

*[NOTE: ARTICLE I AND II TO BE REPEALED AND RECREATED AND SHALL READ AS SET FORTH BELOW.]*

**ARTICLE I. IN GENERAL**

**Sec. 2-1. Administrative Home Rule.**

Shawano County is a self-organized county, so declared by Ordinance adopted by the Shawano County Board of Supervisors on the 20th day of October 1993. Shawano County shall act in accordance with § 59.10, Wis. Stats., any and all existing and future amendments, revisions, or modifications thereto as a self-organized county, effective upon passage and publication and the filing of a certified copy of Ord. No. 8-93 with the Secretary of State.

**Sec. 2-2. Purpose.**

The Shawano County Board of Board Members (referred to as the “County Board” or “Board”) recognizes and understands the importance of county government, and the programs and services it provides, to the citizens of Shawano County. The County Board further recognizes County citizens’ rightful expectation that the financial resources provided the County through tax levy and other sources be invested in a wise and deliberate matter. Therefore, in recognition of these principles, the County Board hereby adopts the following County Board Rules (referred to as “Board Rules” or “Rules”) in order to promote orderly and efficient rules of governance for the County Board and all county-related governmental bodies.

**Sec. 2-3. Interpretation.**

These Board Rules are not intended to, and shall not, supersede any requirements or provisions in the Wisconsin Statutes. In the event of any conflict between the Wisconsin Statutes and these Board Rules, the Wisconsin Statutes shall take precedence.

**Secs. 2-4—2-20. Reserved.**

**ARTICLE II. BOARD OF SUPERVISORS**

**DIVISION 1. ORGANIZATION GENERALLY**

**Sec. 2-21. Supervisory Districts and Terms.**

The County Board shall be comprised of one Supervisor from each of the twenty-seven (27) supervisory districts within the County. Board Members shall be elected at the election held the first Tuesday in April in even-numbered years and shall take office on the third Tuesday in April in even-numbered years. The County Board of Board Members shall serve a two-year term expiring on the third Tuesday in April.

**Sec. 2-22. County Board Meetings.**

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The two-year period between Organizational Meetings, as described below, constitutes one session of the County Board. Any matter pending at the end of a session that the Board has not acted on expires at the close of that session and may not be considered in a subsequent session unless it is reintroduced.

- (a) Organizational Meeting. On the third Tuesday in April of each even-numbered year, following the Spring general election at which County Board Members are elected to full terms, the County Board shall meet to organize and conduct general business. At this meeting, the Board shall elect a member as Board Chair to perform the duties set forth in Wis. Stat. § 59.12(1); elect a member as Vice Chair to perform the duties set forth in Wis. Stat. § 59.12(2); and elect three (3) members to the Highway Committee.
- (1) Election Process for Board Chair and Vice Chair. At the hour properly noticed, County Clerk shall call the County Board to order and swear in all Board Members to their current terms of office. The County Clerk shall call the roll, establish the presence of a quorum of the County Board, and serve as Chair pro tempore of the Organizational Meeting until such time as the County Board elects the Board Chair.
- a. A quorum being present, the County Board shall elect the Board Chair and Vice Chair. The County Clerk shall preside over the election of the Board Chair. Election for each office shall be completed before proceeding to the next, starting with the Board Chair, and then proceeding to the Vice Chair.
  - b. In conducting each election, a candidate shall be nominated by another Board Member and the presiding officer shall ascertain the willingness of the nominee(s) to serve in the capacity for which they have been nominated. At the close of nominations, the nominee(s) shall be permitted to address the County Board as to their qualifications for and desirability of selection to the office that they are seeking and Board Members shall be permitted to ask the nominee(s) questions related to the candidacy.
  - c. Voting shall take place by written secret ballot and the County Clerk and Corporation Counsel shall serve as ballot clerks. A majority of votes of the Board Members present shall be necessary to elect the Board Chair and Board Vice Chair.
  - d. If no candidate receives a majority on any ballot while three or more candidates remain, the candidate receiving the fewest votes shall be dropped from the ballot and another ballot shall be taken among the remaining candidates.
  - e. Balloting shall continue in this manner until a candidate receives a majority vote. When only two candidates remain, balloting shall continue until a candidate receives a majority vote, except as provided in paragraph (f) below.

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- f. If, after five (5) successive ballots with only two candidates remaining, no candidate has received a majority vote, a coin toss conducted by the County Clerk in open session shall be used to determine the elected official, and the result shall be recorded in the minutes.
  - g. When the results have been tabulated, announced and recorded in the minutes of the County Board Meeting, the tellers shall place these ballots in a sealed envelope to be filed with the County Clerk for a period of thirty (30) days.
- (2) Election Process for Highway Committee. The County Clerk shall prepare a typed list of candidates eligible for the Highway Committee and such eligibility shall be restricted to Board Members currently serving within the three (3) respective eastern, western, and central areas.
- a. In conducting each election for the three (3) respective areas, a candidate shall be nominated by another Board Member and the Board Chair shall ascertain the willingness of the nominee(s) to serve in the capacity for which they have been nominated. At the close of nominations, the nominee(s) shall be permitted to address the County Board as to their qualifications for and desirability of selection to the office that they are seeking and Board Members shall be permitted to ask the nominee(s) questions related to the candidacy.
  - b. Voting shall take place by written and initialed ballot of the entire County Board. The County Clerk and Corporation Counsel shall serve as ballot clerks. A majority of votes of the Board Members present shall be necessary to elect a candidate in each of the three (3) areas.
  - c. If no candidate receives a majority on any ballot while three or more candidates remain for the respective area, the candidate receiving the fewest votes shall be dropped from the ballot and another ballot shall be taken among the remaining candidates.
  - d. Balloting shall continue in this manner until a candidate receives a majority vote. When only two candidates remain for the respective area, balloting shall continue until a candidate receives a majority vote, except as provided in paragraph (e) below.
  - e. If, after five (5) successive ballots with only two candidates remaining for the respective area, no candidate has received a majority vote, a coin toss conducted by the County Clerk in open session shall be used to determine the elected committee member for the respective area, and the result shall be recorded in the minutes.

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- f. When the results have been tabulated, announced and recorded in the minutes of the County Board Meeting, the tellers shall place these ballots in a sealed envelope to be filed with the County Clerk for a period of thirty (30) days.
- (b) Annual Meeting. The Annual Meeting of the County Board, as required by Wis. Stat. § 59.11(1)(a), shall be held as part of the regular meeting in October as determined by the County Board. The Annual Meeting may be adjourned from time to time as allowed under Wisconsin Statutes.
- (c) Regular Meetings. The County Board shall meet for the purpose of transacting general business at 3:00 p.m. on the fourth Wednesday of each month, except for the month of November and December, during which months the County Board shall meet on the third Wednesday of the month. Specific day and times of the meeting can be changed by a majority vote of the County Board, or by the Board Chair for emergency circumstances, such as weather or other unanticipated considerations. In the event of insufficient business, the Board Chair shall notify all Board Members of a meeting cancellation at least five (5) days prior to the scheduled date. This cancellation provision excludes the Organizational Meeting in April and the Annual Meeting in October.
- (d) Special Meetings. Special meetings of the County Board may be called in accordance with Wis. Stat. § 59.11(2) or at the call of the Board Chair. If a meeting is called pursuant to Wis. Stat. § 59.11(2), the written request delivered to the County Clerk shall conform to Wis. Stat. § 59.11(2)(a) and contain the proposed agenda for the meeting. If a meeting is called by the Board Chair, proper notice shall be provided to all Board Members, the County Clerk, and the public. The date and time of any such special meeting shall be no less than 48 hours from when notice has been provided under this subsection, unless in accordance with Wis. Stat. § 19.84(3), for good cause such notice is impossible or impractical, in which case shorter notice may be given, but in no case may the notice be provided less than two (2) hours in advance of the meeting.

#### **Secs. 2-23—2-47. Reserved.**

#### *DIVISION 2. BOARD RULES*

#### **Sec. 2-48. County Board - Meeting Agenda Responsibilities.**

- (a) The Board Chair, in consultation with the County Clerk and the County Administrative Coordinator, is responsible for the contents of the agenda for any County Board meeting, except for a special meeting called pursuant to Wis. Stat. § 59.11(2)(a).
- (b) Any member of the Board desiring an item to be placed on the agenda for a board meeting shall either:

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- (1) Request that the Board Chair place the item on the agenda and the Board Chair may grant or refuse the request; or
  - (2) Make a motion during the New Business portion of the agenda at a County Board meeting to have an item placed on the agenda for the next meeting and, if such motion is adopted, the item shall be placed on the agenda for the next meeting.
- (c) The County Clerk, in consultation with the Board Chair, is responsible for providing notice of every meeting of the County Board by posting the agenda in compliance with Wisconsin's Open Meetings Law, Wis. Stat. § 19.81, et seq.
- (d) The County Clerk shall distribute the agenda and meeting packet to all County Board Members, and any other interested persons identified by the Board Chair, by 1:00 p.m. on the Friday immediately preceding a regular County Board meeting. For special meetings, the agenda and meeting packet shall be delivered at least 48 hours in advance of the meeting except in the event of an emergency, in which case the agenda and meeting packet shall be delivered as soon as practicable. Any Committee or Board Member responsible for submitting materials (resolutions, ordinances, ordinance amendments, reports, etc.) for inclusion in the meeting packet shall provide the materials to the County Clerk no later than 5:00 p.m. on the Thursday preceding the week of the regular meeting. The agenda and meeting packets shall be delivered in electronic format to the recipient's county email address, unless a recipient requests a hard copy of the materials. The requirements of this subsection may be waived, in whole or in part, by the Board Chair in their discretion.

#### **Sec. 2-49. County Email Addresses.**

The County shall provide every Board Member with a county email address. All Board Members shall utilize the county email address for county business and shall not conduct county business on any other email address.

#### **Sec. 2-50. Standing Committees, Non-Standing Committees, and Other Boards and Commissions.**

Appendix A, as referenced in this section and as amended from time to time, is incorporated by reference as if fully set forth herein. The official version of Appendix A shall be maintained on file with the County Clerk for public inspection, and a current version shall be made available on the County's website. The County Clerk may make administrative, non-substantive updates to Appendix A to reflect actions duly taken by the County Board.

- (a) Standing Committees. The County Board has established the standing committees (referred to as "Standing Committees") as designated on Appendix A. Standing Committees are regular committees of the County Board, shall have the authority, power, duties and

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responsibilities as set forth in Appendix A and shall operate according to the procedures set forth in Appendix A.

- (b) Ad Hoc Committees. The County Board may form ad hoc committees (referred to as “Ad Hoc Committees”) from time to time by resolution or action of the County Board. Any resolution or action creating an Ad Hoc Committee shall specify the name of the committee, the committee’s purpose, the number of members of the committee, the appointing authority for committee membership, the duration of the committee and the committee’s reporting relationship. Appendix A shall be updated by May 1 in even-numbered years to reflect current Ad Hoc Committees and particulars surrounding each particular Ad Hoc Committee’s operations. In these Board Rules, Ad Hoc Committees and Standing Committees are together referred to as “Committees.”
- (c) Non-Standing Committees and Other Boards and Commissions. The County may be associated with certain Non-Standing Committees and Other Boards and Commissions (referred to as “Non-Standing Committees and Other Boards and Commissions”). Appendix A shall be updated from time to time to reflect current Non-Standing Committees and Other Boards and Commissions, and particulars surrounding operations.
- (d) Pursuant to Sec. 2-81, the Board Chair or Board Vice Chair may serve as a member, with full rights and privileges, of any Committee if there is not otherwise a quorum present at any Committee meeting.
  - (1) The Board Chair and Board Vice Chair shall be paid mileage and per diem only when used to make a quorum by any properly authorized Committee. A quorum shall consist of a majority of the members of the Committee.

#### **Sec. 2-51. Appointments and Removals.**

- (a) The Board hereby establishes the Committee on Committees, which shall convene within two (2) weeks following the Organizational Meeting for purposes of assisting the Board Chair in nominating members to the various committees, boards, or commissions. The Committee on Committees shall be comprised of seven (7) members consisting of the Board Chair, Board Vice Chair and five (5) at-large Board Members selected by the Board Chair.
  - (1) The Committee on Committees recommendation is not binding as the Board Chair has the final authority for appointments. The Board Chair shall appoint members to serve on the various committees, boards, or commissions as authorized.
    - a. Unless otherwise set forth in these Board Rules, no one Board Member, except the Board Chair or Board Vice Chair, may serve on more than one key Committee. Key Committees include Executive, Highway and Public Safety. No Board Member may

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- serve as the Chair of more than two committees or boards. No Board Member may serve as a member of any committee, board, or commission who has a “familial relationship” (as defined in Ch. 2, Art. VI – Ethics, Sec. 2-172(d) of the Shawano County Code of Ordinances) with an employee that works for a department that reports to such committee, board, or commission, unless approved by the Ethics Committee.
- b. The Board Chair shall file the list of the applicable appointments with the County Clerk as soon as possible but no later than June 1, as required by Wisconsin Statutes. The County Clerk shall immediately provide a copy of the list of appointments to all Board Members.
  - c. At times as may be necessary, the Board Chair shall make appointments to committees, boards, or commissions, which shall then be ratified by vote of the County Board. Should a vacancy be created due to vacancy in a Supervisory District, the successor appointed shall assume all appointments of the district predecessor.
  - d. Required County ethics forms shall be filed and reviewed by the Ethics Committee as needed.
- (2) At the first meeting of each committee, board, or commission following the Organizational Meeting, a Chair and Vice Chair shall be elected by the respective membership.
- a. All Chairs of Standing Committees shall be members of the County Board, except that the Chair of the Executive Committee shall be the County Board Chair. Non-Standing Committees and Other Boards and Commissions are encouraged to elect a County Board Member as Chair, but it is not required. All Committees, Non-Standing Committees, and Other Boards and Commissions shall also select a Vice Chair and Secretary. The Chair shall have equal rights of any other member including the right to vote. In the absence of the Chair, the Vice Chair shall preside.
- (3) The Board Chair may recommend the removal of any member of any Committee at any time for any reason to the Executive Committee and the Executive Committee may make such removal. The Board Chair may recommend the removal of the designation as Chair or Vice Chair of any Committee at any time for any reason to the Executive Committee and the Executive Committee may make such removal.

**Sec. 2-52. Committee, Board, or Commission - Meeting Agenda Responsibilities.**

- (a) The Committee, Board, or Commission Chair shall serve as the Chair of a meeting and, in consultation with the County Clerk and Board Chair, is responsible for the preparation of all meeting agendas.
- (b) The County Clerk, in consultation with the Chair, is responsible for providing notice of every meeting by posting the agenda in compliance with Wisconsin's Open Meetings Law, Wis. Stat. § 19.81, et seq.
- (c) A committee, board, or commission may request another committee, board, or commission to attend a future meeting of the requesting body. In such event, each committee, board, or commission shall prepare an agenda for the joint meeting in the usual manner.
- (d) In the first meeting of a committee, board, or commission following the Organizational Meeting, the membership shall adopt dates and times for regular meetings and shall make every attempt to schedule such meetings prior to the regular County Board meetings and with due regard to the meeting dates and times of other committees, boards, or commissions.

**Sec. 2-53. County Board Member Compensation.**

- (a) County Board Meetings. Board Members shall receive \$80.00 for each day's attendance at a County Board meeting. A Board member with prior permission of the Board Chair may attend a County Board meeting by remote communication, as provided under Sec. 2-92, but no mileage or per diem will be granted.
- (b) Committee Meetings. Board Members shall receive \$75.00 for attending a Committee meeting. Board Members are entitled to receive compensation for attending more than one meeting in a day. If a Board Member attends two or more meetings on the same day, the Board Member shall receive two full per diems, but no more than two full per diems shall be authorized. A Board member with prior permission of the Board Chair or Committee Chair may attend a committee meeting by remote communication, as provided under Sec. 2-92, but no mileage or per diem will be granted.
- (c) Other Meetings. Board Members shall receive \$75.00 for attending a meeting of a body that is not a Committee only with the Board Chair's prior approval. Board Members who are not members of the Committee may receive compensation as provided in this subsection for attending a meeting only when attendance at the meeting is directed or approved by the Board Chair.
- (d) Board Chair Compensation. In addition to the compensation set forth in this Section, the Board Chair shall receive an additional \$7,200.00. If the Board Chair is unable or unwilling to

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perform the duties of Board Chair for a period of four weeks or longer, the Board Chair shall not be paid the additional compensation herein, and the compensation shall be paid to the Vice Chair for the months during which the Vice Chair is performing the duties of the Board Chair.

- (e) Expense Reimbursement. Board Members shall be reimbursed for expenses in the amounts, and according to the regulations and procedures, established by the Executive Committee.
- (1) No Board Member shall be entitled to reimbursement for expenses, such as registration fees, mileage, lodging, meals and merchandise purchased on behalf of the County, unless outlined in detail and accompanied by a written receipt signed by the person to whom payment of the expense was made. Registration for Wisconsin County Association sponsored seminars shall be pre-paid to take advantage of group discounts.
  - (2) Board Members will be limited to not more than three consecutive overnights for conferences.
  - (3) No Board Member, unless otherwise provided by law, shall be reimbursed for meals taken within Shawano County, unless prior authorization and approval for attendance, group meetings or conventions is provided by the appropriate committee, board, commission, or full County Board.
- (f) Mileage. Board Members shall be entitled to reimbursement of only actual mileage traveled for attendance at any meeting for which compensation is paid and only if the Board Member utilizes his or her personal vehicle for the travel. A Board Member may receive mileage for two or more meetings in one day from home to the place of meeting, but no more than two mileage allotments per day shall be authorized.
- (g) No compensation shall be paid for attendance at any meeting held one hour or less before or one hour or less after a County Board meeting.
- (h) The number of County Board and committee meetings for which per diem and mileage may be claimed shall not exceed 120 meetings per calendar year. The Board Chair and Board Vice Chair are authorized to attend meetings on behalf of the County, as they deem appropriate, and are not subject to this meeting limit. This limit may be increased by a two-thirds (2/3) vote of the Board members present.
- (i) Any citizen member appointed by the County Board to any board, committee, subunit or other governmental body of Shawano County, who is not an elected member of the County Board, is eligible to receive per diem in the amount equal to the current Board Member meeting rate, plus reimbursement for mileage. Citizen members shall be provided a copy of the Board Rules and shall comply with all provisions herein.

- (j) Board Members shall complete and sign any forms required to verify attendance and expenses as established by the Executive Committee. Such forms are required to be submitted not more than two (2) days following the end of the month in which the expenses were incurred or attendance is claimed.
- (k) Any Board Member, if unavailable for any committee-level meeting, must notify either the committee-level Chair or the appropriate Department Head for the meeting. Any Board Member, if unavailable for any County Board meeting, must notify the Board Chair or the County Clerk at least 24 hours in advance of a County Board meeting, if possible.

**Sec. 2-54. Meeting Minutes.**

- (a) County Board Meetings. The County Clerk is responsible for the preparation of minutes for all meetings of the County Board. The County Clerk may use a personal recording device to record any open session portion of a meeting for purposes of verifying the accuracy of the proceedings. The County Clerk shall destroy any recording not sooner than ninety (90) days after approval of the minutes of the meeting at which the recording is taken. The County Clerk shall not record any closed session of a County Board meeting. Minutes of County Board meetings shall be kept in accordance with Wisconsin Statute § 59.23(2)(a). A draft form of the minutes of meetings shall be transcribed by the County Clerk and included in the meeting packet distributed prior to County Board meetings. Upon approval of the minutes, or approval of revised minutes, at the subsequent County Board meeting, the minutes shall become official.
- (b) Committee, Non-Standing Committee, and Other Board and Commission Meetings. The County Clerk shall confer with the Chair of any Committee to appoint a person to take and record the minutes of any meeting of the Committee. Any person so appointed shall not be a County Board Member. All draft minutes shall be emailed to the County Clerk's office, via iCompass, no later than seven (7) days after the meeting to which the draft minutes apply and shall be in a format approved by the County Clerk.
  - (1) The standard per diem sheet, properly signed, shall be sent to payroll for payment.
  - (2) The minutes shall continue to be included with the County Board agenda and emailed to all Board Members.

**Sec. 2-55. County Board Meeting Seating Arrangements.**

Except as provided herein, Board Members shall be seated in order by district number. The Board Chair, County Clerk, Administrative Coordinator, Finance Director and Corporation Counsel shall sit at the designated head of the room in the order established by the Board Chair. There shall be a designated area for members of the public and members of the press.

The Board Chair may alter the seating arrangements to meet the needs of individual Board Members or members of the public as necessary.

**Sec. 2-56. Board Member Welcome Letter and Orientation.**

- (a) Within seven (7) days after County Board Members are elected in the Spring general election, the County Clerk shall distribute a welcome letter to all persons elected to the County Board. The contents of the welcome letter shall include information concerning the schedule for the Board Member Orientation, Organizational Meeting and related matters, the Board Rules and the Board Member Biography form.
- (b) All Board Members shall complete a Committee/Board/Commission Preference form, a Statement of Economic Interests, and the Board Member Biography form, which shall be returned to the County Clerk at the Board Member Orientation. The County Clerk will distribute these forms to all County Board Members-elect in advance of the Board Member Orientation.

**Sec. 2-57. Board Relationship with Administrative Coordinator and Department Heads.**

The County Board serves as the legislative body in County government. As such, the County Board's role is to enact policy. To implement the policy the County Board establishes, the County Board shall designate a person as the Administrative Coordinator according to Wis. Stat. § 59.19. The Administrative Coordinator shall perform all duties and have such authority as specified in Wis. Stat. § 59.19, the Position Description, these Board Rules and as otherwise may be authorized and directed by the County Board from time to time. Department Heads are responsible, and shall report, to the Administrative Coordinator.

Board Members desiring information or a report from a Department Head or other County staff shall request such information or report either in the context of a County Board or Committee meeting or from the Administrative Coordinator. Department Heads shall submit an annual report in writing to the County Board, as directed and scheduled by the County Clerk, and the Department Head shall be available to answer questions in person as may be requested by the Board. The annual report shall include a summary report in writing of expenditures, revenues and work projects within the department, agency or office.

Board Members shall not be required to pay for records that are required in the proper discharging of their duties, including duties arising out of service on any committee, board, or commission.

**Sec. 2-58. Vacancies in Office of County Board Member.**

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- (a) Vacancies – How Caused. Vacancies in the office of Shawano County Board Supervisor shall be determined according to Wis. Stat. § 17.03.
- (b) Vacancies – How Filled. The following procedure may be utilized, at the discretion of the Board Chair, when there is a vacancy in the office of Shawano County Board Supervisor:
- (1) Within thirty (30) days of the seat becoming vacant, the County Clerk shall advertise the vacancy, with such advertisement to contain:
- a. A notification that there is a vacancy in Supervisory District No. X.
  - b. A map which reasonably informs the public of the boundaries of the district.
  - c. That interested persons shall submit the following information to the County Clerk, in written form, by a stated deadline which shall be not less than thirty (30) days from the date of the advertisement:
    - The applicant's name and address;
    - That the applicant is at least 18 years' old;
    - That the applicant is qualified to vote in Supervisory District No. X; and
    - A brief statement as to the applicant's qualifications to serve on County Board.
  - d. A statement that the vacancy will be filled from the list of applicants, by recommendation for appointment by the Board Chair, at a regularly scheduled County Board meeting following the expiration of the application deadline. Such appointment shall require a majority vote of the Board.
  - e. The County Clerk's mailing address, fax number and email address.
- (2) At the County Board meeting, the Board will proceed to deliberate and vote on the recommended applicant. The successor appointed according to this process shall serve for the unexpired portion of the term of the vacant office and shall assume all committee appointments of the district predecessor.

#### **Sec. 2-59. Official Statements and Decorum by Board Members.**

No Board Member other than the Board Chair is authorized to make any official statement or comment on behalf of the County Board. If a Board Member makes a statement or comment, the Board Member shall ensure such statement or comment contains language indicating the statement or comment reflects the personal views of the Board Member and not the views of the County Board.

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Board Members shall act with proper decorum and conduct at all times. It is recommended that Board Members attend meetings in appropriate attire. Any Board Member who is not performing his or her duties, injures the name of the County, or performs conduct detrimental to the County may be expelled from their County Board seat. Such action shall first be referred to the County Board by the Shawano County Ethics Committee.

Should the Ethics Committee, following a due process hearing, determine that a violation has occurred, the Ethics Committee shall issue written findings of fact and conclusions with one or more orders or recommendations to the County Board, as set forth in the Ethics Code. Expulsion from a County Board seat shall require a two-thirds (2/3) majority vote from the remaining Board Members.

#### **Sec. 2-60. Closed Session at Meetings – Attendance and Confidentiality.**

In accordance with Wis. Stat. § 19.89, and unless otherwise provided by law, no Board Member may be excluded from any meeting of the committee, board, or commission, provided, however, that committee, board, or commission may exclude a Board Member that is not a member of the committee, board, or commission from a closed session portion of a meeting upon majority vote of committee, board, or commission members present.

It is required that information obtained in a closed session shall remain confidential. Violations of this rule will be referred to the Ethics Committee for review of potential misconduct.

#### **Secs. 2-61—2-80. Reserved.**

#### *DIVISION 3. COUNTY BOARD OFFICERS*

#### **Sec. 2-81. County Board Chair.**

(a) The Board Chair shall perform all duties of the chairperson as specified in Wis. Stat. § 59.12(1) and perform such other duties as specified in these Board Rules. In addition, the Board Chair shall perform such other duties as the County Board may authorize from time to time. In presiding over meetings of the County Board, the Board Chair shall decide all questions of order or procedure, subject to appeal to the Board, and at all times preserve order and decorum. The Board Chair may serve as a member, with full rights and privileges, of any Committee if there is otherwise not a quorum at any Committee meeting.

(1) The Board Chair shall call the meeting to order at the hour fixed for the meeting, and shall maintain decorum; rule upon points of order; vote upon matters; have the right to speak; and be recorded.

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- (2) The Board Chair shall serve as the spokesperson for the County Board and is authorized to comment to the public or press on any matter of County business provided any such comments are consistent with the County Board’s policies or expressed positions.
- (3) The Board Chair shall be the Chair of the Executive Committee.
- (4) In the event of a vacancy in the position of Board Chair, the Vice Chair shall assume the position of Board Chair. The County Board shall then elect by secret ballot a new Vice Chair due to the vacancy created.

#### **Sec. 2-82. County Board Vice Chair.**

- (a) The Vice Chair shall perform all duties of the Board Chair in the absence or disability of the Board Chair and perform such other duties as specified in these Board Rules. In addition, the Vice Chair shall perform such other duties as the County Board may authorize from time to time.
- (b) In the event of a vacancy in the position of Vice Chair, the County Board shall hold an election for the position according to the procedure set forth in these rules.

#### **Sec. 2-83. Chairs and Vice Chairs of a Committee, Board, or Commission.**

The Chair of a committee, board, or commission shall preside at meetings and otherwise serve as the spokesperson on behalf of the committee, board, or commission in County Board meetings. The Vice Chair of a committee, board, or commission shall assume the responsibilities of the Committee chair in the Chair’s absence.

#### **Secs. 2-84—2-89. Reserved.**

### *DIVISION 4. RULES OF PROCEDURE*

#### **Sec. 2-90. Parliamentary Authority.**

The latest edition of *Robert’s Rules of Order, Newly Revised* (“RONR”) shall govern the proceedings at all meetings of the County Board and the Committees. The Corporation Counsel shall serve as parliamentarian for all meetings of the County Board and shall consult with the Board Chair on all questions of parliamentary procedure.

#### **Sec. 2-91. Committee of the Whole.**

- (a) The County Board may convene as the committee of the whole at the call of the Board Chair provided the public is provided notice of any such meeting in accordance with Wisconsin’s Open Meetings Law, Wis. Stat. § 19.81, et seq.

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- (b) The Committee of the Whole is a device in which a legislative body, such as the County Board, is considered one large committee. All members of the legislative body are members of such a committee.
  - (1) Under *Robert's Rules*, when an assembly (i.e., legislative body) has to consider a subject which it does not wish to refer to a committee, and yet where the subject matter is not well understood and put into proper form for its definite action, or when, for any other reason, it is desirable for the assembly to consider a subject with all the freedom of an ordinary committee, it is the practice to refer the matter to the "Committee of the Whole."
  - (2) These Rules also permit the calling of a Committee of the Whole for any reason deemed appropriate by the party having the authority to call a meeting of the Committee of the Whole. Matters appropriate for a meeting of the Committee of the Whole will generally involve issues having a county-wide impact.
- (c) Meetings of the Committee of the Whole shall be at the call of the Board Chair or at the call of the County Board Vice-Chair or caused to occur by means of a motion to refer the matter to the Committee of the Whole in an action taken during a meeting of the County Board.
- (d) When a meeting of the Committee of the Whole is caused to occur, then the Board Chair or in the Board Chair's absence, the Vice Chair, shall take steps to schedule the meeting as soon as shall be practical. The Board Vice Chair shall be the chair of any committee of the whole. A quorum of the Committee of the Whole is the same as that of the County Board.
- (e) The Committee of the Whole may make and present recommendations by informal resolutions (i.e., the resolutions need not be reviewed by legal, finance and administration) to the County Board or a Standing Committee. Minutes are to be taken of the meetings of the Committee of the Whole in a manner similar to minutes of Standing Committee meetings.

#### **Sec. 2-92. Remote Attendance at Meetings.**

- (a) Remote Attendance at Meetings. Board Members shall make every attempt to attend County Board and committee-level meetings in-person. A Board Member authorized under these Board Rules to attend a meeting by remote communication (telephonic or videoconference technology) shall be considered present for a meeting with full rights to participate and vote, but no mileage or per diem will be granted. Any Board Member attending a Board or Committee meeting remotely shall keep the camera on for the entirety of their attendance if attending by video and shall be excused from any closed session part of a meeting unless granted permission to remain in the meeting by the Board Chair or Committee Chair. No person may serve as Chair of a County Board meeting if the person is

attending the meeting by remote communication unless the entire meeting is held by remote communication. In the physical absence of the Board Chair and Vice Chair, the County Board shall appoint a Board Member to serve as Chair pro tempore of the meeting. The Executive Committee may, from time to time, establish policies governing the conduct of meetings where persons attend remotely and Board Members shall abide by any such policies.

- (b) Fully Remote Meetings. If in-person meetings are not advised or not possible due to an emergency situation, as declared by the appropriate authority under Wis. Stat. Chap. 323 or otherwise determined by the Board Chair, meetings of the County Board and Committees may be conducted via teleconference, video conference or other such methods, provided that members of the public can access the meeting in accordance with Wis. Stat. § 19.89, Wisconsin’s Open Meetings Law.

**Sec. 2-93. Order of Business.**

- (a) County Board Meetings. The order of business for all meetings of the County Board shall be as follows:

Call to Order

Roll Call

Pledge of Allegiance

Approve Agenda

Public Comment

Special Orders of Business/Recognitions

Board Chair’s Report

Consent Agenda (**NOTE: See Consent Agenda Guidelines in Sec. 2-93(a)(2)**)

Item(s) Removed from Consent Agenda

Business Items

Correspondence

New Business

Closed Session (if any)

Adjourn

- (1) The order of business may be modified by the Board Chair. When preparing the agenda for the meeting, where no business is contemplated on an item on this order of business, the item can be omitted. Any item on the agenda for consideration may be withdrawn at any time by the sponsor or a majority of the sponsors before action is taken on it. The Board Chair shall announce the withdrawal and name those withdrawing it.

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### SHAWANO COUNTY CODE OF ORDINANCES CH. 2 – ADMINISTRATION, ARTICLE I AND II

- (2) Consent Agenda Guidelines. At the Board Chair's discretion, noncontroversial, routine matters may be placed on the County Board meeting Consent Agenda for approval without debate.
- a. Before the Board acts on the Consent Agenda, the Board Chair shall ask whether any Board Member wishes to discuss any item. Brief comments limited to correcting factual or clerical errors in Consent Agenda items are permitted. Any substantive discussion request regarding a Consent Agenda item shall be noted by the Chair and shall result in the item's removal without debate from the Consent Agenda. Any item removed shall be taken up for discussion and separate action under "Item(s) Removed from Consent Agenda."
  - b. After the Chair has provided the opportunity to remove items, no further discussion of the remaining Consent Agenda items shall occur.
  - c. The Board shall act on the remaining Consent Agenda items as a single package. The only motions in order are to approve or disapprove the Consent Agenda. The vote shall be by roll call and decided by a single vote of the Board Members present.
- (3) Review and Approval of Minutes. The Board Chair and Committee Chair are responsible for reviewing meeting minutes for accuracy prior to approval.
- (4) Consideration of Resolutions and Ordinances. The Board Chair shall announce the resolution or ordinance that the Board will consider. Unless otherwise directed by the Board, the County Clerk shall read the "Now, Therefore" clause of the resolution or ordinance, or provide an appropriate summary. This reading requirement does not apply to items included on the Consent Agenda.

#### **Sec. 2-94. Personal Electronic Devices.**

- (a) County Board Members. All County Board Members shall silence their mobile phones and all other personal electronic devices during a meeting of the County Board and of any Committee on which the Board Member serves. Such devices may not be used during any such meeting except in the event of an emergency or with permission of the Chair of the meeting. This subsection does not preclude the recording of open session portions of any meeting by any person.
- (b) Other Meeting Attendees. All other meeting attendees shall silence their mobile phones and other personal electronic devices during a meeting of the County Board and of any Committee. This subsection does not preclude the recording of open session portions of any meeting by any person.

#### **Sec. 2-95. Recognition, Debate and Voting at County Board Meetings.**

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### SHAWANO COUNTY CODE OF ORDINANCES CH. 2 – ADMINISTRATION, ARTICLE I AND II

- (a) Recognition. A Board Member must be recognized by the Board Chair prior to speaking and shall do so by utilizing the electronic voting machine. The Board Chair is responsible for determining recognition.
- (b) Debate. No motion shall be debated or put to vote unless it has been seconded. After a motion has been stated by the Chairperson, it shall be deemed in possession of the Board, but may be withdrawn at any time before amendment or decision by the sponsoring committee. If withdrawn, it shall not be entered upon the minutes.
- (1) Each Board Member shall be entitled to speak twice for a total of not to exceed five (5) minutes per instance on any matter pending before the Board and open for discussion. Any member may move to limit or extend the floor time of any speaker and such motion shall require two-thirds (2/3) vote and is not debatable. Discussion and comments should be directed to the Board Chair and not to any individual Board Member, county staff or member of the public. All Board Member comments shall be germane to the business currently pending before the Board. Board Members shall maintain and exercise proper decorum at all times when discussing any matter before the Board.
- (2) When a question is under debate, no motion shall be received, except a motion:
- a. To adjourn (privileged).
  - b. To take a recess (privileged).
  - c. To lay on the table (privileged)
  - d. To call for the previous question.
  - e. To postpone to a time certain.
  - f. To refer to a standing or ad hoc committee.
  - g. To amend.
  - h. To postpone indefinitely.
- (3) These motions shall have precedence in the order in which they are listed above.
- (4) A motion to adjourn, to take recess, to lay on the table, and call for the previous question, shall be decided without debate. A motion to lay on the table shall not be allowed, except in instances where exigent circumstances exist requiring the ending of discussion on the question. A motion to postpone to a time certain or a motion to postpone indefinitely are the appropriate methods of postponing action on an issue in non-exigent circumstances.

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- (5) When a motion is made, if clarification is necessary, it shall be stated by the Board Chair prior to debate. If a question before the Board contains several points, any Board Member may have it divided upon verbal request to the Board Chair.
- (c) Voting. Unless roll call or secret ballot voting is required by the Wisconsin Statutes or these Board Rules, when a question is put to the County Board, all votes shall be by ayes and nays through the use of electronic voting, except for minor motions such as approval of minutes or other matters as determined by the Board Chair. Any Board Member may request an electronic roll call vote.
- (d) Abstention. All County Board Members are expected to represent their constituents and fully participate in meetings of the County Board, including voting. Nonetheless, there are recognized circumstances where participation in discussion, voting, or both would be inappropriate. A Board Member may abstain from participating in discussion, voting or both. When a Board Member abstains, the Board Chair shall provide the Board Member with the opportunity to explain the reason for the abstention and, if a reason is provided, the County Clerk shall record the reason in the meeting minutes.
- (e) With the exception of subsection (d), this Section does not apply to Committee meetings. Unless otherwise required by the Wisconsin Statutes or these Board Rules, Committee meeting procedure shall be governed by RONR 49:21, *Procedure in Small Boards*.

#### **Sec. 2-96. Public Decorum and Comment.**

- (a) Rules of Decorum. All attendees at County Board and Committee meetings are expected to maintain appropriate decorum during the meeting. Talking, shouting, outbursts, clapping and similar gestures are prohibited. Any attendee may be requested to cease any activities, including the use of signs, banners or displays, that unduly disrupt a meeting consistent with applicable law. Citizens in the audience are not to audibly respond to comments being made during a meeting or to make demonstrations either in support of or in opposition to a speaker or idea. The Chair of the meeting is responsible for enforcing meeting decorum.
- (b) Rules for Public Comment. The following rules apply to all periods of public comment at County Board and Committee meetings:
- (1) Any person who wishes to speak during the “Public Comment” portion of the agenda must provide their name and address prior to beginning comment.
  - (2) No person shall speak more than once per meeting, and no longer than three (3) minutes or as modified by the Chair.
  - (3) All comments must be germane to an item on the meeting agenda.

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- (4) Comments should be directed to the Board or Committee as a whole and not addressed to individual members.
  - (5) A commenter should refrain from asking questions of the Board or Committee, or any individual member.
  - (6) Commenters should be courteous in their language, avoid personalized remarks and refrain from comments that are rude, obscene, profane, personally attacking, and which demonstrate a lack of respect for others.
  - (7) The Chair reserves the right to terminate an individual's public comments if these rules are violated. As well, the Chair has the authority to rule speakers out of order and may call a short recess in disorderly situations.
- (c) Public Participation at Meetings. Unless specifically requested by the Chair of a meeting, members of the public are not allowed to participate in any meeting. Should participation be granted, the Chair may limit the time the non-member may speak. No member of the Board or a committee may cede time during discussion of a pending question to a member of the public. This subsection shall not be construed to prohibit County staff from providing information and reports to the County Board or a Committee consistent with the meeting agenda or practice of the County Board or Committee.
- (d) Board Member Participation at Committee Meetings (Non-Members). Subject to exclusions for purposes of closed session, Board Members are allowed to attend any meeting of a committee. A Board Member may not speak at a Committee meeting except during public comment or upon permission of the Chair of the Committee.

#### **Sec. 2-97. Reconsideration.**

Any Board Member on the prevailing side of any question determined by the County Board may make a motion to reconsider the question at the same meeting. When the County Board is equally divided on any question before it, the question shall be considered lost, but in that case any Board Member present at the meeting where the question was considered may move for reconsideration at the same meeting. Reconsideration on an issue may be done only once per meeting. No resolution, ordinance or motion that is defeated may be brought back at a future County Board meeting, except when there is a substantial modification, or the passage of time or other circumstances make it appropriate to have the question returned at a future Board meeting.

#### **Sec. 2-98. Resolutions – Form and Introduction.**

- (a) Form of Resolutions. A Board Member may request the assistance of administration and staff, together with Corporation Counsel, in drafting any proposed Resolution provided,

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however, the identity of the Board Member shall not be confidential. Resolutions shall be in form approved by the County Clerk and Corporation Counsel. In addition to any other form requirements, all proposed Resolutions shall include the following:

- (1) A space for an administrative note. The County Administrative Coordinator is responsible for reviewing the administrative impact of any proposed Resolution and providing any comments relating to such administrative impact.
  - (2) A space for a fiscal note. The County Finance Director is responsible for reviewing the financial impact of any proposed Resolution and providing any comments relating to such financial impact.
  - (3) A space for a legal note. The Corporation Counsel is responsible for reviewing whether the proposed Resolution is within the scope of the County's authority and otherwise providing any comments relating to the legal impact of the proposed Resolution.
  - (4) A space indicating the identity of the Committee(s) that considered the proposed Resolution, the date of the Committee(s) meeting at which such consideration occurred, the official action of the Committee(s) on the proposed Resolution and the votes of the Committee(s) members relative to the proposed Resolution.
- (b) Introduction of Resolutions. A Resolution may be proposed by an individual Board Member or by a committee.
- (1) *Resolutions Proposed by an Individual Board Member.* If a Resolution is proposed by an individual Board Member, prior to any action by the Board on the proposed Resolution, the Board Chair shall refer the proposed Resolution to the appropriate Committee. The County Board may, from time to time, request a report from the Board Chair as to referral of proposed Resolutions. The Committee(s) to which a proposed Resolution is referred shall file the official action on any proposed Resolution with the County Clerk as soon as practicable following the meeting at which such official action occurred, and the act of filing shall serve as a request that the proposed Resolution be placed on the agenda for the next County Board meeting. The requirements of this subsection may be waived, in whole or in part, by the Board Chair in his or her discretion.
  - (2) *Resolutions Proposed by a Committee.* A Committee may propose a Resolution. Any Committee that recommends County Board adoption of a Resolution proposed by the Committee shall file the official action on the proposed Resolution with the County Clerk as soon as practicable following the meeting at which such official action occurred and the act of filing shall serve as a request that the proposed Resolution be placed on the agenda for the next County Board meeting.

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- (c) Any Resolution or Ordinance that shall originate in, or be co-sponsored by, a specific Standing Committee shall not be submitted to the County Board until so done. However, any Committee, by majority vote, may elect to forward the resolution to the County Board even if the Resolution was not approved.
- (d) All Resolutions and Ordinances shall indicate the vote of each member and shall be recorded in the minutes.
- (e) The County Board will consider a Resolution commemorating the retirement of a Shawano County employee at the time of retirement.

#### **Sec. 2-99. Alteration of Rules.**

- (a) Suspension of Rules. Any procedural rule in these Rules may be suspended by two-thirds (2/3) vote of those Board Members present provided any such suspension does not cause a violation of the Wisconsin Statutes.
- (b) Amendment to Rules. The County Board may amend these Rules by two-thirds (2/3) vote of those Board Members present provided any proposed amendment is provided in writing to all Board Members in the meeting packet distributed by the County Clerk. Appendix A relating to committees may be amended at any time by majority vote.

#### **Sec. 2-100. Governing Rules.**

- (a) These Rules, and all amendments or additions thereto which may hereafter be made, shall govern the Board until altered or repealed. The Board Rules shall be reviewed and, as necessary, updated biennially in each odd-numbered year, in advance of the County Board's October annual meeting.

#### **Secs. 2-101—2-105. Reserved.**

## **APPENDIX A TO SEC. 2-50**

### **Purpose and Use of Appendix A**

This Appendix A, as referenced in Chapter 2, Art. II, Sec. 2-50 Shawano County Code of Ordinances, is incorporated by reference as if fully set forth in Sec. 2-50. It identifies the County Board's standing committees, provides a framework for listing any ad hoc committees, and lists non-standing committees and other boards/commissions on which the County has representation or which perform county-related functions. For each standing committee, this Appendix describes membership, duties, and the committee's primary oversight as home committee to specific county departments. For ad hoc committees and non-standing committees and other boards/commissions, this Appendix identifies membership, duties/purpose, and the committee's staff liaison or county contact.

<b>I. STANDING COMMITTEES</b>
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Standing committees provide policy and program oversight over County departments, offices, or agencies.

#### **Board of Health / Veteran Service Committee**

This committee shall consist of seven (7) members, including two (2) Shawano County Board Supervisors; one (1) Menominee County Board Supervisor; one (1) citizen member residing in Shawano County, appointed by Shawano County; one (1) citizen member residing in Menominee County, appointed by Menominee County; and one (1) physician and one (1) nurse residing in either Shawano County or Menominee County, to be selected by the other five (5) Board of Health members upon the recommendation of the Shawano County Public Health Officer, pursuant to Shawano County Resolution No. 16-12. Its duties and powers shall be as follows:

1. Supervise the Multi-County Health Department in the provision of public health services over Shawano and Menominee Counties, including services required under Wisconsin law including but not limited to Chapter 251, Wisconsin Statutes, and DHS Chapter 140 of the Wisconsin Administrative Code.
2. Provide public health services including prevention and control of communicable disease, prevention of other diseases, monitoring and promotion of health, abatement or removal of health hazards, and operation of a public health nursing program, among other things.
3. Assist the Veterans Service Officer in providing services to veterans under Chapter 45, Wisconsin Statutes.
4. Consult with the Multi-County Health Department and Veterans Service Office in matters pertaining to said departments.

#### **Board Rules Committee**

This committee shall consist of five (5) members as follows: County Board Chair; Two (2) At-Large Supervisors as recommended by Board Chair; Vice Board Chair; and One (1) At-Large Supervisor as recommended by the Vice Board Chair. Its duties and powers shall be as follows:

1. Review existing rules and propose additions, revisions, or repeals for County Board consideration.
2. Conduct periodic reviews to identify conflicts, ambiguities, or outdated provisions and recommend corrective edits, including conforming and technical changes.
3. Provide nonbinding guidance to the County Board Chair, committees, and members regarding the meaning and application of Board Rules, subject to final Board authority.
4. Develop and recommend policies and procedures that implement or support Board Rules (e.g., agenda management, referrals, meeting procedures, motions practice, records or communications protocols) for Board approval.
5. Serve as the primary committee for initial review of member-initiated proposals affecting Board Rules, and report recommendations to the full County Board as provided in the rules.

### **Capital Improvement Projects (CIP) Committee**

This committee shall consist of seven (7) County Board members, including two (2) at-large Board members and one (1) Board member from each of the following bodies: the Public Safety Committee; the Public Property Committee; the Highway and Parks Committee; the Planning, Development and Zoning Committee; and the Human Services Department Board. Its duties and powers shall be as follows:

1. Annually establish and recommend a prioritized list of capital improvement projects on a county-wide basis, along with a balanced financing proposal, for County Board approval.
2. Approve any project utilizing CIP funds in accordance with adopted CIP policies and guidelines.
3. Annually set deadlines for submission of projects and dates for action on reviewing project submissions; ensure the schedule, with any revisions, is posted to the County website.
4. Forward plan proposals pertaining to projects not to be completed by Shawano County, or proposals not meeting deadlines/requirements, to the County Board for approval with or without recommendation as determined by the Committee.
5. Countywide capital planning and financing coordination.

### **Executive Committee**

The committee shall consist of seven (7) County Board members: the Board Chair; the Board Vice Chair; one (1) Board member selected from each of the following bodies, the Public Safety Committee, the Highway and Parks Committee, and the Human Services Department Board; and two (2) at-large Board members, as recommended by the Board Chair, who are not appointed to the Public Safety Committee, the Highway and Parks Committee, or the Human Services Department Board. Its duties and powers shall be as follows:

1. Oversee efficient operations of the Department of Administration (including the Finance Division), the Corporation Counsel Office, the Human Resources Department, the Technology Services Department, the County Clerk's Office, the County Treasurer's Office, and any other departments not assigned to another home committee.
2. Receive personnel requests and take action or make recommendations to the County Board, as appropriate.

3. Review and update countywide management and personnel policies, and recommend changes to the County Board as needed.
4. Manage labor negotiations, grievances, and related matters, and recommend actions to the County Board as needed.
5. Recommend updates to the wage scale and elected officials' salaries to the County Board as needed.
6. Review County insurance coverage (including workers' compensation, liability, errors and omissions, property, health, and other appropriate coverage) and make recommendations to the County Board as needed.
7. Review and address other countywide administrative matters not otherwise assigned.
8. Oversee county financial operations, including preparation of the annual budget; review of resolutions involving fund transfers; examination and settlement of accounts not exceeding \$5,000 under Wis. Stat. § 59.52(12); review of bills and recommendations on payment; ensuring timely and proper payment of per diems; oversight of the Treasurer's Office administration; departmental audits as needed; retention of auditors; procurement of required bonds for elected and appointed officials; and other financial duties necessary for sound county financial management.
9. Provide County Board policy coordination and oversight for solid waste management governance, contracts, intergovernmental arrangements, planning direction, and financial matters to the extent not assigned elsewhere.
10. Consult with the Department of Administration (including the Finance Division), the Corporation Counsel Office, the Human Resources Department, the Technology Services Department, the County Clerk's Office, the County Treasurer's Office, and any other department, agency, or office not otherwise assigned to a home committee on matters within their respective responsibilities.

### **Highway and Parks Committee**

The committee shall consist of five (5) County Board members: three (3) members shall be elected by the County Board, with one (1) member from each of the West, Central, and Eastern areas of Shawano County, as shown on the designated map, and two (2) Board Members shall be appointed. Its duties and powers shall be as follows:

1. Perform duties set out in Chapter 83, Wisconsin Statutes, and such other duties as may be imposed by the County Board.
2. Prior review of purchase and sale of county road machinery by the Highway Commissioner; enter into highway contracts in the name of Shawano County; direct expenditure of highway maintenance and construction funds; handle material claims and vouchers resulting from highway construction.
3. Enter into agreement with the State Division of Highways for maintenance of State Trunk Highways and Federal Highways in Shawano County.
4. Manage Highway buildings, grounds and equipment subject to County Board policies.
5. Parks, trails, and recreation oversight, including setting policy and oversee budgeting, expenditures, leases, purchasing, and maintenance for County park facilities, cemeteries, Mielke Park, trails, boat landings, and related fee collection; coordinate with the County Planner on grant applications and capital improvements for parks and trails; recommend

policy for park development and acquisition, including coordination with Public Property on acquisitions outside the Board-approved Outdoor Recreation Plan; administer long-term site improvements; coordinate recreation facility development with other units of government and civic and service organizations; promote recreation resources; study recreation needs; update the County Recreation Plan; and oversee grant applications and administration for snowmobile and ATV trail maintenance and grooming, including coordination with local organizations.

6. Review and determine requests to designate county roads for ATV/UTV use consistent with County ordinance.
7. Consult with the Highway Department (Highway Commissioner) and Parks Department (Parks Manager) on matters pertaining to those departments.

### **Human Services Department Board**

The Human Services Department Board shall consist of five (5) County Board members and four (4) citizen members. At least one member appointed shall be an individual who receives or has received human services or shall be a family member of such an individual. The remainder of the board members shall be consumers of services or citizens-at-large. No public or private provider of services may be appointed to the county human services board. Its duties and powers shall be as follows:

1. Determine the administrative and program policies administered by the Human Services Department under chapters 46, 48, 49, and 51, Wisconsin Statutes, and other applicable statutes.
2. Determine juvenile delinquency-related administrative programs and policies within limits established by the Department of Corrections; address delegated matters consistent with applicable law.
3. Establish priorities in addition to those mandated by applicable state departments.
4. Determine whether state-mandated services should be carried out directly by the Department or contracted for with third parties, subject to County Board approval.
5. Represent human service agencies, professionals, and consumers of services in negotiations with the state and federal governments.
6. Appoint a Human Services Department Director, subject to County Board approval.
7. Appoint advisory committees to receive community, professional, or technical information concerning policy considerations.
8. Submit a final budget in cooperation with the Executive Committee consistent with statutory requirements.
9. Cooperate to the extent feasible with school boards, health planning agencies, law enforcement agencies, and other human service agencies, committees, and planning bodies in the geographic area served.
10. Comply with other applicable statutory requirements and perform other responsibilities as delegated by the County Board.
11. Consult with the Human Services Department and Child Support Agency on matters pertaining to those departments.

### **Land and Water Resources Conservation Committee**

This committee shall consist of seven (7) County Board members. Membership shall be structured to satisfy applicable land conservation committee composition requirements, including the appointment of one (1) member who engages in an agricultural use, as defined under Wis. Stat. § 91.01(2)(a)1. to 7. Its duties and powers shall be as follows:

1. Act as the agriculture and extension committee required by Wis. Stat. § 59.56(3)(b) and land conservation committee required by Wis. Stat. § 92.06.
2. Administer projects and activities relating to soil conservation; flood prevention; water management; nonpoint source water pollution abatement; wildlife management; and invasive species control. Participate in applicable federal, state, and local natural resources conservation programs within Shawano County, and direct the Farmland Preservation Program.
3. Develop and adopt standards and specifications for management practices intended to control erosion, sedimentation, and nonpoint source water pollution.
4. Oversee the administration and enforcement of the Livestock Waste Management Ordinance and the Livestock Facilities Licensing Ordinance.
5. Allocate and distribute available federal, state, and county funds for cost-sharing and other incentive programs supporting soil and water conservation improvements and practices on public and private lands, consistent with applicable program requirements and limits.
6. Promote and support research and education related to the duties listed above.
7. Implement preventive and corrective measures, including works of improvement, for flood control and water conservation.
8. Enter into agreements and provide financial or technical assistance to agencies, organizations, and individuals within the County. Acquire, improve, maintain, and operate property, structures, and equipment necessary to carry out these duties.
9. Cooperate with the Wisconsin Department of Transportation as requested under Wis. Stat. § 85.195.
10. Provide oversight of County Extension programming and related county responsibilities for Extension services, including cooperating with the Area Extension Director on program planning, public policy, contracting of Extension educators, and budgeting.
11. Meet with the Shawano County Fair Board regarding operation of the Fair and participate in planning, purchasing, or constructing buildings or additions at the Fairgrounds; supervise management of the former County Farm acreage; and appoint a liaison to meet with the Shawano Area Agriculture Society.
12. Perform other duties as assigned by the County Board.
13. Consult with the UW-Extension Office and the Land Conservation Department (County Conservationist) on matters pertaining to those departments.

### **Planning, Development and Zoning Committee**

This committee shall consist of five (5) County Board members: three (3) shall represent districts that have at least one (1) municipality in County Zoning, and two (2) at-large Board members. Its duties and powers shall be as follows:

1. Set policy for comprehensive land use planning, overall economic development, land records modernization, planning-related grants administration, surveying, remonumentation, parcel mapping, real property listing, mapping, and land records management.
2. Direct preparation and recommend approval of, or amendments to, the County comprehensive land use plan and its elements and the County land records modernization plan.
3. Recommend approval or amendment of County land use regulations; supervise the County Surveyor's duties.
4. Enforce zoning and land use regulations and perform duties under the County Zoning/Subdivision Ordinance, Floodplain Ordinance, Private Sewage System Ordinance, Shoreland/Wetlands Ordinance, and Building Codes.
5. Conduct public hearings for zoning map/text amendments, conditional use permits, and appeals.
6. Perform other duties as assigned by the County Board.
7. Consult with the Planning and Development Department; the Register of Deeds Office; and the Land Information Office on matters pertaining to those departments.

#### **Public Property Committee**

This committee shall consist of four (4) County Board members, and the Board Chair or Board Vice Chair. Its duties and powers shall be as follows:

1. Responsible for all real property and all personal property owned by Shawano County, subject only to property overseen by the Highway and Parks Committee and as otherwise provided by County governance documents.
2. Set policy in the operation of all County buildings and properties; provide direction and annual evaluation of the Maintenance Supervisor; hire and discharge the Maintenance Supervisor in accordance with County personnel policy; establish duties of the Maintenance Supervisor.
3. Recommend purchase, sale, lease, or rental of County real property, including surveys, options, and appraisals; recommend granting easements, except those within the Highway Commissioner's authority.
4. Inspect County lands and buildings and report conditions; recommend a five-year development plan for maintenance or disposal of real property.
5. Responsible for maintenance and improvements to the Mielke Theater buildings.
6. Assign courthouse office space, with major changes subject to County Board approval.
7. List County personal property for internal use or sale; sell County real property in the manner most advantageous to Shawano County, subject to County Board approval.
8. Oversee In Rem Foreclosure property handling consistent with County policy.
9. Provide oversight regarding the Clay Borrow Site.
10. Provide property and facility oversight components related to county solid waste management facilities and real property interests, to the extent applicable.
11. Perform other duties as assigned by the County Board.

12. Consult with the Building Maintenance Department on matters pertaining to that department.

### **Public Safety Committee**

This committee shall consist of five (5) County Board members. Its duties and powers shall be as follows:

1. Advise the Sheriff and Chief Deputy in matters affecting law enforcement in Shawano County, including Patrol, Investigations, Jail, Work Release, and Communications.
2. Provide oversight, subject to the constitutional authority of the Sheriff, of deputies, correctional officers, emergency management director, telecommunications operators, and Sheriff's Department employees; squad cars and equipment; and the Communications Center's 911 radio and recording system and other equipment.
3. Advise the Sheriff in carrying out an Emergency Management Program as required or recommended by state and federal standards.
4. Review and recommend additions or revisions to ordinances enforced by the Sheriff.
5. Advise the Coroner; keep the County Board informed on matters pertaining to the Coroner's Office.
6. Examine and settle all current accounts of the Sheriff's Department, Emergency Management, and Coroner not in excess of \$5,000 on any one account pursuant to Wis. Stat. § 59.52(12).
7. Perform other duties as assigned by the County Board.
8. Consult with the Sheriff's Department, including the Sheriff; the Emergency Management Department; the District Attorney's Office; the Clerk of Courts Office; Circuit Court Branches I and II; the Register in Probate; the Family Court Commissioner; and the Coroner on matters pertaining to those departments.

### **Tribal Affairs Committee**

This committee shall consist of five (5) County Board members. The Committee shall meet quarterly or as needed. Its duties and powers shall be as follows:

1. Address matters relating to tribal issues affecting Shawano County, subject to County Board approval.
2. For monies received from any tribe, make a joint decision and/or recommendation with the Capital Improvement Projects Committee concerning how such funds are to be spent, subject to County Board approval as needed.
3. Negotiate contracts and memorandums of understanding with tribes as appropriate, subject to County Board approval.
4. Take action concerning land-to-trust applications and negotiate agreements consistent with adopted County policy, with recommendations to the County Board; address other tribal matters of significance as they arise, subject to County Board approval.
5. Countywide tribal and intergovernmental relations.

## II. AD HOC COMMITTEES

The County Board may form ad hoc committees from time to time by resolution or action of the County Board. Any action creating an ad hoc committee should specify the committee's name, purpose, number of members, appointing authority, duration, and reporting relationship. Ad hoc committees are listed below when created and remain listed for the duration specified.

*Current Ad Hoc Committees (if any):*

### **Ad Hoc Building Committee**

- **Purpose:** To oversee and coordinate County Board-directed planning, design, construction, and completion of County building/facilities projects as specifically authorized by County Board resolution, including (as originally charged) oversight of the Department of Human Services co-location construction project referenced in Resolution No. 88-17, and any such other facilities projects as may be assigned by County Board.
- **Members:** Established and/or continued by County Board action; membership and scope may vary by project and are set by the applicable creating or continuing motion or resolution (including Resolution No. 88-17 and any subsequent actions).
- **Appointing Authority:** The County Board Chair appoints members, subject to County Board confirmation, unless otherwise provided in the creating or continuing resolution(s).
- **Duration:** Continues until the assigned project(s) are completed and final reporting is accepted by the County Board, or until dissolved by County Board action. The committee may be continued, reauthorized, or assigned additional duties by subsequent County Board resolution(s).
- **Reporting Relationship:** The committee shall report to the County Board of Supervisors; submits major project recommendations and any items requiring Board action to the County Board for consideration.

## III. NON-STANDING COMMITTEES, AND OTHER BOARDS AND COMMISSIONS

This section lists non-standing committees, statutory boards/commissions, joint or multi-jurisdictional bodies, and other boards/commissions related to County operations. Non-standing committees are County-associated bodies that are not standing committees and do not serve as the primary oversight committee for a county department/office.

### **Aging and Disability Resource Center (ADRC) of the Wolf River Region**

Created pursuant to Resolution No. 35-11. Consortium of Shawano, Oconto, Menominee Counties and the Stockbridge-Munsee Community; governing board composition and terms are established by the intergovernmental agreement and County resolutions (initial appointments; thereafter staggered three-year terms). Its powers and duties shall be as follows:

1. Develop and maintain a mission statement for the ADRC.
2. Oversee operations by conducting an annual review of interagency agreements, memorandums of understanding, and contracts; ensure all applicable state contract terms

are fulfilled; and assure input from consumers, service providers, managed care organizations, and local constituents.

3. Identify new resources, including funding sources and financial oversight including budget development and expenditure monitoring.

*Staff Liaison / County Contact:* Human Services Department Board / ADRC

### **Board of Adjustment**

The Board of Adjustment shall consist of five (5) citizen members and two (2) alternate members appointed for three-year terms by the Board Chair with County Board approval, consistent with County zoning requirements. Its powers and duties shall be as follows:

1. Grant relief when hardship results from strict application of ordinances.
2. Consider applications for exceptions/variances and grant or deny variances.
3. Determine appeals from decisions of the Zoning Administrator/administrative staff.
4. Each member attends one (1) approved training session per term.

*Staff Liaison / County Contact:* Planning and Development Department

### **Broadband Task Force**

Created by County resolution and composed of two (2) County Board Supervisors, one (1) School District Representative, one (1) Economic Development Representative, one (1) Healthcare sector representative, one (1) at-large citizen member, and the County Administrative Coordinator (or designee). Its powers and duties shall be as follows:

1. Conduct stakeholder outreach and engagement.
2. Identify barriers to broadband adoption.
3. Identify existing broadband projects.
4. Support development of maps capturing equity, access, and deployment challenges.
5. Develop speed testing and surveys.
6. Develop a broadband vision for Shawano County.

*Staff Liaison / County Contact:* Executive Committee / Technology Services / Administration

### **Commission on Aging**

The Commission on Aging shall consist of not more than seven (7) voting members, all of whom shall be residents of Shawano County, appointed by the County Board Chair and confirmed by the County Board. Members shall serve three-year terms and may be reappointed for one (1) additional consecutive three-year term. The voting membership shall include: three (3) County Board members who are members of the Human Services Department Board; one (1) at-large member who is a Shawano County resident; and three (3) geographic representatives, with one (1) member from each of the western, central, and eastern areas of the County, as designated by the County Highway Districts. Ex officio (nonvoting) members may serve as resource persons from the following: staff of the Shawano County Aging and Disability Resource Center; the Human Services Department; AARP; and the Senior Citizens Commission for the City of Shawano. Its powers and duties shall be as follows:

1. Identify services available to older persons and assess needs of the aging population.
2. Advocate for older persons and advise on planning and coordination of services.

3. Prepare components of the ADRC budget including supportive services, transportation, nutrition, and preventive health.
4. Advise the Human Services Department Board on issues related to elderly and disabled persons.
5. Perform other duties as assigned.

*Staff Liaison / County Contact:* Human Services Department Board

**Community Services Advisory Committee (CSAC)**

The CSAC shall consist of seven (7) members including three (3) Human Services Department employees in designated roles (Community Services Division Manager/Comprehensive Community Services (CCS) Administrator; Children’s Long-Term Support/Children’s Community Options Program (CCOP) Lead; and Birth-to-Three (B-3) Program Lead) and four (4) community representatives as follows: two (2) CCS Representatives and two (2) Birth-to-Three (B-3)/ Children’s Community Options Program (CCOP) Representatives. Its powers and duties shall be as follows:

1. Address ongoing service needs of children and adults with disabilities.
2. Identify service needs, gaps, and recommended improvements.
3. Provide community outreach and support prevention efforts across agencies.
4. Convene stakeholders to address cross-system coordination.

*Staff Liaison / County Contact:* Human Services Department Board

**Criminal Justice Coordinating Council (CJCC)**

The CJCC shall consist of nine (9) permanent members and up to two (2) citizen members. Permanent members include: Circuit Court Presiding Judge (or designee), District Attorney (or designee), Sheriff (or designee), City of Shawano Chief of Police (or designee), Human Services Director (or designee), State Public Defender representative, a County Board Supervisor designated by the County Board Chair, Wisconsin Department of Corrections representative, and Clerk of Circuit Court (or designee). Terms shall be for a period of two years and permanent member shall continue to serve as long as they hold the office which qualifies them for membership on the CJCC. Its powers and duties shall be as follows:

1. Increase communication between criminal justice system agencies and improve coordination.
2. Suggest more efficient use of available resources and improved outcomes.
3. Provide ongoing oversight for new or alternative programs and coordinate across departments and budget areas.
4. Work to eliminate duplication of effort and enhance public safety.
5. Refine and monitor recommendations intended to reduce the average daily jail population through alternatives to incarceration.

*Staff Liaison / County Contact:* Human Services Department Board / Public Safety Committee

**East Central Wisconsin Regional Planning Commission**

As provided in Wis. Stat. § 66.0309 and the established bylaws, this Commission shall consist of the following members: (1) the County Board Chair; (2) one (1) local elected official (town,

village, city, or county), preferably a County Board Supervisor who is a member of the Planning, Zoning and Development Committee, appointed by the County Board Chair and confirmed by the County Board; and (3) one (1) additional County Board member, selected by the County Board Chair. Its powers and duties shall be as follows:

1. Represent the County in regional planning activities.
2. Support regional research, data collection, reports, and advisory planning services.
3. Coordinate planning efforts affecting physical, social, and economic development.

*Staff Liaison / County Contact:* Planning, Development and Zoning Committee

### **Ethics Committee**

The Ethics Committee shall consist of five (5) members and one (1) alternate appointed by the County Board Chair, subject to confirmation by the County Board. Members of the Ethics Committee shall be residents of Shawano County, shall not be County Public Officials during the period of appointment, and shall not have an immediate family member who is a county employee or other county official. Appointments shall be made from as broad a base as practicable, and, to the extent practicable, shall include one (1) member from each of the eastern, western, and central areas of the County. Members shall serve staggered three-year terms, with terms expiring on the third Tuesday in April; initial appointments shall be staggered to maintain continuity as established in the Ethics Ordinance. Its powers and duties shall be as follows:

1. Review and recommend revisions to the County ethics code as needed.
2. Enforce conflict of interest provisions, investigate complaints, and conduct hearings as authorized.
3. Recommend actions to appropriate authorities and recommend criminal prosecutions to the District Attorney as necessary.
4. Issue ethics opinions and review Statements of Economic Interest as required.
5. Perform other duties as assigned.

*Staff Liaison / County Contact:* Corporation Counsel / Executive Committee (as appropriate)

### **Housing Authority of Shawano County**

The Housing Authority shall consist of five (5) commissioners, including one (1) County Board member, appointed by the County Board Chair with County Board approval. Its powers and duties shall be as follows:

1. Provide, maintain, and manage low-income housing programs and facilities.
2. Establish policies for housing authority operations.
3. Obtain and manage federal and state grants and related funding.

*Staff Liaison / County Contact:* Executive Committee / Administration

### **Joint City/County Transportation Advisory Committee**

The Joint City/County Transportation Advisory Committee shall consist of ten (10) members, nine (9) of whom are voting members and one (1) of whom is a nonvoting representative of City cab services in the City. Three (3) voting members shall be appointed by the County Board, consisting of one (1) Human Services Department Board member and two (2) at-large members who may or may not be County Board members, with one (1) representing the eastern part of Shawano County and one (1) representing the western part of Shawano County. Three (3) voting

members shall be appointed by the City, consisting of one (1) City official, one (1) Senior Citizen Commission member or designee, and one (1) member-at-large. The remaining members shall be the Shawano County Director of Aging, or the Director's designee; one (1) member from the Human Services Department; and one (1) representative appointed by the Tribal Council of the Stockbridge-Munsee Community, all of whom shall be voting members. Members and designees shall serve two-year terms, with eligibility for reappointment. Its powers and duties shall be as follows:

1. Monitor expenditures of transportation funds.
2. Review passenger transportation plans and advise on service needs.
3. Review and comment on applications for transportation aids and capital assistance.
4. Serve as an ADA informational resource.
5. Act on coordinator designation requests for Federal Section 5310 eligibility.

*Staff Liaison / County Contact:* Human Services Department / ADRC

### **Land Information Council**

The Land Information Council shall consist of nine (9) members representing land information functions and stakeholders: (1) one (1) County Board member, preferably a Board member who is a member of the Planning, Development and Zoning Committee, appointed by the County Board Chair; (2) the Register of Deeds; (3) the County Treasurer; (4) the Real Property Lister; (5) a Public Safety/Emergency Communications representative; (6) the County Surveyor; (7) one (1) licensed realtor practicing in Shawano County, recommended by the Land Information Council and approved by the home committee; (8) a representative of the Highway Department; and (9) the GIS Coordinator. One (1) of the above members shall also serve as the Land Information Officer and as the representative from the Land Information Office. Its powers and duties shall be as follows:

1. Meet as necessary to review priorities, needs, policies, and expenditures of the Land Information Office.
2. Advise the County on matters affecting land information functions.

*Staff Liaison / County Contact:* Planning, Development and Zoning Committee / Land Information

### **Library Board**

The Library Board shall consist of nine (9) members appointed consistent with Wis. Stats. § 43.57(4) and (5), including two (2) County Board members (one (1) of whom shall be a member of the Public Property Committee), one (1) additional representative from each library location in Birnamwood, Bonduel, Mattoon, Shawano, Tigerton, and Wittenberg, and one (1) school district administrator of a school district located in whole or in part in the County, or the administrator's designee. Its duties and powers shall be as follows:

1. Operate the County library system consistent with state law.
2. Collect, spend, and account for library funds for the main library and branches.

*Staff Liaison / County Contact:* Library Director / Public Property Committee

### **Local Emergency Planning Committee (LEPC)**

The LEPC shall include one (1) County Board member who also serves on the Public Safety Committee as the local official, with additional members as required by federal and state emergency planning requirements and Resolution No. 209-91. Its duties and powers shall be as follows:

1. Establish and maintain an emergency plan for hazardous substance releases.
2. Evaluate resource needs and coordinate planning among agencies.
3. Conduct annual review of the emergency plan and related requirements.

*Staff Liaison / County Contact:* Emergency Management / Public Safety Committee

### **Office of Commissioner of Condemnation**

The commission shall consist of six (6) residents of Shawano County appointed by the Circuit Court, as provided under Wis. Stat. § 32.08. Its powers and duties shall be as follows:

1. Ascertain just compensation for property or rights sought to be condemned.
2. Perform other duties related to eminent domain proceedings as provided by law.

*Staff Liaison / County Contact:* Corporation Counsel

### **Shawano County Drainage Board**

The Drainage Board shall consist of three (3) resident landowners recommended by the Land and Water Resources Conservation Committee, and appointed by the Circuit Court for staggered three-year terms, as provided under Wis. Stat. § 88.17. Its powers and duties shall be as follows:

1. Carry out duties relating to drainage districts including maintenance and improvements, land acquisition/condemnation as authorized, and related operational responsibilities, consistent with Wis. Stat. § 88.21.
2. Report to the Circuit Court as required.

*Staff Liaison / County Contact:* Land Conservation Department / County Conservationist

### **Shawano County Highway Safety Commission**

Pursuant to Wis. Stat. § 83.013(1)(a), the Highway Safety Commission shall include, at a minimum, the Highway Commissioner (or a designated representative), the Chief Traffic Law Enforcement Officer (or a designated representative), the County Highway Safety Coordinator, one (1) County Board representative from each of the following disciplines: education, medicine, and law, and three (3) representatives involved in law enforcement, highways, and highway safety designated by the Wisconsin Secretary of Transportation. In addition, consistent with Resolution No. 313-98, one (1) member of the Highway and Parks Committee selected by the Highway and Parks Committee and one (1) member of the Public Safety Committee selected by the Public Safety Committee shall serve as County Board representatives on the Commission. The County Board Chair may also appoint additional members, including elected officials, representatives of citizen organizations and other civic leaders concerned with traffic safety (e.g., MADD, SADD, highway safety leaders, railroad representatives) and representatives of the news media. Its powers and duties shall be as follows:

1. Meet at least quarterly to review traffic accident data and other traffic safety matters.
2. Designate a person to prepare and maintain a spot map of traffic accidents.
3. Maintain traffic accident data received from the city, as needed.

4. Make written recommendations for corrective actions to DOT, the County Board, and/or appropriate committees or agencies.

*Staff Liaison / County Contact:* Highway Department / Sheriff's Office

**Shawano County Veterans Service Commission (Soldier and Sailors Relief Commission)**

The Veterans Service Commission shall consist of three (3) Shawano County veterans appointed by the County Board Chair to staggered three (3) year terms. Appointments shall, to the extent practicable and consistent with County appointment practice, provide for geographic representation with one (1) member from each of the western, central, and eastern areas of Shawano County. Its powers and duties shall be as follows:

1. Furnish aid out of county tax funds to eligible needy veterans and eligible family members as provided by law.

*Staff Liaison / County Contact:* Veterans Service Office