



AGENDA
OZAUKEE COUNTY BOARD
YOUTH GOVERNMENT DAY
WEDNESDAY, MARCH 16, 2022 – 9:00 AM
ADMINISTRATION CENTER - ROOM A-204
121 W. MAIN STREET, PORT WASHINGTON, WI 53074

THE FOLLOWING BUSINESS WILL BE BEFORE THE COUNTY BOARD FOR INITIATION, DISCUSSION, CONSIDERATION, DELIBERATION AND POSSIBLE FORMAL ACTION:

The public can access the meeting by viewing the live stream at the link which will be opened five minutes before the call to order:

[County Board Live Stream](#)

*The public can submit comments here: [Public Comment Form](#)
[Public Comment Policy & Instructions For Submitting Public Comments Online](#)*

1. CALL TO ORDER

Roll Call

2. PLEDGE OF ALLEGIANCE

3. COMMUNICATIONS

4. CLAIMS

5. PUBLIC COMMENT

- a. Legislative Update
- b. Chairperson's Proclamation

6. WISCONSIN COUNTIES ASSOCIATION VIDEO "WHAT ARE COUNTIES?"

Jason Dzwinel, County Administrator

7. PRESENTATIONS:

a. Human Trafficking

Amy Steger, Detective, Ozaukee County Sheriff's Office

Anna Ackerman, Child Protective Services Social Worker, Human Services Dept.

b. Emergency Medical Services

Bill Rice, Village of Grafton Fire Chief

Anthony Brown, City of Port Washington Administrator

Jason Dzwinel, County Administrator

c. County Board Rules

Jason Dzwinel, County Administrator

8. COMMITTEE REPORTS

9. ADJOURNMENT

Executive Committee

AGENDA INFORMATION SHEET

AGENDA DATE: March 16, 2022
DEPARTMENT: Administrator
DIRECTOR: Jason Dzwinel
PREPARER: Jason Dzwinel

Agenda Summary Review County Board Rules

It is recommended best practice for County Boards to adopt County Board Rules in advance of a new County Board term. The current County Board Rules were adopted when the Policy and Procedure Manual was created and while amended for specific items, there has not been a comprehensive review since.

The County Administrator reviewed the County Board Rules of a majority of Wisconsin Counties to identify areas where the Ozaukee County Board Rules were deficient or in need of an update. The draft was also reviewed with the Corporation Counsel and the County Clerk and is presented for review and discussion.

This proposed update will place the County Board Rules in Section 2.01 of the Policy and Procedure Manual. The remaining sections will be renumbered accordingly. The sections pertaining to specific committees will be relocated to the appropriate committee section in the Policy and Procedure Manual.

The new County Board Rules include new language on the following:

- The role and responsibilities of the County Board - 2.01(1)
- The purpose of the rules - 2.01(2)
- Rules of decorum - 2.01(2)(f)
- The process to elect the County Board Chairperson, Vice-Chairperson, and 2nd Vice-Chairperson - 2.01(4)(a)(d)
- Closed sessions of the County Board - 2.01(4)(h)(a)
- Open meetings law compliance - 2.01(4)(h)(b))
- The presentation of motions - 2.01(4)(i)
- Voting procedures - 2.01(4)(j)
- Clarifying language on the hierarchy of motions - 2.01(4)(h)(2)(c)
- Duties of the County Board Chairperson, Vice-Chairperson, and 2nd Vice-Chairperson - 2.01(6)

ATTACHMENTS:

- WCA County Board Rules (PDF)
- CH II - CB RULES_FINAL_Draft (PDF)
- CH II - CB RULES_CLEANED_FINAL_Changes Accepted (PDF)

HISTORY:

02/28/22

Executive Committee

Legal Issues

Relating to County Government

COUNTY BOARD RULES

The Foundation for Well-Run Meetings

—Andrew T. Phillips, von Briesen & Roper, s.c.

After the April elections, Wis. Stat. § 59.11(1)(c) requires the county board to meet on the third Tuesday of April to organize and transact business. The organizational meeting provides an opportunity for counties to elect leadership and establish the rules that will govern the board for the next two years. This article will address a component of that biennial county organizational process critical to the effective operation of the county board – the county board rules.

COUNTY BOARD RULES

State statutes, local rules, and *Robert's Rules of Order* all provide guidance on how county business is conducted. There is no statute that requires counties to adopt county board rules. However, there are a few statutes that require county boards to conduct business in a specified manner. For example, Wis. Stat. § 19.81, *et seq.*, Wisconsin's Open Meetings Law, requires that meetings of county boards and committees of the board be open to the public consistent with certain notice requirements. Beyond Open Meetings Law requirements, other statutes require that county boards maintain certain committees, such as the county highway committee, and specify committee membership and the method for appointing members to the committee. Still other statutes identify required county board officers and the method for electing those officers, such as board chair. With the exception of these relatively few required procedures, counties are free to organize and conduct business in a manner similar to any other deliberative assembly.

PROCESS

To begin the process of reviewing and suggesting modifications to the current board rules, the current board or a committee should review the rules and propose amendments, as necessary, prior to the organizational meeting. In addition, counties should consider codifying the rules in ordinance such that they become a permanent feature of the county code.

CONTENT

There are three basic components to a set of county board rules: (1) county board officers; (2) organization of the county board; and (3) county board rules of procedure. Common drafting considerations for each of these three categories are discussed below.

COUNTY BOARD OFFICERS

The statutes require counties to elect a chair and vice chair. However, counties should consider whether additional officer positions, such as 2nd vice chair or sergeant-at-arms, are desirable. A 2nd vice chair is beneficial when the chair and vice chair are absent or they both wish to speak on an issue and need to step down as the presiding officer. Once the officer positions are established, any rules and duties relating to the particular office should be codified.

The statutory duties of the board chair and vice chair are contained in Wis. Stat. § 59.12; however, the statute only provides the minimum duties. Counties are free to add to those duties at the discretion of the board. For example, the rules could specify whether the board chair is an automatic member of a committee or committees, whether the board chair is able to fill in for absent committee members at com-

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mittee meetings, how the vice chair assumes chair responsibilities in the absence of the chair, and what happens in the event the chair seat is vacated. In addition, the rules should specify that the board chair maintains the right to vote (not just on tie votes) and whether the board chair makes committee appointments, serves as chair of other committees, and sets the county board agenda.

Some of the duties of a board chair as described in Wis. Stat. § 59.12 are as follows:

- ❑ Perform all duties required of the chair.
- ❑ May administer oaths to persons required to be sworn.
- ❑ Countersign all ordinances of the board.
- ❑ Preside at meetings and when directed by ordinance.
- ❑ Countersign all county orders.
- ❑ Transact all necessary board business with local and county officers.

- ❑ Expedite all measures resolved upon by the board.
- ❑ Take care that all federal, state, and local laws pertaining to county government are enforced.

Some of the duties of the vice chair as described in Wis. Stat. § 59.12 are to perform the chair's duties when the chair is unable due to disability or absence, as well as attend official events representing the county in the absence of the chair. Other rules to consider are whether the vice chair should receive the chair's salary if the chair is disabled or incapacitated for any length of time. Additionally, in the event of death or resignation, if the vice chair becomes chair or whether a special election is held.

Similarly, if a county establishes the position of sergeant-at-arms, the board rules should provide guidance on the powers of the sergeant-at-arms. A

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sergeant-at-arms may be used to gather members for the start of a meeting, remove unruly members of the board or public as directed by the chair, notify board members or the public of special events or procedures, contact department heads, or distribute materials to board members relevant to agenda topics.

A process and rules for removal of board officers should also be stated. A motion filed with the clerk, introduction of a resolution, majority versus two-thirds vote of the members, and cause such as inefficiency, neglect of duty, official misconduct or malfeasance in office are all points to consider. However, the attorney general's office opined that a board chair may be removed at will by a simple majority of the members and it is advisable that a county consider the same process for other board officers. The process for removal of committee officers or committee members, if allowed, should specify the responsible party – be it the board, board chair, or committee.

ORGANIZATION OF THE BOARD

The second part of the rules relates to how the board is organized.

Standing committees. These are the “permanent” board committees. In some cases, the statutes require that the board establish certain committees, e.g., the county highway committee. In other instances, the board may want to establish a permanent committee even if not required by statute, e.g., the finance committee. Some of the duties and responsibilities may include:

- Provide policy oversight.
- Provide policy direction and make program recommendations.
- Recommend policy and planning initiatives.
- Monitor certain activities.
- Act as a liaison.
- Advise the county board.

The rules should specify:

- The number of members, odd number if

possible, and how members are appointed whether it is the board chair, board election, or a committee on committees;

- If members are allowed to serve on multiple committees;
- The officers of each committee and whether they are elected by the committee or appointed by the chair;
- If the board chair is a member, ex-officio member, voting member or allowed to fill in for absent members;
- The removal process of officers and members, whether by the board chair, the county board or the committee, by a majority or super majority and with or without cause; and
- The authority of the chair to preside at meetings, set agendas, schedule meetings, and make reports on behalf of the committee.

All of the board's standing committees and each committee's duties or charge should be contained within the rules.

Other committees. The rules should specify how additional “ad hoc” committees are created and populated. In addition, the rules should specify that “ad hoc” committees are automatically discharged once the purpose for the committee's creation is satisfied.

Committee procedure. All committees should follow a uniform set of procedural rules. The procedural rules should likely address: (a) meeting minutes; (b) staff involvement; (c) budget involvement; (d) process for introducing and considering items of business; (e) responsibility for the agenda (coordinate posting and notice form with county clerk); (f) committee officer elections or appointment and removal; (g) any rules for “ex officio” members; (h) meeting schedule; (i) ability to call special meetings and similar matters.

Public appearances. While the Open Meetings Law allows the public access to public meetings, it

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does not require public participation in meetings. Certain matters, such as matters related to zoning, require public hearings. In other cases, committees will allow public comment on matters appearing on the meeting agenda. The board rules should specify the process for public hearings and public comment. Common considerations for public participation include the following:

- ❑ Should the public be limited to speaking to a specific agenda item?
- ❑ Should members of the public be encouraged to speak at the committee level?
- ❑ Specify time period, e.g., three, four, or five minutes.
- ❑ Clarify if board members are allowed to speak as a matter of right at committee meetings.
- ❑ Specify that board members should not be allowed to discuss or participate in debate, if not a member of the committee.
- ❑ Should members of the public be required to register?
- ❑ Are members allowed to ask questions?
- ❑ Are the rules different for a public hearing versus a public comment?

Meeting Minutes. It is important to coordinate with the county clerk's office on the form, content, and responsibility for minutes given the clerk's responsibility under Wis. Stat. § 59.23. While the county clerk is responsible for the minutes, the clerk may delegate functions to staff related to taking and filing the minutes.

PROCEDURAL RULES

The final section of the board rules relates to how the board conducts its business.

Board Meetings. The board rules should specify the following as it relates to meetings of the county board:

- ❑ Specify meeting dates and times.
- ❑ Specify if the chair may cancel meetings or call special meetings.
- ❑ Allow the chair to designate special budget meetings during the budget process with no other business.
- ❑ Specify rules for committee of the whole.
- ❑ Allow the chair to schedule public hearings.

Form of Resolutions. The transaction of official business should be in ordinance or resolution format. All resolutions and ordinance amendments should be sponsored by a supervisor and allow for co-sponsors. Drafting of certain resolutions and ordinances can be limited to certain departments such as the corporation counsel preparing ordinance amendments, and the finance director preparing budget amendments. The rules should define the introduction process; i.e., submit to county clerk, board chair, committee, by certain date, etc. Likewise, if there is a preferred review process for the corporation counsel or finance director, that process should be codified.

Referral of Resolutions. Resolutions and ordinance amendments should proceed before a committee before going to the county board. The rules could authorize the chair or committee to refer a resolution to an appropriate standing committee, board, or commission. The matter's primary sponsor should be invited and allowed to speak at the committee meeting.

Board Action on Resolutions. The rules should define the process for placing resolutions and ordinance amendments on the agenda once the committees have acted. A motion before the board could be the committee recommendation (there is no need for formal motion or second). Consider requiring all amendments to resolutions and ordinance amendments to be in writing.

Seating Arrangements for Board Meetings. The rules should designate the process for supervisor seat selection. Likewise, the rules should designate seating for the public, press, staff, corporation counsel, county clerk, administrator, department heads, and a place for the public to address the board.

Agenda - Order of Business. The rules should specify the order of business for all county board meetings. The order of business could include:

- Call to order.
- Roll call.
- Pledge of Allegiance.
- Special matters & announcements.
- Approval of bills & accounts.
- Approval of county board minutes.
- Consent calendar.
- Reports on zoning petition.
- Motions from previous meetings.
- Ordinances.
- Award of contracts.
- Resolutions.
- Special order of business.
- Adjournment.

Conduct at County Board Meetings. This is a very important part of the rules as it establishes the foundation for an orderly, deliberative process. The rules should specify that:

- Committees should not meet when the board is in session.
- Supervisors, visitors, staff, and others shall at all times conduct themselves in a respectful manner.
- No conversation is allowed on the board floor or in the visitor's section.
- All electronic devices shall be kept in the silent mode.
- Supervisors shall use county-provided electronic devices in accordance with policy.

- A designee should be chosen to distribute literature – supervisors, county board staff, sergeant-at-arms, county clerk, administrator, etc. – not the general public.

County Board Voting. The rules should indicate that any supervisor should be able to request a roll call vote as long as it is done prior to the next order of business. The vote should be recorded in the minutes. Roll call votes should, if possible, be taken in a rotating fashion per meeting so that the same supervisor is not always casting the first ballot. Supervisors should be in their seats when voting.

Defining a "Session." A session determines when business can be brought back before the assembly. A session may be one meeting, one year, the term of supervisors, or as determined in the rules.

Parliamentary Procedure. The rules should specify the latest edition of *Robert's Rules of Order, Newly Revised*, 11th Edition (RONR) as the rules governing the board. In addition, to the extent the board adopts rules that vary from the procedure in RONR (as is expressly allowed in RONR), those variations should be codified in the board rules. It is also a good idea to provide basic information concerning *Robert's Rules* within the board rules as an easy reference for supervisors.

CONCLUSION

Codifying county board rules may seem like a daunting task. However, by breaking the task into the sections identified above, the task becomes much more manageable. In addition, there are a variety of resources available to assist counties in the process. If you would like additional information relating to board rules or the process for adopting board rules, please do not hesitate to contact the authors at 1.866.404.2700. ♦

2.015 RULES OF THE COUNTY BOARD OF SUPERVISORS

- (1) The governing body of Ozaukee County shall be known as the Ozaukee County Board of Supervisors.
 - (a) The County Board shall consist of twenty-six (26) Supervisors representing twenty-six (26) Districts within Ozaukee County.
 - (b) The County Board shall serve a two (2) year term expiring on the third (3rd) Tuesday in April in the even numbered years.
 - (c) The role of the County Board is to set the strategic mission and priorities for the County, establish the general policies by which the County is guided in its management of County affairs, consider and act upon resolutions and ordinances, provide financial oversight and support of the mission and priorities of Ozaukee County
 - (d) The County Board appoints the County Administrator and monitors the County Administrator's management of the daily operations and implementation of policy.
 - (e) The County Board may exercise any of the powers conferred on it by the laws of the State of Wisconsin in accordance with the Ozaukee County Code of Ordinances and the County Board Rules contained herein and the Ozaukee County Policy and Procedure Manual.
- (2) Purpose:
 - (a) The purpose of these Rules is to provide a procedure to protect the participation rights of County Board Supervisors, to ensure equal application of those rights, to maintain order and decorum, and to protect the interests of their constituents.
 - (b) The County Board has adopted these Rules to ensure that County Board business is conducted in a smooth and organized manner.
 - (c) The County Board Rules are adopted in even numbered years at the first Regular Meeting in April.
 - (d) The Rules may be suspended by a two-thirds (2/3) vote of the Supervisors present and voting.
 - (e) The Rules may be amended by Resolution at any Regular Meeting of the County Board by a two-thirds (2/3) vote of Supervisors present and voting.
- (f) Rules of Decorum:
 1. County Board Supervisors shall address the County Board Chairperson as "Chairperson."
 2. County Board Supervisors shall refer to other County Board members in a respectful manner.
 3. County Board Supervisors shall refrain from speaking until recognized by the Chairperson.
 4. If two members request to speak at the same time the Chairperson shall use his/her discretion to recognize the member to speak first.
 5. County Board Supervisors shall address all remark to the Chairperson, maintain a courteous tone & avoid injecting a personal tone into the debate
 6. County Board members shall only speak to the subject under debate.
 7. Remarks must be confined to the merits of the pending question and germane.

8. County Board Supervisors shall refrain from personal attacks or questioning a member's motives.
9. County Board Supervisors shall refrain from the use of another members name.
10. County Board Supervisors shall refrain from speaking against one's own motion.
11. Duties of the Chairperson:
- a. County Board Supervisors have an obligation to obey legitimate orders of the Chairperson.
- b. The County Board Chairperson shall:
- (1) Protect the County Board from obviously frivolous or dilatory motions by refusing to recognize them.
- (2) Enforce the rules relating to debate and those relating to order and decorum within the assembly.
- (3) Make necessary rulings on questions of parliamentary procedure.
12. The County Board Chairperson may enter debate in rare instances and shall relinquish the chair in instances of lengthy debate.
- ~~(1)~~(3) Session of the County Board of Supervisors: Session is defined as a single two-year term of the Ozaukee County Board of Supervisors. A session commences on the 3rd Tuesday in April following the biennial election of County Board Supervisors and terminates the 3rd Monday in April following the next biennial election of County Board Supervisors. (20-34)
- ~~(2)~~(4) Meetings
- (a) Organizational Meetings: (10-75), (20-37), (20-62)
1. The County Board shall convene on the 3rd Tuesday of April, in each year, for the purposes of organization per Sec. 59.11(1)(c), Wis. Stats.
- a. At the organizational meeting in April of each even numbered year, the County Board shall elect one of its members Chairperson of the County Board and Executive Committee for a term of two years, or until a successor is elected and qualified.
- b. The County Board, immediately following the election of the Chairperson, shall then elect one of its members Vice-Chairperson of the County Board and Executive Committee for the same term, who, in the temporary absence or disability of the Chairperson, shall perform the duties of the Chairperson. ~~In the event of a permanent vacancy of~~ If the position of Chairperson becomes permanently vacant, the Vice-Chairperson shall perform the duties of the Chairperson until a successor is elected and qualified.
- c. The County Board, immediately following the election of the Vice-Chairperson, shall then elect one of its members 2nd Vice-Chairperson of the County Board and Executive Committee for the same term, who, in the temporary absence or disability of the Vice-Chairperson, shall perform the duties of the Vice-Chairperson. ~~In the event of a permanent vacancy of~~ If the position of Vice-Chairperson becomes permanently vacant, the 2nd Vice-Chairperson shall succeed the Vice-Chairperson and an election shall be held for the 2nd Vice-Chairperson.

d. ~~All vacancies of Board~~ County Board Chairperson, Vice-Chairperson, and 2nd Vice-Chairperson shall be elected within two meetings of the vacancy.

(1) The County Board Chairperson, Vice Chairperson and Second Vice Chairperson shall be chosen in the following manner:

(a) The County Board shall select as a temporary County Board Chairperson to receive nominations for County Board Chairperson

(b) Nominations for Vice-Chairperson and 2nd Vice Chairperson ~~the office to be filled~~ shall be called for by the County Board Chairperson and may be made by any ~~Supervisor of the~~ County Board Supervisor.

(2) Nomination and Election Procedure:

(a) The person nominated shall immediately state an objection if he or she wishes the nomination to be withdrawn from consideration.

(b) Nominations need not be seconded and shall be recorded by the Clerk.

(c) The Chairperson shall request if additional nominations are to be made and, when hearing no additional nominations, shall close nominations.

(d) If only one candidate receives a nomination for County Board Chairperson, Vice-Chairperson, and 2nd Vice-Chairperson the Chairperson may request that the nominee be elected by unanimous consent.

(e) After closing nominations, and absent a motion to reopen nominations, the County Board shall proceed with the election of one of the nominees.

(f) Nominees may address the County Board and their candidacy with a three-minute comment period if requested.

(g) Votes for the nominees shall be cast via secret written ballot.

(h) The Clerk and County Administrator shall serve as ballot tabulators.

(i) If any nominee receives a majority of the votes cast, he or she shall be declared elected.

(j) If no nominee receives a majority of the votes cast, successive votes shall be undertaken until one of the nominees receives a majority of the votes cast.

(k) Secret ballots cast in the election of the Chairperson, Vice-Chairperson and Second Vice-Chairperson shall not be available for public inspection

~~2.~~(b) Budget Meetings:

~~3.~~1. The County Board shall convene on the first Wednesday in November, in each year, for the purpose of transacting general business ~~of the Board~~ and approving the annual County Budget per Sec. 59.11(1)(a), Wis. Stats.

~~4.~~(c) Regular Meetings: (21-56)

~~a.~~1. The County Board shall convene on the first and third Wednesday of each month at 9:00 A.M. for the purpose of transacting general business.

~~(1)~~a. The meeting scheduled for the third Wednesday shall primarily be for the purpose of receiving information

~~(2)~~b. Regular meetings may be cancelled at the discretion of the Chairperson when he or she determines there is insufficient business to conduct, it is unlikely that quorum will be obtained or for any other reason demonstrating that a meeting would be an unproductive use of time.

~~b.c.~~ Any four (4) or more Supervisors of the County Board together may request that the meeting scheduled for the first Wednesday of each month be scheduled at 6:00 P.M. to provide for public input on Resolutions and Ordinances before the County Board.

~~(a)~~(1) The request shall be submitted in writing to the County Board Chairperson and must be approved by the Executive Committee.

~~(b)~~(2) No regular meeting of the County Board shall be rescheduled to 6:00 P.M. with less than seven (7) days' notice.

~~e.2.~~ Order of Business: (10-74), (18-64), (21-12)

~~(1)~~a. The order of business shall be as follows (this may be changed by consent of a majority of the Supervisors present):

~~(a)~~(1) Call to order

~~(b)~~(2) Pledge of Allegiance to the Flag

~~(c)~~(3) Approval of minutes

~~(d)~~(4) Public comment (limit 3 minutes per person and 12 minutes per issue)

1.~~(a)~~ Legislative Update

2.~~(b)~~ Chairperson's Proclamation

~~(e)~~(5) Communications

~~(f)~~(6) Claims

~~(g)~~(7) Report of County Administrator

~~(h)~~(8) Resolutions

~~(i)~~(9) Ordinances

~~(j)~~(10) Numbered Reports

~~(k)~~(11) Committee Appointments / Reappointments

~~(l)~~(12) Committee Reports and Supervisor Announcements

~~(m)~~(13) Adjournment

5.~~(d)~~ Special Meetings:

a.1. In accordance with Sec. 59.11(2)(a), Wis. Stats, a written request of a majority of the Supervisors elect, addressed and delivered to the County Clerk of Ozaukee County is required to call special meetings of the County Board of Supervisors:

b.2. The request shall:

~~(1)~~a. Specify the time and place of the meeting.

~~(2)~~b. Specify the purpose of the meeting.

~~(3)~~c. Be delivered ~~not less~~~~more~~ than 48 hours before the meeting is to be held.

~~6.~~(e) Public Informational Meetings: (21-56)

~~a.~~1. The County Board may conduct public informational meetings on any matter to gather input on matters of public importance.

~~b.~~2. The purpose of an informational meeting is to give the public an opportunity to express their views, comments or opinions to the County Board.

~~e.~~3. Any four (4) or more Supervisors of the County Board together may request that a public informational meeting be held.

~~d.~~4. The request shall:

~~(1)~~a. Specify the time and place of the public informational meeting.

~~(2)~~b. Specify the purpose of the public informational meeting.

~~(3)~~c. Be submitted in writing to the County Board Chairperson and must be approved by the Executive Committee.

~~(4)~~d. No public informational meeting of the County Board shall be scheduled with less than seven (7) days' notices.

~~e.~~5. No action may be taken at a public informational meeting unless specified on the agenda.

~~f.~~a. During public informational meetings, Section 2.05(d) of the Policy and Procedure Manual: Public Attendance and Comment at Board Meetings shall apply.

~~g.~~b. During public informational meetings Section 2.05(e)(8) of the Policy and Procedure Manual: Meeting Rules shall apply unless suspended by a two-thirds vote of the Supervisors present.

~~(b)~~(f) Adjournment:

1. A meeting of the County Board may be adjourned, subject to the call of the Chairperson ~~of the Board~~~~County Board~~, or to a day certain upon motion and, by a majority vote of the Supervisors present.

~~(e)~~ Quorum:

1. ~~A majority of the Supervisors entitled to a seat on the County Board shall constitute a quorum.~~

~~(d)~~(g) Public Attendance and Comment at ~~Board~~County Board Meetings: (20-60)

1. A period for public comment will be provided at every meeting. The purpose of public comment is to provide non-County Board members that reside in the County an opportunity to comment on matters over which the County Board has authority.

2. The rules of decorum followed by County Board members apply to non-members in attendance at County Board Meetings. The use of signs is prohibited. Applause or heckling in response to a speaker's remarks and other conduct that disrupts the meeting or is disrespectful of others is prohibited.
3. The time allocated for public comment shall not exceed 3 minutes per speaker and 12 minutes per issue.
4. Public comment is not permitted on personnel matters, matters that have previously been the subject of a public hearing or are the subject of quasi-judicial hearings. Candidates for office may not use public comment for campaign purposes but may introduce themselves and state what office they are seeking.
5. Public Commenters:
 - a. Must be present in person.
 - b. Must complete a card stating their name, address and the matter on which they wish to speak.
 - c. May not yield their time to others.
 - d. May not speak until they have been recognized by the Chairperson.
 - e. Must verbally state their name and address.
 - f. Must make all remarks to the Chairperson.
 - g. May speak or read something but may not play video or audio recordings.
6. The Chairperson may limit comment that is redundant.
7. County Board ~~member~~Supervisors wishing to ask questions for clarification or assistance in understanding comments presented must address their inquiries to the Chairperson. The Chairperson may refer matters raised in public comment to a committee or the County Administrator.

(e)(h) Meeting Rules:

1. Except as modified by the rules herein, the rules of the parliamentary practice in Robert's Rules of Order Newly Revised 12th Edition, or subsequently revised version, shall govern in all cases where they are applicable and not in conflict with the Rules.
2. The County Board shall sit with open doors, and all persons conducting themselves in an orderly manner may attend, except that the County Board may convene in closed session for the reasons provided in Wis. Stat. § 19.85.
 - a. Closed Sessions:
 - (1) A meeting of the County Board, upon a motion duly made and carried, may be convened in closed session under one or more of the exemptions provided in Sec. 19.85, Wis. Stats.
 - (2) The motion shall be carried by majority vote by roll call and the vote of each member shall be ascertained and recorded in the minutes.

- (3) No motion to convene in closed session may be adopted unless the County Board Chairperson announces to those present at the meeting at which such motion is made:
1. The nature of the business to be considered in such closed session
 2. The specific exemption or exemptions by which such closed session is authorized.
 3. No business may be considered at any closed session except that which relates to matters contained in the County Board Chairperson's announcement of the closed session.
 4. If the agenda indicates that the County Board will return to open session, the motion to re-convene into open session shall be carried by majority vote in such a manner that the vote of each member is ascertained and recorded in the minutes..
- b. To prevent Open Meetings Law violations, all communications between County Board Supervisors during County Board meetings shall be conducted verbally.
- (1) In cases where verbal communication is impossible, due to injury, illness or disability, the County Board Chairperson shall approve an alternate communication means.
 - (2) County Board Supervisors shall not engage in any electronic communication with other County Board Supervisors during County Board meetings.
 - ~~1-~~(3) Electronic devices may be used during meetings only to read and review meeting materials and information pertinent to matters being discussed on the floor.
- ~~2. The rules herein set forth shall not be suspended or amended except by a two-thirds vote of the Supervisors present.~~
3. The Chairperson shall preserve order and decorum, and shall decide all questions of order, subject to an appeal and reversal by majority vote of Supervisor's present~~the Board County Board.~~
- ~~3-4.~~The Chairperson may consult with the Corporation Counsel when deciding questions of order. A majority of the County Board may appeal the decision.
5. No Supervisor shall be interrupted while speaking, unless it is to call the Supervisor to order request a Point of Order or Point of Privilege.
- ~~4-6.~~Any Supervisor called to order by the Chairperson shall immediately cease debate, unless permitted to explain.
7. Each Supervisor shall activate his or her call switch to address the Chairperson when they wish to speak.
8. Supervisors shall avoid leaving the County Board room unless for good cause.
- a. Supervisors leaving a meeting and not returning shall request a Personal Point of Privilege to alert the body of their absence.

5.b. When the point of order is recognized by the County Board Chairperson the Supervisor may leave.

(i) Presentation and Form of Motions:

1. Every motion received by the Chairperson shall be seconded and restated by the Chairperson prior to debate.

a. Motions shall be made in writing when requested by ~~the Chairperson~~ any Supervisor of the County Board.

b. When a main motion or motion to amend contains more than one point capable of being decided on its own, a Motion to Divide the Question may be made, and the Clerk shall separate said motion and restate each part before debate or a vote is taken thereon.

6.c. After a motion is stated by the Chairperson, it is in the possession of the County Board, it may be withdrawn at any time before amendment or decision upon concurrence of the mover and seconder. If withdrawn, it shall not be entered upon the minutes of the meeting.

7.2. The source of all reports, resolutions, or any communications to be considered or reviewed by the County Board must identify the sponsoring Supervisor or Committee. (07-37)

8.3. No Supervisor shall be permitted to speak more than twice on the same question unless by permission of the ~~Board~~ County Board.

4. When all who wish to speak on any question before the Board have expressed their views, the Chairperson shall put the question. No Supervisor shall be permitted to speak while the question is being put.

5. Any Supervisor desiring to terminate debate may call for the previous question when recognized by the County Board Chairperson.

a. The County Board Chairperson shall ask if there is any objection to closing the debate.

b. If a Supervisor objects to the call of the previous question, the County Board Chairperson may call for a motion to end the debate.

c. If the motion has been seconded the County Board Chairperson must immediately take a vote as to whether to order the previous question.

9.d. To close the debate requires a two-thirds (2/3) vote of the County Board.

~~10.1. When a question is before the Board, no motions shall be in order except the following said motions shall have preference in the order arranged~~

~~a. To adjourn~~

~~b. a. To lay on the table~~

~~e.a. For the previous question~~

~~d.a. To postpone~~

~~e.a. To divide~~

~~f.a. To correct or amend~~

~~11.1. County Board Supervisors must be physically present to attend, participate and vote. (09-37)~~

(f)(j) _____ Voting Procedures: (20-62)

1. Quorum:

a. A majority of the Supervisors entitled to a seat on the County Board shall constitute a quorum.

b. In the absence of a quorum no discussion or business may be conducted.

2. Voting:

a. Every Supervisor present when a question is put shall vote unless a conflict of interest or other special cause exists.

(1) All requests to excuse a Supervisor from voting shall be made before debate on the question pending.

(2) Any Supervisors wishing to be so excused may make a brief verbal statement of the reason for such request, and the question upon such motion shall then be taken without further debate.

b. County Board Supervisors must be physically present to attend, participate and vote. (09-37)

c. When a question is before the Board, no motions shall be in order except the following said motions shall have preference in the order arranged

(1) To adjourn:

(a) A motion to adjourn is always in order and shall be decided without debate.

(b) This Rule shall not authorize any Supervisor to move an adjournment when another Supervisor has the floor or when the County Board is voting.

(2) To take a recess

(3) To raise a question of privilege

(4) To lay on the table: a motion to table shall be decided without debate.

(5) For the previous question

(6) To limit or extend the limits on debate

(7) To postpone to a certain time

(8) To commit or refer to a committee

(9) To divide the question

(10) To correct or amend

(11) Postpone indefinitely

(12) Main motion

~~County Board Supervisors must be physically present to attend, participate and vote. (09-37)~~

- d. Prior to the Chairperson's announcement of the results of a vote on any question, Supervisors have the right to change their vote by making a request to do so and announcing the change to the Clerk.
- e. Thereafter, Supervisors shall not be allowed to change their vote, even by unanimous consent.
- f. Votes cast in error using the electronic voting system may be appealed to the Chairperson and subject to the Chairperson's discretion.
- ~~4.3.~~ All questions presented to the County Board shall be determined by a majority of the Super-visors present unless otherwise required by law, ordinance, or these rules.
- 4. When the ~~Board~~County Board is equally divided on a question, the question is lost.
 - a. Any Supervisor voting on either side of the question, when the board is equally divided, may move to reconsider said question by a two-thirds (2/3rds) vote.
- ~~2.~~ A motion to reconsider brought after a motion that is lost due to a tie vote must be made and acted upon at the same meeting.
- ~~3.5.~~ The electronic voting board shall be utilized to record the vote regarding every action pertaining to each ordinance and resolution and shall also be utilized for any other vote when re-requested by any Supervisor.
- ~~4.6.~~ No Supervisor may vote on a question by proxy for another Supervisor(s) at a ~~Board~~County Board. ~~or Committee meeting~~
- ~~5.7.~~ In the event the electronic voting system would fail to operate, a voice roll call vote will be taken by the County Clerk. (10-83)
 - a. For the first vote conducted in this manner, the Supervisor from District 1 (~~one~~), will be the first person to vote.
 - b. For the second vote conducted in this manner, the Supervisor from District 2 (~~two~~), will be the first person to vote, etc.
- ~~6.8.~~ Every Supervisor indicated present; on the electronic voting system, shall vote aye, nay, or abstain unless the ~~Board~~County Board for a special reason shall excuse a Supervisor. (10-83)
 - a. Supervisors may cast the following votes:
 - (1) Aye
 - (2) Nay
 - (3) Abstain: votes to abstain shall be counted for purposes of determining quorum and majority

~~7.9.~~ No subject matter shall be voted upon more than twice in ~~at~~ the ~~S~~session, unless by permission of a two-thirds vote of the ~~Supervisors elect of the Board~~County Board Supervisors elected.

~~8.10.~~ The vote or abstention of each ~~member~~Supervisor on resolutions and ordinances shall be noted in the ~~Board~~County Board meeting minutes to reflect the position taken by each ~~member~~Supervisor ~~present~~. The published minutes shall reflect only the minority vote and abstentions. (07-11)

~~9.~~ A motion to adjourn is always in order and shall be decided without debate.

~~10.~~ A motion to table shall be decided without debate.

11. No motion for reconsideration shall be received unless made by a Supervisor who voted on the prevailing side in the first instance. Such motion shall be made at the same meeting or at either of the next two regularly scheduled monthly meetings

~~12.~~ All budget changes or appropriations of money shall be made only by the adoption of a resolution or ordinance passed in accordance with Sec. 59.60(9),(a), Wis. Stats. The vote on said resolution or ordinance shall be sustained by a two-thirds vote of the ~~Supervisors elect.~~

~~13.~~ Matters that come before the Board may be referred to appropriate Committees by the Chair person without motion.

~~(g)~~(k) County Board Agendas: (20-37), (20-62)

1. Creation of the agenda is the duty of the County Clerk, under the direction of the County Board Chairperson per s.59.23(2)(a), Wis. Stats., ~~and~~ The Clerk shall circulated provide the agenda to the County Board Supervisors, by email to their official County Board Supervisor email address, not less than 48 hours before each meeting.
2. All agenda items shall be filed with the County Clerk at least 7 (seven) days prior, or as soon as practicable to each County Board meeting.
3. Ordinances and Resolutions
 - a. Any Supervisor may introduce a resolution on matters falling within the delegated legislative powers and privileges granted to the County or the performance of the legal duties charged upon the County by presenting such resolution to the Chairperson of the applicable standing committee or to the County Board Chairperson.
 - b. Ordinances and resolutions must be reviewed by all applicable oversight committees before being placed on the agenda unless the Chairperson determines that County Board action on a matter is necessary and extraordinary circumstances exist which make it impossible to obtain committee review due to time constraints.
 - c. The County Board Chairperson shall refer all resolutions presented to him or her to the applicable standing committee within 20 calendar days.

- d. If the standing committee does not consider a resolution within 60 days from the time it was referred to it, and the resolution falls within the delegated legislative powers and privileges granted to the County or the performance of the legal duties charged upon the County, the Supervisor may file the resolution with the County Clerk for placement on the County Board agenda.
- ~~4. The County Clerk shall compile from the information filed an agenda containing the business to be presented at the next meeting of the County Board.~~
- ~~a. The agenda, and a copy of each ordinance, resolution, and report listed thereon, whenever possible, shall be emailed to each Supervisor and to each department head approximately one week prior to a Board meeting.~~
- ~~b.e.~~ All matters not appearing on the agenda for a particular Board meeting shall be out of order and shall not be considered at that meeting in accordance with Sec. 19.83(1), Wis. Stats.
4. In emergency situations, the County Board agenda may be revised, to allow consideration of additional items, within twenty-four (24), hours of the posted date and time of the meeting. In no case, ~~may~~ the notice be less than two (2), hours before the meeting ~~in accordance with~~ per Sec. 19.84(3), Wis. Stats.
- (1) County Board Policy Oversight: the County Board shall direct and guide all County policy
1. The following items require approval beyond the Standing Committee level:
- a. Budgetary Oversight: Review, amend and approve the annual County budget per Sec. 65.90, Wis. Stats.
- b. Personnel Oversight: All modifications of County positions require approval of the County Board through the annual budget process, including but not limited to: (17-58)
- (1) Creation of new positions
- (2) Changes in hours
- (3) Changes in pay rates
- (4) Personnel changes, not anticipated in the annual budget process, require the approval of:
- (5) The appropriate Standing Committee
- (6) Finance Committee
- (7) County Board
- (8) The Policy and Procedures Manual listing positions, pay ranges, and pay rates shall be updated to reflect any changes in positions
- (9) A separate schedule detailing personnel changes in the annual budget process will be approved in addition to the annual budget
- c. Confirm the appointment of non-elected department heads by a majority vote

- d. Collective Bargaining Agreements: Approval of collective bargaining agreements requires a majority vote of the Ozaukee County Board of Supervisors
- e. Transfers of Funds: Transfer of funds from any County funds exceeding \$25,000 requires County Board approval (08-34)
- f. A two-thirds majority vote of the Board members elect is required for approval of transfers from any of the County's unreserved, undesignated fund balances or retained earnings.
- g. Grant Acceptances involving:
- (1) Hiring of new personnel
 - (2) County funds
 - (3) Public works expenditures requiring formal specifications, public notices or bids per Sec. 59.52(29)(a), Wis. Stats., require the approval of the appropriate Standing Committee and full County Board unless Wis. Stats. delegate acceptance authority to a Standing Committee
- h. Grant Funded Positions:
- i. The Policy and Procedure Manual shall list, and mark with an asterisk, those positions, or any portions of positions supported with grant funds; upon termination of grant funds the position, or any portion thereof shall be eliminated
- j. The County Board may approve continuation of grant funded position, or any portion of the position thereof upon the termination of grant funds
- k. Contracts and Agreements: Approval of all contracts, intergovernmental, or other agreements unless approval authority has been previously delegated to a Standing Committee or Department or otherwise authorized by law.
- l. Establish Boards and Commissions: in keeping with the purposes and objectives of the Committee, to satisfy statutory requirements, and to encourage community involvement
- m. Appointments to Boards, Commissions, and Ad Hoc Groups shall be: (10-74)
- n. Recommended by the County Administrator per Sec. 59.18(2),(c), Wis. Stats
- o. Approved by the full County Board
- p. The County Board Chairperson, shall appoint a chairperson and vice-chairperson at the first meeting after being established by a Standing Committee unless State statutes prescribe another process.
- e. Acquisition and disposition of County property per Sec. 59.52(6) Wis. Stats. (09-14)
- ~~(3) Committee General Procedures.~~
- ~~(a) Parliamentary Procedure:~~
- ~~1. Except as modified by the following rules, the rules of the parliamentary practice in Robert's Rules of Order Newly Revised 12th Edition, or subsequently revised version, shall govern in all cases where they are applicable.~~
 - ~~2. The Statutory Boards and Commissions shall select their own Chairperson and Vice-Chair person by election.~~

3. ~~No county employee, either full-time or part-time, may serve as a Committee, Board, or Commission, Chairperson or Vice Chairperson that has any type of oversight responsibility involving that employee.~~
4. ~~Section 2.05(2)(e)11, of this manual shall apply to attendance of County Board and citizen members at meetings of Standing Committees except when permission is granted to County Board Supervisors to attend by teleconference pursuant to the provision in Section 2.03(8)(a) of this manual. (08-54)(20-35)~~

~~(b) Quorum: (16-60)~~

1. ~~A quorum is defined as a majority of the authorized number of Committee members. All standing Committees shall consist of five Board members. The Natural Resources Committee shall also contain a Farm Service Agency representative for agricultural soil and water conservation related issues only. (07-37)~~
2. ~~If any of the members of the Committee are not in attendance then any member of the Executive Committee or the Chairperson's designee may act as members of the Committee.~~
3. ~~When a majority is not in attendance, all present shall be entitled to their per diem, if applicable, and mileage.~~

~~(c) Closed Sessions:~~

1. ~~A meeting of a Committee, upon a motion duly made and carried, may be convened in closed session under one or more of the exemptions provided in Sec. 19.85, Wis. Stats.~~
 - a. ~~The motion shall be carried by majority vote by rolle call and in such manner that the vote of each member shall be ascertained and recorded in the minutes.~~
 - b. ~~No motion to convene in closed session may be adopted unless the Committee Chairperson announces to those present at the meeting at which such motion is made:~~
 - (1) ~~The nature of the business to be considered in such closed session~~
 - (2) ~~The specific exemption or exemptions by which such closed session is claimed to be authorized.~~
 - (3) ~~No business may be considered at any closed session except that which relates to matters contained in the Committee Chairperson's announcement of the closed session.~~
- e. ~~A Committee may not commence a meeting, subsequently convene in closed session, and thereafter reconvene again in open session within 12 (twelve) hours after completion of the closed session unless the agenda for the meeting indicates that the Committee will return to open session at an approximate time to be indicated on the agenda.~~

- (1) ~~If the agenda indicates that the Committee will return to open session, the motion to re-convene into open session shall be carried by majority vote in such a manner that the vote of each member is ascertained and recorded in the minutes; (09-37)~~

~~(d) Public Comment: (20-60)~~

- ~~1. Section 2.05(2)(d)1., 2., 4., 5.a., d., e., and 6. of this manual shall apply to public comment at committee meetings.~~
- ~~2. County Board Supervisors that are non-members of the committee may participate as non-voting members of the committee on any item noticed on the agenda for discussion or action.~~

~~(e) Motions and Voting:~~

- ~~1. Any member of a committee may make a motion.~~
- ~~2. A motion that does not receive a second will be considered lost.~~
- ~~3. All members of the Committee members present shall vote “aye”, “nay” or “abstain” on each motion unless excused for a valid reason.~~
- ~~4. The Chairperson must always vote last in order to break a tie vote or to create a tie vote.~~
- ~~5. A tie vote will cause the motion to be lost.~~
- ~~6. A roll call vote will be taken if a committee member requests such a vote. Such a vote must be taken on a motion to go into closed session.~~

~~(f) Committee Agendas:~~

- ~~1. Committee agendas are normally prepared by staff personnel in collaboration operation with the Committee Chairperson and County Administrator.~~
- ~~2. Any member of a Committee shall have the right to have any particular item placed on the agenda for a specific meeting.~~
- ~~3. Agendas are normally prepared and forwarded to the County Clerk's office one week before a meeting.~~
- ~~4. Theat County Clerk's office will then shall post copies and forward copies to the news media to comply with Sec.19.84, Wis. Stats.~~
- ~~5. If it becomes necessary to amend an agenda that has previously been distributed, a copy of such revised agenda must be received in the County Clerk's office at least 24 hours before the anticipated start of the meeting.~~
- ~~6. A prescribed Committee attendance form must be completed for each meeting and is to be filed in the County Clerk's Office as soon as possible after each meeting~~

(5) Duties of the County Board Chairperson

(a) The Chairperson is a member of the County Board, and has the same rights in debate as any other Supervisor. However, the Chairperson is also obligated to maintain impartiality and fairness to the debate when presiding over the County Board.

(b) The Chairperson shall ensure the County Board and individual Supervisors act consistently with the County Board's Rules and Policies.

(c) The Chairperson shall preside at County Board meetings in an efficient and effective manner and shall set the general tone for each meeting through positive leadership.

(d) The Chairperson shall be an ex-officio member of all Standing Committees, and may vote only in the absence of a member of the Committee if there is no quorum.

(4)(e) The County Board Chairperson or designee shall represent the county at all ceremonial events or functions when requested and shall represent the county upon request of groups or organizations to present county positions or programs

(a)(f) As provided in Sec. 59.12(1), Wis. Stats., the County Board Chairperson shall:

(b)1. Administer oaths to persons required to be sworn concerning any matter submitted to the ~~Board~~ County Board or a Committee thereof, or concerning any matter in connection with their powers and duties.

(e)2. Countersign all ordinances of the County Board and countersign all county orders.

(d)3. Preside at all County Board meetings when present.

(e)4. Transact all necessary County Board business with local and county officials.

(f)5. Sign or countersign contracts negotiated by various Committees, unless the Committee designates a signatory.

(g)6. Expedite all such laws as may be resolved upon by the County Board

(h)7. Take care that all federal, state, and local laws, rules and regulations pertaining to the County government are faithfully carried out and adhered to.

(i)8. The Chairperson shall be a member of the Executive Committee and serve as its Chairperson.

9. Appointment Powers

a. In the event that a seat on the County Board becomes vacant County Board Chairperson shall select a successor.

(1) The County Board Chairperson shall interview interested candidates.

(j)(2) The County Board shall approve the appointment.

1-b. Following the Organizational Meeting in April of each even-numbered year the Chairperson shall appoint County Board ~~member~~ Supervisors as members of the five (5) Standing Committees and make appointments to all other committees within the Chairperson's province, subject to the approval of the County Board prior to June 1 of that year, per ~~Wis Stats~~ Sec. 59.13(1), Wis. Stats. (10-74)(12-72)

~~2.c.~~ In each odd numbered year, the Chairperson may appoint County Board ~~member~~ Supervisors as members of the five (5) Standing Committees and make appointments to all other committees within the Chairperson's province, subject to the approval of the County Board prior to June 1 of that year, per ~~Wis Stats~~-Sec. 59.13(1), Wis. Stats. (10-74)(12-72)

~~3.d.~~ The Chairperson shall also appoint or reappoint individuals to Committees within the Chairperson's province, throughout the year as vacancies occur or as terms on specific Committees expire, subject to the approval of the County Board, unless otherwise provided by Statute. (12-72)

~~e.~~ The Chairperson shall designate the Standing Committees' Chairperson and Vice-Chairperson, unless otherwise provided by Statute or by the County Policy and Procedure Manual. (12-72)

10. Removal, Death or Disability of the County Board Chairperson.

~~a.~~ The County Board Chairperson can be removed by a majority vote of the entire membership of the County Board Supervisors elect.

~~— The removed County Board Chairperson would assume the role of a County Board supervisor.~~

~~b.~~ In the event of the death, disability or removal of the County Board Chairperson, the County Board shall endeavor to elect a new Chairperson following the election procedure set forth herein for County Board Chairpersons.

~~— Upon election of a new Chairperson, the Vice Chairpersons shall resume their respective roles as Vice Chairpersons to extent such person(s) perform or performed the duties of the Chairperson.~~

(6) Duties of the ~~First~~ Vice Chairperson.

~~(a)~~ In the event of the County Board Chairperson's the absence from the county, disability or incapacity of the Chairperson for a period exceeding 14 days, a Vice Chairperson or 2nd Vice Chairperson, in order of succession, shall assume all duties of the Chairperson and receive a salary equivalent to that of the Chairperson for the proportionate time such duties are assumed.

~~(b)~~ The ~~first~~ Vice Chairperson shall serve on the Executive Committee.

(7) Duties of the ~~2nd~~ ~~Second~~ Vice Chairperson.

~~(a)~~ The ~~2nd~~ ~~second~~ Vice Chairperson shall, in the case of the absence, ~~or~~ disability incapacity of the Chairperson and ~~first~~ Vice Chairperson, perform the duties of the Chairperson.

~~4.(b)~~ The ~~2nd~~ ~~second~~ Vice Chairperson shall serve on the Executive Committee.

~~(5)-(8)~~ Compensation of the County Board: (18-64)

~~(a)~~ Salaries:

1. In conformance with Sec. 59.10(3);(i), Wis. Stats., an annual salary for all Supervisors to be next elected shall be set at the annual meeting by a two-thirds vote of the ~~member~~Supervisors entitled to a seat, which shall be for all services for the county, including all committee services.
 2. The County Board Chairperson's salary shall be established in the same manner as (4)(a)1. at a rate three times that of the annual salary of a Supervisor.
 - a. Any Supervisor, including the Chairperson, may reject any or all of his or her salary by giving proper written notice to the County Clerk per 66.0505(3) Wis. Stats.
 - b. The salary established above shall be all-inclusive for:
 - (1) All meetings of the County Board
 - (2) Standing and Statutory Committees and Commissions
 - (3) Labor negotiations
 - (4) Ad-hoc meetings
 - (5) Fact finding
 - (6) Any other meeting, County or otherwise, to which a Supervisor has been appointed, elected or attends for any purpose.
 - c. Additional meetings, conferences, conventions, etc., may be authorized with the prior approval of the County Board Chairperson or the Executive Committee.
 - d. Mileage:
 - (1) In addition to the salary established above, County Board Supervisors shall be paid the same automobile travel allowance established for other officials and employees, (07-58)
 - (a) In going to and returning from by the most usual and traveled route to meetings of the County Board and of the several Committees of the County Board.
 - (b) Mileage shall be paid for attendance at not to exceed two Committee meetings in any one day.
 - (c) Payment of mileage claims shall be made following approval of said claims by the County Board at the February and August meetings each year.
 - e. Supervisors of the County Board of Supervisors shall be compensated for such other expenses necessarily incurred in the performance of their duties as approved by the Chairperson of the County Board.
 - f. If a quorum is not present for a Committee meeting, those present may not conduct any business, but those who are present are entitled to compensation as provided for in this code.
- (6) ~~Citizen Appointees: (10-74), (20-5)~~

- ~~(a) Non-County Board members, who are non-government employees, approved by vote of the County Board, to serve as members on various Boards, Commissions, Committees, et al, if not otherwise compensated, shall be paid the same sum per day as every grand and petit Juror as stated in (7)(d) whether attending meetings in-person or virtually. All members, including government employees, shall be paid the prevailing Internal Revenue Service mileage reimbursement rate for attending meetings of said Board, Commission or Committee. Non-County Board members shall:~~
- ~~1. Attend at least seventy (70) percent of the meetings of the Committees, Boards, and Com-missions to which they are appointed annually.~~
 - ~~2. Report to the Ozaukee County Clerk's Office when unable to attend meetings of their ap-pointed Committees, Boards, and Commissions.~~
- ~~(b) Attendance Policy: Members of the public appointed to represent Ozaukee County on Commit-tees, Boards, and Commissions may be removed from their appointment for:~~
- ~~1. Failure to comply with sections (10)(a)1 and 2 as stated above.~~
 - ~~2. Consecutive absences of more than two (2) meetings.~~
- ~~(c) The Executive Committee will consider removal of citizen appointees on a case by case basis.~~
- ~~(7) Compensation for Services & Expenses: (10-74)~~
- ~~(a) Officials and employees (including volunteer drivers for the home-delivered meals program) shall be paid the prevailing Internal Revenue Service mileage reimbursement rate as a travel allowance for the use of privately owned automobiles in the transaction of official county business.~~
- ~~(b) Members of the Ozaukee County Board of Canvassers are to be paid the sum of \$15.00 for each hour and election inspectors acting as tabulators during a recount are to be paid the sum of \$12.00 for each hour actually spent in official service and shall be paid the prevailing Internal Revenue Service mileage reimbursement rate for mileage actually traveled in attending any and all meetings of the Board of Canvassers in the discharge of their duties, pursuant to the provisions of Section 7.60 of the Wisconsin Statutes. (17-23)~~
- ~~(c) Assessors attending meetings called by the State Department of Revenue pursuant to Section 73.06 (1) of the Wisconsin Statutes are to be paid the sum of \$18.00 per day for each day's at tendance at such meetings and shall be paid the prevailing Internal Revenue Service mileage re-imbusement rate in coming and returning from the place of meetings.~~
- ~~(d) Every grand and petit Juror summoned upon any venire is to be paid the sum of \$25.00 for each half day of actual attendance upon any Circuit Court and mileage pursuant to the provisions of Section 756.25 (1) of the Wisconsin Statutes.~~

- (e) ~~Compensation for services and expenses, other than the travel allowance in section (a), shall not apply to employees covered by a collective bargaining agreement unless otherwise stated.~~
- (f) ~~Compensation for Commissioners of Condemnation:~~
- ~~1. Commissioners of Condemnation appointed pursuant to the provisions of Section 32.08 of Wis. Stats. shall be compensated for actual service at the rate of \$12.50 per hour.~~
 - ~~2.3. Commissioners shall also receive the same automobile travel allowance established for other officials and employees in a resolution annually adopted by the County Board.~~

2.01 RULES OF THE COUNTY BOARD OF SUPERVISORS

- (1) The governing body of Ozaukee County shall be known as the Ozaukee County Board of Supervisors.
 - (a) The County Board shall consist of twenty-six (26) Supervisors representing twenty-six (26) Districts within Ozaukee County.
 - (b) The County Board shall serve a two (2) year term expiring on the third (3rd) Tuesday in April in the even numbered years.
 - (c) The role of the County Board is to set the strategic mission and priorities for the County, establish the general policies by which the County is guided in its management of County affairs, consider and act upon resolutions and ordinances, provide financial oversight and support of the mission and priorities of Ozaukee County
 - (d) The County Board appoints the County Administrator and monitors the County Administrator's management of the daily operations and implementation of policy.
 - (e) The County Board may exercise any of the powers conferred on it by the laws of the State of Wisconsin in accordance with the Ozaukee County Code of Ordinances and the County Board Rules contained herein and the Ozaukee County Policy and Procedure Manual.
- (2) Purpose:
 - (a) The purpose of these Rules is to provide a procedure to protect the participation rights of County Board Supervisors, to ensure equal application of those rights, to maintain order and decorum, and to protect the interests of their constituents.
 - (b) The County Board has adopted these Rules to ensure that County Board business is conducted in a smooth and organized manner.
 - (c) The County Board Rules are adopted in even numbered years at the first Regular Meeting in April.
 - (d) The Rules may be suspended by a two-thirds (2/3) vote of the Supervisors present and voting.
 - (e) The Rules may be amended by Resolution at any Regular Meeting of the County Board by a two-thirds (2/3) vote of Supervisors present and voting.
- (f) Rules of Decorum:
 1. County Board Supervisors shall address the County Board Chairperson as "Chairperson."
 2. County Board Supervisors shall refer to other County Board members in a respectful manner.
 3. County Board Supervisors shall refrain from speaking until recognized by the Chairperson.
 4. If two members request to speak at the same time the Chairperson shall use his/her discretion to recognize the member to speak first.
 5. County Board Supervisors shall address all remark to the Chairperson, maintain a courteous tone & avoid injecting a personal tone into the debate
 6. County Board members shall only speak to the subject under debate.
 7. Remarks must be confined to the merits of the pending question and germane.

8. County Board Supervisors shall refrain from personal attacks or questioning a member's motives.
9. County Board Supervisors shall refrain from the use of another members name.
10. County Board Supervisors shall refrain from speaking against one's own motion.
11. Duties of the Chairperson:
 - a. County Board Supervisors have an obligation to obey legitimate orders of the Chairperson.
 - b. The County Board Chairperson shall:
 - (1) Protect the County Board from obviously frivolous or dilatory motions by refusing to recognize them.
 - (2) Enforce the rules relating to debate and those relating to order and decorum within the assembly.
 - (3) Make necessary rulings on questions of parliamentary procedure.
12. The County Board Chairperson may enter debate in rare instances and shall relinquish the chair in instances of lengthy debate.
- (3) Session of the County Board of Supervisors: Session is defined as a single two-year term of the Ozaukee County Board of Supervisors. A session commences on the 3rd Tuesday in April following the biennial election of County Board Supervisors and terminates the 3rd Monday in April following the next biennial election of County Board Supervisors. (20-34)
- (4) Meetings
 - (a) Organizational Meetings: (10-75), (20-37), (20-62)
 1. The County Board shall convene on the 3rd Tuesday of April, in each year, for the purposes of organization per Sec. 59.11(1)(c), Wis. Stats.
 - a. At the organizational meeting in April of each even numbered year, the County Board shall elect one of its members Chairperson of the County Board and Executive Committee for a term of two years, or until a successor is elected and qualified.
 - b. The County Board, immediately following the election of the Chairperson, shall then elect one of its members Vice-Chairperson of the County Board and Executive Committee for the same term, who, in the temporary absence or disability of the Chairperson, shall perform the duties of the Chairperson. If the position of Chairperson becomes permanently vacant, the Vice-Chairperson shall perform the duties of the Chairperson until a successor is elected and qualified.
 - c. The County Board, immediately following the election of the Vice-Chairperson, shall then elect one of its members 2nd Vice-Chairperson of the County Board and Executive Committee for the same term, who, in the temporary absence or disability of the Vice-Chairperson, shall perform the duties of the Vice-Chairperson. If the position of Vice-Chairperson becomes permanently vacant, the 2nd Vice-Chairperson shall succeed the Vice-Chairperson and an election shall be held for the 2nd Vice-Chairperson.

- d. All vacancies of County Board Chairperson, Vice-Chairperson, and 2nd Vice-Chairperson shall be elected within two meetings of the vacancy.
- (1) The County Board Chairperson, Vice Chairperson and Second Vice Chairperson shall be chosen in the following manner:
 - (a) The County Board shall select as a temporary County Board Chairperson to receive nominations for County Board Chairperson
 - (b) Nominations for Vice-Chairperson and 2nd Vice Chairperson- shall be called for by the County Board Chairperson and may be made by any County Board Supervisor.
 - (2) Nomination and Election Procedure:
 - (a) The person nominated shall immediately state an objection if he or she wishes the nomination to be withdrawn from consideration.
 - (b) Nominations need not be seconded and shall be recorded by the Clerk.
 - (c) The Chairperson shall request if additional nominations are to be made and, when hearing no additional nominations, shall close nominations.
 - (d) If only one candidate receives a nomination for County Board Chairperson, Vice-Chairperson, and 2nd Vice-Chairperson the Chairperson may request that the nominee be elected by unanimous consent.
 - (e) After closing nominations, and absent a motion to reopen nominations, the County Board shall proceed with the election of one of the nominees.
 - (f) Nominees may address the County Board and their candidacy with a three-minute comment period if requested.
 - (g) Votes for the nominees shall be cast via secret written ballot.
 - (h) The Clerk and County Administrator shall serve as ballot tabulators.
 - (i) If any nominee receives a majority of the votes cast, he or she shall be declared elected.
 - (j) If no nominee receives a majority of the votes cast, successive votes shall be undertaken until one of the nominees receives a majority of the votes cast.
 - (k) Secret ballots cast in the election of the Chairperson, Vice-Chairperson and Second Vice-Chairperson shall not be available for public inspection
 - (b) Budget Meetings:
 1. The County Board shall convene on the first Wednesday in November, in each year, for the purpose of transacting general business and approving the annual County Budget per Sec. 59.11(1)(a), Wis. Stats.
 - (c) Regular Meetings: (21-56)
 1. The County Board shall convene on the first and third Wednesday of each month at 9:00 A.M. for the purpose of transacting general business.
 - a. The meeting scheduled for the third Wednesday shall primarily be for the purpose of receiving information
 - b. Regular meetings may be cancelled at the discretion of the Chairperson when he or she determines there is insufficient business to conduct, it is unlikely that quorum will

- be obtained or for any other reason demonstrating that a meeting would be an unproductive use of time.
- c. Any four (4) or more Supervisors of the County Board together may request that the meeting scheduled for the first Wednesday of each month be scheduled at 6:00 P.M. to provide for public input on Resolutions and Ordinances before the County Board.
 - (1) The request shall be submitted in writing to the County Board Chairperson and must be approved by the Executive Committee.
 - (2) No regular meeting of the County Board shall be rescheduled to 6:00 P.M. with less than seven (7) days' notice.
 2. Order of Business: (10-74), (18-64), (21-12)
 - a. The order of business shall be as follows (this may be changed by consent of a majority of the Supervisors present):
 - (1) Call to order
 - (2) Pledge of Allegiance to the Flag
 - (3) Approval of minutes
 - (4) Public comment (limit 3 minutes per person and 12 minutes per issue)
 - (a) Legislative Update
 - (b) Chairperson's Proclamation
 - (5) Communications
 - (6) Claims
 - (7) Report of County Administrator
 - (8) Resolutions
 - (9) Ordinances
 - (10) Numbered Reports
 - (11) Committee Appointments / Reappointments
 - (12) Committee Reports and Supervisor Announcements
 - (13) Adjournment
 - (d) Special Meetings:
 1. In accordance with Sec. 59.11(2)(a), Wis. Stats, a written request of a majority of the Supervisors elect, addressed and delivered to the County Clerk is required to call special meetings of the County Board of Supervisors:
 2. The request shall:
 - a. Specify the time and place of the meeting.

- b. Specify the purpose of the meeting.
 - c. Be delivered not less than 48 hours before the meeting is to be held.
- (e) Public Informational Meetings: (21-56)
- 1. The County Board may conduct public informational meetings on any matter to gather input on matters of public importance.
 - 2. The purpose of an informational meeting is to give the public an opportunity to express their views, comments or opinions to the County Board.
 - 3. Any four (4) or more Supervisors of the County Board together may request that a public informational meeting be held.
 - 4. The request shall:
 - a. Specify the time and place of the public informational meeting.
 - b. Specify the purpose of the public informational meeting.
 - c. Be submitted in writing to the County Board Chairperson and must be approved by the Executive Committee.
 - d. No public informational meeting of the County Board shall be scheduled with less than seven (7) days' notice.
 - 5. No action may be taken at a public informational meeting unless specified on the agenda.
 - a. During public informational meetings. Section 2.05(d) of the Policy and Procedure Manual: Public Attendance and Comment at Board Meetings shall apply.
 - b. During public informational meetings Section 2.05(e)(8) of the Policy and Procedure Manual: Meeting Rules shall apply unless suspended by a two-thirds vote of the Supervisors present.
- (f) Adjournment:
- 1. A meeting of the County Board may be adjourned, subject to the call of the Chairperson, or to a day certain upon motion and majority vote of the Supervisors present.
- (g) Public Attendance and Comment at County Board Meetings: (20-60)
- 1. A period for public comment will be provided at every meeting. The purpose of public comment is to provide non-County Board members that reside in the County an opportunity to comment on matters over which the County Board has authority.
 - 2. The rules of decorum followed by County Board members apply to non-members in attendance at County Board Meetings. The use of signs is prohibited. Applause or heckling in response to a speaker's remarks and other conduct that disrupts the meeting or is disrespectful of others is prohibited.

3. The time allocated for public comment shall not exceed 3 minutes per speaker and 12 minutes per issue.
4. Public comment is not permitted on personnel matters, matters that have previously been the subject of a public hearing or are the subject of quasi-judicial hearings. Candidates for office may not use public comment for campaign purposes but may introduce themselves and state what office they are seeking.
5. Public Commenters:
 - a. Must be present in person.
 - b. Must complete a card stating their name, address and the matter on which they wish to speak.
 - c. May not yield their time to others.
 - d. May not speak until they have been recognized by the Chairperson.
 - e. Must verbally state their name and address.
 - f. Must make all remarks to the Chairperson.
 - g. May speak or read something but may not play video or audio recordings.
 6. The Chairperson may limit comment that is redundant.
 7. County Board Supervisors wishing to ask questions for clarification or assistance in understanding comments presented must address their inquiries to the Chairperson. The Chairperson may refer matters raised in public comment to a committee or the County Administrator.
- (h) Meeting Rules:
 1. Except as modified by the rules herein, the rules of the parliamentary practice in Robert's Rules of Order Newly Revised 12th Edition, or subsequently revised version, shall govern in all cases where they are applicable and not in conflict with the Rules.
 2. The County Board shall sit with open doors, and all persons conducting themselves in an orderly manner may attend, except that the County Board may convene in closed session for the reasons provided in Wis. Stat. § 19.85.
 - a. Closed Sessions:
 - (1) A meeting of the County Board, upon a motion duly made and carried, may be convened in closed session under one or more of the exemptions provided in Sec. 19.85, Wis. Stats.
 - (2) The motion shall be carried by majority vote by roll call and the vote of each member shall be ascertained and recorded in the minutes.
 - (3) No motion to convene in closed session may be adopted unless the County Board Chairperson announces to those present at the meeting at which such motion is made:
 1. The nature of the business to be considered in such closed session

2. The specific exemption or exemptions by which such closed session is authorized.
 3. No business may be considered at any closed session except that which relates to matters contained in the County Board Chairperson's announcement of the closed session.
 4. If the agenda indicates that the County Board will return to open session, the motion to re-convene into open session shall be carried by majority vote in such a manner that the vote of each member is ascertained and recorded in the minutes..
- b. To prevent Open Meetings Law violations, all communications between County Board Supervisors during County Board meetings shall be conducted verbally.
- (1) In cases where verbal communication is impossible, due to injury, illness or disability, the County Board Chairperson shall approve an alternate communication means.
 - (2) County Board Supervisors shall not engage in any electronic communication with other County Board Supervisors during County Board meetings.
 - (3) Electronic devices may be used during meetings only to read and review meeting materials and information pertinent to matters being discussed on the floor.
3. The Chairperson shall preserve order and decorum, and shall decide all questions of order subject to appeal and reversal by majority vote of Supervisor's present.
 4. The Chairperson may consult with the Corporation Counsel when deciding questions of order.
 5. No Supervisor shall be interrupted while speaking, unless it is to call the Supervisor to request a Point of Order or Point of Privilege
 6. Any Supervisor called to order by the Chairperson shall immediately cease debate, unless permitted to explain.
 7. Each Supervisor shall activate his or her call switch to address the Chairperson when they wish to speak.
 8. Supervisors shall avoid leaving the County Board room unless for good cause.
 - a. Supervisors leaving a meeting and not returning shall request a Personal Point of Privilege to alert the body of their absence.
 - b. When the point of order is recognized by the County Board Chairperson the Supervisor may leave.
- (i) Presentation and Form of Motions:
1. Every motion received by the Chairperson shall be seconded and restated by the Chairperson prior to debate.

- a. Motions shall be made in writing when requested by any Supervisor of the County Board.
 - b. When a main motion or motion to amend contains more than one point capable of being decided on its own, a Motion to Divide the Question may be made, and the Clerk shall separate said motion and restate each part before debate or a vote is taken thereon.
 - c. After a motion is stated by the Chairperson, it is in the possession of the County Board, it may be withdrawn at any time before amendment or decision upon concurrence of the mover and seconder. If withdrawn, it shall not be entered upon the minutes of the meeting.
2. The source of all reports, resolutions, or any communications to be considered or reviewed by the County Board must identify the sponsoring Supervisor or Committee. (07-37)
 3. No Supervisor shall be permitted to speak more than twice on the same question unless by permission of the County Board.
 4. When all who wish to speak on any question before the Board have expressed their views, the Chairperson shall put the question. No Supervisor shall be permitted to speak while the question is being put.
 5. Any Supervisor desiring to terminate debate may call for the previous question when recognized by the County Board Chairperson.
 - a. The County Board Chairperson shall ask if there is any objection to closing the debate.
 - b. If a Supervisor objects to the call of the previous question, the County Board Chairperson may call for a motion to end the debate.
 - c. If the motion has been seconded the County Board Chairperson must immediately take a vote as to whether to order the previous question.
 - d. To close the debate requires a two-thirds (2/3) vote of the County Board.
- (j) Voting Procedures: (20-62)
1. Quorum:
 - a. A majority of the Supervisors entitled to a seat on the County Board shall constitute a quorum.
 - b. In the absence of a quorum no discussion or business may be conducted.
 2. Voting:
 - a. Every Supervisor present when a question is put shall vote unless a conflict of interest or other special cause exists.
 - (1) All requests to excuse a Supervisor from voting shall be made before debate on the question pending.

- (2) Any Supervisors wishing to be so excused may make a brief verbal statement of the reason for such request, and the question upon such motion shall then be taken without further debate.
- b. County Board Supervisors must be physically present to attend, participate and vote. (09-37)
- c. When a question is before the , no motions shall be in order except the following said motions shall have preference in the order arranged
 - (1) To adjourn:
 - (a) A motion to adjourn is always in order and shall be decided without debate.
 - (b) This Rule shall not authorize any Supervisor to move an adjournment when another Supervisor has the floor or when the County Board is voting.
 - (2) To take a recess
 - (3) To raise a question of privilege
 - (4) To lay on the table: a motion to table shall be decided without debate.
 - (5) For the previous question
 - (6) To limit or extend the limits on debate
 - (7) To postpone to a certain time
 - (8) To commit or refer to a committee
 - (9) To divide the question
 - (10) To amend
 - (11) Postpone indefinitely
 - (12) Main motion
- d. Prior to the Chairperson's announcement of the results of a vote on any question, Supervisors have the right to change their vote by making a request to do so and announcing the change to the Clerk.
- e. Thereafter, Supervisors shall not be allowed to change their vote, even by unanimous consent.
- f. Votes cast in error using the electronic voting system may be appealed to the Chairperson and subject to the Chairperson's discretion.
- 3. All questions presented to the County Board shall be determined by a majority of the Supervisors present unless otherwise required by law, ordinance, or these rules.
- 4. When the County Board is equally divided on a question, the question is lost.
 - a. Any Supervisor voting on either side of the question, when the board is equally divided, may move to reconsider said question by a two-thirds (2/3rds) vote.
- 5. A motion to reconsider brought after a motion that is lost due to a tie vote must be made and acted upon at the same meeting. The electronic voting board shall be utilized to record the vote regarding every action pertaining to each ordinance and

- resolution and shall also be utilized for any other vote when requested by any Supervisor.
6. No Supervisor may vote on a question by proxy at a County Board.
 7. In the event the electronic voting system would fail to operate, a voice roll call vote will be taken by the County Clerk. (10-83)
 - a. For the first vote conducted in this manner, the Supervisor from District 1, will be the first person to vote.
 - b. For the second vote conducted in this manner, the Supervisor from District 2, will be the first person to vote, etc.
 8. Every Supervisor indicated present on the electronic voting system, shall vote aye, nay, or abstain unless the County Board for a special reason shall excuse a Supervisor. (10-83)
 - a. Supervisors may cast the following votes:
 - (1) Aye
 - (2) Nay
 - (3) Abstain: votes to abstain shall be counted for purposes of determining quorum and majority
 9. No subject matter shall be voted upon more than twice in a Session, unless by permission of a two-thirds vote of the County Board Supervisors elected.
 10. The vote or abstention of each Supervisor on resolutions and ordinances shall be noted in the County Board meeting minutes to reflect the position taken by each Supervisor. The published minutes shall reflect only the minority vote and abstentions. (07-11)
 11. No motion for reconsideration shall be received unless made by a Supervisor who voted on the prevailing side in the first instance. Such motion shall be made at the same meeting or at either of the next two regularly scheduled monthly meetings
- (k) County Board Agendas: (20-37), (20-62)
1. Creation of the agenda is the duty of the County Clerk, under the direction of the County Board Chairperson per s.59.23(2)(a), Wis. Stats. The Clerk shall provide the agenda to the County Board Supervisors, by email to their official County Board Supervisor email address, not less than 48 hours before each meeting.
 2. All agenda items shall be filed with the County Clerk at least 7 (seven) days prior, or as soon as practicable to each County Board meeting.
 3. Ordinances and Resolutions
 - a. Any Supervisor may introduce a resolution on matters falling within the delegated legislative powers and privileges granted to the County or the performance of the

- legal duties charged upon the County by presenting such resolution to the Chairperson of the applicable standing committee or to the County Board Chairperson.
- b. Ordinances and resolutions must be reviewed by all applicable oversight committees before being placed on the agenda unless the Chairperson determines that County Board action on a matter is necessary and extraordinary circumstances exist which make it impossible to obtain committee review due to time constraints.
 - c. The County Board Chairperson shall refer all resolutions presented to him or her to the applicable standing committee within 20 calendar days.
 - d. If the standing committee does not consider a resolution within 60 days from the time it was referred to it, and the resolution falls within the delegated legislative powers and privileges granted to the County or the performance of the legal duties charged upon the County, the Supervisor may file the resolution with the County Clerk for placement on the County Board agenda.
 - e. All matters not appearing on the agenda for a particular Board meeting shall be out of order and shall not be considered at that meeting in accordance with Sec. 19.83(1), Wis. Stats.
4. In emergency situations, the County Board agenda may be revised, to allow consideration of additional items, within twenty-four (24), hours of the posted date and time of the meeting. In no case may the notice be less than two (2), hours before the meeting in accordance with Sec. 19.84(3), Wis. Stats.
- (1) County Board Policy Oversight: the County Board shall direct and guide all County policy
 1. The following items require approval beyond the Standing Committee level:
 - a. Budgetary Oversight: Review, amend and approve the annual County budget per Sec. 65.90, Wis. Stats.
 - b. Personnel Oversight: All modifications of County positions require approval of the County Board through the annual budget process, including but not limited to: (17-58)
 - (1) Creation of new positions
 - (2) Changes in hours
 - (3) Changes in pay rates
 - (4) Personnel changes, not anticipated in the annual budget process, require the approval of:
 - (5) The appropriate Standing Committee
 - (6) Finance Committee
 - (7) County Board
 - (8) The Policy and Procedures Manual listing positions, pay ranges, and pay rates shall be updated to reflect any changes in positions

- (9) A separate schedule detailing personnel changes in the annual budget process will be approved in addition to the annual budget
 - c. Confirm the appointment of non-elected department heads by a majority vote
 - d. Collective Bargaining Agreements: Approval of collective bargaining agreements requires a majority vote of the Ozaukee County Board of Supervisors
 - e. Transfers of Funds: Transfer of funds from any County funds exceeding \$25,000 requires County Board approval (08-34)
 - f. A two-thirds majority vote of the Board members elect is required for approval of transfers from any of the County's unreserved, undesignated fund balances or retained earnings.
 - g. Grant Acceptances involving:
 - (1) Hiring of new personnel
 - (2) County funds
 - ~~(3) Public works expenditures requiring formal specifications, public notices or bids per Sec. 59.52(29)(a), Wis. Stats., require the approval of the appropriate Standing Committee and full County Board unless Wis. Stats. delegate acceptance authority to a Standing Committee~~
 - h. Grant Funded Positions:
 - i. The Policy and Procedure Manual shall list, and mark with an asterisk, those positions, or any portions of positions supported with grant funds; upon termination of grant funds the position, or any portion thereof shall be eliminated
 - j. The County Board may approve continuation of grant funded position, or any portion of the position thereof upon the termination of grant funds
 - k. Contracts and Agreements: Approval of all contracts, intergovernmental, or other agreements unless approval authority has been previously delegated to a Standing Committee or Department or otherwise authorized by law.
 - l. Establish Boards and Commissions: in keeping with the purposes and objectives of the Committee, to satisfy statutory requirements, and to encourage community involvement
 - m. Appointments to Boards, Commissions, and Ad Hoc Groups shall be: (10-74)
 - n. Recommended by the County Administrator per Sec. 59.18(2),(c), Wis. Stats
 - o. Approved by the full County Board
 - p. The County Board Chairperson, shall appoint a chairperson and vice-chairperson at the first meeting after being established by a Standing Committee unless State statutes prescribe another process.
- (5) Acquisition and disposition of County property per Sec. 59.52(6) Wis. Stats. (09-14) Duties of the County Board Chairperson
- (a) The Chairperson is a member of the County Board, and has the same rights in debate as any other Supervisor. However, the Chairperson is also obligated to maintain impartiality and fairness to the debate when presiding over the County Board.
 - (b) The Chairperson shall ensure the County Board and individual Supervisors act consistently with the County Board's Rules and Policies.

- (c) The Chairperson shall preside at County Board meetings in an efficient and effective manner and shall set the general tone for each meeting through positive leadership.
- (d) The Chairperson shall be an ex-officio member of all Standing Committees, and may vote only in the absence of a member of the Committee if there is no quorum.
- (e) The County Board Chairperson or designee shall represent the county at all ceremonial events or functions when requested and shall represent the county upon request of groups or organizations to present county positions or programs
- (f) As provided in Sec. 59.12(1), Wis. Stats., the County Board Chairperson shall:
 - 1. Administer oaths to persons required to be sworn concerning any matter submitted to the County Board or a Committee thereof, or concerning any matter in connection with their powers and duties.
 - 2. Countersign all ordinances of the County Board and countersign all county orders.
 - 3. Preside at all County Board meetings when present.
 - 4. Transact all necessary County Board business with local and county officials.
 - 5. Sign or countersign contracts negotiated by various Committees, unless the Committee designates a signatory.
 - 6. Expedite all such laws as may be resolved upon by the County Board
 - 7. Take care that all federal, state, and local laws, rules and regulations pertaining to the County government are faithfully carried out and adhered to.
 - 8. The Chairperson shall be a member of the Executive Committee and serve as its Chairperson.
 - 9. Appointment Powers
 - a. In the event that a seat on the County Board becomes vacant County Board Chairperson shall select a successor.
 - (1) The County Board Chairperson shall interview interested candidates.
 - (2) The County Board shall approve the appointment.
 - b. Following the Organizational Meeting in April of each even-numbered year the Chairperson shall appoint County Board Supervisors as members of the five (5) Standing Committees and make appointments to all other committees within the Chairperson's province, subject to the approval of the County Board prior to June 1 of that year, per Sec. 59.13(1), Wis. Stats. (10-74)(12-72)
 - c. In each odd numbered year, the Chairperson may appoint County Board Supervisors as members of the five (5) Standing Committees and make appointments to all other committees within the Chairperson's province, subject to the approval of the County Board prior to June 1 of that year, per Sec. 59.13(1), Wis. Stats. (10-74)(12-72)

- d. The Chairperson shall also appoint or reappoint individuals to Committees within the Chairperson's province, throughout the year as vacancies occur or as terms on specific Committees expire, subject to the approval of the County Board, unless otherwise provided by Statute.(12-72)
 - e. The Chairperson shall designate the Standing Committees' Chairperson and Vice-Chairperson, unless otherwise provided by Statute or by the County Policy and Procedure Manual. (12-72)
10. Removal, Death or Disability of the County Board Chairperson.
- a. The County Board Chairperson can be removed by a majority vote of the County Board Supervisors elect.
 - b. In the event of the death, disability or removal of the County Board Chairperson, the County Board shall elect a new Chairperson following the election procedure herein for County Board Chairpersons.
- (6) Duties of the Vice Chairperson.
- (a) In the event of the County Board Chairperson's absence, disability or incapacity for a period exceeding 14 days, a Vice Chairperson or 2nd Vice Chairperson, in order of succession, shall assume all duties of the Chairperson and receive a salary equivalent to that of the Chairperson for the proportionate time such duties are assumed.
 - (b) The Vice Chairperson shall serve on the Executive Committee.
- (7) Duties of the 2nd Vice Chairperson.
- (a) The 2nd Vice Chairperson shall, in the case of the absence, disability incapacity of the Chairperson and Vice Chairperson, perform the duties of the Chairperson.
 - (b) The 2nd Vice Chairperson shall serve on the Executive Committee.
- (8) Compensation of the County Board: (18-64)
- (a) Salaries:
 - 1. In conformance with Sec. 59.10(3)(i), Wis. Stats., an annual salary for all Supervisors to be next elected shall be set at the annual meeting by a two-thirds vote of the Supervisors entitled to a seat, which shall be for all services for the county, including all committee services.
 - 2. The County Board Chairperson's salary shall be established in the same manner as (4)(a)1. at a rate three times that of the annual salary of a Supervisor.
 - a. Any Supervisor, including the Chairperson, may reject any or all of his or her salary by giving proper written notice to the County Clerk per 66.0505(3) Wis. Stats.
 - b. The salary established above shall be all-inclusive for:
 - (1) All meetings of the County Board
 - (2) Standing and Statutory Committees and Commissions

- (3) Labor negotiations
 - (4) Ad-hoc meetings
 - (5) Fact finding
 - (6) Any other meeting, County or otherwise, to which a Supervisor has been appointed, elected or attends for any purpose.
- c. Additional meetings, conferences, conventions, etc., may be authorized with the prior approval of the County Board Chairperson or the Executive Committee.
- d. Mileage:
- (1) In addition to the salary established above, County Board Supervisors shall be paid the same automobile travel allowance established for other officials and employees, (07-58)
 - (a) In going to and returning from by the most usual and traveled route to meetings of the County Board and of the several Committees of the County Board.
 - (b) Mileage shall be paid for attendance at not to exceed two Committee meetings in any one day.
 - (c) Payment of mileage claims shall be made following approval of said claims by the County Board at the February and August meetings each year.
 - e. Supervisors of the County Board of Supervisors shall be compensated for such other expenses necessarily incurred in the performance of their duties as approved by the Chairperson of the County Board.
 - f. If a quorum is not present for a Committee meeting, those present may not conduct any business, but those who are present are entitled to compensation as provided for in this code.
- 3.