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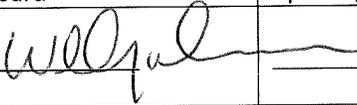
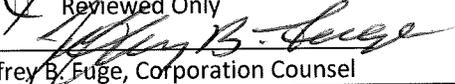
Ordinance No. 17-16
Polk County Board of Supervisors Rules of Order Ordinance

TO THE HONORABLE SUPERVISORS OF THE COUNTY BOARD OF THE COUNTY OF POLK:

Ladies and Gentlemen:

WHEREAS, at its organizational meeting for the term commencing April 19, 2016, the Polk County Board of Supervisors considered and debated various rules of order prescribing for the orderly process and functioning of the business of the Polk County Board of Supervisors.

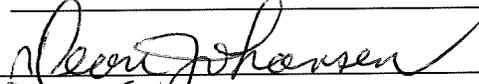
NOW, THEREFORE, the Polk County Board of Supervisors enacts and ordains the Polk County Board of Supervisors Rules of Order Ordinance, attached hereto and incorporated herein.

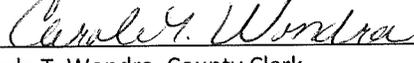
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|--|--|
| Funding Source/ Funding Amount: | Not Applicable |
| Date Reviewed as to Appropriations: | Not Applicable |
| Committee Recommendation as To Appropriation: | Not Applicable |
| Effective Date: | Upon Passage and Publication |
| Dated Submitted To County Board | April 19, 2016 |
| Submitted and Sponsored By: |  |
| Review By County Administrator: <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <input checked="" type="checkbox"/> Reviewed Only  Dana Frey, County Administrator | Review By Corporation Counsel: <input checked="" type="checkbox"/> Approved as to Form <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <input checked="" type="checkbox"/> Reviewed Only  Jeffrey B. Fuge, Corporation Counsel |

Acknowledgement of County Board Action

At its regular business meeting on the 19th day of April 2016, the Polk County Board of Supervisors considered and acted on the above ordinance, Ordinance No. 17-16: Polk County Polk County Board of Supervisors Rules of Order Ordinance, as follows:

- Enacted by simple majority of the board of supervisors by a vote of _____ in favor and _____ against.
- Enacted by unanimous vote.
- Defeated by a vote of _____ in favor and _____ against.
- Defeated by voice vote.
- Action Deferred by Procedural Action, as follows: _____

SIGNED BY: 
Dean Johnson County Board Chairperson

Attest: 
Carole T. Wondra, County Clerk

Polk County Board of Supervisors Rules of Order Ordinance

Article 1. Purpose

The purpose of this Ordinance 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 may 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 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.

- 1 11. Public comment at county board of supervisor's meetings shall be allowed after the
2 speaker has been formally recognized by the chairperson. Each person may go to the
3 podium and identify themselves by name and municipality of residency before addressing
4 the board. Each person has three minutes to make their presentation which includes
5 distribution of handouts. The chairperson has the responsibility to conduct the public
6 comment period in an orderly and respectful manner.
7
- 8 12. The start of board meetings shall include the Pledge of Allegiance and Time for
9 Reflection.
10
- 11 13. The public and county board members shall observe the decorum of the proceedings and
12 shall refrain from unnecessary conversations and cell phone usage while the board is in
13 session.
14
- 15 14. Any county oriented meeting that is held on Wednesday shall be concluded by 5:00 p.m.
16
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19 **Article 3. Ordinances and Resolutions**

20

- 21 1. The county board shall consider only resolutions and ordinances that meet all of the
22 following:
23
- 24 a. A resolution or ordinance must be endorsed by either one or more sponsoring board
25 members or the chairperson of the committee that recommends consideration by the
26 full county board or by the county administrator pursuant to §59.18(5). If a resolution
27 or ordinance has not been considered by a committee, the chairperson must request a
28 vote to determine if a matter needs to be referred to an appropriate committee for
29 recommendation prior to action by the county board.
30
- 31 b. Resolutions must be approved as to form by corporation counsel. Consideration for
32 approval will only be given to properly endorsed documents and no unlawful
33 resolution or ordinance will be approved. The county administrator and corporation
34 counsel shall review all resolutions and ordinances prior to introduction to the county
35 board and shall initial each resolution or ordinance as recommended, not
36 recommended or reviewed only.
37
- 38 c. Any resolution or ordinance that requires funding must state an amount and source of
39 funding and be reviewed by the General Government Committee before the matter
40 will be considered by the county board.
41
- 42 2. The county board chairperson shall prepare the agenda with the assistance of the county
43 clerk and administrator. The county clerk shall circulate to all board members a copy of
44 the agenda and all ordinances and resolutions plus related supporting documentation
45 noticed in the agenda at least ten calendar days before the regular monthly county board
46 meeting.

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- 3. The county clerk shall timely publish the agenda in a publication of Polk County and on the Polk County website.
- 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.
- 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.

- 1 3. The chairperson or any member may call for a roll call vote on any question. Votes shall
2 be recorded by the clerk.
- 3
- 4 4. All roll call votes of the county board shall proceed on a rotating basis.
- 5
- 6 5. The chairperson or any member may call for a ballot vote on any question. A ballot vote
7 has preference over a voice vote and over a roll call vote. Votes shall be recorded by the
8 clerk.
- 9
- 10 6. Prior to discussion a supervisor may request of the chairperson to be excused from voting
11 for a valid cause. Supervisors who do not vote without approved abstention shall have
12 their vote counted in the negative.
- 13
- 14 7. The chairperson shall vote on a call.
- 15

16 **Article 6. Election of Chairperson and Vice Chairpersons, Appointment to Committees.**

- 17
- 18 1. The County Board shall elect a chairperson, first vice chairperson and second vice
19 chairperson at the organizational meeting after supervisors have taken the oath of office
20 and voting would conform to state law. The chairperson, first vice chairperson and
21 second vice chairperson shall serve a two-year term.
- 22
- 23 2. Pursuant to Wisconsin Statute § 59.13, there shall be five county board standing
24 committees, as follows:
- 25
- 26 1. General Government Committee, composed of five (5) supervisors;
- 27 2. Public Safety and Highway Committee, composed of five (5)
28 supervisors;
- 29 3. Health and Human Services Board, composed of five (5) supervisors
30 and four (4) citizen members meeting the qualifications of Wisconsin
31 Statutes §§ 46.23(4) and 251.03(1);
- 32 4. Environmental Services Committee, composed of five (5) supervisors
33 and one (1) citizen member, who shall be the FSA Chairperson; and
- 34 5. Executive Committee, composed of five (5) members consisting of
35 the County Board Chairperson, the First Vice Chairperson, the
36 Second Vice Chairperson, and two members elected from the County
37 Board.
- 38

39 The county board standing committees shall have the assigned functions
40 as provided for pursuant to Resolution No. 16-14 and as the county board
41 may assign as appropriate.

- 42
- 43 3. The appointment and election of supervisors to said county board standing committees
44 shall occur at the organizational meeting. As reasonably as possible, supervisors shall
45 serve on two county board standing committees. The chairperson shall appoint
46 supervisors to standing committees as selected for appointment by self- nomination and

1 election. The appointments made on the self- nomination and election are subject to
2 confirmation by the county board.

- 3
4 4. Subject to the confirmation of the county board, the county administrator shall appoint
5 citizen members to the county board standing committees.

6
7 (Source: Resolution No. 14-12, Adopting Polk County Board of Supervisors Rules of Order;
8 Resolution No. 15-14, Resolution to Create County Board Standing Committees for Term 2014-
9 16.)

10
11 **Article 7. Duties of the County Board Chairperson**

- 12
13 1. The county board chairperson shall preside at county board meetings.
14
15 2. The chairperson shall transact all necessary county board business as required by
16 §59.12(1).
17
18 3. The chairperson has the authority to appoint ad hoc and advisory committee members.
19
20 4. Vacancies on the county board shall be filled by the provisions of Ordinance No. 48-13.
21 Recommendations may be submitted from town, village or city boards located within the
22 supervisory district. Any vacancy on the county board shall be filled no later than 31
23 days after the occurrence of any such vacancy.
24
25 5. The chairperson shall provide a monthly report to the county board that will include a
26 report on travel taken and meetings attended with a summary of issues addressed, as well
27 as travel and meetings planned in the future.
28
29 6. The chairperson shall develop an orientation meeting for newly elected supervisors prior
30 to the organizational meeting.
31
32 7. The chairperson shall serve as ex-officio member with voting privileges of a committee,
33 board or commission of the county board when a quorum of the regular members is not
34 present at a meeting.

35
36 **Article 8. Executive Committee**

- 37
38 1. There shall be an Executive Committee of five members consisting of the county board
39 chairperson; the first vice chairperson; the second vice chairperson; and two members
40 elected from the county board.
41
42 2. The county board chairperson shall be the chairperson of the Executive Committee.
43
44 3. The fundamental purpose of the Executive Committee shall be advisory to special needs
45 situations. When conflict exists between committees, the Executive Committee shall

1 mediate and recommend solutions prior to the matter being referred to the full county
2 board.

3
4 4. The Executive Committee shall serve as the county's ethics board.

5
6 5. The Executive Committee shall consider revisions to the rules of order and provide
7 recommendations to the county board.

8
9 6. The Executive Committee shall have other duties and responsibilities as determined
10 through resolution adopted, and amended as appropriate by simple majority of the county
11 board.

12
13 7. The Executive Committee shall conduct the annual performance review of the county
14 administrator. In addition, the committee shall review with the administrator his or her
15 goals and objectives for the coming year. Recommendations shall then be forwarded to
16 the county board for consideration.

17
18 **Article 9. Compensation and Reimbursement**

19
20 1. The county board shall consider revisions to the compensation and reimbursement of
21 members of the county board of supervisors at its annual meeting of odd numbered years
22 and there fix the compensation of board members to be next elected by two-thirds vote,
23 consistent with Wisconsin Statute §59.10(3)(f).

24
25 2. The county board chairperson, first vice chairperson and second vice chairperson shall
26 receive compensation as set by said county board resolution.

27
28 3. County board members shall receive per diem plus travel mileage, meals and lodging
29 expenses as established by policy through resolution adopted and amended as appropriate
30 by simple majority of the county board.

31
32 4. All county board reimbursement requests shall be handled consistent with current Polk
33 County reimbursement policy and presented to the county clerk for review and approval
34 by the county board chair. The county board chairperson's reimbursement requests shall
35 be approved by any County Board Supervisor.

36
37 5. If a noticed meeting is cancelled because of lack of quorum, per diems and mileage will
38 be paid to those members attending.

39
40 **Article 10. General**

41
42 1. County board members shall conduct themselves in a respectful manner at all functions
43 of Polk County interest.

44
45 2. County supervisors are subject to the Polk County Code of Ethics, adopted pursuant to
46 Wisconsin Statute §19.59.

- 1
2 3. In the event that any provision of these rules of order is in conflict with federal, state or
3 local law, such provision shall be null and void without affecting the validity of the
4 remaining provisions of these rules of order.
5
- 6 4. All past rules in conflict with these rules of order are hereby rescinded.
7
- 8 5. In all questions relating to parliamentary procedure on the county board, the latest edition
9 of *Robert's Rules of Order* shall be the final authority.
10
- 11 6. Polk County Board of Supervisors rules of Order shall be determined by a majority vote
12 at the organizational meeting of a newly elected county board. After that time
13 amendments of these rules of order shall require a two-thirds vote of the county board of
14 supervisors present at a properly noticed meeting except as provided within.
15
- 16 7. These rules of order shall be printed and each current and newly elected supervisor shall
17 receive a copy. It will be the duty of the county board chairperson to maintain and update
18 the rules of order as called for by the county board.
19
- 20 8. These rules of order shall be in force and effective after being accepted by the Polk
21 County Board of Supervisors on April 19, 2016.

STATE OF WISCONSIN)
)SS
COUNTY OF POLK)

CERTIFIED COPY OF THE POLK COUNTY ORDINANCE

I, Carole Wondra, Polk County Clerk due hereby certify that the attached hereto and incorporated herein is a full, true and correct copy of the Polk County Board of Supervisors Rules of Order Ordinance, No. 17-16, adopted by the Polk County Board of Supervisors on the 19th day of April, 2016.



Carole T. Wondra, Polk County Clerk

Chairman Johnson called for approval of the March 15, 2016 County Board Minutes. Noting no changes, minutes were approved by unanimous consent. Time was given for public comment. None offered.

Organizational Matters

Chairman Johnson opened nominations for County Board Chairperson. Nominated were: Larry Jepsen, Dean Johansen and Brian Masters. Nominations closed. Chairman Johnson informed the members that voting for the offices of County Board Chairperson and Vice chairs would be by secret ballot as permitted by state law.

Votes were tallied as follows:

Supervisor Jepsen – 4 votes

Supervisor Johansen – 8 votes

Supervisor Masters – 3 votes

Supervisor Johansen elected County Board Chairman.

Outgoing Chairman Johnson relinquished the chair to Supervisor Johansen.

Chairman elect Johansen opened nominations for 1st Vice Chair.

Nominated were: Larry Jepsen and Jay Luke. Nominations closed.

Votes were tallied as follows:

Supervisor Jepsen – 5 votes

Supervisor Luke - 9 votes

Supervisors Luke elected 1st Vice Chair.

Chairman Johansen opened nominations for 2nd Vice Chair.

Nominated were: Larry Jepsen and Craig Moriak. Nominations closed.

Votes were tallied as follows:

Supervisor Jepsen – 6 votes

Supervisor Moriak – 9 votes

Supervisor Moriak elected 2nd Vice Chair.

Chairman Johansen called for a brief recess. Chairman Johansen called the meeting back in session at 9:55 a.m.

Insert Resol. 17-16
Chairman Johansen called for a motion to approve Ordinance No. 17-16 Polk County Board of Supervisors Rules of Order Ordinance. **Motion (Nelson/Luke) to approve Ordinance No. 17-16.**

Motion (O'Connell/Jepsen) to amend Ordinance No. 17-16 as follows:

Under Article 6, No. 2 add to the list of standing committees

5. Executive Committee composed of five (5) members consisting of the county board chairperson; the first vice chairperson; the second vice chairperson and two members elected from the county board.

Motion to amend Ordinance No. 17-16 adding No 5 carried by unanimous voice vote.

Motion (Arcand/C. Nelson) to further amend Ordinance No. 17-16 as follows:

Under Article 6, No. 1,

Striking all of No. 1 (lines 18-25) and instruct Corporation Counsel to re-write paragraph No. 1 to follow the law.

Motion (Arcand/W. Nelson) to amend the amendment to Ordinance No. 17-16 as follows:

Under Article 6, No. 1,

Keep the first sentence of No. 1 (lines 18 & 19) and add:

1. The county Board shall elect a chairperson, first vice chairperson and second vice chairperson at the organization meeting after supervisors have taken the oath of office and voting would conform to state law.

Motion (Moriak/Jepsen) to amend the amendment to Ordinance No. 17-16 as follows:

Under Article 6, No. 1,

Add the second sentence on No. 1 (lines 20 & 21).

1. The county Board shall elect a chairperson, first vice chairperson and second vice chairperson at the organization meeting after supervisors have taken the oath of office and voting would conform to state law. The chairperson, first vice chairperson and second vice chairperson shall serve a two-year term.

Chairman Johansen called for a voice vote on the amendment to the amendment. Motion carried by unanimous voice vote.

Chairman Johansen called for a voice vote on the amended amendment. Motion carried by voice vote.

Motion (Edgell/Bonneprise) to further amend Ordinance No. 17-16 as follows:

Under Article 2, add:

14. Any county oriented meeting, held on a Wednesday by concluded by 5:00 p.m.

Chairman Johansen, called for a voice vote on the amendment.

Motion to approve amendment, carried by unanimous voice vote.

Motion (Arcand/Masters) to further amend Ordinance No. 17-16 as follows:

Under Article 7, Strike No. 7.

~~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.~~

Chairman Johansen called for a voice vote on the amendment.

Motion to approve amendment carried by voice vote.

Motion (Masters/C.Nelson) to further amend Ordinance No. 17-16 as follows:

Under Article 9, No.5

~~5. If a noticed meeting is cancelled because of lack of quorum, per diems and mileage will be paid to those members attending.~~

Motion (Arcand/Luke) to amend the amendment as follows:

5. If a noticed meeting is cancelled because of lack of quorum, or no business conducted, no per diems and mileage will be paid to those members attending.

Chairman Johansen called for a voice vote on the amendment to the amendment. Motion to amend the amendment, failed by voice vote.

Chairman Johansen called for a vote on the amendment to strike No. 5. A roll call vote was requested. **Motion to strike Article 9, No. 5 failed** by a roll call vote of 5 yes, 10 no. Voting yes: Supervisors, Olson, Route, Nelson, Masters and O'Connell.

Motion (Arcand/Masters) to further amend Ordinance No. 17-16 as follows:

Under Article 2, No. 13, add:

13. The public **and county board members** shall observe the decorum of the proceedings and shall refrain from **unnecessary** conversations and cell phone usage while the board is in session.

Chairman called for a vote on the amendment. A roll call vote was requested. **Motion to amend No. 13 carried** by a unanimous roll call vote.

Chairman Johansen called for a motion to approve Ordinance No. 17-16 as amended. **Motion to approve Ordinance No. 17-16 as amended, carried** by unanimous voice vote. Ordinance adopted.

Chairperson Johansen called to the floor nominations of supervisors for the appointment and confirmation to county board standing committees. Chairperson Johansen declared that returning supervisors would be appointed to seats upon their selection and the county board would conduct elections for nomination of supervisors for committee seats remaining for nomination of appointment.

Chairman Johansen informed the board members of the manner in which appointments to the committees would take place. Incumbent members making their selections first followed by new members. Field of nominees to be voted on as needed.

Chairman Johansen called for a 10 minute recess 11:00 a.m.
Chairman Johansen called the meeting back in session, 11:20 a.m.

Environmental Services Committee f/k/a CDRE

Names presented for nomination:

Supervisors Edgell, O'Connell, Moriak, and W. Nelson.

Those up for election by ballot vote, with 1 seat to fill: Brad Olson, Doug Route and Michael Prichard.

Votes were tallied as follows: 1st round

Supervisor Olson – 7 votes

Supervisor Prichard – 6 votes

Supervisor Route – 2 votes