

**WASHINGTON COUNTY CODE**

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## **CHAPTER 2**

### **GENERAL GOVERNMENT**

#### **SUBCHAPTER I - COUNTY BOARD**

**2.01 SUPERVISORY DISTRICTS.** (1)(RR 15-28) The County Board of Supervisors of Washington County shall consist of 26 supervisors to be elected from 26 supervisory districts which are hereby established and numbered as set forth below in sub. (3) below.

(2)(RR 15-28) Each supervisory district shall be represented by one supervisor to be elected from that district who shall serve for a 2-year term commencing with the 2016 spring elections for County Board Supervisors.

(3)(RR 15-28)(AM 17-1) The supervisory districts of the County Board of Supervisors are numbered and described as follows:

#### **District 1**

That portion of the City of West Bend consisting of Wards 1, 2, 3 and 21.

#### **District 2**

That portion of the Town of Barton consisting of Ward 3, and that portion of the City of West Bend consisting of Wards 22, 23, 24 and 26.

#### **District 3**

That portion of the City of West Bend consisting of Wards 4, 6 and 8, and that portion of the Town of West Bend consisting of Ward 8.

#### **District 4**

That portion of the City of West Bend consisting of Wards 7, 9 and 10.

#### **District 5**

That portion of the City of West Bend consisting of Wards 5, 11, 12, 13 and 14.

**District 6**

That portion of the City of West Bend consisting of Wards 15, 16, 17, 19, 20, 25 and 27.

**District 7**

That portion of the Town of West Bend consisting of Wards 1, 2, 3, 4, 5, 6 and 7, and that portion of the City of West Bend consisting of Ward 32.

**District 8**

The entire Town of Addison consisting of Wards 1, 2, 3, 4, 5 and 6, and that portion of the Town of Hartford consisting of Wards 4 and 5 and that portion of the Village of Slinger consisting of Ward 9.

**District 9**

That portion of the Town of Barton consisting of Wards 1, 2 and 4, and the entire Town of Wayne consisting of Wards 1, 2 and 3.

**District 10**

The entire Town of Kewaskum consisting of Wards 1 and 2, and that portion of the Village of Kewaskum consisting of Wards 1, 2, 3, 4, 5 and 7.

**District 11**

The entire Town of Farmington consisting of Wards 1, 2, 3, 4 and 5, and that portion of the Town of Trenton consisting of Ward 3.

**District 12**

That portion of the Town of Trenton consisting of Wards 1, 2, 4, 5, 6, 7 and 8, and that portion of the Village of Newburg consisting of Wards 1 and 2, and that portion of the City of West Bend consisting of Wards 18, 28, 29, 30, and 31.

**District 13**

That portion of the Town of Jackson consisting of Wards 4 and 5, and that portion of the Village of Jackson consisting of Wards 1, 3, 4, 5, 8 and 10.

**District 14**

That portion of the Town of Jackson consisting of Wards 1, 2 and 3, and that portion of the Village of Jackson consisting of Wards 2, 6, 7 and 9.

**District 15**

That portion of the Town of Jackson consisting of Ward 6 and the entire Town of Polk consisting of Wards 1, 2, 3, 4, 5 and 6.

**District 16**

The entire Village of Slinger consisting of Wards 1, 2, 3, 4, 5, 6, 7 and 8.

**District 17**

That portion of the Town of Hartford consisting of Ward 3, and that portion of the City of Hartford consisting of Wards 1, 2, 3, 5 and 14.

**District 18**

That portion of the City of Hartford consisting of Wards 7, 8, 9, 10, 11, 15, 16, 17, 20, 23 and 24.

**District 19**

That portion of the City of Hartford consisting of Wards 4, 6, 12, 13, 21 and 22.

**District 20**

The entire Town of Erin consisting of Wards 1, 2, 3 and 4, and that portion of the Town of Hartford consisting of Wards 1 and 2, and that portion of the City of Hartford consisting of Ward 25, 26, 27 and 28.

**District 21**

That portion of the Village of Richfield consisting of Wards 1, 2, 3 and 4.

**District 22**

That portion of the Village of Germantown consisting of Wards 3, 4 and 15, and that portion of the Village of Richfield consisting of Wards 7, 8 and 9.

**District 23**

The entire Town of Germantown consisting of Ward 1, and that portion of the Village of Germantown consisting of Wards 1 and 2, and that portion of the Village of Richfield consisting of Wards 5 and 6.

**District 24**

That portion of the Village of Germantown consisting of Wards 5, 6, 7 and 17.

**District 25**

That portion of the Village of Germantown consisting of Wards 9, 13, 14 and 16.

**District 26**

That portion of the Village of Germantown consisting of Wards 8, 10, 11 and 12, and that portion of the City of Milwaukee consisting of Ward 318.

(4)(CR 11-12) The Executive Committee shall adjust the supervisory district descriptions herein pursuant to §59.10(3)(c), Wis. Stats., upon notification by the County Clerk of new municipal ward information due to incorporation, annexation, detachment or consolidation.

**2.02 NOMINATION SIGNATURES FOR COUNTY SUPERVISORS.** (1) (RR 15-28) Candidates for County Supervisor shall be nominated by nomination papers as provided in §8.10, Wis. Stats.

(2) The number of required signatures on nomination papers filed under this section is not less than fifty (50) nor more than two hundred (200) electors.

**2.03 POWERS AND DUTIES OF THE CHAIRPERSON.** (1) (RR 15-28)(AM 16-15)

It shall be the duty of the Chairperson to open sessions of the County Board at the time to which the County Board has adjourned by taking the chair and calling the members to order; to announce the business before the County Board and the order in which it is to be acted upon; to receive and submit in an appropriate manner all motions and propositions presented by the members; to put to vote all questions which are regularly moved, or which necessarily arise in the course of proceedings and to announce the result. The County Board Chair shall establish office hours upon election.

(2) (RR 15-28) The Chairperson shall be authorized to sign orders issued by the County Board, contracts, leases and agreements as provided in the purchasing ordinance and grant documents where approved by the County Board, which shall be countersigned by the County Clerk.

(3) (RR 15-28) It shall be the duty of the Chairperson to authenticate by his or her signature, when necessary, all the acts, orders and proceedings of the County Board.

(4) (RR 15-28) It shall be the duty of the Chairperson to name, when directed to do so in a particular case or when it is a part of his or her general duty in accordance with these rules, the members who are to serve on committees.

(5) (RR 15-28) The Chairperson shall be authorized to represent and stand for the County Board, declaring its will, and in all things obeying its commands. Every officer of the County Board is subordinate to the Chairperson, and in all that relates to the prompt and correct discharge of official duty, is under his or her supervision.

(6) (RR 15-28) It shall be the duty of the Chairperson to receive and refer resolutions to committees at any and all times, whether the County Board be in session or adjourned.

(7) (RR 15-28) The Chairperson shall be an ex-officio member of all committees on which he or she does not serve as a member. In the event that a quorum is not present at any meeting in which the Chairperson is serving as an ex-officio member, the Chairperson shall sit as voting member so as to establish a quorum. In the absence of the Chairperson, the ranking Vice Chairperson may serve in this capacity.

(8) (RR 15-28) It shall be the duty of the Chairperson to decide points of order. He or she shall decide questions of order, subject to an appeal to the County Board by any member, on which appeal, no member shall speak more than once unless by leave of the County Board. On an appeal being taken, the question shall be: "Shall the decision of the chair stand as the judgment of the County Board?" which question, and the action of the County Board thereon, shall be entered in the minutes.

(9) (RR 15-28) The Chairperson shall vote on a call for "ayes" and "noes" and his or her name shall be recorded with those of the other members.

(10) (RR 15-28) The Chairperson shall have the authority to clear any disturbance or disorderly conduct occurring in the lobby, and have all persons removed except members and officers of the County Board.

(11) (RR 15-28) The Chairperson shall be authorized to establish and appoint special committees under sub. 2.53, subject to the approval of the County Board at its next regular meeting, if established by resolution or ordinance or upon report to the County Board if established at the Chair's order.

**2.04 MEETINGS, QUORUM AND ORDER OF BUSINESS.** (1) (RR 15-28) Meetings of the Washington County Board of Supervisors shall be held and conducted in accordance with the provisions of §59.11, Wis. Stats., under §59.11(1)(a) an annual meeting on the fourth 4th Tuesday of October; under §59.11(1)(c) an organizational meeting in even numbered years on the third Tuesday of April; and under §59.11(2) special meetings as provided therefor. Regular meetings shall be held on the second Tuesday of each month unless a majority of the County Board shall designate an alternate date for the following month, or unless the County Board adjourns subject to the call of the Chairperson.

(2) (RR 15-28)(AM 16-7) The hour for County Board meetings shall be 7:30 a.m. for morning sessions, 1:30 p.m. for afternoon sessions and 7:00 p.m. for evening sessions, unless a different hour shall be prescribed by the County Board.

(3) (RR 15-28) A majority of all members elected to the County Board must be present to constitute a quorum for the transaction of business. In the absence of a quorum, those present may order a call of the house, as hereinafter provided, to compel the attendance of absent members, or they may take a recess or fix the time to which to adjourn and adjourn.

(4) (RR 15-28) For the organizational meeting held in even numbered years the order of business shall be:

- (a) Call to order and silent prayer or invocation and pledge of allegiance.
- (b) Affidavit of posting of the meeting.
- (c) Roll call by County Clerk.
- (d) Administration of oath of office by the County Clerk.
- (e) Adoption of rules of order.
- (f) Election of Chairperson.
- (g) Election of the First Vice Chairperson.
- (h) Election of Chairs of Standing Committees.
- (j) Election of Second Vice Chairperson
- (j) Follow order of business as outlined for other meetings beginning with the reading of minutes.



(5) (RR 15-28) The order of business for all other meetings shall be as follows:

- (a) Call to Order and Moment of Silent Prayer and Pledge of Allegiance.
- (b) Affidavit of Posting.
- (c) Roll call by County Clerk.
- (d) Consent Agenda
  - 1. Consideration and approval of meeting minutes
  - 2. Accept annual reports
  - 3. Financial approval report
  - 4. Appointments
  - 5. Other reports at Chair's discretion
- (e) Elections.
- (f) Presentation of petitions.
- (g) Personal appearances, letters and other communications.
- (h) Unfinished business.
- (i) Committee Chairperson Reports.
- (j) Consideration, and upon request reading of resolutions and ordinances and petitions.
- (k) Other new business.
- (l) Adjournment subject to the call of the Chairperson.

(6) (RR 15-28) On the opening day of the annual meeting of the County Board, the members shall set the date on which shall be held the election of committee, board and commission members and other elective positions whose election is not otherwise provided for by law.

**2.05 ORGANIZATION.** (1) (RR 15-28) The County Board shall, in accordance with §59.11, Wis. Stats., organize at the April meeting in even numbered years by electing a Chairperson, First Vice Chairperson and Second Vice Chairperson as prescribed herein.

(2) (RR 15-28) The Chairperson shall appoint 3 members of the County Board to serve as Sergeants-at-Arms, whose duties shall be to assist the Chairperson in the preservation of order of all persons present during sessions of the County Board, to assist in the location and return of members in the event of a call of the house, and when the County Board is resolved into an executive session, to vacate the room of all persons other than County Board Supervisors and others who are entitled to remain.

(3) (RR 15-28) The County Attorney shall serve as the County Board Parliamentarian to advise the Chairperson and County Board members regarding the proper conduct of County Board business in accordance with these rules and Robert's Rules of Order Revised. Further, the County Attorney shall, from time to time, make recommendations to the County Administrator regarding the amendment of these rules.

(4) (RR 15-28) All committee appointments required to be made by the Chairperson shall, in accordance with §59.13(1), Wis. Stats., be made by the Chairperson prior to May 1 in even numbered years, unless a different date for appointment is specifically prescribed. The Chairperson shall file the list of committee appointments in the County Clerk's office as soon as made, and the County Clerk shall forthwith mail a copy thereof to each County Board member.

(5) (RR 15-28) It is the express policy of the County Board that committee appointments be distributed so as to prevent undue concentration of authority. To fulfill this policy, the Chairperson of the County Board shall appoint each supervisor to a minimum of one standing committee.

(6) (RR 15-28) In order to exercise maximum flexibility with regard to supervisory terms, compensation and vacancies, the Washington County Board of Supervisors hereby elects to self-organize as authorized by §59.10, Wis. Stats. **(Reaffirmed & Re-enacted 2/10/04 – 2003 Ordinance 37)**

(7) (RR 15-28) Election as Chairperson to any of the Standing Committees, that is, Executive, Administrative, Public Safety, Public Works, Health, Aging and Long Term Care, and Human Services shall disqualify that member for service as Chairperson on any of the other Standing Committees.

(8) (RR 15-28) To the extent permitted by State law, all committee appointments made by the Chairperson shall have terms which coincide with the term of the County Board. Except as set forth below, committee terms shall begin on May 1 of the starting year of the appointment and shall end on April 30 of the ending year of the appointment, 2 years later.

(a) The Executive Committee term shall begin on the third Tuesday of April of the starting year and end on the third Tuesday of the ending year, 2 years later.

(b) According to County Code, representatives of the HOME Program Committee shall serve a 3-year term coinciding with the 3-year planning cycle of the Multi-County HOME Consortium Board.

(c) According to §46.23(4)(c), members of the Human Services Board shall serve a term of three (3) years arranged as nearly as practical so that one-third of the members' terms shall expire each year.

(d) A County Board Supervisor whose term ends is no longer eligible to serve on any committee to which they were elected or appointed as a County Board Supervisor representative.

**2.06 PROCEDURAL RULES OF THE COUNTY BOARD.** (1) (RR 15-28) In the absence of the Chairperson, First Vice Chairperson and Second Vice Chairperson at any meeting of the County Board, the members present shall elect a Chairperson Pro Tempore whose office shall cease on the return of the Chairperson or either Vice Chairperson.

(2) (RR 15-28) Pursuant to the authority of §59.11(4), Wis. Stats., a call of the house may be ordered:

(a) When no quorum is present, if 1/5 of the members elect are present, they may, by a majority of the members present, order a call of the house and compel the attendance of absent members. After the call is ordered, a motion to adjourn, or to dispense with further proceedings in the call, cannot be entertained until a quorum is present, or until the Sergeants-at-Arms report that in their opinion no quorum can be obtained on that day.

(b) When a quorum is present, a call of the house takes precedence of everything except that a call of the house cannot be made after the voting on a question has commenced. When a quorum is present, a call of the house requires a majority vote of the members present for its adoption. After a call is ordered, no member shall be permitted to leave the room until further proceedings in the call are dispensed with and no motion is in order except to adjourn.

(3) (RR 15-28) Committees shall not, without special leave of the County Board, absent themselves for meetings during the sitting of the County Board.

(4) (RR 15-28) Any member not answering to the roll call of members present shall be marked present upon arrival unless a member shall raise an objection showing good cause. The Chairperson shall announce the presence of the member, which shall be noted in the minutes.

(5) (RR 15-28) Any member desiring to absent himself or herself from the balance of a County Board meeting at any time after the roll call of members present has been taken, must advise the County Clerk that he or she is leaving and the County Clerk shall enter such fact upon the proceedings of that meeting.

(6) (RR 15-28) All questions shall be put in this form: Those who are of the opinion (as the case may be) say "Aye," those of the contrary opinion say "No." In doubtful cases of a voice vote, the Chairperson or any member may call for a division of the County Board by a roll call vote or electronic voting. In all cases where the County Board is evenly divided, the question shall be lost. Unless otherwise provided in this section or by state statute, adoption of any questions shall require a majority vote of the members present, excepting those who have been excused from voting as provided in sub. (8) below.

(7) (RR 15-28) When a manual roll call vote is taken, all members present shall be required to vote in their alphabetical order. In calling the roll on any vote, the County Clerk shall rotate the alphabetical order so that the member voting first shall have his or her name called last on the next succeeding vote, and this sequential rotation shall be continued from meeting to meeting.

(8) (RR 15-28) On a roll call vote, every member present shall vote unless the County Board shall, by a majority vote of those present, for special cause, excuse him or her, except that a member shall not be excused from voting after the voting has commenced. A member has the right to change his or her vote up to the time the vote is finally announced by the Chairperson, and such member shall rise to get the floor in order to change his or her vote prior to the announcement of the vote by the Chairperson. Thereafter a member shall not be allowed to change his or her vote even by unanimous consent.

(9) (RR 15-28) (a) Transfers and appropriations authorized under §65.90(5)(a), Wis. Stats., requiring County Board approval shall be made upon the recommendation of the Executive Committee and by resolution adopted by a vote of 2/3 of the members-elect.

(b) Sub. (a) above does not apply to an appropriation which is irrevocable by law.

(c) Any issuance of tax anticipation notes under §67.12, Wis. Stats., shall require a vote of  $\frac{3}{4}$  of the members-elect.

(d) The issuance of bonds upon the recommendation of Executive Committee, shall be subject to the requirements of §67.045, Wis. Stats. Where issued as authorized under §67.045(a), (b), (c), (d), or (e), a simple majority as provided in sub. (6) above shall be required. In all other circumstances, the resolution shall require a vote of at least  $\frac{3}{4}$  of the members-elect.

(e) Additional employment positions shall require a vote of 2/3 of the members-elect.

(f) Transfer from the General Fund or amendments to the adopted Capital Improvement Budget shall be made upon the recommendation of the Executive Committee and by resolution adopted by a vote of 2/3 of members-elect.

(g) Adoption of the annual operating budget shall require a vote of 2/3 of members-elect.

(10) (RR 15-28) In all questions where a roll call vote has been requested or is required, the names of all members voting thereon shall be published in the proceedings of the County Board showing which members voted for and against the question.

(11) (RR 15-28) Following the adoption or defeat of any question, it shall, at any time on the same calendar day or at the next meeting of the County Board be in order for any member whose vote was prevailing, to move the reconsideration of said question. A motion for reconsideration brought at the next meeting must be properly noted on the County Board's agenda to comply with Wisconsin's Open Meeting Law or it will not be permitted. The motion to reconsider having been put and lost shall not be renewed.

(12) (RR 15-28) All resolutions, ordinances and petitions, (except petitions for rezoning) introduced by any member or by a committee shall be signed by such member or by the Chairperson of the committee introducing the same. Such signature indicates support for the introduction of the resolution, ordinance or petition only and does not constitute an endorsement. All resolutions, ordinances and petitions must be reviewed by the County Attorney for proper form and legality before being submitted to the County Board. All resolutions and ordinances must be reviewed by the County Board Chairperson before being submitted to the County Board. All resolutions and ordinances shall be read, upon request, by any member for a reading. All resolutions and ordinances carrying an appropriation shall be referred to the Finance Department for its recommendation. Resolutions and ordinances not introduced by a committee shall be referred to the proper committee before formal consideration by the County Board. The Chairperson of the committee or his designee introducing a resolution or ordinance or individual County Board Supervisor introducing a resolution or ordinance shall explain the intent and purpose of the resolution or ordinance after motion and second for consideration. Retirement commendations and memorial resolutions shall follow the procedures set forth at sec. 2.09.

(13) (RR 15-28) When a motion is made and seconded, it shall be stated by the Chairperson or County Clerk prior to debate. Any County Board member may require a motion, except to adjourn, postpone or commit, to be submitted in writing. Any motion may be withdrawn by consent of the County Board before a question concerning the amendment of such motion is considered.

(14) (RR 15-28) A motion to adjourn shall always be considered in order and is not debatable, provided however, that a motion to adjourn shall not be received when the County Board is voting on another question. A call for the previous question and a motion to lay on the table shall be decided without debate.

(15) (RR 15-28) Adjournment of the County Board sine die puts an end to all business unfinished at the close of the session. Such business may be introduced at the next session the same as if it had never been before the County Board. A motion to adjourn sine die will not normally be in order prior to the close of the final meeting of the session held in April immediately prior to the organizational meeting.

(16) (RR 15-28) No petition for the construction or repair of roads or bridges in Washington County shall be considered unless such petition shall be signed by a majority of the members of the town, village or city board where such construction or repair is to be done.

(17) (RR 15-28) Election Procedure. (a) The following procedure shall be used for the election of officers of the Board, the Executive Committee and all other elections conducted by the County Board. Under this procedure only one office shall be filled on one series of ballots.

1. Candidates may express interest by written or oral representation prior to election.

2. Nominations shall be by written ballot. All ballots, except those for the nomination and election of County Board Officers, shall be signed by the voting member. The 3 nominees receiving the highest number of votes on such nominating ballots shall be declared nominated and no other names shall be considered or recognized in such election as a candidate. In the event of a tie, nominees tied shall be declared nominated. If one nominee receives a majority of all votes cast in the nominating ballot, he or she shall be declared elected. However, all nominations are subject to the consent of the nominee.

3. If no nominee receives a majority of the votes cast in the nominating ballot, an election ballot shall be taken. If one of the 3 nominees receives a majority of the election ballots cast, he or she shall be declared elected.

4. In the event that no nominee receives a majority of the votes cast, a second election ballot shall be taken of the 2 candidates who receive the highest total number of votes cast in the first election ballot, and the candidate receiving the majority of the votes cast shall be declared elected. In case of a tie on the second election ballot, lots shall be drawn by the 2 candidates.

(b) Election of Executive Committee. The following election procedure shall be used for the election of the five members of the Executive Committee.

1. Five (5) seats on the Executive Committee shall be filled by electing the Chairperson of each of the five Standing Committees: Administrative, Health, Aging and Long Term Care, Human Services, Public Works and Public Safety.

2. The election of Standing Committee Chairpersons shall be conducted in random order. The County Clerk shall draw the name of the committee to be elected immediately prior to conducting the election for each committee's chairperson.

3. Candidates may be nominated by verbal declaration from the floor or written expression of interest. All nominations are subject to the consent of the nominee.

4. The Chairperson shall close nominations after inquiring three times whether there are any other candidates. Upon closing nominations, no other nominees will be accepted.

5. The Clerk shall announce the names of the nominees.

6. The Chairperson shall conduct the election as specified in (17)(a).

(18) (RR 15-28) When any member is about to speak in debate or deliver any matter to the County Board, he or she shall respectfully address himself or herself to the Chairperson and confine himself or herself to the question under debate and avoid personality. The Chairperson may limit the time allotted to any member, but shall give due consideration to the time available and the nature of the matter under discussion. Any time limitation shall be announced in advance, if possible.

(c) Election of Second Vice Chairperson. The election of the Second Vice Chairperson shall be conducted in accordance with 2.06(17)(a). Only the five Standing Committee chairs elected pursuant to 2.06(17)(b) shall be eligible for Second Vice Chairperson on the County Board.

(19) (RR 15-28) No member of the County Board shall be permitted to read newspapers or magazines within the bar of the County Board while the County Board is in session.

(20) (RR 15-28) Any member may ask for the privilege of the floor for a non-County Board member to address the County Board, and if no supervisor objects, the Chairperson shall grant the privilege to such non-County Board member. If a member objects, any County Board member may move that the privilege of the floor be granted and any member may second such motion. If the motion is adopted by a majority vote of the members present, the Chairperson shall grant the privilege of the floor to the non-County Board member and shall limit the time that such person can address the board. This procedure shall not apply to non-County Board members appearance scheduled as part of a meeting agenda. Non-County Board members desiring to appear before the Board, shall, where possible, submit a request in writing to the County Board Chairperson or County Clerk at least one week in advance of the meeting, to permit preparation of the agenda, notice to the public, and the orderly conduct of County Board meetings.

(21) (RR 15-28) Except as provided in Robert's Rules of Order, Newly Revised, any rule of order may be suspended by the County Board on motion duly made, seconded and carried by 2/3 of all votes cast. The motion to suspend the rules may be made at any time when no question is pending; or while a question is pending, provided it is for a purpose connected with that question.

(22) (RR 15-28) The rules of parliamentary procedure contained in Robert's Rules of Order, Newly Revised shall govern the County Board in all cases to which they are applicable, and in which they are not inconsistent with these Rules of Order or with the laws of the State of Wisconsin.

(23) (RR 15-28) It shall be unlawful to smoke or carry a lighted cigar, cigarette, pipe or electronic smoking device in any public meeting as defined by §19.82(2), Wis. Stats., by the Washington County Board or any committee thereof under sec. 4.37 of this Code. The Sergeants-at-Arms or committee Chairperson shall enforce this subsection and shall be authorized to remove any person who is in violation thereof and shall call upon the assistance of a Deputy Sheriff to eject such person from the meeting should that person refuse to comply.

(24) (RR 15-28) As more particularly directed by the Chairperson, attendance, voting, abstention and recognition of supervisors may be handled by an automated system. The Rules of Order shall apply to all electronic procedures, except where specifically provided in the subsection. Where there is conflict between this subsection and the Rules of Order, this subsection shall be controlling.

(a) Under the direction of the County Board Chairperson, the County Clerk shall operate an electronic attendance system. Supervisors shall mark themselves present when directed and shall not absent themselves unless authorized in sub. (5) above, whereupon the supervisors shall make the appropriate electronic notification. The electronic record shall constitute the official record of the quorum.

(b) Unless otherwise directed by the County Board Chairperson, the electronic voting system shall be used and shall constitute the official record of the vote under the following circumstances:

1. Where a roll call vote is required or requested.
2. Where a 2/3 or 3/4 vote is required.
3. Where a record of the vote of individual supervisors is required by law (such as the case of voting to convene into closed session or to return to open session).

(c) Unless otherwise directed by the Chairperson, all votes on the main question for resolutions or ordinances or pertaining to any amendments to resolutions or ordinances, shall be taken and recorded electronically.

(d) All minor votes, including the consent agenda, approval of minutes, committee appointments, filing or referral of petitions or letters, acceptance of reports, including the financial approval report, and adjournment, shall be made by voice vote unless otherwise directed by the Chairperson.

(e) Elections shall follow the procedures of sub. (17) above in all circumstances where signed ballots are required. In the discretion of the Chair, electronic elections may be conducted where the system permits and where no member objects.

(f) While the electronic system is in operation, members shall not rise to address the Chair, but shall use the electronic system. Supervisors are required to use the microphone system at either their assigned seat or at a podium, unless otherwise authorized by the County Board Chairperson.

(25)(RR 15-18) Motion to Rescind. Following the adoption of any question, it may be in order for any member to move to rescind a previously adopted action provided that the action is properly noted on the County Board's agenda in compliance with Wisconsin's Open Meeting Law.

- (a) A motion to rescind is not in order when:
1. A motion to reconsider is available and is the more applicable motion.
  2. The previously adopted action has been executed by action that cannot be undone.
  3. The action is in the nature of a contract and the other party has been informed of the vote.



(b) A motion to rescind that has been defeated cannot be renewed during the same session unless the main question has been previously amended sufficiently to constitute a new question.

**2.07 AMENDMENTS TO RULES.** Amendments to these Rules of Order shall be reviewed by the Executive Committee, shall be introduced in the manner provided for resolution and ordinances, and shall require a two-thirds vote of the members elect for adoption.

**2.08 OPEN MEETINGS.** (1) (RR 15-28) It is the express policy of the Washington County Board of Supervisors that the public is entitled to the fullest and most complete information regarding the affairs of government as is compatible with the conduct of governmental business.

(2) (RR 15-28) Pursuant to Subch. IV of Ch. 19, Wis. Stats., all meetings of the County Board, any committee thereof, or other boards, councils or commissions operating under the jurisdiction of the County Board shall be publicly held in places reasonably accessible to members of the public and shall be open to all citizens at all times unless otherwise expressly provided by law. During a closed meeting of the County Board, the Sergeants-at-Arms shall keep the doors of the County Board room closed and the room vacated of all unauthorized persons.

**Sections 2.09 through 2.15 (Reserved)**

**SUBCHAPTER II - COUNTY COMMITTEES, BOARDS AND COMMISSIONS**

**A. COMMITTEES, BOARDS AND COMMISSIONS REQUIRED OR AUTHORIZED BY WISCONSIN STATUTES**

**2.16 BOARD OF HEALTH.** (RR 15-28) See §251.03, Wis. Stats., and sec. 6.04 of this Code.

**2.17 EMERGENCY MANAGEMENT COMMITTEE.** (RR 15-28) The Public Safety Committee is hereby designated to be the Emergency Management Committee. The duties and responsibilities of the committee shall be as prescribed by statute and Ch. 9 of this Code. See §323.14(1)(a)3., Wis. Stats.

**2.18(RR 15-28) HIGHWAY COMMITTEE.** (1) (RR 15-28) This Committee is authorized pursuant to §83.015 of the Wisconsin Statutes and shall be appointed and fulfill the duties set forth in Ch. 83 of the Wisconsin Statutes and as outlined in Section 2.44. The Public Works Committee is hereby designated to be the Highway Committee. Any vacancies occurring during a term shall be filled by the County Board for the balance of the term. See §83.015(1)(c), Wis. Stats.

**2.19(RR 15-28) COMMISSION ON AGING.** See §46.82(4), Wis. Stats. The ADRC Board shall fulfill the duties and responsibilities of this committee.

**2.20 BOARD OF ADJUSTMENT.** (RR 15-28) See §59.694, Wis. Stats., and sec. 23.22 of this Code.

**2.21 CIVIL SERVICE COMMISSION.** (RR 15-28) See §59.26(8), Wis. Stats., and Ch. 5 of this Code.

**2.22 COUNTY PARKS COMMISSION.** There is hereby established a County Parks Commission pursuant to §27.02, Wis. Stats., comprised of seven (7) members. The members of the Parks Commission shall be comprised of the Public Works Committee, the First Vice Chairperson of the County Board, and the Farm Service Agency Chairperson or designee.

**Section 2.23 (Reserved)**

**2.24 COUNTY LIBRARY SERVICES BOARD.** (RR 15-28) See §43.57(3), Wis. Stats., and sec. 10.02 of this Code.

**2.25 FEDERATED PUBLIC LIBRARY SYSTEM BOARD.** (RR 15-28) See §43.19, Wis. Stats., and sec. 10.04 of this Code.

**2.26 COUNTY TRAFFIC SAFETY COMMISSION.** (RR 15-28) See §83.013, Wis. Stats., and Ch. 12 of this Code.

**2.27 LAND CONSERVATION COMMITTEE.** (RR 15-28) See §92.06, Wis. Stats., and Ch. 15 of this Code. The Public Works Committee shall serve as the Land Conservation Committee when it convenes and conducts business with the additional member of the Farm Services Agency chairperson or designee.

**2.28(RR 15-28) PLANNING, CONSERVATION AND PARKS COMMITTEE.** (RR 16- ) See §59.69, Wis. Stats., and Ch. 21 of this Code. The Public Works Committee shall fulfill the duties and responsibilities of this committee.

**2.29 SHERIFF'S GRIEVANCE COMMITTEE.** (RR 15-28) See §59.26(8)(a) and (b), Wis. Stats., and sec. 5.07 of this Code. The Public Safety Committee shall fulfill the duties and responsibilities of this committee.

**Section 2.30 (Reserved)**

**2.31 WASHINGTON COUNTY HOME PROGRAM COMMITTEE.** (1) (RR 15-28) The Washington County HOME Program Committee shall consist of one representative from each participating unit of government within Washington County, to be appointed by the chief executive officer of each respective unit of government, subject to confirmation by the respective governing bodies, and 2 County representatives appointed by the County Board Chairperson. At the option of each participating unit of government, alternate representatives may be designated by the appointing authority to act in the absence of the regular representative. No grant recipient or subgrantee of HOME Program funds may serve as a representative or alternate representative.

(2)(RR 15-28) The Committee shall serve as part of the Federal HOME Investment Partnership Program (HOME) and other programs which are intended to produce housing opportunities for households that earn not more than 80% of the County's median income.

(3)(RR 15-28) The Committee shall:

- (a) Provide representation to the Multi-County HOME Consortium Board.
- (b) Facilitate Multi-County HOME Consortium Board activities within the County, including but not limited to, public meetings and public hearings.
- (c) Report back to participating units of government on the activities of the HOME Program Steering Committee and Multi-County HOME Consortium Board.
- (d) Identify and prioritize housing needs and eligible program activities in the County.
- (e) Accept and review applications for programs in the County.
- (f) Forward funding recommendations to the Multi-County HOME Consortium Board.
- (g) Determine an implementation process and the lead agency for funded programs.
- (h) Review the progress of program implementation.
- (i) Develop and oversee promotion of available HOME Program assistance to residents.
- (j) Insure that required reporting and documentation for the Multi-County HOME Consortium Board is completed and submitted on schedule.

(4) (RR 15-28) The duties of the Committee shall include the responsibility to assist in the allocation, distribution and implementation of funds received from the Multi-County HOME Consortium representing Washington, Jefferson and Waukesha Counties. The Committee shall assume responsibility for insuring that the Consortium's HOME Program is carried out in compliance with the requirements of the law and policies of the Multi-County HOME Consortium Board, the Mutual Cooperation Agreement and the Consolidated Housing and Community Development Plan.

(5) (RR 15-28) Representatives shall serve a 3-year term coinciding with the 3-year planning cycle of the Multi-County HOME Consortium Board.

(6) (RR 15-28) Meetings shall be monthly or as needed at the call of the chair and shall be conducted according to Robert's Rules of Order and the Rules of Order of the Washington County Board of Supervisors which pertain to County committees. All meetings and hearings shall be subject to the Open Meeting Law, public records access and County Code requirements.

(7) (RR 15-28) The County Board Chairperson will call an organizational meeting at which the Committee shall select a chair, vice-chair, secretary and such other officers as shall be required. Officers shall serve a term of one year. The County Board Chairperson may designate the Committee Chairperson prior to the organizational meeting.

(8) (RR 15-28) The Committee shall establish a technical advisory committee consisting of housing professionals, municipal officials, County Board representatives, County staff and interested persons. Appointment to the Technical Advisory Committee shall be made by the County Board Chairperson who may delegate appointment responsibility to the Committee Chairperson. The Technical Advisory Committee shall advise the Committee with regard to housing needs and program operations. Technical Advisory Committee members shall have no voting rights. The terms of Technical Advisory Committee members are indefinite.

(9) (RR 15-28) The Committee may establish special or standing subcommittees as are necessary to complete assignments and encourage community involvement.

**2.32 LAND INFORMATION COUNCIL.** (1)(AM 15-28) The Land Information Council shall be appointed by the County Board. The membership shall include a member of the County Board, who is a member of the Public Works Committee, Register of Deeds, Treasurer, Real Property Lister, County Conservationist, GIS Manager/Land Information Officer, Highway Commissioner, Sheriff or designee, Assistant Administrator for Planning – Planning and Parks Department, a realtor or member of the Realtors Association employed within the County and may include up to 2 additional members consisting of citizens with a demonstrated interest in land information issues. The Council shall be chaired by the appointed County Board Supervisor. See §59.72, Wis. Stats.

(2)(AM 15-28) Subject to the authority of the Public Works Committee, the Council shall provide direction and policy to the County’s Land Information Office, coordinate land information projects within the County, promote the benefits and uses of the land information program, approve revisions to the Countywide plan for land records modernization and integration, previously adopted, and provide input on the Land Information Office’s recommendations regarding local governmental unit project grant applications to the state Land Information Board.

(3)(RR 15-28) Meetings shall be held quarterly or more often as needed.

**2.33(RR 15-28) AGING, DISABILITY AND RESOURCE CENTER BOARD.** (1)(RR 15-28)(AM 16-2)(AM 17-5) As required by §§46.283(6) and 46.82(4), Wis. Stats., an ADRC Board is established and shall be comprised of six (6) members, one (1) of whom shall be a member of the County Board's Health, Aging and Long Term Care Committee, who shall be appointed by the County Board Chairperson. Five (5) members shall be appointed by the County Administrator. The appointment of all members shall be subject to confirmation by the County Board. Members shall serve for three-year terms arranged as nearly as practicable so that the terms of 1/3 of the members expire each year. No supervisor may serve more than 2 consecutive terms. Vacancies for unexpired terms shall be filled in the same manner as the original appointment. Section 6.06 of this Code.

(2) (RR 15-28) As required by §46.82(4)(c), Wis. Stats., there shall be established a Commission on Aging. The members of the ADRC Board shall fulfill the duties and requirements of the Commission on Aging.

**Sections 2.34 through 2.36 (Reserved)**

**2.37 COUNTY VETERANS' SERVICE COMMISSION.** (RR 15-28) See §4.12, Wis. Stats., and sec. 4.07 of this Code.

**Sections 2.38 through 2.40 (Reserved)**

**B. STANDING (OPERATIONAL) COMMITTEES.** (1)(RR 15-28) The following operational committees are established pursuant to the authority of §59.13, Wis. Stats., and the membership thereof, except the committee chair, shall be appointed by the Chairperson from the County Board at large unless otherwise designated.

(2)(RR 15-28) General duties of the Standing Committees include:

(a) To have general jurisdiction over the reporting departments, agencies and commissions.

(b) To review and recommend reporting departments' annual budget prior to submission to the County Administrator.

(c) To consider departments' annual reports and reports regarding out of state travel and any other general reports regarding operations.

**2.41(RR 15-28) EXECUTIVE COMMITTEE.** (AM 16-15) The Committee shall consist of the County Board Chairperson who shall be Chairperson of this Committee, the First Vice Chairperson, the Second Vice Chairperson and the five (5) County Board members elected as chairpersons of the five (5) Standing Committees by the County Board at the April organizational meeting held in even numbered years. This Committee normally meets on the third Tuesday of the month. The duties of this Committee shall be:

(1)(RR 15-28) To advise the County Board Chairperson with regard to all appointments to committees, boards and commissions.

(2)(RR 15-28) To review proposed State and Federal legislation, to report on the same to the County Board and to appear in support or opposition to pending State legislation with regard to any matter not under the direct authority of a particular County Board Committee, Commission or Board.

(3)(RR 15-28) To determine the scope and nature of recruitment efforts, prescreen candidates and make a recommendation to the County Board for vacancies in the Office of County Clerk, County Treasurer, County Administrator and County Board Supervisor, subject to the authority of the County Board members to nominate candidates under the Rules of Order.

(4)(RR 15-28) To recommend a candidate or candidates to the Governor for vacancies in the Offices of Sheriff and Register of Deeds or to the Circuit Court Judges for a vacancy in the Office of Clerk of Courts.

(5)(RR 15-28) To assist the Chair in maintaining the internal discipline of the County Board by investigating at the request of the Chair the conduct of County Board Supervisors which may be contrary to the State and County Code of Ethics, including, but not limited to, leaks of confidential information from closed sessions, disclosure of confidential information received by the County Board Supervisor in his or her capacity as a Board member or member of any County Committee, Commission or subservient Board or any other conduct which brings discredit upon the Washington County Board of Supervisors. The Committee may direct the commencement of an investigation, refer allegations to the Ethics Board or recommend appropriate action to the full Board, including censure, discipline or removal to the extent permitted by law, and may recommend pursuit of ethics prosecution to the appropriate prosecuting authority. Nothing in this subsection shall be construed to convey rights to any person other than a County Board Supervisor to file complaints with the Executive Committee nor shall this subsection be construed to extend any hearing or appeal rights to any person.

(6)(RR 15-28) To resolve jurisdictional conflicts between and among Committees and to recommend changes in the Rules of Order and County Code to rectify any conflicts, and, where necessary, to request an opinion of the County Attorney's Office with respect to jurisdictional conflicts. This subsection shall not be construed to authorize the Executive Committee to review the decisions of other Committees, except where serving in a liaison function under this Code.

(7)(RR 15-28) To propose changes to the legislative and administrative structure of the County Board, its departments, offices and agencies, and to direct the drafting of resolutions and ordinances to that effect.

(8)(RR 15-28) To serve as the Liaison Committee where no other liaison is provided by this Code or the Statutes.

(9)(RR 15-28) To meet from time to time with the heads of Washington County departments and Liaison Committees to discuss and review department and Committee structure and authority.

(10)(RR 15-28) To investigate all matters referred to it by the County Board and to prepare a report to the County Board on such matters.

(11)(RR 15-28) To study these Rules of Order and to make recommendations to the County Board for necessary amendments.

(12)(RR 15-28) To serve as Liaison Committee over the following:

- Administration
- County Attorney
- County HOME Program Committee
- Economic Development Corporation
- Washington County Convention and Visitors Bureau (Visit Washington County)
- WOW Manpower Policy Board

(13)(RR 15-28) To assist the County Administrator in the preparation of a comprehensive 5 year capital, operational and fiscal plan covering all County departments and agencies. The plan's format shall be compatible with the then current County budget format and shall specifically address prior plans, and how the goals and objectives of any prior plans have been met.

(14) (RR 15-28) To consult with the County Administrator regarding budgetary matters.

(15) (RR 15-28) To meet with the County Administrator in preparation of the annual County budget which shall be presented to the County Board for a public hearing on or before November 15.

(16) (RR 15-28) To transfer funds between budgeted items of an individual County office or department and to supplement appropriations for a particular office, department or activity pursuant to §65.90(5)(b), Wis. Stats.

(17) (RR 15-28) To annually set goals and objectives for County Administrator's performance and evaluate same.

(18) (RR 15-28) To review for recommendation prior to consideration all resolutions and ordinances carrying an appropriation to County Board.

(19) (RR 15-28) To consider the necessity of by reviewing reporting departments' requests for additional positions and, if appropriate, recommend the same to the County Board.

(20)(RR 15-28) To consider any supervisor's request to review the chairperson's determination regarding the placement of an action item on the County Board's agenda.

**2.42(RR 15-28) ADMINISTRATIVE COMMITTEE.** (AM 16-15) The Committee shall consist of five (5) members and normally meets on the third Thursday of the month. The duties of this Committee shall be:

(1) (RR 15-28) To receive monthly reports of receipts and expenditures of County funds.

(2) (RR 15-28) To review for recommendation prior to consideration all resolutions and ordinances carrying an appropriation.

(3) (RR 15-28) To transfer funds between budgeted items of an individual County office or department and to supplement appropriations for a particular office, department or activity pursuant to §65.90(5)(b), Wis. Stats.

(4) (RR 15-28) To review with the auditors the annual audit of the County's books as required by §73.10, Wis. Stats.

(5) (RR 15-28) The Administrative Committee Chairperson, or a sub-committee designated by the Administrative Committee Chairperson, comprised of any three members of the Administrative Committee with two members constituting a quorum, shall examine and schedule all accounts of the County not otherwise delegated and all claims, demands or causes of action against the County and, issue County orders therefor pursuant to, and within the limitations of §59.52, Wis. Stats.

(a) With respect to the Public Works Committee which has independent auditing authority regarding highway projects, the Administrative Committee may audit Public Works Committee vouchers for highway expenditures prior to payment. However, this audit is limited in the case of highway projects to determining whether each expenditure is within the scope of the Public Works Committee's statutory and County Code authority.

(b) With respect to the financial administration of the Wisconsin Development Fund grants, payments from the State may be passed through to the grant recipient after having been examined by the Administrative Committee.

(c) With respect to purchasing and the approval of vouchers in any public construction contract where the County is directly purchasing materials and supplies, payment may be made after having been examined by the Administrative Committee.

(6) (RR 15-28) To examine, investigate and report on all claims of a general nature including damages done by dogs for which the County may have any liability and all claims, demands or causes of action against the County except highway matters, and issue County orders therefor.

(7) (RR 15-28) To determine a reasonable amount of the public monies and direct the County Treasurer to maintain an appropriate average daily balance in all checking accounts and to notify the County Administrator of availability of funds not immediately needed to invest in a manner deemed most advantageous to Washington County and in compliance with State Statutes.

(8) (RR 15-28) Consistent with Section 4.01, to direct the County Administrator to invest and maintain an investment record which furnishes at least the following information for each investment:

- Purchase price
- Date of principal maturity, dates and rates of interest
- Account for which held
- Dates, receipt numbers, and amount of interest collection
- Date sold, receipt numbers and amount received at disposition

(9) (RR 15-28) To have supervision over and make recommendations to the County Board regarding the disposal of County lands acquired by tax deed as set forth in Section 4.26 of the County Code and Chapter 75 of the Wisconsin Statutes.

(10)(RR 15-28)(AM 16-36) To serve as the Liaison Committee for the following:



- (a) County Clerk
- (b) Human Resources
- (c) Facilities
- (d) Information Systems
- (e) Finance
- (f) Treasurer
- (g) University of Wisconsin – Washington County (UWWC)
- (h) Register of Deeds
- (i) Agricultural and Industrial Society
- (j) Library Services Board
- (k) Monarch Library System Board

(11)(RR 15-28) To review and approve all requests for purchase, sale, lease or exchange of any necessary furniture or office equipment to the extent required in sec. 4.04 of this Code and to serve as the Purchasing Committee under the Purchasing Ordinance except where specifically delegated to another Committee by the Code or by Wis. Stats.

(12)(RR 15-28) To consider the necessity of by reviewing reporting department's requests for additional positions, and recommend, if appropriate, the same to the County Board.

(13)(RR 15-28) To advise and consult with the County Administrator with regard to the development and enforcement of County personnel policies.

(14)(RR 15-28) To have charge of all employment relations matters pursuant to Ch. 111, Wis. Stats.

(15)(RR 15-28) Whenever the employees of any department properly petition for and are granted certification by the Wisconsin Employment Relations Commission under Ch. 111, Wis. Stats., the Chairperson of the Administrative Committee shall select a collective bargaining subcommittee to consist of the following: 2 members of the Administrative Committee, on a rotating basis giving due regard to other departmental committee work, the Director of Human Resources and the Labor Negotiator. The head of the department involved shall serve as a resource person to the subcommittee. Each such subcommittee shall be entrusted with the power and authority to negotiate with employees of the respective department with reference to wages, hours and conditions of employment, and shall have authority, subject to approval of the County Board upon the recommendation of the Administrative Committee, to enter into a binding agreement thereon with the properly qualified representatives of the employees. The agreement shall be signed by the board members of the subcommittee after approval by the County Board upon recommendation of the Administrative Committee.

(16)(RR 15-28) The Administrative Committee shall serve as the County Grievance Committee for all employee grievances under §7.10 of this Code, including all employee bargaining units, excluding those duties delegated to the Sheriff's Grievance Committee pursuant to §59.26(8)(b), Wis. Stats., and sec. 5.07 of this Code.

(17)(RR 15-28) To serve as the Section 504 Committee replacing that created by Resolution No. 13-84-85. The Committee shall actively seek input from the public where required by law to help identify problem areas relating to handicapped access. The Director of Human Resources shall serve as the Section 504 coordinator.

(18)(RR 15-28) To oversee and establish policy, have general charge of insurance, and to work with the County Clerk to implement the County insurance programs as follows:

- (a) To insure adequately all buildings against loss or damage by fire or other disaster.
- (b) To provide public liability and comprehensive automobile liability insurance.
- (c) To oversee and set policy for the administration of the County's Worker's Compensation Fund, the Health Insurance Fund and all employee insurance programs.
- (d) To serve as the County Loss Control Committee and to work with the Wisconsin County Mutual Insurance Corporation's Loss Prevention Committee towards development of a loss control/risk management program. When discharging its responsibility as Loss Control Committee, the Administrative Committee shall be authorized to require the attendance of any department head whose department or program requires loss control/risk management analysis and to call upon the assistance of other County Committees.

(19)(RR 15-28) To have charge of all County property and lands except that property which comes under the jurisdiction of the Public Works (Highway) and Health, Aging and Long Term Care Committee, and to prepare the necessary budget requests therefor. County property jurisdiction and responsibilities are specified as follows:

Committee	Responsibility	Notes
<b>Public Works</b>	Highway Department buildings (West Bend and Slinger) Highway Department yards (West Bend and Slinger) Vehicle Maintenance Storage Facility County Highway roads	-Responsibility for the VMSF will be assigned to Highway Department and Committee to maximize State funding -Charges to other departments will be developed with Finance Dept. involvement
<b>Administrative</b>	UWWC campus buildings UWWC campus grounds	
<b>Public Works</b>	County park lands County park buildings Washington County Golf Course	
<b>Administrative</b>	Fair Park buildings Fair Park grounds	County – Agricultural and Industrial Society Lease and Agreement

	-Washington County owns the Fair Park land and the Pavilion building -Washington County is responsible to repair and maintain Lessee owned structures	
<b>Health, Aging and Long Term Care</b>	Samaritan Health Center building Samaritan grounds used by residents County lands SE of driveway to Water St. Fields of Washington County	-Little League use issues are now assigned to Health, Aging and Long Term Care Committee, working w/ County Attorney & County Clerk
<b>Administrative</b>	Courthouse building Courthouse Annexes I Old Courthouse museums II Old Office and Storage building III Sheriff’s Department IV Public Agency Center Senior Activity Center Youth Treatment Center Tower Sites Fuel Island County cemetery County campus lands, designed and reserved for future use	-Sets policies to perform landlord role to user departments -Considers master plan for county campus -Considers requests from County Board committees for designation of reserved campus lands

(20)(RR 15-28) UWWC Capital Planning Advisory Group. The UWWC Capital Planning Advisory Group is hereby created in accordance with the Intergovernmental Cooperative Agreement between Washington County and the City of West Bend dated October, 2015. The advisory body shall consist of 4 members, 2 appointed by the County Board Chairperson and 2 appointed by the Mayor. The purpose of the advisory body is to develop, evaluate and recommend future capital projects for the University of Wisconsin-Washington County Campus as defined in the Intergovernmental Cooperative Agreement to the City of West Bend and the Washington County Board of Supervisors.

(21)(RR 15-28) The actions and recommendations developed by this body shall be reported to the Administrative Committee.

(22)(RR 15-28) To have charge of all leases and rentals of real property for County use under its jurisdiction and the leases and rentals of all County real property under its jurisdiction and to have charge of permanent improvements, repairs and maintenance concerning all County buildings and grounds under its jurisdiction, including authority to provide emergency repairs or necessities without further County Board authority on a majority vote of the Committee membership; an estimated amount is to be included annually in the budget for said purpose and for said purposes the County Clerk and the County Board Chairperson are authorized to sign agreements on behalf of the Committee and County.

(23)(RR 15-28) To advise and consult with the County Administrator who shall supervise all custodial and maintenance personnel having responsibility for buildings and grounds within the jurisdiction of the County Administrator.

(24)(RR 15-28) To review and approve the County Administrator's assignment of office and storage space within County buildings whether owned or leased.

(25) (RR 15-28) The Committee shall supervise and serve as liaison for Fair Park and be responsible for the supervision of Fair Park grounds and structures. Oversight and supervision shall be in conjunction with the Washington County and Agricultural and Industrial Society Lease and Operating Agreement dated May 1, 2012, as amended or renewed from time to time. See §59.56, Wis. Stats.

(26) (RR 15-28) The Committee shall supervise and serve as liaison for the Historical Society and be responsible for the supervision of the Old Washington County Courthouse and Old Washington County Jail Buildings grounds and structures. Oversight and supervision shall be in conjunction with the Lease and Operating Agreement and First Amendment to the Lease and Operating Agreement dated September 3, 2014.

(a) The County Board Chairperson shall appoint one Supervisor from the Administrative Committee and one other Supervisor at Large to serve on the Agricultural and Industrial Society Board of Directors.

(b) The County Board Chairperson shall appoint one Supervisor from the Administrative Committee and one other Supervisor at Large to serve on the Historical Society Board of Directors.

(c) Appointees shall not also be an officer for the organization to which he or she is appointed.

(27)(RR 15-28) To consider the necessity of by reviewing reporting departments' requests for additional positions and recommend, if appropriate, the same to the County Board.

(28)(RR 15-28) The Public Works Committee shall serve as the County Parks Commission per §27.02, Wis. Stats., when it convenes with two additional members with the powers set forth in §27.05, Wis. Stats.

**2.43 HEALTH, AGING AND LONG TERM CARE COMMITTEE.** (AM 16-15) The Committee shall consist of five (5) members and normally meets on the fourth Tuesday of the month. The duties of this Committee shall be:

(1) (RR 15-28)(AM 16-2) To serve as the Board of Trustees for the Samaritan Campus and fulfill the duties set forth in §46.18, Wis. Stats., and to provide oversight and policy making for the Samaritan Campus facilities.

(2)(RR 15-28) To serve as Liaison Committee for the following:

- (a) Aging, Disability and Resource Center
- (b) Health Department
- (c) Samaritan Campus
- (d) Veteran's Service Office
- (e) Commission on Aging

(3)(RR 15-28) To consider the necessity of by reviewing reporting departments' requests for additional positions and recommend, if appropriate, the same to the County Board.

(4)(RR 15-28) To have general jurisdiction over the ADRC Board and the Commission on Aging, including establishing and evaluating policies, programming and financial or budgetary considerations of same.

(5)(CR 16-2) One (1) member shall serve on the ADRC Board as assigned by the County Board Chair and confirmed by the Board of Supervisors.

(6)(CR 16-2) Three (3) members shall serve on the Multiple County Board of Health as assigned by the County Board Chair and confirmed by the Board of Supervisors.

**2.44 PUBLIC WORKS COMMITTEE.** (AM 16-15) The Committee shall consist of five (5) members and normally meets on the fourth Wednesday of the month. The duties of this Committee shall be:

(1)(RR 15-28)(AM 16-15) The Committee shall serve as the Liaison Committee for the following:

- (a) Highway Department
- (b) Transit Division of the Highway Department
- (c) County Traffic Safety Commission
- (d) East Wisconsin Counties Railroad Consortium. The Public Works Committee Chairperson shall appoint two members of the Public Works Committee to serve on the East Wisconsin Counties Railroad Consortium. In the event of the unavailability of an appointee, the Chair may appoint any of the remaining members of the Public Works Committee to serve as an alternate.
- (e) Planning and Parks Department
- (f) University of Wisconsin Extension

(2) (RR 15-28)(AM 16-15) In addition to the statutory duties pursuant to §83.015, Wis. Stats., the duties of the Committee shall include:

(a) Serving as the Liaison Committee for the Transit Division which operates the County Transit Services. Public transportation services authorized by the County Board are the County Shared Ride Taxi Service and the Washington County Commuter Express.

1. To coordinate specialized transportation services as defined in §85.21(2)(g), Wis. Stats., for county residents who are disabled or are age 60 or older, including services funded under 42 USC 3001 to 3057n, 42 USC 5001 and 42 USC 5001 (b), under §§49.43 to 49.499, Wis. Stats., and §85.21, Wis. Stats., and under any other public funds administered by the County.

2. To apply for state and federal aids for operating and capital assistance as set forth in §85.20, Wis. Stats., Trans Chapters 4 and 6 Wisconsin Administrative Code and 49 U.S. Code 5307, 5309, 5311 and 5339.

3. To authorize bidding and contracting with transit companies for planned transit services.
4. To authorize Transit Services policies including service levels and fares.
5. To participate in on-going local transportation planning with the Planning Division (Planning and Parks Department) with respect to public transportation services.
6. To encourage local coordination of services with municipal transit services and regional coordination of transit services with adjoining counties.
7. To periodically report to the County Board the status of the authorized services and to make any recommendations necessary regarding the county's public transit needs.

(b) The Transit Division shall be staffed by a Transit Manager who will report to the Highway Commissioner and appear at Public Works Committee meetings as needed.

(3)(RR 15-28) Shall serve as the Land Conservation Committee per §92.06, Wis. Stats., and fulfill all duties therein. When meeting as the Land Conservation Committee, the membership shall include the Chairperson of the Farm Service Agency Committee created under 16 USC 590 h(b) or other farm service agency member designated by the chairperson.

(4)(RR 15-28) To serve as the Committee on Agriculture and Extension Education and fulfill the duties specified in §59.56(3).

(5)(RR 15-28) To consider the necessity of by reviewing reporting departments' requests for additional positions and, if appropriate, recommend the same to the County Board.

(6)(RR 15-28) In cooperation with the University of Wisconsin Extension (UWEX), the Committee shall provide direction to Washington County UWEX faculty and staff and shall serve as liaison for UWEX.

(7)(CR 16-15) To provide oversight and consider requests of the Land Information Council established pursuant to §59.72 and §2.32 of this Code.

**2.45(RR 15-28) PUBLIC SAFETY COMMITTEE.** (AM 16-15) The Committee shall consist of five (5) members and normally meets on the third Wednesday of the month. The duties of this Committee shall be:

(1)(RR 15-28) To serve as the Liaison Committee for the following:

Sheriff's Department  
Medical Examiner  
Emergency Management  
Clerk of Courts  
District Attorney

Security and Facilities Committee  
Local Emergency Planning Committee

(2)(AM 16-21) To serve as the Sheriff's Committee as follows:

(a) To have jurisdiction over and administrative supervision of the Sheriff in the management of the Sheriff's Department.

(b) To approve the purchase of all necessary vehicles, equipment and materials used by the Sheriff's Department.

(c) To review and approve the proposed annual budget of the Sheriff's Department prior to submission to the County Administrator.

(d) To serve as the Emergency Management Committee, pursuant to §323.14(1)(a)3., Wis. Stats.

(e) To have jurisdiction and administrative supervision of the operation of the County Jail and the maintenance of County prisoners as provided by §59.27(1) and (2), Wis. Stats., subject to the statutory and constitutional authority of the Sheriff.

(3)(RR 15-28) To consider the necessity of by reviewing reporting departments' requests for additional positions and, if appropriate, recommend the same to the County Board.

**2.46 HUMAN SERVICES BOARD (COMMITTEE).** (AM 16-15) The Human Services Board shall be composed of seven (7) persons of recognized ability and demonstrated interest in human services. Four (4) Human Services Board members shall be members of the County Board. The remaining three (3) members shall be consumers of human services or citizens-at-large. This Committee normally meets on the third Thursday of the month. The duties of this Committee shall be:

(1)(RR 15-28) To serve as the Liaison Committee for the following:

- (a) Human Services Department
- (b) Child Support Agency

(2)(RR 15-28) To fulfill the duties specified in §46.23, Wis. Stats., and Chapter 6 of this Code.

(3)(RR 15-28) To consider the necessity of by reviewing reporting departments' requests for additional positions, and if appropriate, recommend the same to the County Board.

**Sections 2.47 through 2.52 (Reserved)**

**C. SPECIAL COMMITTEES AND COMMITTEE RULES.**

**2.53(RR 15-28) SPECIAL COMMITTEES.** Special committees may be created by the County Board or the County Board Chairperson and shall have the membership and duties prescribed in the order, motion, resolution or ordinance creating the same, and unless otherwise ordered, shall be appointed by the County Board Chairperson.

**2.54(RR 15-28) VACANCIES.** Unless specifically provided otherwise by State law or County Code, any vacancy occurring in any committee, commission, board or other similar body subject to the jurisdiction of the County Board of Supervisors shall be filled at the next regularly scheduled meeting of the County Board of Supervisors. Vacancies shall be filled by the method prescribed by the statute or code section controlling the original election or appointment. The County Board or the County Board Chairperson may delay filling of the vacancy if it is determined by the County Board that the delay would permit the County Board to publicize the vacancy or receive additional information to aid in the selection process.

**2.55(RR 15-28) COMMITTEE ORGANIZATION AND RULES.** (1) Each committee shall elect a chairperson who shall be a County Board Supervisor upon convening at the commencement of a session, except where committee organization is otherwise governed by statutes or election per §2.06. Each committee shall also elect a Vice Chairperson to serve in the Chairperson's absence and a secretary.

(2) (RR 15-28) Each committee chair shall establish a regular monthly meeting day and notify the County Clerk upon selection of the day of the month. Committee meetings shall be held on the day of the month selected for the entire session of the Board and the County Clerk shall establish a committee calendar with a room assignment reflecting same.

(3) (RR 15-28) Each committee chairperson shall give prior notice to the County Clerk of all meetings and proposed agendas of the committee to permit proper notice under the law and to avoid conflict with other meetings. At the commencement of each meeting the committee chairperson shall read the affidavit of posting and such other declarations as are required by the open meeting law.

(4) (RR 15-28) The committee chairperson shall be responsible for a regular schedule of meetings, accurate record of minutes and membership attendance at meetings, and shall be responsible for notifying each committee member by phone or in writing of any scheduled meeting. The committee chairperson shall provide the County Clerk with a copy of the minutes unless the County Clerk keeps the minutes for the committee. The County Clerk shall provide the County Board chairperson with a copy of all minutes kept or received by the County Clerk. The committee Chairperson shall further be responsible to certify meeting attendance for per diem and expenses as follows:

(a) Mileage and attendance at meetings as defined by sec. 4.20(3)(c) of this Code shall be certified by the committee chairperson on forms provided by the County Clerk.

(b) Attendance of a committee member at non-committee meetings must be approved in advance pursuant to sec. 4.20(3)(c) of this Code.



(c) Certification of attendance forms must be submitted to the County Clerk by the 10th day of the month following the month in which meeting attendance, mileage or other reimbursement is claimed.

(d) The certification of attendance shall include the number of hours of attendance, a list of other meetings attended on that day, and round trip mileage.

(e) The committee chairperson must inform the County Clerk and County Board Chairperson of any subcommittee appointments immediately.

(5) (RR 15-28) Committee chairpersons with the approval of the County Board Chair, may appoint subcommittees consisting of members of the committee and assign special duties to such subcommittees.

(6) (RR 15-28) A majority of the members of any committee shall constitute a quorum for the transaction of business.

(7) (RR 15-28) Special meetings may be called with notice to all members by the committee chairperson or on written request of the majority of the committee members.

(8) (RR 15-28) Any committee required or entitled to report upon a subject referred to it may make a majority and minority report.

(9) (RR 15-28) Any committee member may ask for the privilege of addressing a committee for a non-committee member, and if no committee member objects, the committee chairperson shall grant the privilege to such non-committee member. If a member objects, any committee member may move that the privilege to address the committee be granted and any member may second such a motion. If the motion is adopted by a majority vote of the members present, the committee Chairperson shall grant the right to address the committee to the non-committee member and shall limit the time that such person can address the committee. This procedure shall not apply to non-committee members appearances scheduled as part of a meeting agenda.

(10) (RR 15-28) County Board Supervisors appointed or elected to committees shall be members of said committees only while they hold office as County Board Supervisors.

(11) (RR 15-28) It is the policy of the County Board that board members not be appointed to advisory committees. It is the responsibility of the committee chairperson to adhere to this policy and, further, to inform any non-County Board member appointees that they will receive no compensation or reimbursement for their services on any advisory body, except where specifically authorized by State Statute, this Code or the County Board Chairperson.

(12)(AM 01-8) Two or more committees of the County Board are authorized to meet jointly as follows:

(a) Joint meetings may be called at the mutual request of each committee chairperson and for any lawful purpose within the authority of each of the committees.

(b) The joint meeting shall be arranged and chaired by the chairperson of the Liaison Committee with respect to the issues to be considered. If there is no Liaison Committee or if more than one Liaison Committee is involved, the chairpersons shall select one of their number to arrange for and chair the joint meeting.

(c) The chairperson shall perform all responsibilities under these rules and under Roberts Rules of Orders throughout the duration of the joint meeting.

(d) Each committee participating in the joint meeting must have an individual quorum. A motion and a second are required from each committee to place any proposition before the joint meeting. Voting on any proposition may be done jointly or separately as the chair directs, but must be done so that the vote of each individual committee can be ascertained.

(e) Minutes may be taken individually or jointly as the chair directs.

**2.56(RR 15-28) COMMITTEE AUTHORITY.** (1) (RR 15-28) **Liaison Committee.** A Liaison Committee is a Committee of the County Board of Supervisors which is assigned particular legislative responsibility for a County Department, Office or Agency (Department) by the Code or State Statutes. The following Committees are Liaison Committees: Executive Committee, Administrative Committee, Public Works Committee, Public Safety Committee, Human Services Board, and Health, Aging and Long Term Care Committee .

(2) (RR 15-28) In addition to the particular duties assigned elsewhere in the Code or by State Statutes, the duties of a Liaison Committee shall be:

(a) To act as a liaison between the County Board of Supervisors and departments and any departmental level advisory Committees or Commissions.

(b) To advise the appointing authority, on request, regarding the appointment of the department head of any department assigned to the Liaison Committee.

(c) To review all goals set by the assigned department, to monitor achievement of goals and to report to the Administrator or oversight authority responsible for evaluating the department head, to approve all official departmental policies, except those policies set in the exercise of professional discretion by a department head.

(d) To authorize the drafting of Resolutions and Ordinances at department level and to approve their submission to the County Board of Supervisors, subject to the Rules of Order.

(e) To approve out-of-state travel for all departmental staff, subject to the Rules of Order.

(f) Due to the technical nature of State and Federal regulation of hiring, promotion and discipline, a Liaison Committee shall not directly participate in the hiring, promotion or discipline of department staff. Nothing in this paragraph shall restrict the right of the Committee to require reports from a department head nor the right and obligation of a department head to inform and consult with his or her Liaison Committee.

(g) To recommend the department budget for submission to the County Administrator, including requests for outlay and additional personnel.

(h) To consult and advise the County Administrator with regard to the Department Head's day to day administration of the department. The individual Liaison Committee members shall have no direct role in departmental administration.