - c. Act as an advisory Commission to the County Highway Safety Coordinator.
  - d. Secure voluntary coordination and reinforcement of highway safety activities conducted by the political subdivisions of the county in matters pertaining to driver education, codes and laws, traffic laws, alcohol in relation to highway safety, identification and surveillance of accident locations, traffic records, emergency medical services, highway design, construction and maintenance, traffic control devices, pedestrian safety, police traffic services, debris hazard control and clean up and school bus safety.

## **B. COUNTY PARKS COMMISSION**

1. Membership. The County Parks Commission shall be comprised of seven (7) members, of which at least four (4) members are to be County Board Supervisors. The County Administrator shall appoint members to the Commission for a two (2) year term, subject to confirmation of the County Board.
2. Duties and Responsibilities.
  - a. At the organizational meeting, the members shall elect a Chair, who shall be a County Board Supervisor, and a Vice Chair from members of the Commission. The Recording Secretary shall be the County Clerk or designee of the County Clerk. The organizational meeting shall occur within 30 days of approval of the committee appointments.
  - b. Have general policy making responsibility for parks and recreation property operated, maintained and developed by the county.
  - c. Set policies and recommend funding levels for establishing and implementing Park programs and activities in the Parks and recreation properties.
  - d. Review Department annual budget and refer to the County Administrator for further action and review financial reports.
  - e. The Commission shall confer and have policy making responsibilities for the Department.

## **C. EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION (ECWRPC)**

1. Membership. The East Central Wisconsin Regional Planning Commission shall be comprised of two (2) County Board Supervisors: the County Board Chair, and one (1) County Board Supervisor. The County Administrator shall appoint a member to the Commission for a two (2) year term, subject to confirmation of the County Board.
2. Duties and Responsibilities.
  - a. This Committee is an advisory Committee and not a policy making Committee.
  - b. The ECWRPC was created to engage in activities within the purposes for which Regional Planning Commissions were created under Wisconsin Statutes 66.0309. It brings together representatives from eight (8) Counties who besides serving as Commissioners who meet as a group on a bimonthly basis, also serve, individually, on various sub-committees. The primary purpose is to engage in regional planning. As such, its functions are to conduct all types of research studies, collect and analyze data, prepare maps, charts and tables. It has the function and duty of making and adopting a master plan for the eight (8) County Regions. The master plan, with its accompanying maps, plats, charts, programs and descriptive and explanatory matter, shall show the Commission's recommendations for the physical development of the region, including traffic arteries, bridges, public places, parks, recreational areas, airports, sewer and water lines as well as areas for industrial, commercial, residential, agricultural and recreational development. It is through the work of the Commission and its Committees that the planning is constantly being attended to. It is a dynamic process and it is solely advisory to the local governments.

#### **D. VETERANS SERVICE COMMISSION**

1. Membership. The Veterans Service Commission shall be comprised of three (3) Veterans who are Calumet County residents. The County Board Chair shall appoint members to the Commission for staggered three (3) year terms, subject to confirmation of the County Board.
2. Duties and Responsibilities.
  - a. At the organizational meeting, the members shall elect a Chair and a Vice Chair from members of the Commission. The County Veterans Service Officer shall serve as the executive secretary of the Commission.
  - b. Provide aid to needy veterans, or to spouses, surviving spouses, minor and dependent children of veterans, and the needy parents of veterans pursuant to Wisconsin Statutes Ch. 45.

### **RULE XXV: BOARDS**

#### **A. BRILLION LIBRARY BOARD**

1. Membership. The County Administrator shall appoint two (2) members, of which at least one (1) shall be a County Board Supervisor at the time of the appointment, to the Brillion Library Board for a three (3) year term, subject to confirmation of the County Board.
2. Duties and Responsibilities.

- a. Duties of the Board include maintaining and operating a public library. The Board's role is policy making only as it relates to use, management, regulation, budgeting and preservation of the public library as provided in Wisconsin Statutes, Chapter 43.

## **B. CHILTON LIBRARY BOARD**

1. Membership. The County Administrator shall appoint four (4) members, of which one (1) shall be a County Board Supervisor at the time of the appointment, to the Chilton Library Board for a three (3) year term, subject to confirmation of the County Board.
2. Duties and Responsibilities.
  - a. Duties of the Board include maintaining and operating a public library. The Board's role is policy making only as it relates to use, management, regulation, budgeting and preservation of the public library as provided in Wisconsin Statutes, Chapter 43.

## **C. COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD**

1. Membership. The Children with Disabilities Education Board shall be comprised of five (5) members, of whom three (3) members are to be County Board Supervisors and shall be representatives of that part of the county participating in the program. The County Administrator shall appoint members to the Board for a two (2) year term, subject to confirmation of the County Board.
2. Duties and Responsibilities.
  - a. At the organizational meeting, the members shall elect a Chair, who shall be a County Board Supervisor, and a Vice Chair from members of the Board. The Recording Secretary shall be the County Clerk or designee of the County Clerk. The organizational meeting shall occur within 30 days of approval of the committee appointments.
  - b. Provide the duties as provided in Wisconsin Statutes 115.817 (5).
  - c. Approve the annual budget and present it to the Board and review financial reports.

## **D. FOX VALLEY WORKFORCE DEVELOPMENT BOARD**

1. Membership. The Fox Valley Workforce Development Board consists of members from Calumet, Fond du Lac, Green Lake, Waupaca, Waushara and Winnebago Counties and shall be comprised of twenty-eight to thirty-two (28-32) members, with two (2) members from Calumet County. The Local Elected Official (County Board Chair) shall appoint members to the Board for a three (3) year term, subject to confirmation of the County Board.
2. Duties and Responsibilities.
  - a. Shall foster an environment of accessible, high quality, efficient and affordable training and employment opportunities to individuals, employees, and employers.

## **E. HEALTH AND HUMAN SERVICES BOARD**

1. Membership. The Health and Human Services Board shall be comprised of nine (9) members, of which at least three (3) shall be persons who are not elected officials or

employees of the county, as referenced in WI State Statute 251.03 and who have demonstrated interest or competence in the field of public or community health. A good faith effort shall be made to appoint a physician and a registered nurse. If unable to locate a willing physician, nurse or both, a good faith effort shall be made to appoint a physician assistant, advance practice registered nurse, or both. The County Administrator shall appoint members to the Board for a two (2) year term, subject to confirmation of the County Board.

2. Duties and Responsibilities.

- a. At the organizational meeting, the members shall elect a Chair, who shall be a County Board Supervisor, and a Vice Chair from members of the Board. The Recording Secretary shall be the County Clerk or designee of the County Clerk. The organizational meeting shall occur within 30 days of approval of the committee appointments.
- b. Oversee the Departments and assure enforcement of the Public Health, Home Health and Hospice, Human Services and Veteran Services Statutes, Rules and Regulations.
- c. Assess public health needs and advocate for the provision of reasonable and necessary public health services.
- d. Develop policy and provide leadership that fosters local involvement and commitment.
- e. Assure that measures are taken to provide an environment in which individuals can be healthy.
- f. Assume full legal responsibility and authority for the operation of the Home Health Care and Hospice Program.
- g. Responsible for the policy making of the programs pursuant to Wisconsin Statutes 46.23, 46.25, 46.27, 46.82, and 42 USC 651-658 and 45 CFR 300-399.
- h. Review Departments' annual budgets and refer to the County Administrator for further action and review financial reports.
- i. The Board shall confer and have policy making responsibilities for the Department of Health and Human Services and Veterans Service Department.

## **F. MANITOWOC-CALUMET COUNTIES LIBRARY SYSTEM BOARD**

1. Membership. The Manitowoc-Calumet Counties Library System Board shall be comprised of four (4) members, of which at least one (1) is to be a County Board Supervisor. The County Administrator shall appoint the members to the Board for three (3) year terms, staggered, beginning on January 1, subject to confirmation of the County Board.
2. Duties and Responsibilities.
  - a. This Committee is an advisory Committee and not a policy making Committee.
  - b. Duties of the Board include maintaining, operating a public library in conjunction with Manitowoc County. The Committee's role is policy making only as it relates to use, management, regulation, budgeting and preservation of the public library system as provided in Wisconsin Statutes, Chapter 43.

## **G. NEW HOLSTEIN LIBRARY BOARD**

1. Membership. The County Administrator shall appoint two (2) members, of which at least one (1) shall be a County Board Supervisor at the time of the appointment, to the New Holstein Library Board for a three (3) year term, subject to confirmation of the County Board.
2. Duties and Responsibilities.
  - a. Duties of the Board include maintaining and operating a public library. The Board's role is policy making only as it relates to use, management, regulation, budgeting and preservation of the public library as provided in Wisconsin Statutes, Chapter 43.

## **H. ZONING BOARD OF ADJUSTMENT**

1. Membership. The Zoning Board of Adjustment shall be comprised of five (5) members and two (2) alternates, and all must reside outside of the limits of incorporated cities and villages. No two (2) members may reside in the same town. Preference shall be given to members who reside in a town which has adopted county zoning. The County Administrator shall appoint members and alternates to the Zoning Board of Adjustment for three (3) year, staggered terms, subject to confirmation of the County Board. Terms shall be staggered such that no more than 2 member's terms of office are expired in any 1 year. Each term shall begin July 1.
2. Duties and Responsibilities.
  - a. At the organizational meeting, the members shall elect a Chair and a Vice Chair from members of the Board. The Recording Secretary shall be the County Clerk or designee of the County Clerk. The first alternate shall act, with full power, only when a member of the Board of Adjustment refuses to vote because of a conflict of interest or when a member is absent. The second alternate shall act only when the first alternate refuses to vote because of a conflict of interest or is absent, or if more than one member of the Board of Adjustment refuses to vote because of a conflict of interest or is absent.
  - b. Hear and decide appeals where it is alleged there is error in any order, requirement, decision or determination made by an administrative officer.
  - c. Hear and decide special exceptions to the terms of an Ordinance upon which the Board of Adjustment is required to pass.
  - d. Authorize, upon appeal in specific cases, such variance from the terms of an Ordinance, as will not be contrary to the public interest, where owing to special conditions, a literal enforcement will result in practical difficulty or unnecessary hardship, so that the spirit of the Ordinance shall be observed, public safety and welfare secured and substantial justice done.

## **RULE XXVI: COUNCILS**

### **A. GLACIERLAND RESOURCE CONSERVATION & DEVELOPMENT COUNCIL (GRC&D)**

1. Membership. The County Board Chair shall appoint one (1) member, who shall be a County Board Supervisor, to the Council for a two (2) year term, subject to confirmation of the County Board.



2. Duties and Responsibilities.
  - a. This Council is advisory and not policy making.
  - b. An independent, non-profit, non-partisan incorporated group having, as its primary concern the social, environmental and economic needs of the area. To address these concerns and needs, this Council will key on the development and conservation of all natural resources to promote economic development and improve the quality of life. This is accomplished by bringing together various agencies, organizations and people to work on projects addressing issues of sustainability. Glacierland RC&D works with public and private landowners to promote sustainable practices, including regenerative agriculture, invasive species management, multiple-use forestry and water quality best management practices, along with providing grant-writing and fiscal agent services. The Council is organized within the meaning of Section 501 (c) (3) of the Internal Revenue Code.

## **B. INTERNATIONAL TRADE, BUSINESS & ECONOMIC DEVELOPMENT COUNCIL (ITBEC)**

1. Membership. ITBEC is comprised of five (5) Regions in Wisconsin and Calumet County is in the East Central Region comprised of Brown, Calumet, Door, Fond du Lac, Kewaunee, Manitowoc, Outagamie, Ozaukee, Sheboygan and Winnebago Counties. Each County shall appoint two (2) members to represent their county, one (1) shall be a County Board Supervisor, and the other shall be the designee of the Director of Planning, Zoning and Land Information. The County Board Chair shall appoint members to the Council for a two (2) year term, subject to confirmation of the County Board.
2. Duties and Responsibilities.
  - a. This Council is an advisory Council and not a policy making Council.
  - b. The purpose of the Council is to promote and seek grants for Economic and Tourism activity in the Region.

## **C. LAND INFORMATION COUNCIL**

1. Membership. The Land Information Council shall be comprised of not less than 8 members. The council shall consist of the Register of Deeds, the Treasurer, and if one has been appointed, the Real Property Lister or their designees and the following members: one (1) County Board Supervisor, a representative of the Land Information office; a Realtor<sup>®</sup>, or a member of the Realtors Association employed within the county; a public safety or emergency communications representative employed within the county; the County Surveyor or a registered professional land surveyor employed within the county; and any other members of the board or public the board designates. The County Administrator shall appoint members to the Council for a two (2) year term, subject to confirmation of the County Board.
2. Duties and Responsibilities.
  - a. At the organizational meeting, the members shall elect a Chair and a Vice Chair from members of the Council. The Recording Secretary shall be the County Clerk or designee of the County Clerk.

- b. The Land Information Council shall review the priorities, needs, policies, and expenditures of a land information office established by the board and advise the county on matters affecting the land information office.

Adopted April 19, 2022

AMENDED by:

**Resolution 2022-21, adopted Jan. 17, 2023**

Amended Rule XXIII: Committees (Administrative Services and Public Safety Committee). *Moved “Emergency Management” from Public Safety to Admin Services.*

**Resolution 2022-22, adopted Jan. 17, 2023**

Amended Rule XXI: Miscellaneous. *Revised bereavement recognition from \$50 to \$75.*

**Resolution 2022-23, adopted Jan. 17, 2023**

Amended Rule XXV: Boards – Health and Human Services Board. *Updated the membership in regard to appointing a physician and registered nurse.*