

**CHAPTER 2**  
*(Revised 3-17-2022)*  
**COUNTY BOARD OF SUPERVISORS**

**2.01 SUPERVISORY DISTRICTS.** The boundaries of the supervisory districts as heretofore established shall continue in effect.

**2.02 MEETINGS.** Meetings of the Brown County Board of Supervisors shall be held and conducted in accordance with the Wisconsin Statutes, Section 59.04. An organizational meeting shall be held on the third Tuesday of April in even numbered years at 9:30 a.m. Unless otherwise provided regular meetings of the Brown County Board of Supervisors shall be held on the third Wednesday of each month at 7:00 p.m. Regular meetings of the six Brown County Standing Committees shall occur on Mondays, Tuesdays, Wednesdays or Thursdays, and said Standing Committee meetings shall commence between the hours of 5:00 pm and 7:00 pm.

**2.03 ORGANIZATION, POLICY AND AUTHORITY OF THE BROWN COUNTY BOARD OF SUPERVISORS.** (1) Reprint of Section 59.03 and 59.04, and 59.17(2)(a), Wis. Stats.: (a) 59.03 Administrative Home Rule. Every county may exercise any organizational or administrative power, subject only to the constitution and any enactment of the legislature which is of statewide concern and which uniformly affects every county.

(b) 59.04 Construction of Powers. For the purpose of giving to counties the largest measure of self-government in accordance with the spirit of the administrative home rule authority granted to counties in s. 59.03, it is hereby declared that this chapter shall be liberally construed in favor of the rights, powers and privileges of counties to exercise any organizational or administrative power.

(c) 59.17(2)(a) County Executive. The duties and powers of the County Executive shall be, without restriction because of enumeration, to: (a) Coordinate and direct by executive order or otherwise all administrative and management functions of the county government not otherwise vested by law in other elected officers.

(d) 59.17(5) Message to the County Board; Submission of Annual Budget. The county executive shall annually and otherwise as may be necessary, communicate to the county board of supervisors the condition of the county, and shall recommend such matters to them for their consideration as he may deem expedient. Notwithstanding any other provisions of the law, he shall be responsible for the submission of the annual budget to the county board and may exercise the power to veto any increases or decreases in the budget under sub. (6).

(1) The County Executive shall submit the annual budget to the County Board on or before October 1<sup>st</sup> of each calendar year.

(e) 59.17(6) County Executive to Approve or Veto Resolutions or Ordinances; Proceedings on Veto. Every resolution or ordinance passed by the county board shall, before it becomes effective, be presented to the county executive. If he approves, he shall sign it; if not, he shall return it with his objections, which objections shall be entered at large upon the journal and the board shall proceed to reconsider the matter. Appropriations may be approved in whole or in part by the county executive and the part approved shall become law, and the part objected to shall be returned in the same manner as provided for in other resolutions or ordinances. If after such reconsideration, two-thirds of the members-elect of the county board agree to pass the resolution or ordinance or the part of the resolution or ordinance objected to, it shall become effective on the date prescribed but not earlier than the date of passage following reconsideration. In all such cases, the votes of the members of the county board shall

be determined by ayes and nays and the names of the members voting for or against the resolution or ordinance or the part thereof objected to shall be entered on the journal. If any resolution or ordinance is not returned by the county executive to the county board at its first meeting occurring not less than 6 days, Sundays excepted, after it has been presented to him, it shall become effective unless the county board has recessed or adjourned for a period in excess of 60 days, in which case it shall not be effective without his approval.

(2) (a) Reprint of Section 65.90, Wisconsin Statutes: 65.90(5)(a) Except as provided in par. (b) and except for alterations made pursuant to a hearing under sub. (4), the amount of tax to be levied or certified, the amounts of the various appropriations and the purposes for such appropriations stated in a budget required under sub. (1) may not be changed unless authorized by a vote of two-thirds of the entire membership of the governing body of the municipality. Any municipality, except a town, which makes changes under this paragraph shall publish a class 1 notice thereof, under ch. 985, within 10 days after any change is made. Failure to give notice shall preclude any changes in the proposed budget and alterations thereto made under sub. (4).

65.90(5)(b) A county board may authorize its standing finance committee to transfer funds between budgeted items of an individual county office or department, if such budgeted items have been separately appropriated, and to supplement the appropriations for a particular office, department or activity by transfers from the contingent fund. Such committee transfers shall not exceed the amount set up in the contingent fund as adopted in the annual budget, nor aggregate in the case of an individual office, department or activity in excess of 10 percent of the funds originally provided for such office, department or activity in such annual budget. The publication provisions of para. (a) shall apply to all committee transfers from the contingent fund.

(b) Brown County appropriates budgeted funds as follows:

Appropriations for all levy funded departments and/or funds, except capital projects, shall be controlled by the following classifications: Personnel Costs; Operating Expenses; and Outlay.

Appropriations for all non-levy funded departments and/or funds, including capital projects, shall be controlled at the total budgeted expenditures for the department or fund.

(3) (a) The governing body of Brown County shall be known as the "Brown County Board of Supervisors" or the "Brown County Board", hereinafter referred to as the Board or its members, "Supervisors".

(b) It is declared to be the legislative policy and intent of the County Board that the County Board shall be organized to provide it with authority to exercise all county policy as conferred upon it by Wisconsin law including the provisions of Home Rule as provided in Sec. 59.03 and 59.04 and as further defined by county resolution or ordinance.

(c) The County Board of Supervisors shall serve concurrent two-year terms expiring on the third Tuesday of April of the even numbered years.

(d) All contracts, leases and agreements for the County, other than those which are administrative in nature, must be approved by the County Board unless otherwise provided by Wisconsin law or these rules.

(e) Repealed on April 17, 2013.

**2.04 OFFICERS, SELECTION AND AUTHORITY.** (1)(a) At the first meeting after each supervisory election, the Board shall elect by ballot a member Chair and Vice-Chair.

(b) The election of the Chair shall be conducted by the senior member of the Board.

(c) Names of candidates shall be placed in nomination by motion made and seconded from the floor. Nomination shall be made for one office at a time.

(d) Prior to the election of Board Chair and Vice Chair, the County Board shall conduct a vote to determine if the leadership vote shall be held by a "SECRET" or "OPEN" ballot.

(e) The County Board staff shall provide the County Board with ballots of uniform size and color upon which the members shall vote by writing the name of the person or persons to be voted upon.

(f) The Board Chair may appoint two members of the Board as tellers to canvass the vote.

(g) The ballots shall be retained as a permanent record of the Board.

(2) Powers and Duties of the Chair. The Chair:

(a) After the his/her election, shall appoint the standing committees for a term of two years and report the appointments to the Board no later than the next regular meeting of the Board.

(b) Shall fill by appointment any vacancy on a standing committee for the balance of the term.

(c) Shall appoint each supervisor to at least one standing committee.

(d) Shall, unless otherwise ordered, appoint special committees provided for by resolution designating the number and object.

(e) Shall preside at all meetings of the County Board when present.

(f) Shall refer all requests and communications not specifically addressed to any committee or official of the county to the appropriate committee or official.

(g) Shall be entitled to vote on all questions before the Board.

(h) May administer oaths to persons required to be sworn concerning any matter submitted to the Board or a committee thereof or connected with their powers or duties.

(i) Shall countersign all ordinances of the County Board.

(j) Shall determine the appropriate committee for review of all resolutions or ordinances, prior to action being taken on the measure by the entire County Board. The above would not apply in an emergency situation or where time does not permit committee review in advance, at the discretion of the Chairman, subject to an appeal by the County Board.

(k) May excuse members, and the excuse shall be entered in the proceedings of the County Board.

(l) Shall be an ex officio member of all committees, commissions and boards created by the Board and may meet and deliberate in their meetings. He or she shall have the power to vote in such committee only in order to establish a quorum and shall be entitled to vote on any matters presented to the committee until such time as a quorum of the regular committee members is present.

(m) Shall represent the county at all ceremonial events or functions to present county positions or programs at his or her discretion.

(n) Shall appoint a member to the Land Conservation Committee in accordance with Sec. 92.06(1)(b) 2., Wis. Stats.

(3) Duties of the Vice-Chair. The Vice-Chair:

(a) Shall assume all duties of the Chair in the event of absence, disability or incapacity of the Chair.

(b) Shall chair the Executive Committee.

(c) Shall preside at Board of Supervisors meetings in the event of absence of the Chair.

(d) Shall lead the invocation and pledge of allegiance at the County Board meetings.

(e) Shall serve on one Standing Committee, in addition to the Executive Committee, in a non-leadership role (i.e., not as Chair or Vice Chair), as appointed by the Chair.

**2.05 COMMITTEES OF THE COUNTY BOARD.** (1) The purpose of this Rule is to define the structure, purposes and duties of the County Board Committee system. All matters pertaining to committee organization and membership and responsibilities shall be construed in favor of the declared will of the County Board in these Rules, consistent with the intent of Section 59.03 and 59.04, Wisconsin Statutes. (County Organization)

(2) Each Committee of the County Board shall have policy oversight authority for all programs and activities of Departments, Offices, Boards, Commissions and Authorities under their respective oversight authority.

(3) A Committee, Board, Council or Authority requesting County Board consideration on any issue shall refer the request to its standing committee of policy oversight authority for consideration and referral to the County Board as deemed appropriate.

(4) A majority of any committee shall constitute a quorum for the transaction of business.

(5) Except as provided in these Rules, the County Board will not act on any proposal brought it unless a standing committee has considered and acted upon said proposal and is submitted in proper resolution or ordinance format.

(6) All items acted upon (as opposed to tabled or held) at any meeting of any standing committee shall be forwarded to the County Board in report form for consideration and inclusion

on the County Board agenda under the title "Reports". Such report will be drafted by the County Board staff and will include the title of each item on the agenda (other than procedural items such as call to order, adoption of agenda, adjournment, etc.) and final action taken. The County Board shall have final approval authority over all items contained in each committee report.

(7) Each standing committee shall have no fewer than five members as designated by the County Board Chair.

(8) Standing Committees may, by completing a Corporation Counsel approved fill-in-the-blank Resolution available from the County Board Office and obtaining County Board approval, establish Sub and Ad Hoc Committees composed entirely of their own membership or may call upon the assistance of non-supervisors in examining particular issues. Appointment to subcommittees and the selection of nonsupervisory advisors shall be at the discretion of the committee chair, and said appointments shall be confirmed by majority vote of those Standing Committee members present and voting. Standing Committees have the authority to terminate Sub and Ad Hoc Committees by motion and majority vote of those present and voting. Standing Committees must renew authority for any and all Sub and Ad Hoc Committees to continue to exist by submitting a new Resolution for County Board consideration in May of all even numbered years, and if such a Resolution fails to pass the County Board by a majority vote of those present and voting, then the Sub or Ad Hoc Committee in question shall cease to exist.

(9) Subcommittees established under (8) above shall have no official standing and shall report only to the standing committee which established it, unless the standing committee provides otherwise.

(10) Standing Committees shall act on all requests from departments, offices, committees, commissions, county board communications and authorities over which they have policy oversight authority. Unless otherwise provided, the standing committee shall, at his/her discretion, appoint members from the standing committee to any office, committee, commission, or authority whose membership requires a representative from that standing committee. Any requests for newly created positions as described as follows, or changes to existing positions in the Table of Organization from departments and offices, will require review by the appropriate Standing Committee and approval of the County Board in the form of a resolution and such changes will not be considered for inclusion in the annual budget unless approved at or prior to the annual budget meeting: newly created regular full-time positions; newly created regular part-time positions; regular part-time positions that are increased to regular full-time positions.

(11) A standing committee acting as the policy oversight committee for a county department or agency shall have the following duties:

(a) Monitor the expenditure of county funds committed to the department or agency in terms of its stated goals and objectives.

(b) Formulate policy for the department or agency and monitor compliance with that policy.

(c) Have referred to it and act on all resolutions and ordinances affecting any department or agency it oversees.

(12) A standing committee acting as a policy oversight committee for a county-created commission, board or agency, a county elective officer or an independent agency shall have the following duties:

(a) At least annually, review the expenditure of county funds committed to the committee, board, agency or office in terms of the stated goals and objectives sought to be accomplished.

(b) Evaluate the policies of the committee, board, agency or office for compliance with overall policies of the county and make recommendations for changes thereto to the committee, board, agency or office.

(c) Have referred to it for review all resolutions and ordinances affecting any county-created committee, board, agency or office for which it has policy oversight functions, as well as introduce such resolutions and ordinances when it sees fit.

(13) The standing committees of the Brown County Board shall be:

- (a) The Administration Committee.
- (b) The Planning, Development and Transportation Committee.
- (c) The Public Safety Committee.
- (d) The Human Services Committee.
- (e) The Education and Recreation Committee.
- (f) The Executive Committee.

(14) Each standing committee's recommendations within its area of policy oversight shall be forwarded from the committee to the County Board, without review by any other standing committee, except as provided in these rules.

(15) Each Committee shall review and approve any application for a new loan before any County entity applies for such a loan. Each committee shall also review and either accept or decline any grant funding received outside of the County's annual budget process through the established budget adjustment process.

(16) Each standing committee shall act as the policy oversight committee on all policy matters relating to annual budget adoption, budget review, bond-related issues, capital project planning, legislation or administrative rules, table of organization changes, budget adjustments, contracts, Wisconsin Counties Association initiatives, building maintenance, space needs, leasing, rentals, purchase or sale of real estate and the construction, improvement, repair or maintenance of county buildings and grounds for departments for which the committee has policy oversight authority.

**2.06 ADMINISTRATION COMMITTEE.** The Committee shall have the duty and responsibility to:

(1) Act as the policy oversight committee for the following departments:

- Administration
- Brown County Community Area Network (BCCAN)
- Child Support
- Corporation Counsel
- County Clerk
- County Treasurer
- Human Resources
- Information Technology

(3) Review policy matters relating to banks, bonds, the collection of delinquent taxes and the acquisition and sale of tax deeded properties and to make reports to the County Board. Pursuant to Wis. Stats. Sec. 75.35(2)(d), the County Board of Supervisors has delegated its power to make final decisions regarding the sale of tax-deeded lands to the Administration Committee, the Administrative Committee may direct the County Treasurer to sell tax-deeded lands in a manner and price consistent with the Wisconsin State Statutes, and any such direction of the Administration Committee shall not be subject to further review by the County Board, in order to allow the Treasurer to immediately market the properties.

(4) Develop, review and make recommendations to the County Board on proposals for legislation and administrative rules that may have a programmatic or fiscal impact on Brown County government.

(5) Consider and make recommendations to the County Board on matters relating to County finances including resolutions for fund transfers, contracts, and land acquisition and real estate transactions which are not otherwise committed to a different standing committee or need an appropriation from the general fund.

(6) To act as a finance committee and exercise the following responsibilities as such:

(7) To act as a personnel committee and exercise the following responsibilities as such:

(a) Review proposed union contract recommendations and make recommendations to the County of considerations.

(b) Advise the Human Resources Department on implementation of Chapter 4 Personnel Rules and Regulations.

(c) Review proposed changes to Chapter 4 Personnel Rules and Regulations for all county departments as developed and recommended by the Human Resources Department and make recommendations to the County Board for consideration.

(d) Review proposed table of organization changes of standing committees involving pay equity issues as determined by Human Resources Department.

(e) Review yearly proposed benefit changes recommend by Human Resources Department and make recommendations to the County of Considerations.

(f) Act as the Oversight Committee of the Benefit Advisory Committee.

(8) Prior to November 1 of the year preceding a year in which an election for the position of county executive is to be conducted, consider and make recommendations to the full Board on a compensation package for that office.

(9) Prior to November 1 of off numbered years, consider and make recommendations to the full Board on a compensation package for the County Board Supervisors to be elected at the succeeding spring election.

**2.07 PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE.** The Committee shall have the duty and responsibility to:

(1) Act as policy oversight committee for the following Departments:

Airport  
Land & Water Conservation  
Planning and Land Services  
Port and Resource Recovery  
Public Works  
Register of Deeds  
U.W. Extension

(2) Act as the policy oversight committee for the Land Information Office, Board of Adjustment, Plan Commission, the County Solid Waste Authority, the Green Bay Metropolitan Sewerage District Commission, the Brown County Housing Authority and Brown County Harbor Commission.

(3) Act as the Brown County Highway Committee pursuant to Section 85.015, Wis. Stats. It is hereby declared to be the policy of Brown County that the number of members of the County Highway Committee shall be no fewer than 5, and the membership shall be the same as the membership for the Planning and Development Committee, and the members shall be appointed in the same manner and for the same term as the members of the Planning and Development Committee. Vacancies on the Highway Committee shall be filled in the same manner as vacancies on the Planning and Development Committee.

(4) Act as the Land Conservation Committee in accordance with Chapter 92, Wis. Stats.

(5) Act as the Brown County Extension Education Committee in accordance with Section 59.87, Wis. Stats.

(6) Advise the County Board on all matters relating to the conservation of natural and environmental resources in Brown County; and confer and cooperate with any other agency interested in environmental quality and conservation.

(7) Report to the County Board regarding all proposed cemetery maps and plats in accordance with s. 157.07, Wis. Stats.

(8) Coordinate all policy matters relating to agriculture and soil and water use and conservation in the county, in cooperation with any interested governmental agency.

(9) Review dog claims under chapter 174, Wis. Stats., and on behalf of the County, approve, approve in part, or deny such claims according to the standards set forth in the statutes except that approved claims over the amount of \$1,500 shall be brought to the full Board before payment.

**2.08 PUBLIC SAFETY COMMITTEE.** The Committee shall have the duty and responsibility to:

(1) Act as the policy oversight committee for the following departments:

Clerk of Courts  
Circuit Courts  
Medical Examiner  
District Attorney  
Sheriff  
Public Safety Communications



(2) Act as the policy oversight committee for the Traffic Safety Commission and Emergency Medical Services Council.

(3) The Committee is hereby designated to be the County Emergency Government Committee and the chair of the County Board shall designate the chair of the Emergency Government Committee from among the members of the Committee, in accordance with Section 166.03(4)(c), Wis. Stats., and the Chair chosen by the County Board Chair shall act as the chair when the Public Safety Committee meets and conducts business as the County Emergency Government Committee.

**2.10 HUMAN SERVICES COMMITTEE.** The Committee shall have the duty and responsibility to:

(1) Act as the policy oversight committee for the following Departments:

Aging and Disability Resource Center  
Health & Human Services:  
HHS-Community Services  
HHS-Community Treatment Center  
HHS-Public Health  
Syble Hopp School/Children with Disabilities Education Board  
Veterans Service Office

(2) Act as the policy oversight committee for the Human Services Board, Community Programs Board, Handicapped School Board, Commission on Aging, and Community Options Planning Committee.

**2.11 EDUCATION AND RECREATION COMMITTEE.** The Committee shall have the duty and responsibility to:

(1) Act as the policy oversight committee for the following Departments:

Brown County Golf Course  
Brown County Library  
Neville Public Museum  
Parks Department  
NEW Zoo

(2) Act as the policy oversight committee for the Arena and Exposition Center, Library Board, and the Neville Public Museum Board.

**2.12 EXECUTIVE COMMITTEE.** The Executive Committee shall consist of the Chair of each standing committee of the County Board, the Board Chair and Vice Chair. The County Board Vice Chair shall serve as committee Chair. In the event that the Committee Chair is not able to attend an Executive Committee meeting, or portion thereof, the Vice Chair of that committee shall be allowed to attend the meeting as a member of the Executive Committee and to vote accordingly until such time as the Committee Chair is able to attend. The Executive Committee shall only meet when called into session according to Section 2.13(1)(f) or at the discretion of the Vice Chair of the County Board. The Committee shall have the duty and responsibility to:

(1) Act as policy oversight committee for any matter not herein delegated to another standing committee as determined by the County Board, or by the Chair or Vice Chair of the County Board.

(2) Act on any matters referred to this committee via the County Board, or via the Vice Chair or Chair of the County Board, and make recommendations to the County Board as appropriate.

(3) Act as oversight committee for Internal Auditor.

**2.13 MEETINGS, AGENDAS.** (1)(a) The County Board shall hold its organizational meeting on the third Tuesday in April as required by Section 59.04(1)(c), Wisconsin Statutes.

(b) The County Board shall commence its annual session and hold its annual budget meeting during October or November, either on or prior to the Tuesday after the second Monday of November in each year. The specific date and time for the annual budget meeting shall be designated by the Board Chair.

(c) A special meeting of the Board shall be held upon a written request of a majority of the Supervisors delivered to the County Clerk. The written request may be physically or electronically signed, may be physically or electronically delivered via an official county issued Supervisor email, and Supervisors may individually submit such written requests, as opposed to needing to have all Supervisor signatures on one document. Upon delivery of the request, the County Clerk shall immediately notify the Board Chair of the request for a special meeting. Upon Notification from the County Clerk, the Board Chair shall be required to call a special meeting of the Board as soon as reasonably practical but in no event shall the meeting be scheduled for a date that is less than 48 hours nor more than 5 business days from the delivery of the request.

(d) Emergency meetings of the County Board may be called by the Board Chair, or, in his absence, by the Vice-Chair, by making a written Declaration of Emergency and filing same with the County Clerk who will attempt to notify each County Board Supervisor at his home address or the Supervisor's place of work, of the time and place of such emergency meeting as well as the purpose of such meeting. The emergency meeting shall take place not less than six hours after the filing of the written Declaration of Emergency. In addition, the County Clerk shall notify all news media who have requested to be notified of the time and place and purpose of said emergency meeting. An emergency meeting is a meeting called to discuss a matter upon which immediate action might be necessary in order to protect the health, safety and welfare of the citizens of Brown County.

(e) The Board shall conduct regular monthly meetings on the third Wednesday of each month beginning at 7:00 p.m. unless moved to a different date or hour by adjournment of the previous meeting.

(f) A special meeting of any Brown County committee or commission shall be held upon the written request of a majority of the members of that committee or commission or County Board Chair delivered to the County Clerk. The written request may be physically or electronically signed, may be physically or electronically delivered via an official county issued Supervisor email, and Supervisors may individually submit such written requests, as opposed to needing to have all Supervisor signatures on one document. Upon delivery of the request, the County Clerk shall immediately notify the committee or commission Chair of the request for a special meeting. Upon Notification from the County Clerk, the committee or

commission Chair shall be required to call a special meeting of the committee or commission as soon as reasonably practical but in no event shall the meeting be scheduled for a date that is less than 48 hours nor more than 5 business days from the delivery of the request.

(2) The County Board, its committees, boards, commissions and agencies shall comply with the Open Meeting Law in accordance with subchapter IV Open Meetings of Government Bodies 19.81-19.85 of the Wisconsin Statutes and subsequent amendments thereto and in accordance with subsequent interpretations by the Attorney General of Wisconsin.

(3) The Chairman shall call the session of the County Board to order at the usual time or at the hour to which the Board stands adjourned. The business in order shall be:

1. Call to order.
2. Invocation.
3. Pledge of Allegiance to the flag.
4. Opening Roll call.
5. Adoption of agenda.
6. Comments from the Public:
  - a. State name and address for the record.
  - b. Comments will be limited to five minutes.
  - c. The Board's role is to listen to public comments, and not to ask questions, discuss nor take action regarding public comments.
7. Adoption of the minutes of the previous meeting.
8. Announcements by Supervisors.
9. Presentation of petitions, communications, etc. for consideration.
10. Appointments by County Board Chair and County Executive.
11. Reports of the Board Chair and County Executive.
  12. Reports Other Than Standing Committee Reports.
  13. Standing Committee Reports.
  14. Presentation and consideration of Resolutions and Ordinances from the County Board standing committees in alphabetical order.
  15. Closed session when necessary upon advice of Corporation Counsel.
  16. Such other matters as are authorized by law.
  17. Presentation of bills over \$5,000.00.
  18. Closing Roll Call.
  19. Adjournment.

(4) (a) The County Board agenda will be prepared by the County Board staff under the direction of the Board Chair.

(b) All agenda items to be considered at a meeting of the County Board, its standing committees and all committees, boards and commissions of Brown County government shall be submitted to the County Board office by 4:00 p.m. on Tuesday of the week preceding the meeting for inclusion on the meeting agenda. The County Board staff shall draft, properly notice and mail all agendas and packets as prescribed by Chapters 19 and 59, Wisconsin Statutes, and these County Board rules. The mailing date will be Thursday.

(c) No agenda addition requests will be considered unless, due to time constraints, it cannot be held over to the next meeting for any of the following reasons:

1. Endangerment to the health or welfare of any person or group.
2. An additional expenditure of funds would be required if held over.
3. Cause an adverse working condition for an employee or department.
4. Litigation requiring consideration.

5. An emergency as determined by the County Board Chair.

(d) All agenda addition requests must be accompanied by an explanation of the appropriate category as specified above. Agenda items of every meeting of a governmental body shall be given at least 24 hours prior to the commencement of such meeting.

(e) 2/3 vote of the members present is required to add the request to the agenda prior to adoption of the agenda.

(f) All resolutions and ordinances are to be final drafted by the County Corporation Counsel's office and shall indicate whom the final drafter was at the bottom of each resolution and ordinance.

(g) All resolutions and ordinances are required to have a financial note from the Director of Administration, when applicable.

(h) Any item, other than a closed session item that has not been acted upon (e.g., that has been tabled, held, received and placed on file, or that did not result in a motion and vote on said closed session item when the closed session ended and regular business resumed), appearing on a committee meeting agenda may be taken up by the County Board at the next regularly scheduled Board meeting following said committee meeting. Any closed session item that has not been acted upon listed on a county committee meeting agenda for the month shall be placed on the following Brown County Board regularly scheduled meeting agenda following said committee meeting only at the written request of any County Supervisor at least 48 hours prior to the scheduled Board Meeting, and any such request shall be made to the County Board Chairperson, or in the absence of the County Board Chairperson, to the County Board Vice Chairperson.

(5) (a) Minutes of each meeting of the County Board and meetings of all County committees, commissions, boards, etc., whether in regular session, special session or closed session, shall be taken, typed and filed with the County Board staff by the secretary of the committee, commission or board or other person so designated within 3 working days of the meeting. Closed session minutes should be limited to motions made and votes, if any taken, in closed session.

(b) Minutes of any closed session shall not be made available to the public until the reason for calling the closed session no longer exists as determined by the Chair of that closed session upon the advice of Corporation Counsel.

(c) Meetings shall be held at the call of the committee, commission or board chair, or at the call of a majority of its members.

(d) Committee, commission, or board meetings shall be held following the rules set up by that group providing they do not conflict with state law and these rules.

(e) Officers of the County Board standing committees shall be elected during the committee organization meeting and shall serve a term corresponding to the supervisor's term unless otherwise provided in these rules. A majority of the members may determine if the election shall be by secret unsigned ballot.

(f) Minutes shall include all motions, actions taken on motions, and a summary of discussion pertinent to the subject matter. Minutes may be approved, or amended and approved, by the body they regard at its next scheduled meeting, but any amendment(s) to

minutes shall be for corrective purposes only. If minutes are amended, then the amendment(s) shall appear in underline ("underline") immediately following the portion of the minutes that are being amended, and the portion of the minutes that are being amended shall remain intact but shall appear in strikethrough ("~~strikethrough~~") to indicate said portion has been amended while at the same time preserving said portion that is being amended in a legible, strikethrough format.

(6) No County Board meeting nor any meeting of County committees, boards or commissions, including standing committees, of Brown County government shall take place on any primary or general election date held in Brown County, unless an emergency is declared by the County Board Chair.

(7) Mileage reimbursement for County Board Supervisors that attend County Board Meetings and/or Committee Meetings. County Board Supervisors that attend County Board Meetings and/or Committee Meetings shall be reimbursed for mileage as required by Wis. Stats. Sections 59.10(3) and 59.13(2), as they exist now and as they may be amended in the future.

(a) Attending County Board Meetings. County Board Supervisors shall, upon request, be reimbursed for mileage, at the rate established by the County Board as the standard mileage allowance for all county employees and officers, for attending up to 30 Days of County Board Meetings in a calendar year, including mileage incurred as a result of going to and returning from said meetings by using the most usual traveled route.

(b) Attending Standing Committee Meetings. County Board Supervisors shall, upon request, be reimbursed for mileage, at the rate established by the County Board as the standard mileage allowance for all county employees and officers, for attending up to 30 Days per calendar year of Standing Committee Meetings regarding Standing Committees which they are a member of, including mileage incurred as a result of going to and returning from said meetings by using the most usual traveled route. Mileage reimbursement shall not be paid for attending more than 2 Standing Committee Meetings per day.

**2.14 PARLIAMENTARY PROCEDURES.** The rules of parliamentary procedure specified in *Robert's Rules of Order*, as it exists now and as it may be amended in the future, apply to meetings of the County Board, its six Standing Committees, and to other Groups/Bodies ('Groups') that conduct meetings subject to Wisconsin's Open Meetings Laws and that are under the supervision or control of the County (including but not limited to various Sub-Committees, Ad-Hoc Committees, Commissions, Boards, Councils, Authorities and Task Forces), **except when** any of the following County Board and Standing Committee Parliamentary Procedures conflict with Robert's Rule's, **and/or when** the appropriately enacted Bylaws of such Groups conflict with Robert's Rules, **in which case** the following Parliamentary Procedures, and/or the Groups' Bylaws, shall control over the conflicting provisions. (1) Pursuant to Section 59.02(3), Wisconsin Statutes, a majority of Supervisors entitled to a seat shall constitute a quorum to transact business. All questions shall be determined by a majority of the Supervisors present unless otherwise provided.

(3) The County Board Chair shall read only the headings of resolutions to be considered at County Board sessions, unless reading of any resolution is requested by a majority of Supervisors present.

(4) When the County Board meets in a declared emergency, the County Clerk will read the written Declaration of Emergency.

(5) In the absence of the Chair and Vice-Chair, the Board shall select one of its members to preside for the day.

(6) A member not present during any meeting of the Board, or any Board standing committee to which that member is appointed, shall be recorded as absent unless excused by the Chair or the Clerk prior to such meeting. A member wishing to be absent while the meeting is in session shall first obtain consent from the Chairman of that meeting.

(7) The Chair shall preserve order and shall vote on the call of ayes and nays, and the Chair shall decide questions of order subject to an appeal to the Board, except that the Chair shall not vote on appeals from the Chair's decision.

(8) No member of the Board shall have the privilege of addressing the County Board unless recognized by the Chair.

(9) When a motion is made and seconded, it shall be stated by the Chair previous to debate. If any member requires it, all motions (except to adjourn, postpone or refer) shall be reduced to writing, and if a question contains several points, any member may have it divided. A motion or resolution may be withdrawn at any time before amendment or decision.

(10) When a question is under debate, no motion shall be received, except the following motions:

- (a) Adjourn
- (b) Move the previous question
- (c) Table indefinitely or to a certain time
- (d) Refer
- (e) Amend

which shall have precedence in the above order. A motion to adjourn, move the previous question, or table indefinitely or to a certain time shall be decided without debate, provided that a member of the committee introducing the resolution shall be allowed to speak before a vote to table. This rule shall not authorize any member to move for adjournment when another member has the floor or when the Board is voting. A motion to refer or to amend may be debated. Any Motion to Amend shall be voted upon or withdrawn prior to any other Motion to Amend being allowed or considered.

(11) Whenever any member is to speak in debate or deliver any matter to the Board, that member shall address the Chair, confine the remarks made to the question under debate, and avoid personality. No member shall speak except in his/her place, nor more than twice on any question, and not to exceed ten minutes at a time, except on leave of the Board.

(12) A member called to order shall immediately cease speaking but may appeal the decision of the Chair to the Board.

(13) Any member desiring termination of the debate may move the previous question or call for the question. Unless otherwise specified in the motion, it shall apply only to the immediately preceding question, and if an amendment is under discussion, it shall apply only to the amendment and not to the main question. The member who made the main motion shall be allowed to speak prior to the Chairman's acceptance of the motion for the previous question or call for the question. A 2/3 vote of the members present shall be required for adoption.

(14) All questions shall be put in the order they were moved, except privileged questions.

(15) Whenever the request for a roll call is defeated by the majority of the County Board, the Clerk shall record the ayes and nays of all those supervisors who request to be recorded on the roll call.

(16) No member of the Board shall leave the room during roll call until the results are announced by the Chair.

(17) It shall be in order for any member voting on the prevailing side to move for a reconsideration of the vote on any question on the same day or to give written notice to the County Clerk no later than seven (7) business days following the previous regularly scheduled County Board Meeting of his/her intent to move for reconsideration at such next County Board meeting. If notice is not given in this manner, the matter shall not be subject to reconsideration. A motion for reconsideration shall not be accepted by the Chair unless it can be determined that the person making the motion had voted on the prevailing side. Any motion for reconsideration must be adopted by a majority of the members present.

(18) Any person not a member, desirous of addressing the Board on any subject germane to the Agenda topic being discussed, shall first obtain leave, such leave being requested by a member to the Board to have a suspension of rules. The Chair, without suspension of rules, shall be permitted to call upon the Department Head or his designee of any of the departments for remarks pertaining to their departments.

(19) All claims and accounts against the county shall be referred to the proper committee authorized by this Board to audit same. No committee shall report any claim or account unless it is made out in items and duly verified and filed with the Clerk. All current accounts against the county in excess of \$5,000 shall be approved by a majority of members present.

(20) All County Board final votes on resolutions and ordinances which are before the Board shall be displayed. This mandatory display does not include votes on amendments or on motions to refer, table, or the like, unless requested in the usual manner.

(21) These rules may be suspended by a vote of two-thirds of the members present.

(22) Groups, **other than** the County Board and its six Standing Committees, that conduct meetings subject to Wisconsin's Open Meetings Laws and that are under the supervision or control of the County (including but not limited to various Sub-Committees, Ad-Hoc Committees, Commissions, Boards, Councils, Authorities and Task Forces), may appropriately adopt or revise their own Bylaws to allow for Group **members** who are not present in-person at meetings to be considered present for meeting purposes, including but not limited to for purposes of establishing a quorum and voting, by appearing virtually or telephonically, subject to the following requirements:

A) Prior to allowing a **Group member** to appear virtually or telephonically, and in order to ensure a successful virtual or telephonic appearance, the Chair of the Group shall ensure that sufficient and appropriate technology and equipment is ready and available, for use in the selected and available meeting room, that allows for in-person members of the public that attend the meeting to hear what is being discussed, and shall provide the Group member with instructions regarding how to so appear.

B) Prior to allowing a **Group member** to appear virtually or telephonically, **the Chair of the group shall ensure that the group's By-laws contain a provision substantially similar to the following:** *"Members obtaining the pre-approval of the Chair of this body on a meeting-by-meeting basis shall be allowed to appear*

*virtually or telephonically at meetings of this body, and if they appear virtually or telephonically shall be considered present for meeting purposes, including but not limited to for purposes of establishing a quorum and voting. Members do not have the absolute right to appear virtually or telephonically, but do have the right to request reasonable accommodations in certain circumstances. The Chair of this body has full discretion regarding whether to grant such a request, knowing that available technology and equipment may limit how many members, if any, may be allowed by the Chair to participate virtually or telephonically. The Chair may also consider other factors the Chair considers relevant, such as the complexity of matters on the Agenda and how many members have requested to appear virtually and/or telephonically at a specific meeting, but the Chair may not illegally discriminate. Requests to appear virtually or telephonically are made at the member's own risk. If a request to appear virtually or telephonically is granted by the Chair, and a member is unable to successfully appear, or to continue to appear, virtually or telephonically at the meeting, due to actions or inactions of the member or this body or due to technological or other issues, then the member will not be considered present for meeting purposes and the meeting will start, or continue on, without the member being considered present, until such time, if any, that the member arrives in-person, or is again connected virtually or telephonically and is again able to participate in the meeting. The Chair of this body has no obligation to 'pause' the meeting and attempt to reconnect a member who was disconnected virtually or telephonically, but may do so at the Chair's discretion. Any meeting that is subject to Wisconsin's Open Meetings Laws shall comply with such laws, including but not limited to the requirement to ensure that members of the public that appear at the meeting are able to hear what each member is saying during the meeting."*

- C) This section, 2.14(22), is limited to allowing Group **members** that have been pre-approved in accordance with this section to appear virtually or telephonically at specific meetings, and does **not** provide authority for any meeting to be held **entirely** virtually or **entirely** telephonically, which would require the use and expense of Closed Captioning to be incurred as the entirely virtual or entirely telephonic meeting would need to be broadcast with captions to the public.

**2.15 PUBLICATION OF COUNTY BOARD PROCEEDINGS.** A true and accurate copy of all proceedings had at any regular or special County Board meeting shall be published once in a newspaper to be selected by the Board of Supervisors on a bi-annual basis, after receipt and review of bids from newspapers published in Brown County which meet the qualifications of publishing newspapers as set forth in Ch. 985, Wis. Stats., as amended from time to time; said publication to be completed within 60 days after the adjournment of each session.

**2.16 APPOINTMENT TERMS FOR COMMITTEES, COMMISSIONS AND BOARDS.** All appointments to Committees; Commissions and Boards be appointed for a stated period of time. All appointments will be forwarded to the appropriate oversight committee with a complete resume of the appointee. If there is no oversight committee appropriate for the appointed position, appointments will go to the Executive Committee. The oversight committee will review the appointment and make a recommendation to the Brown County Board of Supervisors. The County Executive, {Wisconsin State Statutes 59.17(2)(c)} will make every effort to re-appoint or make a new appointment to fill expiring terms to Committees; Commissions and Boards in a timely manner. In the event no re-appointment or new appointment is confirmed by the Brown County Board of Supervisors prior to the end of the term of the appointment, the present confirmed member will serve until a re-appointment or new appointment is confirmed.



(2) All appointments made to serve on County Committees, Commissions or Boards shall only be made to individuals who serve and live in the taxing district related to the appointed Committee, Commission or Board. The individual appointees shall not have competing interests, as those interests related to where the appointee lives, to the County's Committee, Commission or Board's interests which they are appointed to serve on. Any individual currently serving on a Committee, Commission or Board for the County, at the time this ordinance becomes effective, shall be grandfathered in and allowed to continue to serve out their term, but only until their term expires.

**2.17 COUNTY EMAIL USE BY COUNTY BOARD SUPERVISORS.** This Section shall take effect on April 21, 2020. In order to facilitate compliance with the WI Public Records and Open Meetings Laws, Brown County provides each County Board Supervisor with an official County Email Address/Account. County Board Supervisors are not required to use email for any purpose, but when choosing to use email to conduct official County business and/or to act in their official capacity as County Board Supervisors, County Board Supervisors are required to only use their official County Email Address/Account. The Brown County Department of Technology Services shall not honor any request to allow a County Board Supervisor to use anything other than their official County Email Address/Account, and shall not facilitate forwarding a County Board Supervisor's emails to another personal email address/account as that could frustrate the WI Public Records and Open Meetings Laws.

**2.18 COUNTY BOARD SUPERVISOR TRAINING AND CONTACT INFORMATION**

- (1) Training. County Board Supervisors shall complete Training as determined by the Human Resources Department, which may include but is not limited to HIPAA and Harassment training.
- (2) Contact Information. County Board Supervisors shall provide the County Board Office with the following information, and shall update the County Board Office within 72 Hours of any change of said information:
  - (a) Employer(s)' name(s), address(es) and telephone number(s);
  - (b) Emergency Contact's name, address and telephone number; and
  - (c) The County Board Supervisor's name, address and telephone number.