

STANDING RULES

COLUMBIA COUNTY BOARD OF SUPERVISORS

(Revised August 16, 2023)

Index

- Rule 1. Board Meetings
- Rule 2. Addressing the County Board
- Rule 3. Motions
- Rule 4. Reports
- Rule 5. Resolutions and Ordinances
- Rule 6. Transfers from Equity Accounts
- Rule 7. Requests for Property Tax Funding of Programs
- Rule 8. Policy for Grant Approval
- Rule 9. Policy for Non-Designated State and Federal New Dollars
- Rule 10. Recording Motions and Seconds
- Rule 11. Voting and Elections
- Rule 12. Reconsideration
- Rule 13. Department Annual Reports
- Rule 14. State and National Conventions or Conferences
- Rule 15. Suspension or Amendment of Rules
- Rule 16. Repeal of Conflicting Rules
- Rule 17. County Board Chair and First Vice Chair
- Rule 18. County Board Members
- Rule 19. Committee Meetings
- Rule 20. Per Diem
- Rule 21. Relationship Between the County Board and Committees
- Rule 22. Special Committees, Commissions and Boards
- Rule 23. Ad Hoc Committees
- Rule 24. Standing Committees
- Rule 25. Standing Committee Duties
- Rule 26. Relationship Between the County Board Supervisors and Department Heads
- Rule 27. Relationship Between the County Board Supervisors and County Employees

STANDING RULES. All meetings associated with the County Board shall be conducted under Robert’s Rules of Order, the Newest Revised Edition, except as specifically stated in this document. The following are the Standing Rules of the Columbia County Board of Supervisors.

RULE 1. BOARD MEETINGS.

In the event the Chair is unavailable to preside over a meeting of the Board, the First Vice Chair shall preside. In the event the First Vice Chair is unavailable, the Second Vice Chair shall preside.

- (1) **ORGANIZATIONAL MEETING.** The Board shall meet on the third Tuesday of each April to organize and transact business. At the organizational meeting held in April on even numbered years, the County Board Chair, its First Vice Chair, Second Vice Chair and two

Executive Committee members shall be elected as prescribed under Board election procedures by a majority vote of the members present. The Standing Rules for the current session of the Board shall be adopted by a majority vote. Committee appointments shall be made by the County Board Chair.

- (2) **ANNUAL MEETING.** The Board shall hold an annual meeting on the Tuesday after the second Monday of November to address the regular monthly agenda and conduct the annual budget hearing. When the day of the meeting falls on November 11 (Veteran’s Day), the meeting shall be held on the next succeeding day.
- (3) **REGULAR MEETINGS.** The Board shall hold its regular meetings on the third Wednesday of the month, except when Wisconsin Statutes establish the meeting date. The date of the meeting may be changed by a majority vote of the Board. The Board shall meet monthly, unless the Executive Committee decides by a two-thirds vote that a meeting is unnecessary.
- (4) **SPECIAL AND EMERGENCY MEETINGS.** A special meeting of the Board shall be convened in accordance with Wis. Stats. § 59.11 (2), upon a written request of a majority of the supervisors delivered to the Clerk, specifying the time and place of the meeting. In addition, the Board Chair may convene the Board in a “declared emergency” using the procedure defined by Chapter 2 of the County Code of Ordinances.
- (5) **FULL BOARD MEETING DISTRIBUTION MATERIALS.** The County Clerk’s Office is responsible for compiling and distributing to County Board Supervisors the materials that will be discussed and voted upon at the full board meetings. If someone wishes to distribute any additional materials at or before the full board meeting, they shall obtain the County Board Chair’s approval and those materials shall be provided to the County Clerk. The person providing the additional materials shall supply thirty (30) copies to the County Clerk.
- (6) **MEETING HOUR.** The hour for the morning meeting of the Board shall be 9:00 a.m., and afternoon sessions following recess or adjournment shall meet at 1:30 p.m., unless otherwise ordered. During the months of May through October, the Board shall commence its meeting at 7:00 p.m. The Clerk shall note the time of calling of the meetings in the minutes.
- (7) **MEMBER ROLL CALL.** Whenever the Board convenes or reconvenes, the Clerk shall make a roll call of the members to establish a quorum. A roll call shall not be required if the recess is 15 minutes or less. All roll call attendance records of each Supervisor shall be recorded in the minutes and printed with the annual proceedings of the Board. Any Supervisor who is not present for roll calls shall at the first opportune time, in order to be recorded present, make his/her presence known to the Clerk. In the event any member is going to be absent for all or a portion of a session, it shall be necessary to inform the Chair. The minutes shall reflect whether an absent member notified the Chair in advance of the meeting.
- (8) **ORDER OF BUSINESS.** The regular order of business, which is subject to the discretion of the Chair, shall be as follows:

- (a) Roll call.
 - (b) Pledge of Allegiance.
 - (c) Approval of the printed journal unless otherwise ordered.
 - (d) Approve agenda and any changes thereto in compliance with open meeting law requirements under Wis. Stats. §§ 19.81 through 19.98.
 - (e) Claims and petitions.
 - (f) Communications/Public Input on agenda and non-agenda topics.
 - (g) Committee reports.
 - (h) Appointments.
 - (i) Union Contract ratification.
 - (j) Resolutions to be considered and resolved.
 - (k) Consideration of proposed ordinances.
 - (l) Consideration of other business on the table.
 - (m) Requests for future agenda items.
 - (n) Motion to Adjourn. (Requires approval by a majority voice vote of the members present.)
 - (o) On the day set for the adoption of the budget, the budget shall be considered immediately following “Appointments” during the morning session.
 - (p) On the last day of the current session, a reading and correcting of the journal of the day shall be done immediately prior to the final adjournment.
- (9) **MEETING AGENDAS.** The County Board Chair shall establish the agenda for County Board meetings. Committee Chairs shall establish the agenda for their Committee meetings, subject to review and approval by the County Board Chair. However, the County Board or any Committee may, by majority vote, place an item on the agenda for a future meeting designated by the motion. All meeting agendas shall include an agenda item titled “Public Input” to ensure the public can participate in any open meeting. Any public input section shall not be permitted during any closed session discussion, pursuant to Wis. Stats. § 19.85(1).

RULE 2. ADDRESSING THE COUNTY BOARD.

- (1) Every member, prior to speaking, shall address himself/herself to the Chair.
- (2) When two or more members wish to be recognized, the Chair shall designate who shall speak first.
- (3) No member shall speak more than twice on the same subject or question without approval of the Chair. A member may only speak for a total of 10 minutes or 5 minutes twice on a particular motion. If a member wishes to only inquire for informational purposes that will engage in questions and answers, then a member may take a total of 14 minutes or 7 minutes twice on a particular motion.
- (4) A member called to order by the Chair, shall immediately relinquish the floor. The Board, if appealed to, shall decide the case. If there is no appeal, the decision of the Chair shall be submitted.

- (5) Any person who is not a member of the Board who desires to address the Board on an agenda item, must first receive the approval of a Board member. The member will then request that the Chair recognize that he/she is relinquishing time to the nonmember to speak. The member thereafter forfeits one of his/her rights to further address the subject. The non-member shall be governed by all other relevant rules of the Board and shall address only the subject before the Board.
- (6) Public Input shall be limited to agenda items or non-agenda topics related to county government and a person may only speak for 5 minutes.

RULE 3. MOTIONS.

- (1) All motions must be presented by a Board member.
- (2) No motion shall be debated by the Board unless it is seconded; it shall be restated by the Chair before debate. Lengthy or complicated motions must be presented to the Clerk in writing after receiving a second.
- (3) After a motion is restated by the Chair, it shall be deemed to be in possession of the Board. All motions, resolutions, and amendments shall be entered at large upon the journal.
- (4) When a motion is being debated, no other motion shall be made except to lay on the table, to adjourn for the previous question(s), to limit or extend limits of debate, to postpone to a day certain, to refer, to amend, and to postpone indefinitely; these several motions shall have precedence in the order in which they are stated above.
- (5) The motion to adjourn shall always be in order; that and the motion to lay on the table shall be decided without debate.
- (6) If the question under debate contains several points, any member may move to have it divided.

RULE 4. REPORTS.

- (1) A committee report shall be a written or oral statement of the committee's position with respect to a particular issue or issues on the agenda. If a written report is provided by the committee, it shall be included with the mailing of the monthly Board agenda prior to the meeting. Reports may be presented orally or read from a written document orally. These reports will be accepted into the record, listed in the monthly minutes, and filed if there are no objections. Annual reports shall be submitted yearly and included with the mailing of the monthly Board agenda prior to the meeting. Whether or not a written committee report is provided, the committee chair or another member of the committee may be called upon at the meeting to provide background information and to explain the committee's recommendation.

- (2) Final majority reports from ad hoc committees shall be written and shall be recorded in the Board Minutes by the Clerk. A minority report may be filed in a like manner.
- (3) Notwithstanding sub. (1), above, the Board Chair may schedule a written or verbal informational update report from any committee regarding any topic before the committee even if a decision item on that topic is not on the agenda.

RULE 5. RESOLUTIONS AND ORDINANCES.

- (1) The Chair, after consultation with the Corporation Counsel, will determine when contractual arrangements must be approved by the Board.
- (2) Compensation plans for all non-union county employees shall be presented by the Human Resources Committee and shall be approved by a simple majority vote of the members present.
- (3) The resolution to adopt the budget shall require a two-thirds vote of the members present at the meeting. Any proposed amendments to the budget resolution shall require a majority vote of the members present at the meeting to pass. If any proposed amendments to the original resolution necessitates a fiscal change that increases the proposed budget, the motion for the amendments shall include a funding source to account for the increase in the budget. Accounting shall also provide the full board with the cost estimate of the total increase for any proposed amendment that includes a financial increase to the proposed budget, in writing, before the full board votes on that amendment.
- (4) Resolutions to make transfers from the General Fund or the Contingency Fund shall be referred to the Finance Committee for its recommendation back to the Board, and shall require a two-thirds vote of the entire membership of the Board to obtain passage, pursuant to Wis. Stats. § 65.90 (5)(a).
- (5)
 - (a) A resolution, petition, or motion submitted by a member or members not constituting a committee shall be read and referred to the appropriate committee by the Chair.
 - (b) Resolutions, petitions, or motions submitted by non-members shall be presented through a member for referral to an appropriate committee.
 - (c) If not returned for Board consideration, the committee shall present an oral or written report of its conclusions.
 - (d) Notwithstanding sub. (c), the full Board may take a resolution, petition, or motion from a committee that has not been considered by a majority vote. In addition, the full Board by majority vote may reject or stop any action made by a committee. If the motion passes, the resolution, petition, motion, or action from that committee will automatically be placed on the full County Board meeting agenda for consideration at the next scheduled meeting.

- (6) Resolutions and/or ordinances shall:
 - (a) Be submitted by Board members or committees only.
 - (b) Indicate at the top a brief synopsis and the name of the committee introducing the document to the Board.
 - (c) Be numbered on each line and page of the document.
 - (d) Contain a fiscal note explaining the budgetary effect of the proposed action, if applicable. The fiscal note shall be referred to the Finance Committee for its recommendation.
 - (e) Be submitted in writing to the Clerk by 12:00 noon on the Thursday before the Board meeting date, unless the Clerk requests an earlier delivery date or time, and to the Corporation Counsel for review at the same time as distributed to members.
 - (f) Be considered, if submitted after the above deadline, only if deemed urgent by the Chair. Any resolution that is not included in the agenda may be placed on the agenda if the media and public have been noticed of such addition more than twenty-four hours in advance if it is not an emergency or more than two hours in advance if it is an emergency. Any resolution added in the above manner may be considered by the Board unless objected to, in which case a two-thirds majority of members present will be required for consideration.
- (7) Resolutions submitted to the Board for adoption shall be signed by a majority of the members of the submitting committee and ordinances shall be signed by the Chair and Clerk after adoption.
- (8) Resolutions and ordinances shall be taken up in the order in which they are presented, unless otherwise ordered by the Chair. If there is no objection from the Board members present, the reading of any proposed resolution or ordinance may be waived by the Chair and be referred to by title only provided that all members have received a written copy of said resolution or ordinance at least twenty-four hours prior to the Board meeting. An ordinance or resolution may be amended at any time prior to its being adopted by the Board.
- (9) Amendments offered shall be germane to the primary subject of the resolution or ordinance.
- (10) Resolutions and ordinances may be passed or adopted at a single meeting of the Board. Upon the reading of a resolution or an ordinance, one of two motions must be made by a member of the Board of Supervisors:
 - (a) To approve; or
 - (b) To postpone to a date certain.

- (11) Upon the passage of an ordinance, motion, or resolution affecting any County department, officer, or official, or any town, city or village, the Clerk shall immediately thereafter transmit a copy of the same to the County department, officer or official affected, and for the local municipalities shall transmit a copy of the same to the clerk of the affected municipality.

RULE 6. TRANSFERS FROM EQUITY ACCOUNTS.

Transfers from the Highway and Transportation Department or Health Care Center unreserved equity for the purpose of expending non-budgeted items must have the oversight committee and County Board approval for a total aggregate amount of \$50,000 or more (annually).

Any transfer from other non-designated equity accounts must have County Board approval.

RULE 7. REQUESTS FOR PROPERTY TAX FUNDING OF PROGRAMS.

Any County program that has been historically 100% funded through an outside funding source (grant, user fees, etc.) and now requires an input of County tax dollars, or any program starting that requires County funding, must be approved by the County Board via a specific resolution. The fiscal note must clearly show the increase in County taxes, and be reviewed by the Finance Committee prior to presentation at the County Board.

RULE 8. POLICY FOR GRANT APPROVAL.

New grants larger than \$50,000, which are not part of the annual budget process, due to timing, must be accepted by the County Board via resolution from the Executive Committee.

RULE 9. NON-DESIGNATED STATE & FEDERAL NEW DOLLARS.

All State and Federal new dollars, awarded to the County and not designated to a specific department, must have County Board approval for expenditures totaling \$50,000 or more (annually). This includes, but is not necessarily limited to, all Federal Covid-19 relief and ARPA funds.

RULE 10. RECORDING MOTIONS AND SECONDS.

In all cases where an ordinance, resolution, or motion shall be entered on the journal of the Board, the name of the member moving the same, and the name of the member seconding shall be entered on the journal.

RULE 11. VOTING AND ELECTIONS.

(1) COUNTY BOARD VOTING.

- (a) Voting by the County Board shall be by voice vote or roll call vote, if requested.

- (b) In the event of a roll call vote, the Chair's vote shall be recorded last.
- (2) **COMMITTEE VOTING.**
- (a) The County Board Chair or First Vice Chair shall vote when his/her presence is necessary at a meeting to create a quorum of the committee.
 - (b) In the event of a roll call vote, the Committee Chair's vote shall be recorded last.
- (3) **ROLL CALL VOTES.** A roll call vote on any question shall be taken by the ayes and nays when called for by the Chair or a member of the Board. Roll call votes may be taken by electronic voting unless the electronic voting system is inoperable.
- (4) **ELECTIONS.** Where the vote is for election to an office, the vote shall be by ballot.
- (a) If three or more candidates are nominated, balloting shall occur until such time as one candidate receives the majority of the votes of the members present. Nominations do not require a second. If no candidate receives a majority vote when the ballots are counted, the candidate with the lowest vote count shall be eliminated. This procedure shall be repeated until a majority vote is obtained.
 - (b) The two elected members of the Executive Committee shall be selected by ballot from a slate of nominees proposed by nominations from the floor. The election shall be in accordance with the procedures established at Rule 11(4)(a) except that each supervisor shall vote for two members on each ballot, with the election ending when two nominees receive a majority of the votes.
 - (c) County Veteran's Service Officer Election: The Board shall elect by a majority vote a County Veteran's Service Officer who shall be a Wisconsin resident who served under honorable conditions in the Armed Forces of the United States as provided by Chapter 45 of the Wisconsin Statutes. The County Veteran's Service Officer shall serve until the first Monday in January of the second year subsequent to the year of his or her election, and if re-elected, shall continue to serve unless removed by the Board.
 - (d) County Highway Commissioner Election: The Board shall elect a County Highway Commissioner by a majority vote. Upon his/her first election, the County Highway Commissioner shall serve until the first Monday in January of the second year succeeding the year of the election; and if re-elected, shall continue to serve unless removed by the Board.

RULE 12. RECONSIDERATION.

A motion for reconsideration may be made by a member who voted on the side prevailing on the vote on such matter, provided the motion for reconsideration is made on the same day. Thereafter, the same subject may be placed on the agenda for consideration only with the vote of two-thirds

of the entire membership or a majority rule may take place if circumstances change in the original motion with the Executive Committee's approval. In the event of a tie vote, either side can ask for reconsideration.

RULE 13. DEPARTMENT ANNUAL REPORTS.

County officers and department heads shall be introduced and shall be available for questions and comments at the direction of the Chair during the Board meeting at which his/her written annual report is taken under consideration.

RULE 14. STATE AND NATIONAL CONVENTIONS OR CONFERENCES.

Board members who attend state and national conventions or conferences must obtain approval in advance from the Board Chair prior to attendance. If prior approval is not received, no expense reimbursement will be made. Board members are expected to adhere to the Code of Ethics while attending state and national conventions or conferences. Any board member found in violation of the Columbia County Code of Ethics shall receive disciplinary actions, as described in Chapter 3.

RULE 15. SUSPENSION OR AMENDMENT OF RULES.

No rule of the Board shall be suspended, altered, or amended during a meeting without the concurrence of two-thirds of the members present. The Standing Rules may be altered or amended generally by a simple majority vote of the members present as previously noted on the Board meeting agenda.

RULE 16. REPEAL OF CONFLICTING RULES.

The Standing Rules shall be in full force upon adoption. Therefore, making all prior standing rules of the County Board hereby rescinded.

RULE 17. COUNTY BOARD CHAIR AND FIRST VICE CHAIR.

- (1) The County Board Chair or the First Vice Chair shall either be a member of or have previously served as a member of the Finance Committee.
- (2) The Chair and First Vice Chair shall each be paid a salary as established by the members of the Board. The Chair shall not be a member of any particular standing committee, except the Executive Committee. The Chair and First Vice Chair shall be given notice of and have the privilege of attending and participating in the deliberations of any other committee of the Board but shall not vote unless his/her presence is necessary to create a quorum of the committee. Mileage, per diems, and other accepted, authorized expenditures shall be reimbursed on the same basis as all other Board members, including days spent in the office as Chair and First Vice Chair as authorized by the Chair.

- (3) The Chair shall serve as chair of the public hearing to adopt the annual budget at the November Board meeting.
- (4) The Board Chair and/or First Vice Chair shall have the right to act as a voting member of any committee if said participation is necessary to establish a quorum.
- (5) The Board Chair and Clerk shall sign all contracts approved by a resolution of the Board.
- (6) The Chair shall assign topics and issues which arise that are not clearly defined in the Standing Rules as being the responsibility of a particular standing committee as he/she deems appropriate.
- (7) A meeting of the standing committee chairs shall be convened at the discretion of the Chair.
- (8) Board Chair activities could consist of, but not be limited to, the following:
 - (a) Be available in office at least five hours per week.
 - (b) Work closely with all County departments on matters pertaining to the County.
 - (c) Appear, when requested to do so, as the representative of the Board.
 - (d) Attend as many committee meetings as possible.
 - (e) Keep members informed, mostly through committee chairs.
 - (f) Assist in the preparation of the Board meeting agenda and assure it is in the possession of members prior to Board meetings.
 - (g) Take care of daily details that arise.

RULE 18. COUNTY BOARD MEMBERS.

- (1) Every member of the Board must reside within the district, which he or she has been elected to represent. If a Board member moves out of that district, he or she will be expected to resign. If no resignation is forthcoming, the seat will be declared abandoned after three consecutive months and the Board will appoint a new district representative.
- (2) Pursuant to Wis. Stats. § 59.10(4), a member of the Board may not also simultaneously serve as a County employee or as a County official.
- (3) In the event a County Board seat becomes vacant or remains open after the general election, the Executive Committee shall be responsible for advertising and filling the open County Board seat. Upon conducting interviews with potential candidates to fill the open County Board seat, the Executive Committee will approve, by a majority vote, a recommendation to

the full Board. The full Board will then appoint and confirm the recommendation by a majority vote.

RULE 19. COMMITTEE MEETINGS.

- (1) All committee meetings shall have a public notice that meets the requirement of Wis. Stats. § 19.84.
- (2) Closed sessions may be held only where there is an overriding interest of the County for the closed session, when authorized by Wis. Stats. § 19.85, and when there has been public notice in accordance with Wis. Stats. § 19.85. Scheduling and conduct of closed sessions shall follow the guidance document published by the Wisconsin Department of Justice and the Wisconsin Attorney General.
- (3) Department heads and staff must provide County Board Supervisors with meeting materials pertinent to items on the agenda regarding any voting action items taking place during scheduled committee meetings at least 48 hours in advance in a format that is readily accessible to County Board Supervisors. Any committee member may object to information given out during the meeting regarding any voting action that did not meet the 48-hour rule. If there is such an objection, the agenda item will require three-fourths approval from the committee before the agenda item can be voted on as a whole by the committee. If the agenda item does not receive three fourths approval, the agenda item cannot be voted on during that committee meeting, but it will automatically be placed on the next month's committee meeting. Notwithstanding the above, the County Board Chair may issue a written waiver of the 48-hour rule for a particular agenda item.
- (4) In addition to or in place of meetings described in Rule 24, committee meetings may be held immediately before a County Board meeting, during a recess of a County Board meeting or immediately after a County Board meeting to discuss noticed subjects on the County Board's meeting agenda.
- (5) To accomplish this, the Chair of the governing committee must request permission of the County Board Chair to hold such a meeting, and to provide the Chair with the time, place and subject matter of the meeting so that the County Board Chair can publicly announce the facts of the meeting while the County Board is in session.
- (6) A committee meeting held before a County Board meeting shall require an advance public notice in accordance with Wis. Stats. § 19.84.
- (7) Meetings consisting of two or more committees meeting concurrently shall require approval of the Board Chair.
- (8) To meet unanticipated special situations that require prompt attention, a committee may meet, with the Board Chair's approval and within the parameters of the open meetings law, to resolve the matter. Other committees who may have an interest shall be consulted prior to a final decision.

- (9) Pre-County Board committee meetings must be scheduled by noon on the Thursday preceding the Board meeting (the Wednesday preceding the Board meeting in April and November); however, the County Board Chair may waive this requirement if he/she deems that the meeting is imperative to the best interests of the County and to not schedule it would put the County in a position of jeopardy financially or legally.
- (10) All committees shall comply with Board approved personnel policy, Standing Rules, Wisconsin Statutes, and mandated grant requirements.
- (11) In the event that any member is going to be absent for all or a portion of a committee meeting, it shall be necessary to inform the Committee Chair. The minutes shall reflect whether an absent member notified the Committee Chair in advance of the meeting.
- (12) A member who misses three consecutive Board meetings or three consecutive committee meetings shall meet with the Board Chair to discuss the member's commitment to continued service on the Board. The Board Chair may recommend that the Executive Committee take disciplinary action against a member for excessive absenteeism under this Rule.
- (13) If a member cannot physically attend a committee meeting and there are technologically available resources in the meeting rooms, such as telephones or video conferencing, he/she may use them to participate in the meeting. Reasons for participation in a meeting by video conference include, but are not limited to: out-of-town travel, at work, and sickness. Members are only eligible to claim per diem for attending a meeting using technology. A member may not use technology to attend full Board monthly meetings, unless there is a declared public emergency.
- (14) Each committee shall maintain a written record of its proceedings. A draft copy of the minutes shall be sent by email attachment to the Clerk within one week following the date of the meeting and may be made available to county board members. The original approved minutes, signed by the committee secretary, shall be filed with the Clerk within one week following approval of the minutes. Written documents referenced in the minutes shall be attached and filed with the original minutes.
- (15) Minutes of a closed meeting shall only be created when action is taken in closed session. Closed session minutes shall be reviewed, approved and retained in the same manner as other committee meeting minutes.

RULE 20. PER DIEM.

Members of the Board are eligible for per diem. They are responsible for submitting monthly per diem sheets. Members shall have up to two months to submit their per diem claims to the Clerk's Office, unless otherwise approved, in writing, by the County Board Chair. For example, a member shall not claim per diem in March of a year during the month of June.

RULE 21. RELATIONSHIP BETWEEN THE COUNTY BOARD AND COMMITTEES.

All standing committees and any ad hoc or special committees established by the County Board of Supervisors are subcommittees of the full Board. The County Board of Supervisors reserves the right of oversight of committee actions. Notwithstanding any provision of the Standing Rules, an action of the full County Board of Supervisors taken in accordance with the procedures in the Standing Rules shall supersede any action or inaction by a committee, including, but not limited to, overturning any decisions made by the standing committees. No county board supervisor shall be excluded from any closed meeting of any committee.

Any County Board Supervisor and/or citizen member appointed by the County Board who wishes to resign from a committee shall submit their resignation in writing to the County Board Chair.

RULE 22. SPECIAL COMMITTEES, COMMISSIONS, AND BOARDS.

- (1) The Chair, with Board approval, shall appoint statutorily mandated and special committees and boards in the same manner as other standing committees are appointed.
- (2) The Revolving Loan Fund/Housing Committee shall consist of one member from the Finance Committee or a citizen at large with banking or financial experience, one member each from the Agriculture, Extension, Land and Water Conservation Committee and Executive Committee, and the Board Chair or designee.
- (3) The Ethics Board shall be appointed as provided in Chapter 3.
- (4) Any citizen interested in serving on a special committee, commission or board shall complete an application form and submit the completed form to the County Clerk for consideration by the County Board Chair and the Executive Committee.

RULE 23. AD HOC COMMITTEES.

- (1) Ad hoc committees and their chairs shall be appointed by the Board Chair, with Board approval. These assignments shall be for a definite purpose and time and shall hold over until such duties have been completed and a final written report given to the Board.
- (2) Ad hoc committees to whom reference is made shall in all cases report a statement of facts and their opinion thereon to the Board as interim verbal reports on no less than an annual basis. Such reports shall be given in addition to final written reports.
- (3) The ad hoc negotiating committee shall be appointed for contracts which expire and shall consist of one member from the Finance, Human Resources, and Executive Committees, and shall represent the County, in conjunction with the Human Resources Director, in labor union contract negotiations.

- (4) Following a decennial federal population census, the ad hoc redistricting committee shall be appointed of current supervisors from the presiding county board to develop and recommend new supervisory districts to the full board for consideration and approval in accordance with state statutes. At least one current supervisor living within a city, village, and town must be on this ad hoc committee. This committee shall not be changed or removed from the Standing Rules unless approved by two-thirds vote of the full Board.

RULE 24. STANDING COMMITTEES.

- (1) Standing committees shall meet regularly, prior to the monthly Human Resources, then Finance, and concluding with the Executive committee meetings. Actions that require approval from multiple committees shall originate from the governing committee. Committees wishing to meet more than once a month, or cancel a monthly meeting, shall request permission from the Board Chair. All committee meetings shall comply with the applicable open meeting statutes. Committees will recommend a monthly meeting schedule, subject to the approval of the Board Chair and the Executive Committee. Changes to the monthly meeting schedule will require prior approval by the Board Chair.
- (2) Every member of the Board, except the Chair, shall be appointed to at least one standing committee initially and may be appointed to more than one such committee. The County Board Chair shall not serve as the committee chair for any standing committee, with the exception of the Executive Committee. However, in the absence of a standing committee's chair, vice chair, and secretary, the County Board Chair may serve as a temporary chair.
- (3) Each standing committee shall elect its own chair, vice chair, and secretary. No member shall accept more than one chair position of a standing committee. This limitation shall not apply to ad hoc, special committees, and vacancies that occur midterm.
- (4) The standing committees shall be composed of at least five members each, except:
 - (a) The Health and Human Services Board, which shall be considered a standing committee of the County Board, shall be composed of six County Board members, and three lay members in accordance with Wis. Stats. §§ 46.23 (4) and 251.03. The concerns of the Division of Health shall be addressed as a separate agenda item of business at each Health and Human Services Board monthly meeting.
- (5) Standing committee members shall be appointed at the biennial organizational meeting by the Board Chair, subject to the approval by the Executive Committee, and shall serve at the pleasure of the Chair.
- (6) All Non-County Board members of Committees shall be appointed by the Board Chair subject to approval by the County Board. All Non-County Board members must reside in Columbia County.
- (7) It is the responsibility of standing committees to approve operating policies and/or procedures, and goals submitted by the department heads for their designated departments

and to monitor the implementation and execution of such policy, procedures and goals, as well as to assure that department heads are fulfilling their responsibilities.

- (8) Standing Committees and department heads shall coordinate on matters of shared jurisdiction as established by State Statutes, County Ordinances or Standing Rules.
- (9) Standing Committee members may propose changes relating to committee and/or full county board business within their committees following the guidelines of Rule 5 (6) and (7).

RULE 25. STANDING COMMITTEE DUTIES.

The following shall be the assigned duties of the standing committees of the Board. Committees shall audit and approve bills for payment.

- (1) **AGRICULTURE, EXTENSION, LAND AND WATER CONSERVATION COMMITTEE.**
 - (a) This committee shall have jurisdiction over the offices of, and shall examine all claims and accounts connected with the Agriculture, Extension Education, and Resource Development and Land and Water Conservation departments and it shall be responsible for handling and processing claims for dog damage. This committee shall advise on matters pertaining to agriculture in the County.
 - (b) This committee shall have participation in the Farmland Preservation Program.
 - (c) This committee shall perform the duties prescribed in Chapter 92, Wisconsin Statutes, except as limited herein by the Board. The Chair of the Columbia County Consolidated Farm Services Agency Committee, or his/her designee, shall be a member of this committee for Land and Water Conservation Committee purposes. The Planning and Zoning Committee and Solid Waste Committee shall designate a representative to serve as an adviser to the Land and Water Conservation Committee, pursuant to Chapter 92, Wis. Stats. It shall be the duty of this committee to promote resource development in the County.
 - (d) The Agriculture, Extension, Land and Water Conservation Committee shall plan and prepare applications for assistance to develop, operate and maintain snowmobile trails and facilities including County parks.
- (2) **COLUMBIA HEALTH CARE CENTER COMMITTEE.** This committee shall be responsible for the operation and maintenance of the Columbia Health Care Center in compliance with the Wisconsin Statutes.
- (3) **EXECUTIVE COMMITTEE.**

- (a) There shall be an Executive Committee, consisting of five (5) members: The Chair, the First Vice-Chair, Second Vice Chair, and two elected members. The Board Chair shall be the chair of this committee.
- (b) Should there be a vacancy on the committee, a successor shall be elected by the Board in the manner set forth in Rule 11. The Chair shall review all standing committee minutes. Areas of concern shall be reviewed with the Executive Committee and the appropriate standing committee.
- (c) This committee shall have jurisdiction over the Office of County Clerk.
- (d) This committee shall have responsibility over all matters pertaining to County performance bonds and the specific duties provided in Wis. Stats. § 59.21.
- (e) This committee shall have jurisdiction and fiscal responsibility for all matters and accounts pertaining to the Veterans' Service Office, other than those benefits under Wis. Stats. § 45.86.
- (f) The members of the Executive Committee are solely authorized to represent the County's point of view at State legislative hearings or Intercounty Coordinating Committee (ICC) meetings. In the event an Executive Committee member chooses not to attend such a hearing or meeting, the Chair may designate a knowledgeable supervisor to attend in his or her place.
- (g) This committee shall recommend the Standing Rules to the Board.
- (h) This committee shall recommend to the Board the acquisition of real property on behalf of the County.
- (i) This committee shall have jurisdiction over space usage of county buildings and county owned property.
- (j) This committee shall create policies to maintain reasonable liability and property insurance coverage for all County exposures and assets.
- (k) This committee shall investigate and report on all claims against the County referred by the Board Chair and shall report its recommendations back to the Board.
- (l) All matters pertaining to litigation and legal issues concerning the County shall be referred to this committee for recommendation to the Board.
- (m) This committee shall also have jurisdiction over the Land Information Department and Register of Deeds Office. These offices shall collect and store all information in compliance with Wis. Stats. §§ 16.967, 59.43, 70.09, and 77.21 through 77.30.

- (n) This committee shall supervise the monumentation program and maintain it in an efficient manner, in compliance with Wis. Stats. § 59.74, and 60.84 (3)(c), and shall have jurisdiction over the County Surveyor.
- (o) This committee shall have the authority to declare a public emergency, which impacts County government operations, by a majority vote.

(4) FINANCE COMMITTEE.

- (a) Either the First Vice Chair or the Second Vice Chair shall serve on the Finance Committee.
- (b) This committee shall have jurisdiction over the offices of County Treasurer and Comptroller/Auditor. It shall be the duty of the Finance Committee to make recommendations on all proposals for transfer from the General or Contingency Fund. It shall require the regular monitoring of all revenue and disbursement accounts and require that department heads and governing committees are alerted of deviations of concern.
- (c) It shall prepare and present to the Board at the annual session the budget and tax levy; first in temporary form and finally in a complete form as changed during the Board session.
- (d) To enable the committee to prepare such budget, all requests for appropriations shall be filed with the Comptroller not later than a date designated by the committee.
- (e) This committee shall govern and approve the Columbia County Financial Handbook, which incorporates the Statutes, County Board Resolutions, and accepted Accounting Practices. The Columbia County Executive Committee shall be informed of all changes. The committee also governs and approves the Columbia County Purchasing Manual, which reflects detailed procedures to comply with the adopted Purchasing/Contracts Ordinance.
- (f) It shall be the duty of the committee to familiarize itself with the certified audit report of County offices. It shall confer with the auditor in charge of the audit regarding details of the audit and make such recommendations to the Board as it deems necessary.
- (g) This committee shall act as Audit Committee and shall pass on miscellaneous current bills not audited by any other County committee or department as provided by law or by these rules.
- (h) All departmental accounting shall be in compliance with procedures established by the County Auditor under the direction of the Finance Committee.

(5) HEALTH AND HUMAN SERVICES BOARD.

- (a) The Health and Human Services Board is considered a standing committee under Columbia County Board of Supervisors. The Health and Human Services Board shall adhere to all the County Ordinances, Standing Rules, and all other County practices and procedures.
- (b) The Health and Human Services Board shall function in accordance with Wis. Stats. §§ 46.23, 251.03 (1), and 251.04, and shall accept additional funding from the State of Wisconsin when no additional funding is required from the County per Resolution #69-94.
- (c) The chair and vice chair of the Health and Human Services Board shall be members of the County Board.
- (d) The Health and Human Services Director and Health and Human Services Board, with the addition of three non-County Board members as required by Wis. Stats. § 251.03, shall establish policies and supervise the implementation of these policies as detailed in Wis. Stats. § 251.04.

(6) HIGHWAY COMMITTEE.

- (a) This committee shall be responsible for all highway and bridge maintenance and construction as provided by the Wisconsin Statutes or referred to it by this Board or as requested by local municipalities.
- (b) The Highway Committee shall function in accordance with all State and Federal statutes and administrative rules. Further, this committee shall govern the maintenance of County parks in cooperation with the Land and Water Conservation Committee and shall have authority over the budget therefor.

(7) HUMAN RESOURCES COMMITTEE.

- (a) This committee shall have jurisdiction over the Human Resources Department and all matters pertaining to employment to assure compliance with State and Federal labor directives; such as, wages, conditions of employment, fringe benefits, the employee grievance process, and other related matters; and shall assure compliance with Subsection 8.1000 of the Code of Ordinances.
- (b) This committee shall create policies to provide health insurance coverage and a worker's compensation program for County employees.
- (c) This committee shall review, coordinate, and analyze workers compensation claims and ensure claim information is made available to committee chairs for department head review.
- (d) The committee shall also:

- Provide advice and counsel on all aspects of County employee matters and assess the efficacy of the current workforce in all County Departments.
- Review and adopt personnel policies for execution of the County's human resources function in accordance with Subsection 8.1000 of the Code of Ordinances.
- Foster the development, implementation, and execution of an Affirmative Action Plan, American with Disabilities Act Plan, and Equal Employment Opportunities Commission Plan.
- Make recommendations to the County Board to bring all relevant laws, rules, and regulations into conformity with Subsection 8.1000 of the Code of Ordinances.
- Serve as the final internal appeal level under Subsection 8.1000 of the Code of Ordinances for employees' complaints, when the Human Resources Committee is not the direct supervisor of the complainant. When the Human Resources Committee is the direct supervisor of the complainant, the Executive Committee will fulfill this function. The determination of this committee is binding upon the County in cases of discrimination.
- Establish Employee Handbook and Personnel Manual. Any proposed changes to the Employee Handbook shall be reviewed and approved by the Human Resources Committee, by a majority vote, before it can be implemented. Permanent changes to the Personnel Manual shall be made by the Human Resources Committee or the Executive Committee, pending final approval by the County Board. In the event of a fiscal impact, additional approval by the Finance Committee will be required before the change is presented to the County Board. All approved changes to the Employee Handbook and Personnel Manual shall be distributed to all departments by the Human Resources Director.

(8) JUDICIARY COMMITTEE.

- (a) This committee shall have jurisdiction over the offices, records, and claims, and act as audit committee for the offices of Corporation Counsel, District Attorney, Clerk of Courts, Register in Probate, Circuit Courts, and Court Commissioner.
- (b) It shall be the duty of this committee to confer with and supervise the needs, powers and duties of all of the listed offices.

(9) PUBLIC SAFETY COMMITTEE.

- (a) This committee shall have jurisdiction over the offices, records, and claims, and act as audit committee for the offices of Sheriff, Medical Examiner, and the law enforcement communication systems.
- (b) It shall make recommendations regarding enforcement of laws.
- (c) This committee shall ensure that the Sheriff's Office has a written operating policies and procedures manual in accordance with Wisconsin Statutes.

- (d) This committee shall have jurisdiction over the 9-1-1 programs in the County. Monthly operations and financial matters associated with the 9-1-1 programs shall be supervised by the Sheriff's Office and audited by the Public Safety Committee.
- (e) This committee shall have jurisdiction over Emergency Management in the County, as required by law, and shall budget and audit Emergency Management expenditures. This committee shall supervise monthly operations and financial matters associated with Emergency Management.

(10) INFORMATION SERVICES AND PROPERTY COMMITTEE.

- (a) This committee shall have jurisdiction over the County's Management Information Services Department and shall direct all information services related tasks. It shall have responsibility for interdepartmental collecting, updating, coordinating, retaining, preserving, and disbursing of information so the County can conduct its business.
- (b) This committee shall have jurisdiction over Facilities Management, which includes, but is not limited to:
 - Have jurisdiction over the janitorial and maintenance staff of buildings with the exception of the highway and nursing home properties;
 - Have jurisdiction over the repair and maintenance of all County buildings and grounds not budgeted by other committees or boards;
 - Make recommendations to the Board for repairs or improvements for all County owned buildings in excess of approved budgeted amounts;
 - Work with the County Treasurer all remedies relative to the collection of delinquent taxes and the sale of land for taxes, acting in this capacity as the County Land Appraisal Committee.

(11) PLANNING AND ZONING COMMITTEE.

- (a) This committee shall have jurisdiction over the Planning and Zoning Department.
- (b) It shall be the duty of this committee to establish shoreline use controls and pollution control of navigable waters, pursuant to Wis. Stats. § 59.692, in conjunction with the Agriculture, Extension, Land and Water Conservation Committee.
- (c) This committee is responsible for all County comprehensive planning relating to land use and participates in the Farmland Preservation Program.
- (d) This committee shall supervise the enforcement of all matters relating to zoning, private sewage systems, subdivision control, land use, and non-metallic mining ordinances and statutes.

- (e) The Planning and Zoning Committee shall have responsibility for designation of emergency numbers for the emergency service number system throughout unincorporated Columbia County.
- (f) This committee shall have jurisdiction over the administration of the Wisconsin Fund and the issuance of various permits required by the Planning and Zoning Department

(12) SOLID WASTE COMMITTEE.

- (a) This committee shall have jurisdiction over the Solid Waste Facilities, which shall efficiently collect, process, market, and dispose of solid waste. The committee shall encourage waste reduction as the responsible unit for recycling for the County. This committee will audit the monthly departmental bills, receipts, recommend fees, and negotiate solid waste contracts for Board consideration.
- (b) This committee shall assure compliance with all DNR Codes, federal and Wisconsin Statutes pertaining to solid waste and recycled materials.

RULE 26. RELATIONSHIP BETWEEN COUNTY BOARD SUPERVISORS AND DEPARTMENT HEADS.

- (1) Department heads serve in the top leadership role for their departments and are responsible for administering various programs and services to County residents. Department heads are appointed, with the exception of elected officials who serve as a department head within the term limit proscribed to their office.
- (2) In the event that a County department head position becomes vacant and it is not an elected position, the hiring process to fill that position shall follow the Uniform Selection and Replacement process, as enumerated in the Personnel Manual. The recommendation for the replacement from the Interview Committee shall be approved by a majority vote of the Executive Committee. For the positions of Comptroller/Auditor, Corporation Counsel, Health and Human Service Director, Highway Commissioner, and Veteran Services' Officer, a majority vote of the full Board is required for approval and shall be consistent with applicable State statutes.
- (3) The removal of a department head, with the exception of elected officials and those enumerated in sub. (2), shall be effectuated through the following process:
 - (a) The process for the removal of a department head may originate from the governing committee, Human Resources Committee and/or the Executive Committee.
 - (b) If the Human Resources Director determines that there are circumstances that would make the dismissal of a Department Head justified, the Human Resources Director may present all credible information to the Human Resources Committee and/or the Executive Committee, in a closed session.

- (c) The removal of a department head shall be passed by a majority vote from the Human Resources Committee and/or the Executive Committee.
- (d) If the Human Resources Committee determines that the removal of a department head is justified, the Executive Committee shall have superseding authority and can overturn the decision made by Human Resources Committee.
- (e) Once the decision to remove a department head has been made, the County Board Chair and the Human Resources Director shall sign a termination letter. The dismissal becomes effective immediately upon delivery of the termination letter, via in-person delivery, or electronic format in situations where the department head is not available to receive the letter in-person.

RULE 27. RELATIONSHIP BETWEEN COUNTY BOARD SUPERVISORS AND COUNTY EMPLOYEES.

In order for County government to be successful, County Board Supervisors and County employees must have a positive and professional working relationship. To that end:

- (1) Board members may submit a written request, consistent with Corporation Counsel approval, to any department head for information related to that department's job functions, programs, and any other such information or data pertinent to County government. Exceptions to what Board members may request include, but are not limited to, personal information about County employees or other similar information of a sensitive nature, as determined by the Human Resources Department.
- (2) All written requests for information must also be submitted to the Human Resources Director and the County Board Chair.
- (3) Department heads shall respond to any County Board Supervisor's legitimate request for information as soon as is reasonably possible.
- (4) If the requested information cannot be provided to the County Board Supervisor within a reasonable time frame, the department head shall contact the County Board Supervisor, the County Board Chair, the Corporation Counsel, and the Human Resources Director outlining the reasons for the delay and offer a timeline for when the information will be provided. If the department head cannot provide the requested information, they shall provide their reason, in writing, to the County Board Supervisor, the County Board Chair, the Corporation Counsel, and the Human Resources Director.
- (5) If the County Board Supervisor is not satisfied with the reasons for denial, the County Board Supervisor may request assistance from the County Board Chair to receive the requested information, or the County Board Supervisor may appeal to Human Resources Committee and/or the Executive Committee for additional action. If either Committee chooses to act, the acting Committee shall inform the other Committee of their decision. The Executive

Committee shall have superseding authority and can overturn any decision made by Human Resources Committee on this issue.

- (6) If a County department head does not fulfill the County Board Supervisor's request, that County department head may be disciplined by the Human Resources Department. The Human Resources Department is required to notify the requesting County Board Supervisor, the County Board Chair, and the Human Resources Committee that the issue has been appropriately addressed with the department head.
- (7) County Board Supervisors shall not harass County employees. Any County employee experiencing harassment, as defined in the Employee Handbook, shall contact the Human Resources Department. The Human Resources Department shall document any harassment complaint against any County Board Supervisor. The Human Resources Department shall notify the County Board Chair of the alleged harassment complaint. If the County Board Chair is the person alleged in the harassment complaint, the Human Resource Department shall notify the First and Second Vice Chair, as well as the Human Resources Committee Chair.
- (8) The Executive Committee has primary jurisdiction over any alleged harassment complaint against a current County Board Supervisor. In the event that a member of the Executive Committee has a County Board Supervisor that is the subject of the alleged harassment complaint, or the County Board Chair does not bring the action before the Executive Committee, the Human Resources Department may refer the complaint to the Human Resources Committee Chair and then the Human Resources Committee shall hear and act on the complaint. In the event that the County Board Supervisor against whom the complaint has been filed is on the Human Resources Committee, the County Board Supervisor shall then recuse themselves from the meeting. A County Board Supervisor against whom a complaint has been filed is prohibited from viewing or obtaining a copy of the harassment complaint.
- (9) The disciplinary actions that may be considered in response to a valid complaint for harassment, include but are not limited to: the removal of any or all committee appointments, reprimand, and/or censure.
- (10) If a County Board Supervisor is removed from all committee appointments as a result of the disciplinary action of harassment, Rule 24 (2) requirement of "every member of the Board, except the Chair, shall be appointed to at least one standing committee initially and may be appointed to more than one such committee," is rescinded to this particular County Board Supervisor.
- (11) If a County Board Supervisor is reprimanded or censured for harassment, that supervisor shall immediately be removed and permanently banned from all leadership positions while serving on the County Board. Leadership positions include the County Board Chair, First Vice Chair, Second Vice Chair, Committee Chair, Committee Vice Chair, and Committee Secretary.