

1 **RULE I – Organization**
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3 A. As provided by statute, the Sauk County Board of Supervisors (“Board”) shall organize on the
4 third Tuesday of April in even numbered years. Regular and special meetings of the Board
5 shall be held and conducted in accordance with the provisions of Wis. Stat. § 59.11. The
6 Board shall hold an annual meeting on the Tuesday after the second Monday of November in
7 each year for the purpose of transacting business and the adoption of the budget. When the
8 day of the meeting falls on November 11, the meeting shall be held on the next succeeding
9 day.

10
11 B. The Chair of the County Board (“Chair”), Vice-Chair, and 2nd Vice-Chair shall be elected
12 biennially by the Board at the April meeting in even-numbered years. A majority vote of the
13 total elected Supervisors is required to elect the Chair, Vice-Chair and 2nd Vice Chair (e.g. 31
14 districts in Sauk County, 16 votes required regardless of number of Supervisors in attendance
15 at meeting). Furthermore, any Supervisor may request removal of the Chair or Vice-Chair and
16 new elections for a new Chair, Vice-Chair or both under item 13 of the regular Board meeting
17 agenda, provided such request is placed with the County Clerk and County Administrator
18 pursuant to the provisions of III. U. Such officers shall take office upon election. The meeting
19 shall be chaired by the Corporation Counsel until a new Chair is elected. No Supervisor may
20 be elected as Chair for more than three (3) consecutive terms.

21
22 C. In addition to presiding at meetings, the supervisor elected Chair by the Board, pursuant to
23 Rule I.B., shall upon election, assume all the responsibilities and perform all duties required
24 of the Chair, pursuant to applicable State Statutes and these Rules, until the Board elects a
25 successor.
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27 D. In case of the absence or inability of the Chair for any meeting, the Vice-Chair shall perform
28 the duties of the Chair. In case of the absence or inability of both the Chair and Vice-Chair
29 for any meeting, the 2nd Vice -Chair shall perform the duties of the Chair. In the absence of
30 the Chair, Vice-Chair and 2nd Vice -chair, the members shall choose a temporary Chair by a
31 majority vote of the members present. In the case of the permanent absence or inability of the
32 Chair, the Vice-Chair shall become Chair, and a new Vice-Chair shall be elected by the Board.
33

34 E. The Chair is authorized to attend meetings and conferences on matters related to county
35 government and may direct the attendance of the Vice-Chair or some other members of the
36 Board, either in place of the Chair, or along with the Chair, however per diem. shall not be
37 payable unless authorized in accordance with Rule II, E. The Chair shall serve as the County’s
38 voting delegate at the Annual Convention of the Wisconsin Counties Association. The Chair
39 shall serve on the following: Madison Area Technical College Appointment Board, Western
40 Wisconsin Technical College District Board, and WIRED Leadership Caucus.
41

42 If a vacancy occurs on the Board, the procedures set forth Wis. Stat. s. 59.10(3)(e) shall
43 govern in filling said vacancy. A supervisor filling a vacancy shall not automatically be
44 assigned to the same committees as his or her predecessor in office but may request
45 particular assignments. The chair shall have the option of removing or replacing any or
46 all committee assignments for a replacement supervisor including moving a minimal
47 number of supervisors to different committees if it benefits the county. Reassignment of
48 supervisors requires the express consent of each reassigned supervisor and approval by

49 a majority of members voting on the reassignment. Replacement of a member of the
50 Executive & Legislative Committee, shall require election by the Board.

- 51
- 52 F. Supervisors appointed to special committees, boards, and commissions shall serve on those
53 bodies only so long as they remain members of the Board unless a state statute or county
54 ordinance provides otherwise. At the point in time that a supervisor is no longer a member of
55 the Board, the position on the special committee, board, or commission shall be deemed
56 vacant, and the Chair shall appoint a new individual, who must be a member of the Board, to
57 fill the unexpired term on the body. A former supervisor may only fill a citizen member position
58 on a special committee, board or commission if the former supervisor's continued service will
59 result in no diminution of representation on the body by members of the Board.
- 60
- 61 G. A secret ballot may be used by the Board or a committee but only to elect an officer of the
62 Board or the committee. When written ballots are used, except for secret ballots, supervisors
63 shall indicate their vote by placing their district number on the reverse side of the ballot. The
64 first ballot shall be the nominating ballot, to be followed by succeeding formal ballots until a
65 majority vote of the members present elects. Persons nominated may address the Board for
66 up to 3 minutes. Only persons named on a nominating ballot shall be considered during a
67 formal ballot. A nominee may withdraw themselves from the ballot at any time after the initial
68 ballot.
- 69
- 70 H. The standing committees shall be appointed by the Chair, except for the Executive and
71 Legislative Committee which is formed as set forth below, subject to the approval of the Board.
72 Committee appointments shall be presented for approval at the next meeting of the Board
73 following the date of organization. The new, tentative committees appointed by the Chair shall
74 serve prior to approval by the Board during the period between the organizational meeting
75 and the meeting where consideration by the Board shall take place.

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77 **RULE II – Members**
78 **Decorum**

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- 80 A. The Board aspires to encourage appropriate dress by board members that reflects the
81 professionalism of the Board. Business casual or more formal attire is encouraged.
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- 83 B. All comments, debates and discussions shall be appropriate and to the point of the topic under
84 discussion, and conducted in a manner that is civil, and respectful of all concerned.
- 85
- 86 C. Unless conducting non-County Board business, Supervisors wishing to confer with a
87 Department Head shall schedule an appointment in advance with that particular Department
88 Head and a Supervisor shall not contact staff (non-department head) without first seeking
89 permission from the Administrator or Department Head.
- 90
- 91 D. A minimum of one day of education for members of the Board shall be set by the Chair, said
92 day of education to be held every two years. Such education may be conducted through
93 electronic means, including but not limited to videos and webinars. The Chair may set
94 additional days of education for Board members, including one or more days for the purpose
95 of clarifying budget procedures and upcoming budget analysis matters.

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97 **Compensation**

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- E. Supervisors shall be authorized up to a maximum of 90 days' compensation (at a per diem rate of \$90.00 for each day of attendance when the Board is in session and meeting, and \$75.00 for other authorized service including committee meetings), plus mileage and reimbursement of authorized expenses, for committee work when attending committee meetings of which they are members, or as chair of a committee (or their designee) when attending a committee meeting of which they are not a member for the purpose of providing testimony on an issue. Authorized service includes service required by ordinance or resolution. The maximum limits established for committee work shall be in addition to the per diems and mileage supervisors are entitled to receive for attendance at meetings of the Board and exclusive of per diems paid by non-county boards or commissions where the payment of the per diem or mileage is not made from County funds. Reimbursement of expenses (such as mileage, parking, etc.) shall be allowed only if a request for payment is made on the form provided by the Accounting Department within three (3) months after the meeting or event date. Payment to County Board supervisors and other committee members shall be only via direct deposit.
- F. As provided by Wis. Stat. § 59.13(2), no supervisor shall be allowed pay for committee service while the Board is in session, but the Board may authorize payment of per diem, mileage and reimbursement for other expenses for attendance at any school, institute or meeting which the Board directs them to attend. Each standing committee is specifically authorized to send up to two (2) members to up to two (2) conventions (including conferences and other trainings) per County fiscal year. The convention cannot exceed three (3) days or be farther than three hundred (300) miles. All other requests require approval by a majority of the Board. Wis. Stat. § 59.13(2). In addition, all Supervisors are allowed to attend the Wisconsin Counties Association Annual Meeting with all registration fees to be paid for by the County. The Chair shall be able to attend National Association of Counties meeting with reimbursement for expenses incurred.
- G. Any increase in the number of days of committee work for which supervisors may be paid compensation and mileage in any year shall require approval by two-thirds vote of the members of the Board present, prior to payment. In addition to the above, the Chair shall receive compensation for performance of the duties of that office. The Chair is authorized to act as a member of all committees in an *ex officio* capacity, and per diem and mileage are eligible to be paid under this rule for attendance at all committee meetings attended by the Chair.
- H. The supervisor elected Chair shall be entitled to receive the compensation provided for the part-time position of Chair consisting of a salary of \$650 per month in addition to any other per diem and mileage entitlement available to other supervisors in accordance with Rule II. E., as provided by Sauk Co. Code § 35.03.
- I. All members of the Board who are to be reimbursed for committee work shall submit vouchers to the County Clerk on a monthly basis, to be placed on file with other current claims or accounts to be authorized for payment at regular Finance Committee meetings. Per diem and mileage paid Board members through any calendar year shall be compiled in the Accounting Department and presented to the Board prior to annual publication in March of the following year. Supervisors who "ride along" with other supervisors may not claim mileage.
- J. No current claim or account to be paid from funds previously appropriated for any item by the Board in the Budget shall be allowed, nor order passed whereby any money is paid out or

149 expended, until said claim or account has been referred to the appropriate department
150 committee and report made thereof as directed by said committee.

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152 K. All claims or accounts for disbursements made by any County official must be itemized and
153 contain sufficient information to identify proper budget authorization.

154
155 **Rule III – Meetings**

156 **General**

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158 A. The Board shall meet regularly in the County Board Room on the third Tuesday of each month
159 except as provided in Rule I.A. above. Regular meetings of the full Board shall commence at
160 6:00 P.M. Any vote to adjourn to a different time or place for convening a regular meeting
161 shall require approval by two-thirds of the members present.

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163 B. A Special Meeting of the Board shall be held in accordance with the provisions set forth in
164 59.11 (2). A Supervisor may signify agreement to a request by email, delivered to the Clerk
165 via County email from a Supervisor's official Sauk County email address to the Clerk's official
166 email address. Furthermore, the Clerk may notice a Special Meeting by email. Personal
167 email accounts, SMS or other electronic messages are not acceptable.

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169 C. The order of business of Board meetings shall be as stated on the agenda for each session.
170 The agenda shall jointly be the responsibility of the Chair, the County Administrator and the
171 County Clerk. The agenda shall be circulated to the Board not less than two business days
172 before each meeting. Agenda amendments that comply with Open Meeting Law notice
173 requirements are permitted after initial circulation.

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175 D. The format for the agenda at the April organizational meeting held in even-numbered years
176 shall be as follows:

- 177
178 1. Call to order.
179 2. Invocation and pledge of allegiance.
180 3. Verification of credentials and roll call.
181 4. Administration of oath of office.
182 5. Adoption of agenda.
183 6. Approval of the minutes of the previous meeting.
184 7. Designation of official newspaper.
185 8. Election of a Chair and, Vice Chair & 2nd Vice-Chair.

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187 (Proceed in accordance with regular meeting agenda, see III.E. 6. through 15.)

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189 E. The format for the regular meeting agenda of the County Board shall be as follows:

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191 1. Call to order.
192 2. Roll call.
193 3. Invocation and pledge of allegiance.
194 4. Adoption of agenda.
195 5. Approval of the minutes of previous meeting.
196 6. General consent agenda items.
197 7. Scheduled appearances included on the agenda.
198 8. Public comment with each speaker limited to no more than three minutes.

- 199 9. Communications.
- 200 10. Appointments.
- 201 11. Bills.
- 202 12. Claims.
- 203 13. Elections.
- 204 14. Proclamations.
- 205 15. Reports.
- 206 16. Unfinished business.
- 207 17. New business.
- 208 18. Referrals.
- 209 19. New agenda items (no discussion). Submit in writing or by email new
- 210 business items to the County Administrator as soon as possible for Rule
- 211 III.U. committee referral or addition to the Board agenda.
- 212 20. Adjournment.
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215 F. The format for any Special Meeting of the County Board shall be as follows:

- 216 1. Call to order.
- 217 2. Roll Call.
- 218 3. Invocation and Pledge of Allegiance.
- 219 4. Adoption of the agenda.
- 220 5. Public Comment with each speaker limited to no more than three minutes.
- 221 6. Communications.
- 222 7. New or Unfinished Business.
- 223 8. Adjournment
- 224

225 G. It is declared to be the policy of Sauk County that the public is entitled to the fullest and
226 most complete information regarding the affairs of County government as is compatible with
227 the conduct of County affairs and the transaction of County business. Wis. Stat. §§ 19.80 to
228 19.98 are to be complied with by all members at all meetings of public nature. The Board and
229 its committees shall "sit with open doors," and timely notification of all public meetings, time,
230 date, place and subject matter shall be given, including the specifics for any contemplated
231 closed session.

233 Procedure

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- 235 G. The Chair shall preserve order and decorum. The Chair may speak to points of order in
- 236 preference to other members, and shall recite questions of order subject to an appeal to the
- 237 Board by any two members, on which appeal no member shall speak more than once, unless
- 238 by leave of the Board. He or she shall vote on all roll calls, except upon appeals from his or
- 239 her own decision. The Chair may NOT participate in debate or discussion unless he or she
- 240 steps down from the Chair and assumes their regular seat (the Vice-Chair would then run the
- 241 meeting) then following the same rules as any other Supervisor.
- 242
- 243 H. The Chair shall announce items as they arise on the agenda. With respect to a resolution
- 244 or ordinance, the Chair shall ask if a member wishes to make a motion, and upon a motion,
- 245 if there is a second. Upon a motion and second, the Chair, or the Clerk, shall state the
- 246 question on the motion, identifying the resolution or ordinance by its title and number, and
- 247 reading the resolution in full. If the text of the resolution or ordinance has been distributed
- 248 to members in advance, the chair may state the question without reading it in full, instead
- 249 identifying the resolution by its designated title and number, by saying: It is moved and

250 seconded to adopt the resolution relating to...., as printed.” Any Supervisor has the right to
251 have the motion or resolution read. After the question has been stated, the Chair shall
252 call upon the maker of the motion who may defer to the chair of the appropriate committee,
253 or an appropriate County staff person, for any statement or explanation.
254

- 255 I. In presenting business or debate, members shall address the Chair, be recognized, and when
256 in order, proceed without any interruption. Debate and discussion should be limited to the
257 agenda item under discussion. Discussion is intended to provide clarity on a given topic. In
258 all cases, personalities are prohibited and civility shall be observed. In case more than one
259 member shall seek recognition to address the Board or committee, the Chair shall decide who
260 has precedence.
261
- 262 J. All regular meetings of the Board and Board committees shall provide a noticed public
263 comment period. During a public comment period, any person who is not a member of the
264 body may comment on a specific item or issue that is on that particular agenda for a maximum
265 of three minutes per person. Based on the number of people registered to comment, the chair
266 has discretion to limit public comment to two minutes and shall announce said restriction prior
267 to public comments commencing. Any person who wishes to comment on a matter not on the
268 County Board agenda shall provide their comment to the County Clerk in writing for possible
269 distribution to the Board. Discussion of personalities is prohibited and civility shall be
270 observed. The Board or committee Chair may authorize the appearance and comment of a
271 non-member if the appearance is specifically listed on the agenda.
272
- 273 K. Any member wishing to speak to a question shall be permitted to do so at least once, and a
274 motion for the previous question shall not be in order until every member has had such
275 opportunity. No member may speak twice on any question until every member choosing to
276 speak has spoken. The person making a motion and the second may speak for up to five (5)
277 minutes during the first round of debate and all others shall be limited to three (3) minutes per
278 round.
279
- 280 L. All Supervisors present in person and remotely are expected to vote on all questions and
281 items put before the Board or Committee. A Supervisor who has a conflict of interest pursuant
282 to Wis. Stat. § 19.59 or Sauk Co. Code Ch. 36, Code of Ethics, shall, prior to the
283 commencement of discussion or consideration of the matter, or as soon thereafter as the
284 conflict of interest is discovered, declare the same. The Chair shall be excused by the Vice-
285 Chair, for appropriate reasons. A Supervisor who chooses to abstain from voting for any other
286 reason should likewise, prior to the commencement of discussion or consideration of the
287 matter, declare that they will be abstaining. All members abstaining shall be deemed present
288 for purposes of a quorum even if absence from the chambers is required.
289
- 290 M. Every motion shall be reduced to writing if called for by the Chair or any member of the Board.
291 After motion is made and stated by the Chair, it shall be deemed to be in the possession of
292 the Board, but may be withdrawn at any time before decision or amendment by a majority
293 vote of the Board.
294
- 295 N. In every instance, a motion to adjourn, to lay on the table, for previous question and for limited
296 debate shall be decided without discussion.
297
- 298 O. Except for resolutions approved as part of a consent agenda, all votes on resolutions or
299 ordinances shall be recorded roll call votes. If the electronic voting system is not operational,

300 the Board may, by a two-thirds vote, approve voice voting on any resolution that does not
301 otherwise require a roll call or supermajority vote by law.

- 302
303 P. Any budget alterations shall require authorization by two-thirds of the membership of the
304 Board in accordance with Wis. Stat. § 65.90(5).
305
306 Q. When a motion has been made and carried in the affirmative or negative, it shall be in order
307 for any member of the majority to move for reconsideration thereof at the next regularly
308 scheduled meeting or in the same meeting of the Board. Such motion shall take precedence
309 over all other questions except a motion to adjourn.
310
311 R. Reports to the Board are presented for information and not debate, and shall be limited to ten
312 minutes in length after which a question and answer period may be conducted that also shall
313 not exceed ten minutes. The time provided for a report or question and answer period may be
314 extended either during the approval of the agenda or by motion to extend the time allowed for
315 the report or the question and answer period.
316
317 S. The Board shall take a ten-minute break after two hours of meeting, and shall break for ten
318 minutes every two hours thereafter, for the comfort of supervisors and members of the public
319 attending the meeting.
320
321 T. Remote Participation in Sauk County Board and Committee Meetings:

322 The Chair of the Board or a Committee may *not* remotely preside over any meeting.

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324 A Supervisor may remotely attend, be counted towards a quorum, vote and be paid per
325 diem as Follows:
326

327
328 COUNTY BOARD MEETING:
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- 330 1. Supervisor must request remote participation in a meeting of the full County Board of the
331 Chair at least 72-hours prior to the meeting, and notify the County Clerk if and once such
332 request is granted by the Chair.
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334 2. Supervisor may participate via voice or video; may speak only when recognized by the
335 Chair pursuant to all other applicable rules of the board; may vote ONLY using County
336 approved, properly configured, and secured voting device.
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338 3. An individual Supervisor may remotely attend a meeting no more than three (3) times per
339 two-year term.
340
341 4. No more than two Supervisors may remotely attend and participate in a meeting of the full
342 County Board.
343
344 5. Remote participation in closed session is not allowed.
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346 6. The Chair may alter the provisions of this paragraph to allow for unforeseen or urgent
347 circumstances.
348

349 COMMITTEES OF THE COUNTY BOARD:
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- 351 1. Supervisor must request the remote participation in a Committee meeting of the
352 Committee Chair at least 72 hours prior to the meeting, and notify the Secretary of the
353 Committee if and once such request is granted by the Chair.
354
355 2. Supervisor may participate and vote via voice or video; may speak only when recognized
356 by the Chair pursuant to all other applicable Rules of the Board and Committee.
357
358 3. An individual Supervisor may remotely attend a meeting no more than three (3) times per
359 two-year term.
360
361 4. No more than one (1) Supervisor may remotely attend and participate in a Committee
362 meeting.
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364 5. Remote participation in closed session is not allowed.
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366 6. The Chair may alter the provisions of this paragraph to allow for unforeseen or urgent
367 circumstances.
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369 SAUK COUNTY HEALTHCARE CENTER
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371 Sauk County Health Care Center (SCHCC) staff who participate in the SCHCC trustees
372 meetings may do so remotely when they need to remain at the SCHCC for health and safety
373 reasons. Citizen members of the SCHCC trustees may participate in meetings remotely when
374 health and safety is a concern.
375

- 376 U. All proposed Board agenda items shall be submitted in writing to the County Clerk and County
377 Administrator by 4:30 p.m. on the Tuesday preceding the next regular meeting of the Board.
378 The County Administrator is responsible for the referral and routing of all proposed resolutions
379 and other items to come before a committee and the Board. Except as otherwise provided, all
380 proposed Board agenda items shall be referred to each standing committee with subject
381 matter jurisdiction prior to placement on the Board agenda for discussion, report, and
382 recommendation. Any Supervisor may also present a proposed resolution or agenda item for
383 consideration by the full Board utilizing one of the following processes:
384

- 385 1. A Supervisor may request the committee chairman to place a proposed
386 resolution or other item on the agenda of the next regular meeting of a
387 committee of which he is a member; or
388
389 2. A Supervisor may request the County Administrator to refer a proposed
390 resolution or item to the appropriate committee for consideration at its next
391 regular meeting, if the requestor is not a member of that committee.

392
393 All business referred to a committee by the Board shall be taken up before the next regular
394 Board meeting whenever possible. The Board may, by majority vote, recall any matter referred
395 to a committee and refer the matter to another committee or take other appropriate action
396 thereon. A Supervisor wishing to so recall an item from Committee must notify the County
397 Administrator by the time set forth in III. A. so the proposed action may be properly included
398 on the Board agenda. Supervisors are strongly encouraged to consider the recommendation
399 of the committee prior to requesting a proposed resolution or item be placed on the agenda

400 as the lack of committee support would be indicative of the proposed resolution's or item's
401 feasibility.
402

403 V. Items may be included on the general consent portion of the agenda provided the matter was
404 unanimously adopted by the sponsoring committee and the matter under consideration has
405 no financial or public policy impact and is of a non-controversial nature. No ordinance shall
406 be included in the general consent portion of the agenda. When the general consent portion
407 of the agenda is placed before the Board for consideration, the Chair shall ask if any member
408 of the Board objects to any item being considered by general consent. Any item placed on
409 the general consent portion of the agenda may be placed under the new business portion of
410 the agenda, and considered separately, upon the request of any supervisor, and without a
411 motion and second, provided such request is made prior to a vote on the general consent
412 portion of the agenda by the Board. If there is no objection to any item, the Chair will request
413 a motion to approve the general consent portion of the agenda. All items in the general
414 consent portion of the agenda may be approved by voice vote. Any member may request and
415 shall be granted a recorded vote without a motion or second provided such request is made
416 prior to the Chair's request for a motion to approve the consent agenda.
417

418 W. It shall be the responsibility of the sponsoring committee or supervisor to have the matter
419 prepared in the form to be acted on and to have a fiscal note attached. All resolutions involving
420 the expenditure or receipt of funds shall carry a fiscal note using a form approved by the
421 Finance Committee which details the resolution's impact upon County finances approved and
422 initialed by the Finance Director, Finance Manager or County Administrator. In addition to
423 the fiscal note, all resolutions shall contain a Management Information Systems (MIS)
424 Note, and shall be reviewed by Corporation Counsel and approved as to form prior to inclusion
425 in the agenda. A resolution lacking a fiscal note, MIS note, or legal review by Corporation
426 Counsel shall not be considered by the Board. The background clause of any resolution or
427 ordinance shall contain information sufficient to provide the purpose and need for the
428 resolution or ordinance.
429

430 X. The Chair may immediately refer any matter not considered and reported to the Board by a
431 committee to the appropriate committee without motion if there is no objection to referral. If
432 objection is made, referral of the matter shall be immediately placed before the Board for vote
433 and shall only be referred upon a majority vote of the members present and voting.
434 Resolutions brought forward by individual supervisors must be presented to all committees
435 having jurisdiction over the proposed matter as detailed above.
436

437 Y. The County Board shall send a special advisory referendum question, pursuant to Wisconsin
438 State statute 59.52(25), to the County Clerk for placement on the next spring or fall ballot only
439 if a supervisor submits the question in writing to the Board not less than one-hundred-twenty
440 (120) days prior to the date of the next election and the question is approved for ballot
441 placement by a two-thirds (2/3rds) vote of the Board.
442

443 **RULE IV Committees**

444 A. Matters Pertaining to Standing Committees of the Board:

- 445
- 446 1. A supervisor shall serve as a committee member until the first Board
447 meeting following the spring County Board Supervisor election.

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2. A chair, vice-chair and secretary for each committee shall be selected by each committee's membership. Only Supervisors may hold these positions. Supervisors may only be the Chair of one standing committee. A Supervisor elected to be the chair of a two Committees shall resign as the Chair of one of the Committees.
 3. If the position of chair on a committee becomes vacant, the vice-chair becomes chair and an election shall be held to fill the position of vice-chair and any other subsequent vacancies.
 4. A supervisor may only be removed from a committee by the County Board Chair with the approval of the County Board by a two-thirds vote of the Board members present.
 5. If a supervisor wishes to resign from a committee, permission must be requested from the Board. Permission of the Board can be given through unanimous consent or a motion that is debatable and amendable. Once the request is granted, the vacancy is handled as any other vacancy.
 6. Whenever two or more committees meet jointly, a quorum of each committee participating in the joint meeting is required. A supervisor who serves on two or more of the committees may be counted toward a quorum of more than one of the committees meeting jointly. The joint committees shall vote to select one chair of one of the participating committees to serve as chair of the joint meeting.
 7. Supervisors are expected to attend the committee meetings of the committees to which they are assigned. When a supervisor cannot attend a meeting, it is the responsibility of the supervisor to request excusal from the chair of the committee.
 8. A County Board member attending a committee meeting of a committee on which they do not serve, shall be given the opportunity to address said committee at least once, for a period of time which is at least equal to the time allowed for individual speakers at public comment, provided the matter to be addressed is a matter that is on that committee's properly posted agenda. The decision to allow the supervisor to speak more than once is within the discretion of the chair of the committee. The chair's decision may be overruled by a majority vote of the committee.
 9. Each committee shall, at its first meeting following the organizational meeting of the Board, select those officers required by Rule IV.L., and it shall thereafter be the responsibility of said officers to ensure that accurate, written minutes are made of each meeting of the committee and submitted to the County Clerk for filing. The presiding officer at any meeting shall ensure compliance with the Open Meetings Law.
 10. Committee agenda format will be established in compliance with open meetings law and by the committee chair and secretary based on that respective committee's precedent.

500 B. Special committees, boards, special appointments and commissions shall be selected or
501 appointed by the Chair with the approval of the Board. These committees, boards and
502 commissions shall select their own chair. The Chair shall notify the supervisors of proposed
503 appointments by United States Mail or email no later than the Thursday afternoon prior to the
504 scheduled meeting of the Board at which the appointments will be voted upon. If an
505 appointment is to be considered at a special meeting of the Board, the Chair shall provide
506 notice by United States Mail or email no later than five days prior to the date of the special
507 meeting.
508

509 **STANDING COMMITTEES OF THE BOARD.**

510 **AGING & DISABILITY RESOURCE CENTER COMMITTEE**

511 Responsible for providing services to the general public with respect to matters
512 related to aging and disability and to improve the life of those with aging and
513 disability related issues. This committee will serve as the official statutory
514 Commission on Aging pursuant to Wis. Stat. § 46.82(4) and shall be advised by
515 the Aging, and Disability Advisory Committee. Responsible for policy direction and
516 oversight for the following departments: Aging and Disability Resource Center.
517 See, Sauk Co. Code Ch. 16. Oversight Committee for the Healthcare Center Board
518 of Trustees.
519

520 **Members: 11. The Committee shall have 6 County Board Supervisors.**
521

522 **ECONOMIC DEVELOPMENT COMMITTEE**

523 Responsible for coordination of County economic development initiatives with
524 County Planners and Sauk County Development Corporation. Involved in strategic
525 resource planning initiatives. Reviews matters which affect growth and
526 development of Sauk County, and economic development of communications
527 network. Responsible for economic development in Sauk County and oversees
528 County coordinated transportation, including overseeing the Tri-County Airport
529 Commission, municipal airports, Pink Lady Rail Transit Commission and
530 Wisconsin River Rail Transit Commission. Responsible for the study, review and
531 recommendation regarding freight, passenger and commuter rail development,
532 intercity and commuter bus services and development, and the provision and
533 coordination of rural and commuter transit services. Transit is governed by Wis.
534 Stat. s. 59.58. Also responsible for oversight regarding arts, humanities, culture
535 and historic preservation projects on behalf of the Board. Serves as the Landmarks
536 Commission in compliance with Sauk Co. Code Ch. 38 and Wis. Stats. §§ 59.56
537 and 59.69(4m). **Members: 7.**
538

539 **EXECUTIVE & LEGISLATIVE COMMITTEE**

540 Responsible for proposing amendments and monitoring the operation of Rules of
541 the Board; responsible for the conduct of all intergovernmental relations and
542 affairs; monitors State legislative and administrative activity affecting Sauk County;
543 proposes legislation or action on pending legislation affecting Sauk County;
544 considers matters not specifically assigned to other committees. Responsible for
545 policy direction and oversight to the following departments: County Administrator,
546 Corporation Counsel, County Clerk, Emergency Management. This committee
547 shall also have oversight of the Veteran Services Office.
548

549 Comprised of members from: **The Executive & Legislative Committee shall be**
550 **composed of the Chair and Vice-Chair of the Board, along with the Chair of**
551 **the other Standing Committees. The Chair of the Committee shall vote only**
552 **in the case of a tie.** The Chair and Vice-Chair of the Board shall serve in the same
553 roles on the Executive and Legislative Committee. The County Clerk shall serve
554 as secretary to this committee. The County Administrator, Corporation Counsel,
555 and County Clerk shall serve as *ex officio* members of this committee without
556 voting privileges. **Members: 9.**
557

558 **FINANCE, PERSONNEL & INSURANCE COMMITTEE**

559 Responsible for financial policy initiation and review of all County fiscal matters,
560 including reviewing and possibly revising the annual County operating budget,
561 submitted to the Committee by the County Administrator, for presentation to the
562 Board. Reviews County investment and banking policies; manages County
563 general fund and contingency fund; reviews per diem and mileage for all
564 committees, commissions, boards or councils; recommends approval of County
565 audit report; receives all special gifts and grants made in favor of the County.
566 Responsible for policy jurisdiction over all County personnel matters including:
567 recruitment and selection; collective bargaining and contract administration;
568 employee relations; salary administration for all appointed and elected personnel;
569 classification systems; employee training; fringe benefits; and reviews all new
570 position requests and vacant positions. Oversees the County's safety program and
571 safety training. Provides for all property, liability, and worker's compensation
572 insurance needs for the County. Provides policy direction and oversight to
573 Accounting, County Treasurer, the Personnel Department and Risk/Safety
574 Manager. **Members: 9.**
575

576 **HEALTH RESOURCES**

577 Responsible for policy direction and oversight of Health Department pursuant to
578 Wis. Stat. Chs. 250 through 255 relating to public and environmental health
579 matters. See, Sauk Co. Code Ch. 3. Responsible for policy direction and oversight
580 for Human Services Department pursuant to Wis. Stat. chs. 46 and 51 and Wis.
581 Stat. § 59.53 to oversee social services and community programs. **Members: 9;**
582 **5 Supervisors, 1 M.D., 1 R.N., One member that represents the diversity of**
583 **the county, 1 member who receives, or has a family member that receives,**
584 **services from the Department of Human Services.**
585

586 **LAND RESOURCES & EXTENSION COMMITTEE**

587 Responsible for policy direction for County planning, land use regulations,
588 surveying, remonumentation, mapping and uniform rural building identification
589 system, land records modernization activities. Serves as the County Zoning
590 Agency pursuant to Wis. Stat. § 59.69. Establishes policies relating to planning,
591 acquisition, development and maintenance of County owned park and recreation
592 sites. Responsible for natural resource management, resource conservation and
593 environmental protection including soils, water, forestry and wildlife resources
594 through participation in various federal, state and local programs. Responsible for
595 developing sustainable practices within County operations and serving in an
596 advisory capacity regarding "green technologies." Responsible for the
597 development and implementation of the Sauk County Outdoor Recreation Plan.
598 Responsible for review and approval of vouchers related to the Sauk County
599 Outdoor Recreation Plan. Oversees operation of farmland located at the original

600 Sauk County Health Care Center. Serves as the Farmland Preservation Review
601 Committee. Also, jointly responsible with the Area Extension Director for oversight
602 of University of Wisconsin-Madison, Division of Extension educational
603 programming in agriculture and natural resources, community and economic
604 development, family living, 4-H and positive youth development, horticulture, and
605 County tourism and promotion activities on behalf of the Board.

606
607 **Members: 9; 7 Supervisors, 6 of whom shall be Supervisors from districts**
608 **that have at least a portion of their district in County Zoning, 1 Citizen who**
609 **meets the requirements of Wis. Stat. § 92.06(1)(b)(2), 1 citizen may be**
610 **appointed who shall be a public school administrator in the County. If there**
611 **is no school administrator appointed then a Supervisor shall be appointed**
612 **to fill that spot on the committee.** Pursuant to Wis. Stat. § 92.06(1)(b)(2) the
613 designee shall be a person who is engaged in agricultural use, as defined under
614 s. 91.01 (2)(a)1, and shall be a member of the Committee but shall refrain from
615 discussion and voting on any matter where the Committee is acting as the County
616 Zoning Agency. A public school administrator, if one is appointed, shall be a
617 Member of the Committee but shall refrain from voting on matter not related to UW-
618 Extension. Members of this committee shall serve on the lake protection districts.
619 Provides policy direction and oversight to the following departments: Land
620 Resources and Environment; Parks; County Surveyor; Land Information Officer;
621 Register of Deeds; and Mapping.

622
623
624 **LAW ENFORCEMENT & JUDICIARY COMMITTEE**

625 Responsible for exploration of justice alternatives. Provides policy direction and
626 oversight on behalf of the Board to the following departments: District Attorney,
627 Coroner, Clerk of Courts, Court Commissioner, Register in Probate, Child Support,
628 and Circuit Court Judges, Sheriff, and the Animal Shelter. **Members: 9.**

629
630 **PUBLIC WORKS AND INFRASTRUCTURE COMMITTEE**

631 Responsible for policy direction in design, construction and maintenance of all
632 County roads and expenditure of highway maintenance funds received from the
633 state or County, including planning, development of, and maintenance of all
634 structures required for storage, maintenance and operations relating to the
635 Highway Department. Pursuant to Wis. Stat. § 83.015(1)(c), this Committee is
636 designated the County Highway Committee and each member is appointed and
637 vacancies filled pursuant to the procedures contained in these Rules. Responsible
638 for policy direction and oversight for Highway Department. Responsible for
639 providing policy direction with regard to matters involving County property. Handles
640 all matters relating to the acquisition of real property, construction, building
641 improvements, repair or maintenance not specifically delegated to other
642 committees. Responsible for planning and implementation of space use in County
643 buildings. Oversees the appraisal and sale of tax delinquent County property by
644 the County Treasurer and reviews the disposition of, or the granting of easements
645 on, County real property. Responsible for the physical management requirements
646 associated with the closed Sauk County Landfill. Approves the use of County
647 owned property by non-County groups when such property is not under the direct
648 purview of another committee. Oversees communications infrastructure, including
649 fiber optic cable, towers, and associated equipment. Responsible for the overall
650 information technology requirements for all departments and agencies of Sauk

651 County. Responsible for oversight of the Management Information Systems
652 department. Provides overall planning and long-range forecasting for the
653 information systems needs of Sauk County. Provides oversight to the Building
654 Services Department **Members: 9.** [Drafter's Note: Elimination of the
655 Communications & Infrastructure Committee and transfer of its functions to the
656 Property Committee was approved on April 29, 2019 but is not effective until April
657 21, 2020]

658
659 **RULE V. Miscellaneous Provisions**

660
661 A. The County Administrator shall attend Board meetings.

662
663B. The Corporation Counsel shall attend Board meetings and serve as parliamentarian and legal
664 advisor to the Board. If the Corporation Counsel is unable to attend a Board meeting, then the
665 County Administrator will serve as parliamentarian.

666
667 C. Amendments/Changes to the Rules of the Sauk County Board of Supervisors during the
668 current term shall be proposed and adopted pursuant to the following procedure:

669
670 1. Proposed amendments to these rules shall first be reviewed by the Executive &
671 Legislative Committee (E&L). The proposed amendment shall then be introduced
672 to the Board at the subsequent Board meeting.

673
674 2. The proposed amendment shall be read under the "Reports" section of the
675 agenda. The sponsoring Supervisor may speak to the proposed rule change for
676 up to 5 minutes. The Board shall take no action at this point. Supervisors may
677 relay their comments on the proposed amendment to the sponsoring Supervisor
678 afterwards, ideally via email.

679
680 3. E&L shall then consider the proposed original or revised amendment at its
681 subsequent meeting and forward a recommendation to adopt or not adopt to the
682 full Board. The full Board will consider the proposed or revised amendment at its
683 next regular meeting, with a 2/3 vote of all members present required for
684 adoption.

685
686 4. E&L Committee shall begin review the County Board Rules in September of odd
687 years for consideration for presentation at the October County Board Meeting.

688
689 D. The County Administrator, with the assistance of the Finance Director, shall keep the Board
690 informed of the financial condition of the County and shall submit complete quarterly financial
691 statements to the Board.

692
693 E. These rules may be suspended or amended by a two-thirds vote of all members present.
694 Robert's Rules of Order Newly Revised, 2011 (11th) Edition, shall govern the proceedings of
695 the Board in all cases to which they are applicable and in which they are not inconsistent with
696 these Rules or the laws of the State of Wisconsin.

