Polk County Board of Supervisors Rules of Order Ordinance

(Amended November 13, 2018)

Article 1. Purpose

1. 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. This Ordinance further provides for the county board standing committee system.

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 called as needed at the discretion of the chairperson or upon committee referral.

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.

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 may 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.

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.

14. Any county-oriented meeting that is held on Wednesday shall be concluded by 5:00 p.m.

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 by the county administrator pursuant to §59.18(5). All endorsed resolutions and ordinances shall be filed with the clerk and be noticed on the agenda of the county board meeting that follows immediately after the date of filing. At such meeting, the county board shall note the proposed resolution or ordinance received as introduced and refer such resolution to the standing committee as the county board may determine by simple majority. All proposed resolutions or ordinances referred to committee shall receive committee recommendation of for or against passage, with or without revision, or moved out of committee for final board action without committee recommendation. The county board may take up for action any introduced resolution or ordinance directly and without committee consideration only upon a vote of two-thirds majority of the supervisors present upon motion of such resolution or ordinance to the floor for purposes of adoption.
(Amended November 13, 2018)

b. Resolutions and ordinances must be approved as to form by corporation counsel. The form of the resolution or ordinance shall conform to Wisconsin Statute Section 59.02 and substantially comply with the form contained in Appendix A, attached to these rules. 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 that proposes an appropriation or expenditure must be reviewed by the General Government Committee before the matter will be considered by the county board. The county administrator is directed to append a fiscal impact statement to any resolution or ordinance that requires funding that has not been authorized for appropriation or expenditure in the current year. The corporation counsel is directed to append a legal impact statement on any and all proposed resolutions or ordinances. Notwithstanding the omission of such recommendation or said impact statements, the county board may adopt any resolution or ordinance as it may determine in its discretion.

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 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.

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. Election of Chairperson and Vice Chairpersons.

1. The county board shall elect a chairperson, first vice chairperson and second vice chairperson at the organizational 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.

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 appointment of the chairperson on an interim basis until the next regular scheduled election. 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 serve as ex-officio member with voting privileges of a committee, board or commission of the county board when a quorum of the regular members is not present at a meeting.

Article 8. County Board Standing Committee System

1. **Establishment, Membership and Composition**: Five (5) standing committees are established as follows:

a. 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. The county board chairperson shall serve as chairperson of the committee.

b. Environmental Services Committee, composed of six (6) members, 5 of which are supervisors and one (1) member who shall be the Farm Service Agency (FSA) chairperson or designee of the FSA chairperson. The committee chairperson and vice chairperson shall be a supervisor. The person seated as the FSA chairperson or designee thereof shall have voting rights only on matters concerning land conservation, agriculture and extension education and be considered as a member present for determining the existence of a quorum of the committee on all matters before the committee.

c. General Government Committee, composed of five (5) supervisors.

d. Health and Human Services Board, composed of five (5) supervisors and four (4) citizen members meeting the qualifications of Wisconsin Statutes §§ 46.23(4) and 251.03(1).

e. Public Safety and Highway, composed of five (5) supervisors.

2. **Appointment**:

a. The appointment and election of supervisors to said county board standing committees shall occur at the organizational meeting. As reasonably as possible, supervisors shall serve on two county board standing committees. The chairperson shall appoint supervisors to standing committees as selected for appointment by self- nomination and election. The appointments made on the self- nomination and election are subject to confirmation by the county board.

b. Subject to the confirmation of the county board, the county administrator shall appoint citizen members to the county board standing committees.

3. **Executive Committee – Duties and Responsibilities**: The Executive Committee shall have duties, responsibilities and assigned functions, as follows:

a. The fundamental purpose of the Executive Committee shall be advisory to special needs situations. When conflict exists between committees, the Executive Committee shall mediate and recommend solutions prior to the matter being referred to the full county board.

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

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

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

e. The Executive 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.

4. **Duties and Responsibilities Common to Other Standing Committees**. With exception of the Executive Committee, the county board standing committees are responsible for developing policy recommendations to the county board on the functions, programs and services assigned to the respective committee. A standing committee has the responsibility to develop broad outlines and principles of governance concerning the administration and management of respectively assigned functions, programs and services. A standing committee develops such governance by providing advisory recommendations to the county administrator and department heads who are responsible for the administration and management of such assigned functions, programs and services. Each standing committee has the common duties and responsibilities, as follows:

a. **Legislation**. Review and make a recommendation to the county board on all proposed resolutions and ordinances assigned to that committee. This review may incorporate a public hearing or any other action to obtain public input at the discretion of the chair and, as appropriate, the recommendations of the county administrator. Following such review, a committee must vote whether to recommend an ordinance or resolution be adopted or not adopted by the county board and whether that resolution be amended; alternatively a committee may vote to make no recommendation to the county board. A committee may also re-refer a resolution or ordinance to another standing committee. The committee chair is responsible to provide the county board a written report of the recommendation at the time the proposed resolution and ordinance is received by the county board for final action.

b. **Budget Development and Execution.** Consistent with financial policies, review and make recommendations on the budget proposed by the county administrator for each assigned function, program or service. This review may incorporate a public hearing or any other action to obtain public input at the discretion of the committee chair or as directed by law or the county board. With respect to the development of the budget, the committee must issue a recommendation to county board to adopt, amend or strike, the proposed budget appropriation and expenditure for respective assigned functions, programs and services. The committee chair must provide the county board a written report on the committee recommendation prior to meeting held to conduct a public hearing on the budget.

c. **Program Evaluations.** Periodically evaluate or oversee the evaluation of programs assigned to the committee. The program evaluation will consider compliance of the assigned program with policy as set by the county board, relevance of the program, relative importance of the program, and its efficiency and effectiveness in achieving results. The report on program evaluation must be submitted to the county board and upon receipt made public.

d. **Committee Contact of Assigned Outside Agencies and Organizations**. The standing committee makes recommendations to the county board concerning the partnership or business relationship of the County with outside agencies and organizations as assigned to the respective committee by this ordinance or subsequent resolution. The standing committee provides advisory recommendations to county administrator, department heads or other county staff on the administration of the contractual relationship with the respective assigned outside agency or organization.

e. **Policy Priorities.** Annually review policy priorities as determined by the county board and make recommendations to the county board on any amendment to these policy priorities including inclusion of a new priority, deletion of an existing priority, or amendment to any existing priority.

f. **Policy implementation.** Annually review the key strategies and key performance indicators as developed by the relevant department to implement these policy priorities, assess progress toward that implementation and make recommendations to the county

administrator as to their adjustment and related management direction including a review of annual reports on assigned programs.

g. **Intergovernmental Relations.** Review pending state and federal legislation that may affect programs over which the committee has oversight responsibility and assist the county board in developing a coordinated response to this legislation including any communication with federal, state and local representatives and municipal officials, assigning a member as a liaison to regional and state governmental organizations as recommended by the committee and authorized by the county board.

h. **Committee organization and meetings.** Unless previously noticed, committee meetings are to be held monthly at a set time at the Government Center. Although committees may meet jointly, two committees may not independently meet at the same time without the consent of the county board chair.

i. **Organization**. At the first meeting of each committee following the organizational meeting held in April of even numbered years, a committee must elect officers consisting of committee chair and vice chair and establish a schedule for regular monthly meetings to be held at the same day of the month and time, including alternative or second meeting dates in each month.

j. **Cancellation.** The committee chair may cancel or reschedule a committee meeting for reasons of weather, lack of a quorum, schedule conflict, lack of committee business, or other operational reasons. Every effort should be made to provide at least four days' notice of any cancellation or rescheduling.

k. **Work plan.** To implement these priorities, a committee must develop a work plan that organizes committee work on a set calendar and, by December of each year, assess the current work plan and adopt a work plan for the following year. A work plan will identify objectives for the year, including, but not limited to, program evaluations, special presentations and special meetings. The committee shall file with the clerk a report on the assessment of the current year's plan. Said report must include an evaluation of progress against the previous year's work plan.

l. **Agenda.** The committee chair must oversee the preparation of the agenda for all committee meetings. The county clerk must circulate a copy of the agenda and all relevant ordinances and resolutions plus related supporting documentation noticed in the agenda to committee members at least four calendar days before the meeting. As possible, committee agendas should include approximate time for agenda items for the convenience of the public and other observers and participants.

m. **Convening a meeting.** The chair shall call the meeting to order at the scheduled time, determining whether a quorum is present. If a quorum is not present, the committee may not convene and business may not be conducted. The chair shall preserve order and decorum. The county board chair may sit as an ex-officio member in the event of a lack of quorum.

n. **Public comment.** Public comment at committee meetings is allowed after the speaker has been formally recognized by the chair. Each person must identify themselves by name and municipality of residence before addressing the committee. Each person has three minutes to make their presentation. Only county employees or supervisors may distribute literature or handouts. Materials presented by persons speaking during public comment will be received by the clerk. The chair has the responsibility to conduct the public comment period in an orderly and respectful manner.

o. **Supervisor Information.** During a committee meeting, a supervisor who is not a member of the committee is allowed to present information that is related to a resolution or ordinance sponsored by such supervisor or on points of interest relevant to those functions, programs or services assigned to the committee. The committee chair shall maintain the decorum of the meeting so as to prevent the supervisor from engaging in debate on matters received from a supervisor or on matters otherwise noticed on the agenda. The clerk will prepare the agenda to afford notice of the receipt of such supervisor information in compliance with the open meeting law.

p. **Subcommittees.** A committee may create subcommittees to be composed of members of the Polk County Board of Supervisors or citizens as the committee deems expedient in carrying out its responsibility.

5. Environmental Services Committee.

a. **Assigned Functions**. The functions, programs and services of the Environmental Services Committee are those programs and services administered and managed through the Land and Water Resources Department; Register of Deeds, Parks, Recreation, Trails and Forestry Department; Land Information Department; UW Extension Office; and Lime Quarry.

b. **Contact Committee**. The Environmental Services Committee serves as the contact committee for the following outside agencies and organizations:

1. Farm Service Agency
2. Gandy Dancer Trail Commission
3. Northern Regional Trail Advisory Committee
4. Polk County Economic Development Corporation
5. Polk County Museum
6. Polk County Tourism Council
7. Revolving Loan Fund/EDC Loan Committee
8. West CAP
9. West Central Wisconsin Regional Planning Committee
10. Wisconsin Department of Natural Resources
11. Wisconsin Department of Agriculture, Trade and Consumer Protection
12. University of Wisconsin Extension

c. **Specific Duties and Responsibilities**. The Environmental Services Committee carries out the following duties and responsibilities:

1. Serve as the land conservation committee pursuant to Wisconsin Statute Section 92.07.
2. Nominate persons for appointment to serve as commissioners on public inland lake protection and rehabilitation district boards. Supervisors will be nominated and appointed to those districts that are in their supervisor district. Supervisors will have the option of designating a representative in their stead that resides or owns property within the lake district. Such designation would be brought before the committee for nomination. Supervisors or citizens so appointed will receive no County compensation or reimbursement.
3. Serve as the planning and zoning commission pursuant to Wisconsin Statute Section 59.69
4. Authorize the sale of tax delinquent property and set appraisals of the same pursuant to Wisconsin Statute Section 75.69.
5. Oversee the University Extension Program as established under Wisconsin Statutes Section 59.56(3).
6. Review and authorize claims for damage to domestic animals by dogs pursuant to Wisconsin Statutes Section 174.11.
7. Provide recommendations concerning the development of the following County ordinances: Board of Adjustment Procedures, Comprehensive Land Use (Zoning), Floodplain, Lower St. Croix Riverway, Sanitary, Shoreland Protection Zoning, Subdivision, Telecommunication Towers and Related Facilities and Small Wind Energy Systems. Provide recommendations for those ordinances administered through the Land Information Department.
8. Hear and rule on special exceptions, conditional uses and variances under ordinances assigned to the committee.
9. Provide a recommendation to the county board on the County usage of lands proposed for acquisition.
10. Set price of lime pursuant to Wisconsin Statute Section 59.70(24).

6. General Government Committee.

a. **Assigned Functions.** The assigned functions, programs and services of the General Government Committee are those functions, programs and services administered and managed through Administration; Employee Relations; Corporation Counsel; County Clerk; County Treasurer; and Information Technology Department. The General Government Committee provides policy recommendations to the county board and advisory recommendations to the county administrator and buildings director on the management of County lands and facilities and the Recycling Center.

b. **Committee Contact.** The General Government Committee serves as the contact committee for the following outside agencies and organizations:

1. Polk County Fair Society
2. Arnell Memorial Humane Society
3. Polk County Library Planning Committee
4. Indianhead Federated Library System
5. Salvation Army
6. Endeavors Adult Development Center

c. **Specific Duties and Responsibilities.** The General Government Committee carries out the following duties and responsibilities:

1. Serve as the county finance committee with authority 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, pursuant to Wisconsin Statute Section 65.90.
2. Perform all functions described within budget and financial management policies and state law including making recommendations on the size and financing of the overall County budget.
3. Recommend the overall staffing plans developed for authorization in the County Budget.
4. Review all claims brought before or filed against the County.
5. Negotiate all labor contracts for Polk County and recommend to the county board the approval of these agreements.
6. Recommend to the full county board the setting of compensation for elected county officials and appointed employees as provided by Wisconsin Statute Section 59.22.
7. Review and make recommendations on any lease agreements between Polk County and other agencies.
8. Review and make recommendations concerning County public depositories and investments.
9. Recommend the acquisition of real estate for County use.
10. Hear grievance disputes and appeals of personnel decisions in accordance with applicable provisions of county personnel policies.
11. Serve as the grievance committee pursuant to Wisconsin Statute Section 59.26.

7. Health and Human Services Board.

a. **Assigned Functions.** The assigned functions, programs and services of the Health and Human Services Board are those functions, programs and services administered and managed through the Community Services Division(Health Department, Behavioral Health Department; Department of Children and Families, and Medical Examiner); Golden Age Manor Nursing Home; Child Support Agency; and Veterans Services.

b. **Committee Contact.** The Health and Human Services Board serves as the contact committee for the following outside agencies and organizations:

1. Kinship of Polk County
2. ABC for Rural Health
3. Community Referral Agency
4. Polk County Housing Authority

c. **Specific Duties and Responsibilities.** The Health and Human Services Board carries out the following duties and responsibilities:

1. Serves as the local board of health pursuant to Wisconsin Statute Section 251.03.
2. Perform all duties as required by Wisconsin Statute Section 46.23(5m).

3. Assist the Public Health Department in assessment of community health needs.
4. Attend as possible public health legislative events, regional Board of Health trainings and agency professional advisory committee meetings.
5. Understand, respect, and adhere to federal regulations, Wisconsin Statutes and rules of confidentiality to which the Health and Human Services Board must adhere.
6. Oversee policy as implemented through funding for outside agencies including the Polk County Housing Authority.

8. Public Safety and Highway Committee.

a. **Assigned Functions.** The assigned functions, programs and services of the Public Safety and Highway are those functions, programs and services administered and managed the Polk County Sheriff's Department; Emergency Management; District Attorney and Victim/Witness Office; and Clerk of Circuit Court.

b. **Committee Contact.** The Public Safety and Highway Committee serves as the contact committee for the following outside agencies and organizations:
1. Polk County Circuit Court/Judiciary
2. Polk County Criminal Justice Collaborating Council.
3. Polk County Local Emergency Planning Committee
4. Polk County Highway Safety Committee

c. **Specific Duties and Responsibilities.** The Public Safety and Highway Committee carries out the following duties and responsibilities:
1. Provide a forum for the Polk County Circuit Court judges to discuss issues involving the court system and public safety.
2. Conduct an annual tour of the Polk County jail and make recommendations to the county board for any policy changes relating to that program.
3. Assign a member of the committee to serve as a liaison to the Polk County Criminal Justice Collaborating Council, Inc.
4. Serve as the highway committee pursuant to Wisconsin Statute Section 83.015, as a policy-making body determining the broad outlines and principles governing administration of the Highway Department.
5. Hears permit appeals of the Highway Department decisions pursuant to Wisconsin Statutes § 86.07.
6. Establish policy for the Highway Department infrastructure asset management goals, supporting fixed assets, and business plan.

9. **Modification of County Board Standing Committee Provisions.** Notwithstanding provisions herein to the contrary, the county board may amend, modify, reassign or transfer the specific provisions under this article, County Board Standing Committee System, by simple majority vote of supervisors present.

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. Notwithstanding 2., above, supervisors and citizens appointed to serve on the board of commissioners of public inland lake protection and rehabilitation districts shall not receive County paid compensation or reimbursements.

5. All county board reimbursement requests shall be handled consistent with current Polk County reimbursement policy and presented 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.

6. 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. These rules of order shall be determined by a majority vote at the organizational meeting of a newly elected county board. With exception to the provisions of Article 8, County Board Standing Committee System, amendments of these rules of order shall require a two-thirds vote of the county board of supervisors present at a properly noticed meeting,

Amendments to the provisions of Article 8, County Board Standing Committee System, shall require simple majority vote of supervisors present

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.

Appendix A found on Page 15.

(History: Enacted - Ordinance No. 17-16, April 19, 2016; Amended – Ordinance No. 58-17, November 14, 2017; Amended, Ordinance No. ___-18, May 15, 2018; Amended Ord. No. 83-18, Nov. 13, 2018).

Appendix A
Polk County Board of Supervisors Rules of Order Ordinance

RESOLUTION TEMPLATE
(Adopted: May 15, 2018)

"Resolution No. ___-18
Resolution <Insert Title, as appropriate>

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

Ladies and Gentlemen:

WHEREAS, (Optional) <Insert language that supports or gives background to the resolution>; and

WHEREAS……

NOW, THEREFORE, BE IT RESOLVED, the Polk County Board of Supervisors <Insert operative language>.

BE IT FURTHER RESOLVED <Insert additional operative language>.

BE IT FURTHER RESOLVED that this resolution is effective upon passage. <Insert other specified date, as appropriate>.

Offered on the _____day of _____, _____. <Insert date and month of the County Board

BY: <Insert as appropriate, Names and Districts of Sponsoring Supervisor; County Administrator; or Committee and Committee Chair>

Fiscal Impact Note: <Insert brief explanation of the fiscal impacts, if any, that the resolution may present.(Completed by Administrator)>

Legal Impact Note: <Insert brief explanation of the legal impacts, if any, that the resolution may present. If the resolution does not present legal impacts, so state. (Completed by Corporation Counsel).

Reviewed By County Administrator: Approved as to Form and Execution:

_____ Name/County Administrator

_____ Name/Corporation Counsel

Resolution Template
Excerpt of Minutes

At its regular business meeting on the ___ day of _____, __, the Polk County Board of Supervisors acted upon Resolution No. ___-__: <Insert Title of Resolution>, as follows:

- ☐ Adopted by majority voice vote
- ☐ Adopted by simple majority of the board of supervisors by a vote of _____ in favor and _____ against.
- ☐ Adopted by unanimous voice vote.
- ☐ Defeated: _____
- ☐ Other: _____
  _____
  _____.

SIGNED BY: _____ ,County Board Chairperson

ATTEST: _____ , County Clerk

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Appendix A
Polk County Board of Supervisors Rules of Order Ordinance
Ordinance Template

"Ordinance No. ___-__
<Insert Title, as appropriate>

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

Ladies and Gentlemen:

NOW, THEREFORE, BE IT ORDAINED, the Polk County Board of Supervisors enacts/amends/or other suitable language, as follows:

BE IF FURTHER ORDAINED that the above ordinance shall be effective upon passage and publication.

Offered this _____ day of _____, _____.

BY: <Insert as appropriate, Names and Districts of Sponsoring Supervisor; County Administrator; or Committee and Committee Chair>

Fiscal Impact Note: <Insert brief explanation of the fiscal impacts, if any, that the resolution may present.(Completed by Administrator)>

Legal Impact Note: <Insert brief explanation of the legal impacts, if any, that the resolution may present. If the resolution does not present legal impacts, so state. (Completed by Corporation Counsel).

Reviewed By County Administrator:

_____
Name/County Administrator

Approved as to Form and Execution:

_____
Name/Corporation Counsel

Ordinance Template
Excerpt of Minutes

At its regular business meeting on the ___ day of _____, _, the Polk County Board of Supervisors acted on Ordinance No. ___-___: <Insert Title of Ordinance >, as follows:

- ☐ Enacted by majority voice vote
- ☐ Enacted by simple majority of the board of supervisors by a vote of _____ in favor and _____ against.
- ☐ Adopted by unanimous voice vote.
- ☐ Defeated: _____
- ☐ Other: _____

SIGNED BY:

_____
,County Board Chairperson

ATTEST:

_____
, County Clerk

Certification of Publication

Ord. No. _____-___, as enacted the _____ day of _____, _____ was published in the <Insert Name of Legal Newspaper> on the ____ day of _____, _____.

_____
, County Clerk