

Resolution 28-10

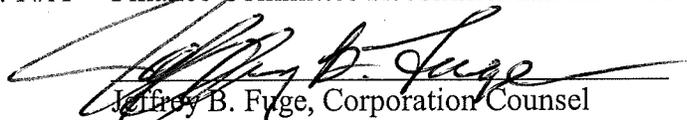
To Adopt the Polk County Board of Supervisors Rules of Order for the Term Commencing April 20, 2010

WHEREAS, during its organizational meeting for the term commencing April 20, 2010, the Polk County Board of supervisors has considered and debated the various rules of order that will prescribe the manner in which it conducts meetings.

NOW, THEREFORE, BE IT RESOLVED that the Polk County Board of Supervisors adopts the Polk County Board of Supervisors Rules of Order, for the term commencing April 20, 2010, as attached hereto and incorporated herein.

Funding Amount: N/A      Funding Source: N/A  
Finance Committee Advised: N/A      Finance Committee Recommendation: N/A

Approved as to form:

  
Jeffrey B. Fuge, Corporation Counsel

Date Submitted to County Board: April 20, 2010

Effective Date: Upon passage and publication

Submitted and Sponsored By:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The above <sup>resolution cw</sup> ordinance was adopted by the Polk County Board of Supervisors by a vote of 22 for and 0 against on the 20<sup>th</sup> day of April, 2010.

  
\_\_\_\_\_  
, Chairperson

Attest: Carole Y. Wondra <SEAL>  
Carole Wondra, County Clerk

~~The above enacted ordinance was published on the \_\_\_\_\_ day of \_\_\_\_\_, 2010.~~

~~\_\_\_\_\_  
Carole Wondra, County Clerk~~

**Polk County Board of Supervisors  
Rules of Order**

**ARTICLE 1. PURPOSE**

The purpose of this document is to provide a means by which the Polk County Board of Supervisors will conduct meetings, the selection, structure and composition of county board committees and county administrative boards, duties and responsibilities of the County Board Chairperson, the recognition of the existence and role of the Administrative Committee and the recognition and application of the Polk County Code of Ethics to members of the Polk County Board of Supervisors and citizens appointed to serve on the committees and administrative boards of the Polk County Board of Supervisors.

**ARTICLE 2. MEETINGS**

1. With exception of the organizational meeting held in April of even number years, all Polk County Board of Supervisor's regular business meetings from May through September will be held from 6:30 pm. to 11:00 pm. and the regular business meetings from October through April will be held from 6:00 p.m. to 11:00 p.m. Regular business meetings will be held on the third Tuesday of each month except the annual meeting in November will conform to Wis. State § 59.11(1), or unless a change in the date and time is properly noticed. The organizational meeting held in April of even number years will be held on the third Tuesday of April at a time noticed by the Chairperson.
2. Meetings may be canceled or rescheduled by the County Board Chairperson or upon submittal of a written petition per §. 59.11(2)(a) to the County Clerk by a majority of the County Board. The County Board can only change a regularly scheduled County Board meeting by providing a two (2) week notice.
3. All County Board Supervisors shall be present unless excused for good cause by the County Board Chairperson.
4. A majority of the Supervisors entitled to a seat on the Board shall constitute a quorum.
5. The Chairperson shall take the chair at the hour to which the Board was adjourned and call the members to order. Roll call shall be taken to determine if a quorum is present. The County Board Chairperson shall preserve order and decorum and shall decide questions of order subject to an appeal of the Board.
6. Public comment at County Board of Supervisor's meetings shall be allowed after the speaker has been formally recognized by the County Board Chairperson. Each person shall go to the podium and identify

themselves by name and municipality of residency before addressing the Board. Each person has (3) three minutes to make their presentation, which includes distribution of handouts. The County Board Chairperson shall have the responsibility to conduct the public comment period in an orderly and respectful manner.

7. No committee shall absent themselves from a County Board meeting by reason of their appointment without leave.
8. As reasonably as possible, all seating of the County Board members shall be in such an arrangement so all members face the Chairperson and each other. The supervisors are to be seated by District Number order.

### **ARTICLE 3. ORDINANCES AND RESOLUTIONS**

1. The County Board shall only consider 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. During a meeting, the County Board Chairperson may refer to an appropriate Committee any resolution or ordinance that has not received a recommendation from a Committee prior to consideration and action by the Board.
  - b. Any resolution or ordinance that requires the appropriation of funds must state an amount and source of funding and also must receive the review and recommendation of the Finance Committee before the full County Board may consider the same.
  - c. Resolutions and ordinances must be submitted in a timely manner to the County Clerk. The County Board Chairperson will insert into the agenda for the regular monthly County Board meeting only those resolutions and ordinances that the County Clerk has received twelve (12) or more calendar days before the said meeting.
  - d. Resolutions and ordinances must be approved as to form by the Corporation Counsel. The Corporation Counsel will consider the form of a resolution or ordinance only after it has been properly endorsed, and will not approve any resolution or ordinance that is unlawful.
2. The County Board Chairperson shall prepare the agenda with the assistance of the County Clerk. The County Clerk shall circulate to all Board members a copy of the agenda and all ordinances and resolutions, and related supporting documentation, noticed in the agenda at least ten (10) calendar days before the regular monthly County Board meeting.

3. The County Clerk shall timely publish the agenda in the legal publication of Polk County.
4. Unless the County Board suspends these rules of order, the County Board shall only consider matters contained on the agenda so circulated and timely published.

#### **ARTICLE 4. DEBATE**

1. When a motion is made, it shall be stated by the Chairperson or read by the County Clerk prior to debate.
2. If any member requires it, all motions, except to adjourn, postpone or refer, shall be reduced to writing.
3. Any motion may be withdrawn by maker and second before discussion or amendment.
4. When any member is about to speak in debate or deliver any matter to the Board, he or she shall raise their hand and respectfully address the Chairperson and shall confine remarks to the question.
5. When two or more members wish to speak at once, the Chairperson shall name the person who is to speak first.
6. When a question is under debate, no motion that does not pertain to the question shall be received unless to adjourn.
7. The Chairperson has the option to call the question or continue debate.
8. A motion to adjourn shall always be in order, except when the Board is voting. A motion to adjourn or a call for the previous question shall be decided without debate.
9. No member shall speak no more than twice and not longer than five (5) minutes each upon 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.
10. When a member is called to order, he or she shall not speak except in explanation until the Chairperson determines whether he or she is in order.
11. The Chairperson, subject to an appeal to the Board, shall decide every question of order.

12. The Chairperson may call the Vice Chairperson or second Vice Chairperson to the chair and may debate any questions before the Board. Substitutions of the Chair shall not extend beyond adjournment. He or she shall vote on a call.

#### **ARTICLE 5. VOTING**

1. All questions shall be put in proper form. Those who are in favor say Aye; those of a contrary opinion say same sign.
2. The Chairperson or any member may call for a roll call vote on any question, which shall be recorded by the clerk.
3. All roll call votes of the County Board shall proceed on a rotating basis.
4. The Chairperson or any member may call for a ballot vote on any question, which shall be recorded by the clerk.
5. Prior to discussion, a Supervisor may request of the chair to be excused from voting for a valid cause, Supervisors who do not vote without approved abstentions shall have their vote counted in the negative.

#### **ARTICLE 6. ELECTIONS, APPOINTMENTS, BOARDS, COMMITTEES**

1. The election of the County Board Chairperson, and Vice Chairpersons shall take place after taking the oath of office by members of the County Board of Supervisors. A County Board Chairperson, First Vice Chairperson, and Second Vice Chairperson shall be elected to serve a two (2) year term. If no nominee receives a majority on the first ballot, the second ballot will include the three (3) nominees receiving the most votes. If no nominee receives a majority on the second ballot, the third ballot will include the two nominees with the most votes. Voting will be by secret ballot.
2. The appointment and election of new committee members shall occur at the first meeting of the County Board following election of County Board members. The County Board Chairperson and the two Vice Chairpersons, with approval of the County Board, shall make the appointment of County Board members and citizen members to various committees as outlined below. Election of committee members shall follow appointments. The Board encourages the Board Chair not to appoint the same person to both the Finance and Personnel committees.

3. The respective elected and appointed members of boards and committees shall be as follows:

<b>Standing Committees And Boards</b>	<b>Appointed</b>	<b>Elected</b>	<b>Other</b>
Highway	None	5 per s.s.83.015	
Finance	1	3	County Board Chairperson
Personnel	1	3	1 <sup>st</sup> Vice Chairperson
Golden Age Manor Governing Committee	1	2	2 Citizen Members
UWEX, Land & Water Resources, Lime Quarry	2	2	FSA Chairperson or Designee per s.s.92.06
Property, Forestry, Recreation, Solid Waste, Recycling	2	3	
Public Protection	2	3	
Board of Health,	2	2	Citizens per ss. 251.03
Aging Council			Citizens per s.s.46.82(4)
Human Services Board	3	2	4 Citizens per s.s. 46.23(4)
Land Information Committee	3	2	

4. As reasonably possible, each Board member shall serve on two (2) committees or boards.
5. Each committee is to elect a Chairperson, Vice-Chairperson and Secretary. The chair of each board or committee shall be a member of the County Board unless otherwise provided for by statutes. No member shall be elected chair of more than one standing committee or board. The County Board Chairperson may be an ex-officio member with voting privileges of any committee or board when a quorum of the regular members is not present for a meeting.
6. All committees and boards shall fix regular meeting dates. Complete and detailed minutes shall be recorded of all committee and board meetings. Minutes of meetings are to be sent to all County Board members by the County Clerk in a timely manner except for those members who indicate their preference to access minutes on line.
7. Meeting dates shall be assigned so as not to conflict with other committees' times and dates whenever possible. If there are no conflicts, more than one committee or board can meet on the same day.
8. When two committees or boards are to meet jointly, it is the responsibility of both chairpersons to establish a joint meeting date. The two chairpersons shall whenever possible schedule such a joint meeting to coincide with a regularly scheduled meeting of one of the committees involved.
9. The duties and responsibilities of the respective committees shall be those as determined through resolution adopted, and amended as appropriate, by simple majority of the County Board.
10. County Board approval is necessary to establish new departments or programs and to determine to which committee such oversight shall be assigned.

#### **ARTICLE 7. DUTIES OF THE CHAIRPERSON**

1. Consistent with Wisconsin Statute Sections 59.12(1) and 59.19 and pursuant to Polk County Resolution 43-05, the County Board Chairperson is designated as the Administrative Coordinator of Polk County. The Chairperson shall carry out those duties enumerated in §59.12(1) and those various duties placed upon the office by county ordinance, resolution or policy. In the capacity of Administrative Coordinator for Polk County, the County Board Chairperson shall be responsible for all administrative and management functions of Polk County that are not otherwise vested in the administrative boards, standing committees, commissions and elected officer. The

designation of the Chairperson as Administrative Coordinator shall lapse upon installation of the County Administrator.

2. Vacancies on the County Board shall be filled by the County Board Chairperson and ratified by the County Board. Recommendations may be submitted from Town, Village or City Boards located within the supervising district. Any vacancy on the County Board shall be filled no later than thirty-one (31) days after the occurrence of any such vacancy.
3. In the absence of the Chairperson, the Vice Chairperson or Second Vice Chairperson shall perform the duties of the Chairperson.
4. The County Board Chairperson shall coordinate with Committee Chairpersons and department heads, as appropriate, for orienting new Board members prior to the first meeting of the County Board of Supervisors following election.
5. The County Board Chairperson shall have the power to fill committee vacancies until the next meeting of the County Board when the County Board will elect a member to fill the un-expired term. Any County Board member has the right to submit a name or names for election to the vacancy.
6. The County Board Chairperson has the authority to appoint short term and advisory committees to be in effect until the next meeting of the County Board.
7. The County Board Chairperson shall provide a monthly report to the County Board of Supervisors that will include a report on travel taken and meetings attended and travel and meetings planned.

#### **ARTICLE 8. ADMINISTRATIVE COMMITTEE**

1. There shall be an Administrative Committee of 5 members consisting of the County Board Chairperson, the 1<sup>st</sup> Vice Chairperson, the Second Vice Chairperson and 2 members elected from County Board.
2. The County Board Chairperson shall be the Chairperson of the Administrative Committee.
3. The Administrative Committee will meet as called for by the Chairperson.
4. The fundamental purpose of the Administrative Committee shall be advisory to special needs situations. When conflict exists between committees, and properly assembled under sub. 3, the Administrative

Committee shall mediate and recommend solutions prior to the matter being referred to the full board.

5. The Administrative Committee serves as the County's Ethics Board.
6. The Administrative Committee shall consider revisions to the Rules of Order and provide recommendations to the County Board.
7. 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.

### **ARTICLE 9. COMPENSATION AND REIMBURSEMENT**

1. The County Board Chairperson and the First Vice Chairperson shall receive compensation as set by County Board Resolution. The County Board Chairperson shall receive the regular per diem and travel reimbursement for attendance of all county committee meetings of which he or she is a member and all meetings in which he or she is representing Polk County.
2. 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.
3. All County Board vouchers shall be presented consistent with policy established by resolution adopted, and amended as appropriate, by simple majority of the County Board.
4. The County Board shall consider revisions to the compensation and reimbursement of members of the County Board of Supervisors at its annual meeting and there fix the compensation of board members to be next elected, by two-thirds vote, consistent with Wisconsin Statute Section 59.10(3)(f).

### **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 Section 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 effecting 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. County Board 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 (2/3) 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 Supervisor shall receive a copy. Each newly elected Supervisor shall receive a copy upon taking his or her seat on the County Board. It will be the duty of the County Board Chair 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 20, 2010.

STATE OF WISCONSIN )  
 ) SS  
COUNTY OF POLK )

I, Carole T. Wondra, Clerk for Polk County, do hereby certify that the  
attached is a true and correct copy of Resolution No. 28-10 that was adopted  
by the Polk County Board of Supervisors on April 20, \_\_\_\_\_, 2010.

Carole T. Wondra 4-27-10  
Carole T. Wondra Date  
Polk County Clerk