

RULES OF THE BOARD

RULE 1

At the appointed time the chairman 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 chairman, the vice-chairman 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.

RULE 2

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

RULE 3

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.

RULE 4

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.

RULE 5

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.

RULE 6

All petitions, resolutions, ordinances, remonstrance and accounts shall be read at length when presented, unless otherwise ordered.

RULE 7

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.

RULE 8

All resolutions, petitions, ordinances, presentations (including staff) and remonstrance 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 twenty-one days before the published date of a county board meeting. All amendments to any document before the board shall be reduced to writing by the Clerk before the board action is taken. 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 seven days before the date of the meeting of the Board. The request to speak shall state the subject to be addressed. The Board Chairperson shall approve only requests to speak on subjects that are relevant to the jurisdiction of the County Board and excludes subjects for which the federal, state or local governments are responsible, or subjects not the responsibility of any level of government. 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. Every committee designated herein shall be able to set the rules of public participation and conduct for that committee by a majority vote of the committee members and any deviation from the rules set forth herein shall be made part of that committees posting of the agenda for its meeting. Any deviation must be consistent with the Wisconsin Open Meetings law.

RULE 9

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 one minute and shall be limited to three comments on the issue before the board.

RULE 10

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

RULE 11

When a question is under debate no motion shall be received except to divide the question, amend the motion, table the motion, postpone the motion, refer to committee or to adjourn.

RULE 12

A motion to adjourn shall always be in order, together with a call for the previous question, and shall be decided without debate, but a motion to adjourn shall not be received when the board is voting on another question.

RULE 13

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

RULE 14

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 December 31.

RULE 15

The following standing committees shall be appointed by the chairman:

Finance, Building & Facilities Planning, Land Sales and Valuation Study, Legal Affairs, General Government, Personnel, Law Enforcement, Emergency Government, Health , Resource, Zoning, Tourism, Aging Unit, Solid Waste Management, Veterans Service, Zoning Board of Adjustment, Aging Advisory, Hidden Valleys, Mississippi River Regional Planning, Library systems, Land Information, Rules Revision, Comprehensive Planning and Mississippi River Boundary Waters Advisory.

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

RULE 16

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.
- General Government: To pass upon all claims against the county not otherwise provided for, to consider and investigate all questions coming before the board relating to general welfare and not otherwise specifically provided for, to maintain the various necessary insurance programs for protection of the county, its employees and property, and such other specific functions as may from time to time be assigned by the board.
- Personnel: To consider all matters of labor relations regarding county 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: 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. 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.
- Resource: To consider and recommend to the board on matters of general interest and concern which may not fall specifically under the jurisdiction of any other committee.
- 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. 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.
- Mississippi River Boundary Waters Advisory: Advise the Board on matters affecting the boundary areas along the Mississippi River and recommends policies and actions as needed.
- Comprehensive Planning: To develop and create a comprehensive plan pursuant to Ch 66, subchapter X, Wis. Stats.
- 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.

Rule 17

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

RULE 18

All motions to reconsider shall be made during the same or following meeting, and by a member voting with a majority on the question to be reconsidered.

RULE 19

All county officers who are required by law to report to this Board shall make such report available periodically, in person or in writing as the Board may determine.

RULE 20

No rule shall be suspended, rescinded or amended without the concurrence of two-thirds of the members present at any meeting. The rules of parliamentary practices shall govern the proceedings of this board in all places where they are applicable and not inconsistent with the rule of the body or the laws of the state.

RULE 21

Ballots, Votes and Records: (1) Unless otherwise specifically provided by statute, no secret ballot may be utilized to determine any election or other decision of a governmental body except the election of officers of such body in any meeting. (2) Except as provided in subsection 1, in the case of officers, any member of a governmental body may require that a vote be taken in such manner that the vote of each member is ascertained and recorded. (3) The motions and roll call votes of each meeting of a governmental body shall be recorded, preserved, and open to public inspection to the extent prescribed in subchapter 2 of Chapter 19, Wisconsin Statutes.

RULE 22

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, the 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.

RULE 23

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, Vernon Broadcaster, and the Vernon County website (www.vernoncounty.org). 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 for posting to the website. Approved meeting minutes, along with the next scheduled meeting date shall be sent to minutes@vernoncounty.org for posting.