

POLK COUNTY BOARD OF SUPERVISORS

RULES OF ORDER

Article 1. Purpose

The purpose of this document is to provide a procedure in which rules are designated to protect the rights of participation of members of the Polk County Board of Supervisors, to insure equal application of those rights, to maintain order, and thereby to protect also the interests of their constituents.

Article 2. Meetings

1. The regular business meetings of the Polk County Board of Supervisors will be held on the third Tuesday of each month. Meetings will begin at 6:00 p.m. Exceptions will include the annual meeting in November which will conform to §59.11(1) and the organizational meeting held in April of even numbered years which will be held on the third Tuesday of April at a time noticed by the chairperson.
2. A Committee of the Whole or a Planning and Informational Meeting shall be scheduled quarterly or as needed.
3. A majority of the county board supervisors at a noticed public meeting may cancel or reschedule a county board meeting.
4. County board meetings may be scheduled upon submittal of a written petition per §59.11(2)(a) by a majority of county board supervisors.
5. The county board chairperson in consultation with the county administrator may cancel or reschedule a county board meeting in case of severe weather or an emergency.
6. Ten days public notice must be given of cancellation or rescheduling of a non-emergency county board meeting except as stated in #5.
7. All county board supervisors must be present unless excused for good cause by the county board chairperson.
8. A majority of the supervisors entitled to a seat on the board shall constitute a quorum.
9. Seating of the county board members shall be in such an arrangement so all members face the chairperson and each other. Supervisors are to be seated by district number order.
10. The chairperson shall take the chair at the scheduled time and call the meeting to order. The clerk shall call the roll to determine if a quorum is present. The chairperson shall preserve order and decorum.

11. Public comment at county board of supervisor's meetings shall be allowed after the speaker has been formally recognized by the chairperson. Each person shall go to the podium and identify themselves by name and municipality of residency before addressing the board. Each person has three minutes to make their presentation which includes distribution of handouts. The chairperson has the responsibility to conduct the public comment period in an orderly and respectful manner.
12. The start of board meetings shall include the Pledge of Allegiance and Time for Reflection.

Article 3. Ordinances and Resolutions

1. The county board shall consider only resolutions and ordinances that meet all of the following:
 - a. A resolution or ordinance must be endorsed by either one or more sponsoring board members or the chairperson of the committee that recommends consideration by the full county board or by the county administrator pursuant to §59.18(5). If a resolution or ordinance has not been considered by a committee, the chairperson must request a vote to determine if a matter needs to be referred to an appropriate committee for recommendation prior to action by the county board.
 - b. Resolutions must be approved as to form by corporation counsel. Consideration for approval will only be given to properly endorsed documents and no unlawful resolution or ordinance will be approved. The county administrator and corporation counsel shall review all resolutions and ordinances prior to introduction to the county board and shall initial each resolution or ordinance as recommended, not recommended or reviewed only.
 - c. Any resolution or ordinance that requires funding must state an amount and source of funding and be reviewed by the finance committee before the matter will be considered by the county board.
2. The county board chairperson shall prepare the agenda with the assistance of the county clerk and administrator. The county clerk shall circulate to all board members a copy of the agenda and all ordinances and resolutions plus related supporting documentation noticed in the agenda at least ten calendar days before the regular monthly county board meeting.
3. The county clerk shall timely publish the agenda in a publication of Polk County.
4. The county board shall only consider matters contained on the agenda so circulated and timely published unless a majority of the board votes to suspend these rules of order.

Article 4. Debate

1. Debate will only begin after a motion has been made and seconded to bring it to the floor.
2. Motions and amendments shall be put in writing at the request of the chairperson or the clerk. A request from a supervisor requires a majority vote.
3. When any member wishes to speak in debate or deliver any matter to the board, he or she shall raise their hand, stand if they wish, respectfully address the chairperson and shall confine remarks to the question.
4. When two or more members wish to speak at once, the chairperson shall name the person who is to speak first.
5. A motion that does not pertain to the question on the floor shall not be received.
6. A motion to close debate is out of order as long as any member who has not yet spoken on the issue is seeking recognition.
7. No member shall speak more than twice and not longer than five minutes each on the same question except by permission of the chairperson. No member shall be allowed to speak upon the same question more than once until all members have had an opportunity to speak on said question.
8. The chairperson in consultation with the corporation counsel shall decide questions of order. A majority of the board may appeal the decision.
9. The chairperson may call the vice chairperson or second vice chairperson to the chair and may debate any questions before the board.
10. A motion to adjourn shall be decided without debate.

Article 5. Voting

1. The chairperson shall clearly state or read the resolution or motion prior to voting.
2. All questions shall be put in proper form. Those in favor say "Aye". Those opposed say the same sign.
3. The chairperson or any member may call for a roll call vote on any question. Votes shall be recorded by the clerk.
4. All roll call votes of the county board shall proceed on a rotating basis.

5. The chairperson or any member may call for a ballot vote on any question. A ballot vote has preference over a voice vote and over a roll call vote. Votes shall be recorded by the clerk.
6. Prior to discussion a supervisor may request of the chairperson to be excused from voting for a valid cause. Supervisors who do not vote without approved abstention shall have their vote counted in the negative.
7. The chairperson shall vote on a call.

Article 6. (RESERVED)

Article 7. Duties of the County Board Chairperson

1. The county board chairperson shall preside at county board meetings.
2. The chairperson shall transact all necessary county board business as required by §59.12(1).
3. The chairperson has the authority to appoint ad hoc and advisory committee members.
4. Vacancies on the county board shall be filled by the provisions of Ordinance No. 48-13. Recommendations may be submitted from town, village or city boards located within the supervisory district. Any vacancy on the county board shall be filled no later than 31 days after the occurrence of any such vacancy.
5. The chairperson shall provide a monthly report to the county board that will include a report on travel taken and meetings attended with a summary of issues addressed, as well as travel and meetings planned in the future.
6. The chairperson shall develop an orientation meeting for newly elected supervisors prior to the organizational meeting.
7. The chairperson shall develop an annual county board budget report detailing total number of per diems, total mileage reimbursement and total expenses for training and seminars for each supervisor.

Article 8. Administrative Committee

1. There shall be an administrative committee of five members consisting of the county board chairperson; the first vice chairperson; the second vice chairperson; and two members elected from the county board.
2. The county board chairperson shall be the chairperson of the administrative committee.

3. The fundamental purpose of the administrative committee shall be advisory to special needs situations. When conflict exists between committees, the administrative committee shall mediate and recommend solutions prior to the matter being referred to the full county board.
4. The administrative committee serves as the county's ethics board.
5. The administrative committee shall consider revisions to the rules of order and provide recommendations to the county board.
6. The administrative committee shall have other duties and responsibilities as determined through resolution adopted, and amended as appropriate by simple majority of the county board.
7. The administrative committee shall conduct the annual performance review of the county administrator. In addition, the committee shall review with the administrator his or her goals and objectives for the coming year. Recommendations shall then be forwarded to the county board for consideration.

Article 9. Compensation and Reimbursement

1. The county board shall consider revisions to the compensation and reimbursement of members of the county board of supervisors at its annual meeting of odd numbered years and there fix the compensation of board members to be next elected by two-thirds vote, consistent with Wisconsin Statute §59.10(3)(f).
2. The county board chairperson, first vice chairperson and second vice chairperson shall receive compensation as set by said county board resolution.
3. County board members shall receive per diem plus travel mileage, meals and lodging expenses as established by policy through resolution adopted and amended as appropriate by simple majority of the county board.
4. All county board reimbursement requests shall be presented monthly to the county clerk for review and approval by the county board chair. The county board chairperson's reimbursement requests shall be approved by any County Board Supervisor.
5. If a noticed meeting is cancelled because of lack of quorum, per diems and mileage will be paid to those members attending.

Article 10. General

1. County board members shall conduct themselves in a respectful manner at all functions of Polk County interest.
2. County supervisors are subject to the Polk County Code of Ethics, adopted pursuant to Wisconsin Statute §19.59.
3. In the event that any provision of these rules of order is in conflict with federal, state or local law, such provision shall be null and void without affecting the validity of the remaining provisions of these rules of order.
4. All past rules in conflict with these rules of order are hereby rescinded.
5. In all questions relating to parliamentary procedure on the county board, the latest edition of *Robert's Rules of Order* shall be the final authority.
6. Polk County Board of Supervisors rules of Order shall be determined by a majority vote at the organizational meeting of a newly elected county board. After that time amendments of these rules of order shall require a two-thirds vote of the county board of supervisors present at a properly noticed meeting except as provided within.
7. These rules of order shall be printed and each current and newly elected supervisor shall receive a copy. It will be the duty of the county board chairperson to maintain and update the rules of order as called for by the county board.
8. These rules of order shall be in force and effective after being accepted by the Polk County Board of Supervisors on April 15, 2014.