

D. Each committee shall be responsible and accountable to the county board, and shall promptly act on all matters referred to the committee and report on same to the board.

E. No committee shall enter into any contract, lease or agreement, commit the county board to any course of action, sell any real or personal property of the county, purchase or take an option to purchase any real property, or promulgate any rules without the express approval of the county board, unless otherwise provided by law or ordinance.

F. Duties of the committee clerk.

1. The committee clerk shall be responsible for the files and records of the committee as well as the compilation and distribution of agendas, including all attachments or agenda packet materials, and the typing and distribution of minutes to the committee at the next succeeding meeting. The original copy of the approved minutes of each meeting shall be filed in the office of the county clerk within two working days of their approval or correction.

2. The committee clerk shall be responsible for recording the attendance of members on the appropriate forms.

3. The committee clerk shall see that all resolutions, ordinances, amendments and reports of the committee are properly drafted and signed prior to submission to the county administrator.

4. The committee clerk shall see that all resolutions and ordinances indicate next to the supervisors printed name whether the supervisor voted “aye,” “nay,” abstained or was absent.

G. Each committee may by order filed with the county clerk and the human resources director create any subcommittee or (with another committee) joint subcommittee, provided that the charge to any such subcommittee or joint subcommittee is within the jurisdiction of the parent committee or committees.

1. Subcommittees shall consist of not less than 2 members of the parent committee appointed by the chair thereof, one of whom shall be designated as subcommittee chair.

2. Joint subcommittee shall consist of not less than 2 members of each parent committee appointed by the chair thereof who shall thereafter jointly designate a member of the joint subcommittee as subcommittee chair.

3. Each subcommittee or joint subcommittee chair shall appoint a subcommittee clerk who shall perform the duties of G. and shall file the order creating the subcommittee or joint subcommittee as provided herein.

H. Meetings scheduled beyond 24 annually by a committee shall be approved in writing by the county board chair.

I. All committees shall include a public comment item on each agenda at the outset of the meeting. The purpose of public comment is to provide non county board members with an opportunity to present information to the committee. It is not intended to provide for interactive debate or for the cross examination of nonmembers. Any person who is not a member of the county board shall be given, subject to the chair’s discretion, up to 3 minutes to speak to the committee during the public comment time period. The public comment time period will be limited to no more than 15 minutes per meeting. Any person wishing to speak shall sign in prior to the meeting to obtain a priority order to addressing the committee. Each person wishing to speak shall include their name, address and county of residence when signing in, and also state their name, address and county of residence when speaking. After all speakers who signed up have spoken, anyone else interested in speaking will be given the opportunity if any time remains within the 15-minute public comment period.

All speakers must follow the guidelines established by the county code and the chair. The 15-minute public comment time period may be extended at the discretion of the chair. The land conservation commission shall be considered a standing committee within the meaning of this subsection. (Ord. 168-040, Sec. 2, 2024; Ord. 168-41, Sec. 1, 2024; Ord. 168-12, Sec. 1, 2024; Ord. 168-006, Sec. 1, 2024; Ord. 161-6, Sec. 9, 2017; Ord. 160-16, Sec. 1, 2016; Ord. 159-13, Sec. 1, 2015; Ord. 152-31, Sec. 1, 2008; Ord. 152-001, Sec. 1 & 2, 2008; Ord. 151-10, Sec. 3, 2007; Ord. 147-80, Sec. 3, 2003; Ord. 145-65, Sec. 2, 2001; Ord. 141-97 Sec. 10, 1998; Ord. 141-92 Sec. 3-4, 1998; Ord. 138-15, Sec. 1 & 2, 1994; Ord. 136-91, 1993; Ord. 136-31, 1992; Ord. 131-85 Sec. 1 1988; Ord. 81-82/13 Secs. 1, 2, 3, 1981; Ord. 80-81/06 Sec. 3(part), Sec. 4, 1980).

2.04.150 Rule 15--Select and special committees.

A. Select and special committees may be created by resolution, specifying the committee charge, number of members and termination date. Select committees shall consist solely of members of the board, and special committees shall have at least 1 member of the board. Select and special committees created without a termination date shall expire on the 3rd Tuesday of April next following creation thereof. Said committees shall have such authority as shall be granted by resolution, except that the reports of special committees shall be referred to a standing committee pursuant to 2.04.160.

B. The chair of the county board shall make written announcements of his or her appointments to said committees and shall designate a chair and vice-chair on each. All appointments shall expire upon the termination of the respective committee or the 3rd Tuesday of April in even-numbered years, whichever comes first. Vacancies shall be filled by written appointment of the chair for the unexpired portion of the respective terms of appointment.

C. The county administrator shall assign staff or clerical assistance to each select or special committee, and the committee chair shall appoint a committee member or assigned staff member as committee clerk. (Ord. 168-006, Sec. 1, 2024; Ord. 168-12, Sec. 1, 2024; Ord. 161-6, Sec. 10, 2017; Ord. 159-43, Sec. 8, 2016; Ord. 141-92 Sec. 5, 1998; Ord. 80-81/06 Sec. 21, 1980).

2.04.160 Rule 16--Reference to appropriate committee.

A. All resolutions and ordinances other than those embodied in a committee report and all petitions and claims shall upon introduction be read by title by the clerk and shall then be referred by the chair without motion to the committee(s) having jurisdiction, or if not referred held over, and shall not be acted upon by the board at such meeting unless a suspension of the rules is granted. The clerk shall immediately thereafter enter on the folio of the petition, claim, resolution or ordinance the date and committee of reference and the calendar supplement page on which it appeared, or if distributed at a meeting or by separate mailing, a notation to that effect.

B. Each member of the board shall receive a copy of any resolution or ordinance submitted to the board for adoption under suspension of the rules, unless there is unanimous consent to suspend this requirement. The clerk shall read such resolution or ordinance by title, except for those offered from the floor which shall be read in their entirety. If suspension of the rules is granted, the question on the passage of the resolution or ordinance shall be put by the chair without a motion from the floor.

C. Resolutions or ordinances referred to committee shall be acted upon by the committee or committees and reported to the board at a succeeding meeting, within 60 days of such referral, with a recommendation for adoption, or amendment and adoption, or indefinite postponement, or placement on file, or rejection. In the absence of committee action during said period of time, the resolution or ordinance shall automatically be placed upon the agenda for the next succeeding regular session of the county board following the expiration of the 60-day period herein described. Additional 60-day extensions to the above-described period of time for committee action may be granted by the county board upon adoption of a report to the board by the committee requesting said extension. 37

Petitions or claims shall be acted upon by the appropriate committee(s) and reported to the board at a succeeding meeting by resolution granting, denying or filing the petition, or allowing or disallowing the claim.

D. Any member of the board may give notice to the board at a regular or special meeting that a motion will be made to withdraw a matter from committee at the next succeeding regular meeting of the board, and such motion when made may be adopted by a majority vote of the members present. If such notice is not served, a matter may be withdrawn from committee only by a 2/3 vote of the members present, provided notice of such action has been entered on the calendar in accord with Wis. Stat. § 19.84.

E. All matters referred to committee and not reported to the board by the end of the session year shall be placed on file by the clerk and no further action taken thereon unless the board shall by resolution order any matter to be carried over to the succeeding session year. All calendar items referred or introduced for first reading at the first meeting in April will be carried over into the succeeding session year.

F. The land conservation commission, the airport commission and the human services board shall be considered standing committees within the meaning of this section and shall report to the board as provided in this section and 2.04.030. (Ord. 161-6, Sec. 11, 2017; Ord. 158-12, Sec. 3, 2014; Ord. 143-106, Sec. 1, 2000; Ord.142-02; Ord.141-97 Sec.12, 1998; Ord.141-83, 1997; Ord. 126-28 Sec.5, 1982; Ord. 81-82/399 Sec.4, 1982; Ord. 80-81/385 Secs.3, 4, 5, 1981; Ord. 79-80/281 Sec.1, 1979; Ord. 65-78 Sec.1, 1978; Res. 220-75 (part), 1975; Res. 153-73 (part), 1973; Res. (part) dated April 16, 1969).

2.04.190 Rule 19--Duties of the chair. The chair shall preserve order and shall decide questions of order, subject to an appeal to the board, and shall vote on all questions taken by ayes and noes except for appeals from the chair's own decision. (Ord.141-97 Sec.14, 1998; Res. (part) dated April 16, 1969).

2.04.200 Rule 20--Appointment of standing committees.

A. The chair with the 1st vice-chair and 2nd vice-chair shall make appointments to all standing committees of the board.

B. The chair shall inform all county board members of vacancies that occur on standing or special committees, commissions or boards and solicit supervisors if they wish to be considered for appointment. The county board chair shall consult and receive recommendations from the 1st and 2nd vice-chairs before making appointments.

C. County board supervisors shall not chair more than one of the standing committees.

D. County Board Supervisors shall not be appointed to committees until the completion of the conflict-of-interest form is filed with the human resources department. The corporation counsel shall review the submitted forms and provide a report to the chair, 1st vice-chair and 2nd vice chair before making appointments. (Ord. 168-4, Sec. 1, 2024; Ord. 146-14, Sec. 1, 2002).

2.04.210 Rule 21--Correspondence. Correspondence sent by department heads and elected officials costing more than \$500 must be approved by the finance and budget committee if not budgeted. (Ord. 152-25, Sec. 1, 2008)

2.04.220 Rule 22--Permission to address the board. Any person not a member of the board desirous of addressing the board on any subject matter shall first obtain leave by request of some member. In case of objection, such person must have the majority consent of the board members present. (Res. (part) dated April 16, 1969).

2.04.230 Rule 23--Reconsideration of the vote. It shall be in order for any member voting with the prevailing side to move for reconsideration of the vote on any question on the same or next succeeding day of the board session. (Res. (part) dated April 16, 1969).

2.04.240 Rule 24--Termination of debate.

A. Any person desirous of terminating the debate may call the previous question which, when seconded, shall be submitted by the chair in this form: "Shall debate be closed?"

B. If 2/3rds of the board present shall vote in the affirmative, the next vote shall be upon the amendments and then upon the main question. A call for the previous question shall end all debate. (Ord. 168-13, Sec. 1, 2024; Ord. 161-6, Sec. 12, 2017; Ord.141-97 Sec.15, 1998; Res. (part) dated April 16, 1969).(157-47, Sec. 4 2014)

2.04.280 Rule 28--Resolutions, ordinances and amendments.

A. Every resolution or ordinance presented to the board shall be typewritten, shall have a title expressing the essence of the resolution or ordinance, and shall be approved as to form by the corporation counsel. Resolutions which direct that an action be taken shall specify by title the official or officials so directed or authorized.

B. Except for amendments arising during the course of debate or consisting of editorial changes, each amendment to a proposed ordinance or resolution shall be typewritten prior to the meeting, approved as to form by corporation counsel and provided to each member prior to introduction from the floor.

C. Resolutions and ordinances may only be introduced by a member only after consideration by a committee unless immediate action is required or a committee under 2.04.120 or 2.04.150. Amendments to proposed legislation may be introduced by a member or a committee under 2.04.160. Prior to introduction or placement on the calendar, all such proposed enactments shall be subscribed as follows:

1. Legislation or amendments introduced by member(s) shall be signed by the member(s).

2. Legislation introduced by or any amendment or report from a committee shall be signed by a majority of its members or shall include the written certification of the committee chair or vice-chair that the legislation, report or amendment correctly states the action of the committee. The date of the committee meeting and the committee vote tally shall be noted in the certificate.

3. Each supervisor's vote will be documented in the minutes. The original document will indicate whether the supervisor voted "aye," "nay," or abstained, or was absent, with a check mark next to their printed name. (Ord. 168-41, Sec. 2, 2024; Ord. 161-6, Sec. 13 & 14, 2017; Ord. 159-43, Sec. 9, 2016; Ord.141-97 Sec.16, 1998; Ord. 126-73 Sec.3, 1983).

2.04.281 Rule 28.1--Fact sheets--fiscal notes.

A. Every resolution, ordinance or substitute amendment shall be accompanied by a fact sheet which shall incorporate a reliable estimate of the fiscal effect or absence thereof including an estimate of the anticipated changes in current county fiscal year liability and projected fiscal liability in future years. Estimates shall be prepared by the department administering the appropriation or collecting the revenue, under the direction of the finance director.