

Government and Administration

Chapter 2 Rules of the Board of Supervisors

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Chapter 2 Rules of the Board of Supervisors

Sec. 2-2-1 Meetings; Quorum; Roll Call.

- (a) **Regular Meetings.** Except for those meetings set by the Wisconsin Statutes, regular meetings of the County Board shall be held on the third (3rd) Tuesday of April, the first (1st) Tuesday after the second (2nd) Monday in November, and on the last Tuesday of each month, all such meetings to be held during the evening, except as changed or canceled pursuant to Subsection (c).
- (b) **Special Meetings.** The County Board may also hold special meetings as provided in Sec. 59.11, Wis. Stats., namely, upon a written request of a majority of the supervisors delivered to the County Clerk, specifying the time and place of meeting, the time being not less than forty-eight (48) hours from the delivery of the request.
- (c) **Changes and Cancellations.** The date of any meeting except the April meeting and the time of any meeting may be changed by County Board action at a preceding meeting, and the Board may cancel regular Board meetings other than the April and November meetings by action at a preceding meeting. The Executive Committee or the County Board Chairperson and County Clerk by joint decision may act in lieu of the County Board in making such changes or cancellations if circumstances warranting such action arise after the preceding Board meeting.
- (d) **Quorum.** If a quorum is not present the members may adjourn from time to time until there is a quorum. A quorum shall constitute a majority of the members.

State law reference(s)--Sec. 59.11, Wis. Stats.

Sec. 2-2-2 Minutes.

The County Clerk or his/her designee shall keep the minutes of County Board meetings.

Sec. 2-2-3 Ordinances, Resolutions and Motions.

Proposed ordinances and resolutions may be introduced by County Board committees or by individual supervisors without reference to a committee, and shall be in writing and signed by the person or persons introducing them. At the request of any member, any motion made other than a procedural motion shall be reduced to writing before being voted upon. Any proposed ordinance, resolution, substantive motion, communication, or other matter brought to the Board for its consideration may be referred to a committee for study and recommendation.

Sec. 2-2-4 Presentation of Business, Discussion and Debate.

Members may address the Board, Chairperson or other board members only when recognized by the Chairperson. A person not a member of the Board may address the

Board only with the permission of the Board or the Chairperson, provided that at the request of any member, such permission shall be given only by majority vote of the Board. In all cases, personalities shall be avoided and propriety observed. The Chairperson shall preserve order and decorum and enforce the rules.

Sec. 2-2-5 Voting.

Voting shall be by roll call vote on all questions requiring or authorizing the expenditure of County funds and whenever requested by any member of the Board. In all instances, voting may be by voice vote. The Chairperson shall vote when voting is by roll call except when the vote is upon an appeal of the decision of the Chairperson.

Sec. 2-2-6 Robert's Rules of Order.

In all parliamentary questions raised during a session of the Board, and which are not covered specifically by the foregoing rules, Roberts Rules of Order shall prevail.

Sec. 2-2-7 Governing Rules.

- (a) These rules, and all amendments and additions thereto which may hereafter be made, shall govern the Board until altered or repealed. *(Revised 4-16-13)*
- (1) Board members attending meetings remotely shall be considered part of the quorum and be allowed to vote in open session provided they are in attendance for an entire agenda item before they vote; *(Revised 4-16-13)*
 - (2) Board members may not attend closed session portions of meetings remotely; *(Revised 4-16-13)*
 - (3) Board members attending remotely shall be entitled to compensation for participation provided they attend the entire meeting, however, they shall not be entitled to mileage reimbursement. *(Revised 4-16-13)*

Sec. 2-2-8 Board Agenda

Any supervisor may make a request to the County Board Chair that an item be placed on the County Board agenda. If the County Board Chair denies this request, the supervisor may request that the County Clerk or Administrator include on the next agenda a motion for the item to be placed on the agenda for the following County Board meeting. Agenda requests are made 10 days before the meeting. If the motion passes by a majority vote, the item shall be placed on the agenda for the next County Board meeting. The supervisor who made the motion to place the item on the next agenda shall submit the item, if approved by a majority vote, to the County Administrator or County Clerk in a timely manner so that it may be included on the next Board agenda and so that relevant information pertaining to the motion can be provided to other Board members by the Board Chair, County Administrator or County Clerk. *(Created and Adopted 8-27-13).*