

Vernon County Board of Supervisors  
**RULES OF THE BOARD**

**Chapter One: County Board Officers**

The County Board officers shall be elected by a board majority at its organizational meeting after the spring election. The County Clerk will run the meeting until a board chair is elected.

Board officers are Chair and Vice Chair.

The duties of the board Chair and Vice Chair are defined in state statute 59.12.

A few examples follow:

- The Chair will appoint supervisors to committees and select officers.
- The Chair will set the agenda and run the county board meetings.
- The Chair will expedite all measures directed by the board.
- The Vice Chair will assume the duties of the Chair if the Chair is unable to perform them.

The board officers may be removed anytime by a majority vote of board members.

Committee chairs and members may be removed anytime by the board Chair.

**Chapter Two: Organization of the Board**

The following standing committees shall be appointed by the chairman:

- Aging Advisory
- Aging Unit
- Building & Facilities Planning
- Emergency Government
- Finance
- Health
- Hidden Valleys
- Land Information
- Land Sales and Valuation Study
- Law Enforcement
- Legal Affairs
- Library Systems
- Personnel
- Revolving Loan
- Solid Waste Management
- Technology
- Tourism, Promotion and Economic Development

- Veterans Services
- Zoning
- Zoning Board of Adjustment

The Chair shall also appoint members of several boards and commissions on which the board is entitled to representation, and such special committees and advisory boards as may be required or the board may direct.

When a County Board member is elected or appointed to a committee, board, or commission as a representative of the County Board, and leaves the County Board prior to the expiration of the normal term on such committee, board, or commission, that individual's membership on such committee, board, or commission shall expire on the date he or she ceases to be a County Board member. The resulting vacancy on the committee, board, or commission shall be filled by another County Board member, for the unexpired portion of the regular term, in the same manner as the original member was chosen. In the event this rule conflicts with any state or federal law or requirement, the state or federal policy shall prevail.

Members may serve on only one elective committee. Duties of elective committees shall be as follows:

- **Highway:** This committee is required by Wisconsin Statutes Section 83.015, and shall have responsibility for all matters pertaining to county highways as specifically detailed in the above designated statute. The committee shall consist of five members. There shall be at least one member from each of the East, Central and Western districts of the county and two at large members.
- **Land Conservation:** This committee is required by Wisconsin Statutes Section 92.06, and shall also function as the Agricultural and Extension Committee. It shall have responsibility for all matters pertaining to land conservation, as outlined in the above mentioned statute, and all matters pertaining to the University Extension program in the county. This committee shall also have responsibility for the administration and governing of the county park system and recommending improvements and budgetary requirements to the county board. The committee shall consist of five members of the Board and one member appointed by the Farm Service Agency pursuant to Ch. 92, Wis. Stats.
- **Human Services:** This committee is required by Wisconsin Statutes Section 46.23 (4) and shall have responsibility for all Human Services programs as specified in the several subsections of the above mentioned statute. The committee shall consist of six Board members and three citizen members. Two Board members and one citizen member shall be elected each year for a three-year term.
- **Vernon Manor:** This committee shall oversee the operation and management of the Vernon Manor County Nursing home. The committee shall consist of three Board members and two citizen members. They shall serve three year terms which expire on the third Tuesday in April.

Duties of standing committees shall be as follows:

- **Finance:** To audit all accounts of the county not otherwise provided for, to make the tax levy, to formulate a tentative annual budget, to present recommendations on matters involving county finances, to review and authorize, in cooperation and consultation with

the County Treasurer, all investments of county funds, and to perform such other duties as the County Board may from time to time prescribe.

- **Land Sales and Valuation Study:** To assist the county treasurer in the collection of delinquent taxes, to sell at public or private sale all the lands and properties acquired by the county by tax deed or pension liens, all deeds to be made by the county clerk. To review the equalized valuation of both real and personal property in the several towns, villages and cities of the county upon the recommendations of the Wisconsin Department of Revenue, to determine the correctness of such recommendations, and to recommend to the board such actions as may be appropriate.
- **Personnel:** To consider all matters of labor relations regarding county employees, and to maintain the various necessary insurance programs its employees, and to enter into negotiations with the unions representing said employees, if any, with respect to wages and working conditions, and to recommend a scale of salaries for county officers and other non-union county employees.
- **Law Enforcement:** To act with the Sheriff relative to matters pertaining to the Sheriff's office, to have the right and power to employ and discharge traffic officers and a radio operator, with the consent of the approval of the Sheriff, and to recommend a budget annually to provide for proper maintenance and repair of equipment, purchase of necessary additional or replacement equipment, and provide salaries for department personnel.
- **Emergency Government:** Supervision of all matters pertaining to county emergency government.
- **Building & Facilities Planning:** To supervise upkeep, repair, renovation, disposal, or construction of county governmental buildings and adjacent grounds: and to make recommendations to the Board regarding county owned land, buildings and facilities, and programs and related matters.
- **Tourism Promotion and Economic Development Committee:** To work with other public and private entities to promote the County in a coordinated manner and to oversee the budget and accounts of the Vernon County Tourism Council or other entities working in the areas of tourism and economic development. Supervisors appointed to federal state or regional committees shall report to this committee a minimum of two times per year.
- **Health:** To supervise matters pertaining to all areas of county health. This committee also acts as the County Board of Health pursuant to sec. 251.04, Wis. Stats.
- **Zoning:** To consider matters pertaining to county zoning, make recommendations where appropriate and to deal with such other zoning matters as the board may from time to time direct.
- **Legal Affairs:** To monitor the county's legal affairs and consult from time to time with the county District Attorney and courts as the committee and/or board deems necessary. To make changes in the rules of the county Board from time to time as may be needed or directed by the Chair or the Board. To maintain the various necessary insurance programs for protection of the county. This shall also be the home committee for Corporation Counsel.
- **Aging Advisory Committee:** To assist and make recommendations to aging committee.
- **Unit on Aging:** Supervision of all county programs for senior citizens, including nutrition and transportation.
- **Veterans Service:** To supervise the work of the Veterans Service Officer and monitor proper administration of all programs of benefit to veterans in the county.

- **Solid Waste Management:** Develop and administer a county wide solid waste management program.
- **Zoning Board of Adjustment:** To act pursuant to Section 59.694, Wis. Stats.
- **Land Information:** This committee is organized pursuant to sec. 59.72 Wis. Stats. The committee provides general guidance, oversight, and planning for land record modernization and related GIS development activities. The committee ensures that the County is complying with its Land Record Modernization Plan as required by the Wisconsin Land Information Program (WLIP). The committee establishes and recommends County policies pertaining to land records, approves budgets and expenditures from WLIP retained recording fees, related grant funding and other land record and mapping funds that may be available.

The committee shall also coordinate all activities with other county departments which may be affected by the land information system. The committee shall deal with other concerns involving land information or records which may arise or be assigned. The committee shall consist of five supervisors, the Register of Deeds, Treasurer, Zoning Administrator, Sheriff, County Conservationist and a citizen member. The named department heads may designate an alternate from their department to serve in their position.

- **Revolving Loan Fund:** To administer and approve loans which are the subject of state and federal programs or grants awarded to the County.
- **Technology Committee:** To provide supervision and oversight of the Vernon County Technology Department. To coordinate and maintain the use of technology within county departments as well as interfacing electronic systems to the public in a fiscally responsible manner, including but not limited to computers and related hardware devices, software, technology services and telecommunications.

#### **Advisory Committees:**

Advisory committees shall be used from time to time to assist the board Chair, other committees or departments. Advisory committees shall not have the authority to bring matters before the Board without going through the Board Chair, the oversight committee or department home committee.

Every committee designated herein shall follow these rules of public participation and conduct for that committee. These rules will be posted on the clerk's bulletin board and available at committee meetings and printed on their agendas.

#### **Guidelines for Public Participation at Committee Meeting**

1. Public participation must be limited to the "Audience to Visitors" agenda line unless a request is made at that time to speak during a different agenda line and is authorized by the Committee Chair.
2. Please state name and address.
3. Please limit comments to 4 minutes.
4. Please state subject to be presented.
5. Personal attacks or comments are out of order and will be so ruled by the chair.

6. Questions may be presented and become part of a discussion or agenda item at the next committee meeting if requested and appropriate for committee discussion and action.
7. No action will be taken on public participation comments during the “Audience to Visitors” agenda line. Items for discussion may be placed on a future board agenda.
8. Committee members may respond to questions or information requests personally or in writing following the meeting

### Chapter 3 — Procedural Rules

At the appointed time the chair shall call the board to order, the clerk shall call the roll of members in order by districts, marking the stated times. In the absence of the chair, the vice chair shall perform the duties of that office. Should it appear that no quorum is present, the board shall adjourn until a stated time. In the absence of both chairman and vice-chairman, the board shall elect a chairman pro tem.

A majority of the members of the board shall constitute a quorum to conduct business. A number less than a quorum may adjourn from time to time in the event of absence, excused departure or other circumstances.

A special session of the board may be called on petition of a majority of the members to the county clerk or by the County Board Chair.

The board shall be the judge of the election returns and qualifications of its members.

The order of business shall be as follows:

1. Roll call of members.
2. Reading/waiver of the reading/approval of the minutes of previous meetings.
3. Presentation of petitions.
4. Presentation of resolutions.
5. Presentation of ordinances.
6. Presentation of remonstrance and memorials.
7. Report of standing or elective committee.
8. Report of special committees.
9. Consideration of unfinished business.

All petitions, resolutions, ordinances, remonstrance and accounts shall be read at length, **or displayed on screen**, when presented, unless otherwise ordered.

All appropriations for moneys shall be voted upon by ayes and nays by roll call of the clerk. The ayes and nays may be called for on any question by any member present. The ayes and nays when taken on any question shall be entered at length in the proceedings of the board.

**Any member excused from voting shall not participate in any discussion on the matter.** Every member present, when a question is put, or upon roll call, shall vote, unless for special cause the board shall excuse them, but it shall not be in order for a member to be excused after the board has commenced voting. A member shall be excused by the Chair based on absence,

conflict or abstention and the request should be made prior to the commencement of discussion or as soon as the conflict or need for abstention becomes apparent.

Every member, previous to speaking, shall address the chairman and shall not proceed until recognized by the chairman. They shall confine themselves to the question under debate and avoid personalities. They shall not be interrupted except by call to order. Each speaker shall be limited to four minutes.

When a member is called to order they shall take their seat and not proceed except in explanation, until it shall have been determined by the chair whether they are in order or not. The chairman's decision, on points of order shall be subject to an appeal to the county board.

All amendments to any document before the board shall be reduced to writing by the Clerk before the board action is taken.

All meetings will be conducted using parliamentary procedures as defined by Webster's New World Robert's Rules of Order Simplified and Applied, 2nd Edition.

The official meeting postings for shall be no less than three (3) of the following: WVRQ radio station, bulletin board on the first floor of the courthouse annex, the city halls of Westby and Hillsboro as well as the village hall of Stoddard, the Vernon County website ([www.vernoncounty.org](http://www.vernoncounty.org)) and the Vernon Broadcaster. All board and committee meeting agendas and approved minutes will be posted on the Vernon County website. Agendas, and all amended agendas, shall be sent to [agendas@vernoncounty.org](mailto:agendas@vernoncounty.org) for posting to the website. Approved meeting minutes, along with the next scheduled meeting date shall be sent to [minutes@vernoncounty.org](mailto:minutes@vernoncounty.org) for posting.

When possible all resolutions, petitions, ordinances, shall be reduced to writing and presented to the County Clerk at least fourteen days before the published meeting date of a county board meeting. Resolutions from committees need only the signature of the committee chair and/or their designee and a report of the vote by the committee.

All requests by the general public to have an item placed on the agenda shall be reduced to writing and presented to the Clerk at least fourteen days before the published date of a county board meeting.

Non-County Board Persons (except staff) shall not be allowed to address the Board unless such person has made a request in writing to the Board Chairperson at least one day before the date of the meeting of the Board. Or if the board chair feels the information the non-board person has is germane to the question before the board. The request to speak shall state the subject to be addressed.

Speakers approved under this rule shall be limited to three minutes. This rule shall not apply during public hearings conducted while the Board is acting as a committee-of-the-whole.

### Electronic Attendance at Committee Meetings

Teleconference calls are an acceptable means of participation by committee members in committee meetings but are not the preferred means of participation. Teleconference calls may not be used by any members in meetings that require public input or when complex plans, drawings, and charts are displayed and explained. Teleconference call participation in meetings should be used sparingly and is limited by the rules set forth herein.

1. Unless an emergency, a committee member shall make a request to the committee chair person to participate electronically/telephonically no later than three (3) days in advance of the meeting.
2. Only one committee member may participate electronically/telephonically in a meeting.
3. Because electronic/telephonic participation may be interrupted at any time with no notice, a committee member participating by this means cannot be counted to achieve a quorum.
4. When a committee member participates electronically/telephonically, votes must be made by roll call.
5. The chair of the committee is authorized to sign the participation sheet with the phrase "participated electronically/telephonically."
6. A committee member who participates electronically/telephonically shall be solely responsible for the cost, if any, of such participation, and at no time shall Vernon County be responsible for payment of any such cost. The participant will receive a per diem allowance for participating electronically/telephonically.

A two-thirds vote of the members of the vote is only required for a budget alterations or contingency fund revisions.

Voting – two thirds vote to purchase or sell land or buildings, excluding Quit Claim Deeds.

## Bonding Issues Before the Board

Under Wis. Stat. 67.04 sets forth the debt issuance requirements for borrowing of money for building projects for municipalities as well as counties.

“67.045 Debit issuance conditions. (1) The governing body of a county may not issue bonds under s. 67.05 or promissory notes under s. 67.12 (12) unless one or more of the following apply: (a) A referendum is held, following the procedures in s. 67.05 (3), that approves the debt issuance. (b) The governing body of the county adopts a resolution that sets forth its reasonable expectations that issuance of the debt will not cause the county to increase the debt levy rate, as defined in s. 59.605 (1) (b)... (f) The governing body adopts a resolution to issue the debt by a vote of at least three-fourths of the members –elect...”