

**OZAUKEE COUNTY POLICY AND PROCEDURE MANUAL**

**CHAPTER II**

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## 2.01 RULES OF THE COUNTY BOARD OF SUPERVISORS

- (1) Governing Body:
  - (a) The governing body of Ozaukee County shall be known as the Ozaukee County Board of Supervisors.
  - (b) The County Board shall consist of twenty-six (26) Supervisors representing twenty-six (26) Districts within Ozaukee County.
  - (c) The County Board shall serve a two (2) year term expiring on the third (3rd) Tuesday in April in the even numbered years.
  - (d) 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
  - (e) The County Board appoints the County Administrator and monitors the County Administrator's management of the daily operations and implementation of policy.
  - (f) 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 reviewed in even numbered years and if any changes are proposed, those changes will be voted on at the first Regular Meeting in April and adopted by a two-thirds (2/3) vote of the Supervisors present.
  - (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.
- (3) Rules of Decorum
  - (a) Rules of Decorum for all meetings of the County Board:
    - 1. County Board Supervisors shall address the County Board Chairperson as "Chairperson" or as he/she wishes to be addressed.
    - 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 remarks 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 first name.
  10. County Board Supervisors have an obligation to obey legitimate orders of the Chairperson.
  11. The County Board Chairperson shall:
    - a. Protect the County Board from obviously frivolous or dilatory motions by refusing to recognize them.
    - b. Enforce the rules relating to debate and those relating to order and decorum within the assembly.
    - c. 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.
- (4) Session of the County Board of Supervisors:
- (a) 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.
- (5) Meetings
- (a) Organizational Meetings:
    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.

2. The County Board Chairperson, Vice Chairperson and Second Vice Chairperson shall be chosen in the following manner:
  - a. The County Clerk shall serve 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.
3. 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 the annual meeting 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:
  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:
  - 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:
    - 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.
- (6) Public Attendance and Comment at County Board Meetings:
- (a) 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.
  - (b) 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.
  - (c) The time allocated for public comment shall not exceed 3 minutes per speaker and 12 minutes per issue.
  - (d) 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.
- (e) Public Commenters:
1. Must be present in person.
  2. Must complete a card stating their name, address and the matter on which they wish to speak.
  3. May not yield their time to others.

4. May not speak until they have been recognized by the Chairperson.
  5. Must verbally state their name and address.
  6. Must make all remarks to the Chairperson.
  7. May speak or read something but may not play video or audio recordings.
- (f) The Chairperson may limit comment that is redundant.
- (g) 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.
- (7) Meeting Rules:
- (a) Except as modified by the rules herein, the rules of the parliamentary practice in Robert's Rules of Order Newly Revised 12<sup>th</sup> Edition, or subsequently revised version, shall govern in all cases where they are applicable and not in conflict with the Rules.
- (b) 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.
1. Closed Sessions:
    - a. 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.
    - b. 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.
    - c. 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.
- (c) 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.
- (d) The Chairperson shall preserve order and decorum, and shall decide all questions of order sub-



ject to appeal and reversal by majority vote of Supervisor's present.

- (e) The Chairperson may consult with the Corporation Counsel when deciding questions of order.
  - (f) No Supervisor shall be interrupted while speaking, unless it is to call the Supervisor to request a Point of Order or Point of Privilege
  - (g) Any Supervisor called to order by the Chairperson shall immediately cease debate, unless permitted to explain.
  - (h) Each Supervisor shall activate his or her call switch to address the Chairperson when they wish to speak.
  - (i) Supervisors shall avoid leaving the County Board room unless for good cause.
    - 1. Supervisors leaving a meeting and not returning shall request a Personal Point of Privilege to alert the body of their absence.
    - 2. When the point of order is recognized by the County Board Chairperson the Supervisor may leave.
- (8) Motions and Voting
- (a) 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.
    - 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.
- (b) Voting Procedures:
- 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.
    - c. Hierarchy of Motions: When a question is before the County 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 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 con-

sent.

- 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 meeting.
  7. In the event the electronic voting system would fail to operate, a voice roll call vote will be taken by the County Clerk.
    - 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.
    - 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, per section 2.01(3) of these rules, 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.
  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
- (9) County Board Agendas
- (a) 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.

- (b) 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.
- (c) Ordinances and Resolutions
  1. 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.
  2. 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.
  3. The County Board Chairperson shall refer all resolutions presented to him or her to the applicable standing committee within 20 calendar days.
  4. 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.
  5. 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.
- (d) 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.
- (10) County Board Policy Oversight
  - (a) The County Board shall direct and guide all County policy
  - (b) The following items require approval beyond the Standing Committee level:
    1. Budgetary Oversight: Review, amend and approve the annual County budget per Sec. 65.90, Wis. Stats.
    2. Personnel Oversight: All modifications of County positions require approval of the County Board through the annual budget process, including but not limited to:
      - a. Creation of new positions
      - b. Changes in hours
      - c. Changes in pay rates
    - d. Personnel changes, not anticipated in the annual budget process, require the approval of:
      - (1) The appropriate Standing Committee
      - (2) Finance Committee
      - (3) County Board

- e. The Policy and Procedures Manual listing positions, pay ranges, and pay rates shall be updated to reflect any changes in positions
- f. A separate schedule detailing personnel changes in the annual budget process will be approved in addition to the annual budget
- g. Confirm the appointment of non-elected department heads by a majority vote
- 3. Collective Bargaining Agreements: Approval of collective bargaining agreements requires a majority vote of the Ozaukee County Board of Supervisors
- 4. Transfers of Funds: Transfer of funds from any County funds exceeding \$25,000 requires County Board approval.
  - a. 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.
- 5. Grant Acceptances involving:
  - a. Hiring of new personnel
  - b. County funds
  - c. 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
  - d. Grant Funded Positions:
    - (1) 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
    - (2) The County Board may approve continuation of grant funded position, or any portion of the position thereof upon the termination of grant funds
- 6. 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.
- 7. Establish Boards and Commissions: in keeping with the purposes and objectives of the Committee, to satisfy statutory requirements, and to encourage community involvement
  - a. Appointments to Boards, Commissions, and Ad Hoc Groups shall be:
    - (1) Recommended by the County Administrator per Sec. 59.18(2)(c), Wis. Stats
    - (2) Approved by the full County Board
    - (3) 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.
- 8. Acquisition and disposition of County property per Sec. 59.52(6) Wis. Stats.
- (11) 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.
    - 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.
    - 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.

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.

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.

(12) 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.

(13) Duties of the 2nd Vice-Chairperson

- (a) The 2nd Vice-Chairperson shall, in the case of the absence, disability or incapacity of the Chairperson shall perform the duties of the Vice-Chairperson.
- (b) The 2nd Vice-Chairperson shall, in the case of the absence, disability or incapacity of the Vice-Chairperson shall perform the duties of the Vice-Chairperson.
- (c) The 2nd Vice-Chairperson shall, in the case of the absence, disability incapacity of the Chairperson and Vice-Chairperson shall perform the duties of the Chairperson.
- (d) The 2nd Vice-Chairperson shall serve on the Executive Committee.

(14) Compensation of the County Board

(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.
    - (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.





## 2.02 EXECUTIVE COMMITTEE

- (1) The County Board Chairperson, County Board Vice Chairperson, County Board Second Vice-Chairperson and three (3) additional members appointed by the County Board Chairperson as Standing Committee Chairpersons shall serve as the Executive Committee of the County Board and shall provide the leadership, vision, and purpose in concert with the Ozaukee County Mission Statement. (10-74)
  - (a) In the event that a member of the Executive Committee is unable to attend a meeting, he or she may appoint an alternate from the Standing Committee of which they Chair.
  - (b) The Chairperson of the Board may choose an alternate from the body at large.
- (2) The County Board Chairperson and Vice Chairperson shall serve as the chairperson and vice-chairperson, and act as voting members, of the Executive Committee.
- (3) Serve as the oversight Committee of the County Administrator's Office
- (4) The Executive Committee shall exercise the following powers and duties: (10-74), (20-62)
  - (a) Review the sections of the Code of Ordinances, in addition to, the Policy and Procedure Manual not under the jurisdiction of another County Committee.
  - (b) Introduce the various administrative type resolutions that are not the responsibility of another committee.
  - (c) Communication linkage between Standing Committees
  - (d) Arbitrate between competing Standing Committee issues
  - (e) Set the agenda for the regular meeting held on the third Wednesday
  - (f) Review proposed state and local legislation concerning County government, and make recommendations thereon
  - (g) Following each federal decennial census of population, prepare a preliminary and a final County supervisory district plan for presentation to the County Board
  - (h) Interpret County mission and formulate broad objective
  - (i) Budgetary Responsibilities
    1. Review, amend, and approve the annual County budget as submitted by the County Administrator
    2. Submit the amended budget to the County Board for adoption
    3. Authorize the publication of County budget summary, and notice of public hearing per Sec. 65.90(3), Wis. Stats.
  - (j) Evaluate and make recommendations to the County Board on the issuance of new debt, refinancing existing debt, authorizing debt repayment
  - (k) Direct and guide collective bargaining process and approve all collective bargaining agreements
    1. Collective bargaining agreements shall not be considered for final approval by the Committee until a complete contract edited and signed by the union has been provided to the Human Resources Office.

2. Implementation of the terms defining the wages, hours and conditions of employment defined by collective bargaining agreements requires approval of the County Board.
- (1) Revolving Loan Funds: Provide recommendations concerning the Revolving Loan Funds to the County Board and oversee the Community Development Block Grant Program for Economic Development.



## 2.03 STANDING COMMITTEES OF THE COUNTY BOARD

### (1) General Powers and Duties:

- (a) Oversight of County Departments: Oversight shall include but is not limited to the following:
  - 1. Interview up to three candidates suggested by the County Administrator for appointment to the position of Director, Department Head, Administrator, and/or Commissioner of the County Departments within their oversight. The Standing Committee shall recommend an appointee to the full County Board for confirmation within the salary guidelines set by the Finance Committee
  - 2. Monthly review of a department-wide budget summary for each of the County Departments within the Committee's oversight highlighting variances from the adopted budget
  - 3. Direct and guide policy and enforce accountability of the Departments within their oversight
  - 4. Approve all action items including but not limited to:
    - a. Departmental budgets
    - b. Departmental policies and procedures
    - c. Staffing levels and hours
    - d. New positions
    - e. Capital purchases greater than \$5,000
    - f. Fund transfers of \$10,000 or more and any transfer involving funds budgeted for conferences and meetings
    - g. Grant applications and acceptances
    - h. Review departmental fee schedules
    - i. Departmental name changes
  - 5. Authorize, review, and approve intergovernmental agreements and contracts as necessary or as otherwise authorized by law:
- (b) Establish Ad Hoc and/or Study Groups: in keeping with the purposes and objectives of the Committee, to analyze committee policies or issues, and to encourage community involvement
- (c) Setting Agendas:
  - 1. The Committee Chairperson and County Administrator shall set the agendas of the Standing Committees in consultation with Constitutional Officers of the County and Department Heads within their oversight
  - 2. The Office of the County Clerk shall administer the agendas and minutes for all standing Committees
- (d) Standing Committees shall oversee all public work within their departmental oversight, including any contract for the construction, repair, remodeling or improvement of any public work or building (10-74)
  - 1. Public notices or bids for all public work shall be released and published per Sec. 59.52(29)(a), Wis. Stats.

2. Approve all contracts and change orders:
  - a. Change orders up to \$5,000 require the approval of the Public Works Director.
  - b. Emergency change orders up to \$25,000 may be approved by the Public Works Director after consultation with Committee Chairperson and County Administrator and the appropriate Department Head.
  - c. Change orders over \$25,000 require approval of the Standing Committee.
  - d. All change orders must be reported to the Standing Committee at the meeting following their approval.
- (2) Finance Committee: (12-56)
  - (a) Serve as the oversight Committee for:
    1. Office of the County Clerk
    2. Office of the Treasurer
    3. Corporation Counsel
    4. Finance Department
    5. Human Resources Department
    6. Information Technology Department
  - (b) Accounting and Finance: (10-74)
    1. Approve wire transfers and wire transfer dispersals
    2. Approve transfers of funds between budgeted items of any individual County office or department of \$10,000 or more
    3. Review and recommend approval to the County Board all transfers from the general fund, per Sec. 65.90(5),(a), Wis. Stats.
    4. Review on a monthly basis the Treasurer's report on County investment activities per Sec. 59.62, Wis. Stats., and the County investment policy
    5. Act as the appeals body for persons challenging their certification by the County to the Wisconsin Tax Intercept Program
    6. Appraise and advertise lands acquired by tax deed or by in rem proceedings, per Sec. 75.14, Wis. Stats. The sale or holding of any lands acquired by tax deed or in rem proceedings requires approval of the full County Board
  - (c) Human Resources: (10-74), (17-58)
    1. Recommend to the County board salary and wage schedules for County employees
    2. Oversee and adjudicate:
      - a. Job evaluations, and appeals
      - b. Employee grievances, and appeals
      - c. Periodically review personnel regulations and employee manual

3. The approval of Commendation Resolutions be at the sole discretion of the Finance Committee with the approval of the County Board of Supervisors by a majority vote.
- (d) Insurance: Approve staff recommendations regarding insuring adequately all Human Resources:
1. County buildings, vehicles and other property against loss and/or damage by fire or other disaster
  2. Public liability insurance
  3. Bonds for elected and appointed officials
  4. Workers compensation coverage to County employees
  5. Group health, life and long-term disability or other employee related benefits
- (e) Audit and Claims Review:
1. Review claims referred to Committee by County Board and make recommendations concerning payment of same.
  2. Review all claims for per diem, mileage, and expenses of County board members and Boards, Commissions, and Ad Hoc Groups
  3. Review the dog license fund
  4. Review County funds as necessary
  5. Review findings and results of annual external audit, recommend remedies, and submit to the County Board for approval
- (f) Information Technology: (12-56)
1. Provide policy direction for County electronic information transfer systems including, but not limited to, radio, telephone, computer, facsimile and microwave
  2. Approve purchases of electronic transfer systems
  3. Develop, approve, and oversee the implementation of the 5-year technology plan for Ozaukee County
- (3) Public Works Committee: (10-74)
- (a) Serve as the oversight Committee for:
1. Facilities Department
  2. Highways Department
  3. Transit Department
- (b) Facilities Maintenance:
1. Authorize purchase of materials used for, and be responsible for all the County Administration Center, Justice Center, fairgrounds and Highway facilities construction, purchases, acquisitions, development, improvements, extensions, remodeling, renovation, repairs, and equipping same. Responsible for all building and property repairs, maintenance and construction
  2. Assign office and storage space in County facilities
  3. Lease office space per Sec. 59.52(6),(d), Wis. Stats.

- (c) Highways:
  1. Designated as Highway Committee per Sec. 83.015, Wis. Stats.
  2. Make orders providing for the laying out, relocation and improvement of public highways, streets, alleys, storm and sanitary sewers, water courses or airports per Sec. 32.05(1), Wis. Stats.
  3. Enter into agreements with the State Department of Transportation providing for the construction, reconstruction, or improvement, with state or federal aid, of highways, streets, or bridges, which the County is authorized to construct, reconstruct, or improve, per Sec. 86.25(2), Wis. Stats.
  4. Make necessary arrangements for the maintenance and regulation of parking lots that are used as an integral part of the highway system of the County
- (d) Transit: Administer the county transit (bus), and shared ride taxi service program per Sec.59.58(3), Wis. Stats.
- (e) Serve as joint liaison to the County Board, in conjunction with the Public Safety Committee, for Traffic Safety Commission per Sec. 83.013, Wis. Stats.
- (f) Serve as liaison between the County Board and the Eastern Wisconsin Railroad Consortium (08-7)
- (4) Health and Human Services Committee: (10-74)
  - (a) Serve as the oversight Committee for:
    1. Human Services, Aging Services, and Aging Disability Resource Center
    2. Lasata Senior Living Campus
    3. Public Health Department
    4. Veterans Services Department
  - (b) Public Health Functions:
    1. Provide the services of at least a Level 1 health department per Sec. 251.05(1),(a), Wis. Stats.
    2. Oversee the operations of the Public Health Department per Sec. 251.05(3), Wis. Stats.
    3. Coordinate or arrange for environmental health needs for the County per Sec. 254.015, Wis. Stats.
    4. Provide Maternal Child Health services per Sec. 253.02, Wis. Stats.
    5. Negotiate and execute such contracts for the provision or securing of resources as may be necessary to the development or maintenance of services
  - (c) Human Services Functions:
    1. Operate under Sec. 46.23, Wis. Stats.
    2. Adopt as its own the approved plans and budgets of department activities, which have been approved or accepted by the Wisconsin Department of Health and Family Services
    3. Review and approve a plan for the provision of Human Services per Sec. 46.23(3am), State Statutes



4. Approve the recommendations of the Human Services Director and Health and Human Services Board for the provision of services per Sec. 46.23(6m), State Statutes regarding the following programs and services: (10-74)
    - a. Energy Assistance per Sec. 16.27, Wis. Stats.
    - b. The Long-term Support and Community Options Program per Sec. 46.27, Wis. Stats.
    - c. The Community Integration Program per Sec. 46.275, Wis. Stats.
    - d. The Family Support Program per Sec. 46.985, Wis. Stats.
    - e. Child Abuse and Neglect per Sec. 46.51, 48.02, and 48.981, Wis. Stats.
    - f. Juvenile Justice per Sec. 48.08 and 938.08, Wis. Stats.
    - g. Child Welfare per Sec. 48.57, Wis. Stats.
    - h. Foster Care and Foster Care Aids per Sec. 48.67 and 46.261, Wis. Stats.
    - i. Community Youth and Family Aids per Sec. 48.985(3), Wis. Stats.
    - j. Public Assistance Programming per Chapter 49, Wis. Stats.
    - k. Wisconsin Works per Sec. 49.141, Wis. Stats.
    - l. Alcohol and Other Drugs and Community Support Program per Chapter 51, Wis. Stats.
    - m. Mental Health Block Grant per Sec. 51.02(1),(b), Wis. Stats.
    - n. Developmental Disability services and programming per Sec. 51.437, Wis. Stats.
    - o. Birth to Three Program
    - p. Collaborative and cooperative services with public health and other groups for programs of prevention, evaluation and diagnostic services
    - q. Intoxicated Driver Program
    - r. Safe and Stable Families Program
    - s. Inpatient and outpatient care and treatment, residential facilities, partial hospitalization, pre-care, aftercare, emergency care, rehabilitation services and supportive transitional services
    - t. Other programs, services, and grants administered by the Human Services Department
    - u. Review and approve the Commission on Aging/Aging Disability Resource Center Board recommended County aging plan for programs for older people
    - v. Oversee the operation of the Lasata Senior Living Campus
  5. Serve as liaison to the County Board, for Health and Human Services Board per Sec. 46.23(5m), Wis. Stats. (10-74)
  6. Serve as liaison to the County Board for, Commission/Aging and Aging Disability Resource Center Board per Sec. 46.82, Wis. Stats. (10-74)
  7. Serve as liaison to the County Board for, Veteran's Commission per Sec. 45.12, Wis. Stats. (10-74)
- (5) Natural Resources Committee:
- (a) Serve as the oversight Committee for: (10-74)

1. Office of the Register of Deeds
  2. Land Information Office
  3. Land and Water Management Department
  4. Planning and Parks Department
  5. University Extension Departments
- (b) Agricultural and Extension:
1. Designated as the Agricultural and Extension Committee per Sec. 59.56(3), Wis. Stats.
  2. Keep informed as to requirements for recycling and possible County involvement
  3. Serve as liaison between the County Board and the County Agricultural Society (08-7)
- (c) Land Conservation and Zoning: (10-74)
1. The Committee shall carry out the duties per Chapter 92 , Wis. Stats.:
    - a. Establish Soil & Water Conservation Standards and guidelines for the administration of the guidelines
    - b. Oversee conservation standards for the Farmland Preservation Program
    - c. Oversee implementation and compliance with Targeted Runoff (DNR Rule NR 151), and Solid and Water Resource Management Program (ATCP 50.)
    - d. Develop comprehensive long-range and annual plans for the development, use, conservation and management of soil, water and related resources, to be submitted to the County Board and the State Department of Agriculture, Trade and Consumer Protection
    - e. Administer Manure Storage Facility Ordinance
  2. The Committee shall carry out the duties assigned under Sec. 59.69, of Wis. Stats., including but not limited to: (08-44)
  3. Maintain a Shoreland Protection and Floodplain Zoning Ordinance
  4. The Committee shall carry out the duties assigned under Sec. 295.13, of Wis. Stats. to administer the Non-Metallic Mining Reclamation Ordinance for Ozaukee County
  5. The Committee shall carry out the duties assigned under Sec. 59.70, of Wis. Stats. to administer the Sanitation Ordinance for Ozaukee County
  6. The Committee shall examine and review for approval land divisions and plats of subdivision on behalf of the County per Wis. Stats. 236.10 and NR115
- (d) Parks, Planning, Layout, Construction, Improvements, Maintenance, Governance, Management, Operations: Oversight of parks layout, improvement, maintenance, governance, management operations, acquisition and disposition, and construction of all County Parks, open spaces, preserves, natural areas, trails, County golf courses, and other County parkland per Sec. 27.04(1), 27.04(2), 27.05(1), 59.69(9), Wis. Stats.
1. Parks and Natural Areas Acquisition and Disposition:

- a. Review, evaluate and recommend to the County Board the acquisition and/or disposition of lands for the County parks, natural areas, open space or other recreational public use per Sec. 27.05(2), 27.05(3), 27.05(4), 27.06 and 27.065, Wis. Stats.
  - b. This section shall not apply to any property or lands acquired or disposed of by the Public Works Committee through actions taken as the County Highway Committee per Sec. 83.015, Wis Stats.
  - 2. Serve as liaison to County Board for the Board of Adjustment, required per Sec. 59.694, Wis. Stats.
- (6) Public Safety Committee
- (a) Serve as the oversight Committee for: (10-74)
    - 1. Office of the Clerk of Courts
    - 2. Office of the District Attorney
    - 3. Office of the Sheriff and Emergency Management Division
    - 4. Office of the Coroner
  - (b) Emergency Management (18-64)
    - 1. Review and approve as necessary emergency management plans for the County consistent with the state plan of emergency management and assist in the review and approval of municipal emergency management plans and integration of such plans with the County plan
    - 2. Oversee activities of County Emergency Management Director per Chapter 323, of Wis. Stats.
  - (c) Law Enforcement: Oversee Sheriff's Department personnel matters as required by County ordinance or Wis. Stats.
  - (d) Serve as the liaison to the County Board for the Local Emergency Planning Committee per Sec. 59.54(8), and 166.20, Wis. Stats.
  - (e) Serve as joint liaison to the County Board, with Public Works Committee to Traffic Safety Committee
- (7) Term Limits (16-62)
- (a) Supervisor Term Limits on Standing Committees
    - 1. No County Board Supervisor shall serve more than four (4) consecutive terms on a Standing Committee.
    - 2. Only full two-year terms shall be counted for the purposes of calculating term limits.
    - 3. The calculation of Standing Committee term limits shall be calculated retroactively to the creation of the current committees per the County Board Reorganization implemented on April 6, 2005.
  - (b) Term Limits on Standing Committee Chairpersons
    - 1. No County Board Supervisor shall serve more than three (3) consecutive terms as the Chairperson of a Standing Committee.
    - 2. Only full two-year terms shall be counted for the purposes of calculating term limits.

- (8) Virtual Attendance at Standing Committee Meetings. (20-35), (20-37)
- (a) The Committee Chairperson may allow County Board Supervisors to attend standing committee meetings by teleconference when necessary to obtain quorum.
- (b) Access to Standing Committee Meetings.
1. When permission to attend a standing committee meeting by teleconference is granted, a phone number and unique access code will be provided to the County Board Supervisors attending telephonically.
  2. The information will be provided via email to County Board Supervisors through their County Board email address.
  3. County Board Supervisors shall connect to teleconferences five minutes prior to the start time of the standing committee meetings to ensure access.
  4. County Board Supervisors shall enter standing committee meetings on mute and unmute when addressing the committee to lessen disruptions.



## 2.04 COMMITTEE GENERAL PROCEDURES

- (1) Parliamentary Procedure:
  - (a) Except as modified by the following rules, the rules of the parliamentary practice in Robert's Rules of Order Newly Revised shall govern in all cases where they are applicable.
  - (b) The Statutory Boards and Commissions shall select their own Chairperson and Vice-Chair-person by election.
  - (c) 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.
  - (d) 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)
- (2) Quorum: (16-60)
  - (a) 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)
  - (b) 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.
  - (c) When a majority is not in attendance, all present shall be entitled to their per diem, if applicable, and mileage.
- (3) Closed Sessions:
  - (a) 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.
    1. The motion shall be carried by majority vote in such manner that the vote of each member is ascertained and recorded in the minutes.
    2. 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:
      - a. The nature of the business to be considered in such closed session
      - b. The specific exemption or exemptions by which such closed session is claimed to be authorized
      - c. 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.
    3. 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.

- a. If the agenda indicates that the Committee will return to open session, the motion to reconvene 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)
- (4) Public Comment: (20-60)
    - (a) 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.
    - (b) 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.
  - (5) Motions and Voting:
    - (a) Any member of a Committee may make a motion.
    - (b) A motion that does not receive a second will be considered lost.
    - (c) All members of the Committee present shall vote on each motion unless excused for a valid reason.
    - (d) The Chairperson must always vote last in order to break a tie vote or to create a tie vote.
    - (e) A tie vote will cause the motion to be lost.
    - (f) 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.
  - (6) Committee Agendas:
    - (a) Committee agendas are normally prepared by staff personnel in cooperation with the Committee Chairperson and County Administrator.
    - (b) Any member of a Committee shall have the right to have any particular item placed on the agenda for a specific meeting.
    - (c) Agendas are normally prepared and forwarded to the County Clerk's office one week before a meeting.
    - (d) That office will then post copies and forward copies to the news media to comply with Sec.19.84, Wis. Stats.
    - (e) 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.
    - (f) 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.





## 2.05 BOARDS AND COMMISSIONS

### (1) Board of Adjustment:

- (a) Composition: The Board of Adjustment shall consist of no less than three and no more than five members, any number of which may be members of the County Board. All shall reside in the unincorporated area of the County and no two members shall reside in the same town.
- (b) Powers and Duties:
  - 1. Its powers and duties shall be in accordance with 59.694(7), and County Ordinance.
  - 2. It shall hear and decide applications for special exception permits pursuant to Section 7.105 of the Ozaukee County Code of Ordinances
  - 3. It may grant a variance from the dimensional standards of this ordinance pursuant to Section 7.106 of the Ozaukee County Code of Ordinances
  - 4. It shall hear and decide appeals where it is alleged there is error in any order, requirements, decision or determination made by an administrative official in the enforcement or administration of this ordinance per Sec. 59.694(7),(a), and 59.694(8), Wis. Stats.
- (c) Oversight: The Board of Adjustment's oversight shall be the Natural Resources Committee of the County Board

### (2) County Aging and Disability Resource Center Board: (10-74)

- (a) Composition: The Aging and Disability Resource Center Board shall be comprised of up to ten members to be appointed by the County Administrator, subject to confirmation by the County Board per 46.283(6) Wis.Stats.:
  - 1. A member of the County Health and Human Services Committee (County Board Member)
  - 2. Five citizen representatives age 60+ of recognized ability and demonstrated interest in services for older individuals
  - 3. One citizen representative of recognized ability and demonstrated interest in services for Physically Disabled adults
  - 4. Two citizen representatives of recognized ability and demonstrated interest in services for Developmentally Disabled adults
  - 5. Older individuals shall constitute at least 50% of the membership of the advisory committee
  - 6. The non-elected citizen members of the Aging & Disability Resource Center Board may serve staggered terms of three years to take effect on September 30. Members may serve no more than two consecutive three-year terms.
- (b) Powers and Duties:
  - 1. The purpose of the Aging and Disability Resource Center Board shall be to act to improve the quality of life for the older adults and adults with disabilities of Ozaukee County
  - 2. The Aging and Disability Resource Center Board shall plan and develop administrative and program policies, in accordance with state law and within limits established by the Department of Health and Family Services, if any, for programs in the County per Sec. 46.82(4),(d), Wis.Stats.

- (c) Reporting: The County Aging and Disability Resource Center Board shall report to the Human Services Committee of the County Board
- (3) County Traffic Safety Commission: (19-9)
  - (a) Composition: The County Traffic Safety Commission Shall be comprised of the following members:
    1. A member of the County Public Works Committee
    2. A member of the County Public Safety Committee
    3. The County Highway Commissioner or a designated representative
    4. The Chief County Traffic Law Enforcement Officer or a designated representative
    5. A representative of the legal profession
    6. A municipal police chief or a designated representative
    7. A medical representative
    8. An education representative
    9. Three representatives involved in law enforcement, highways and highway safety designated by the State Secretary of Transportation
  - (b) Powers and Duties: The Commission shall operate per Sec. 83.013, Wis. Stats., and has the following responsibilities and duties:
    1. Review traffic crash data from the County crash reports, spot maps, computer printouts, or other means
    2. Review other traffic safety-related matters
    3. Designation of a person to prepare and maintain a spot map showing the locations of traffic crashes on County and town roads and on city and village streets if the population of the city or village is less than 5,000. Traffic crash data received from cities and villages with a population of 5,000 or more shall also be maintained
    4. Direct recommendations for any corrective actions and other Commission matters to appropriate governmental officials
    5. Address the Highway Safety guidelines which involve local government
    6. Develop procedures for periodic review of highway safety programs
    7. Conduct an objective annual review and evaluation of remedial actions taken
    8. Recommend speed limit changes on the County Trunk Highway System to the County Board based on an engineering and traffic investigation per Sec. 349.11(1),(a), Wis. Stats., and to also make recommendations regarding the designation of through highways at the intersection of any 2 County trunk highways
    9. The Commission may establish special study groups/subcommittees necessary to meeting its responsibilities as outlined in this ordinance
  - (c) Reporting: The County Traffic Safety Commission shall report to the Public Safety and Public Works Committees of the County Board

- (4) Human Services Board: (16-10)
- (a) Composition: The Human Services Board shall be composed of eight persons of recognized ability and demonstrated interest in human services.
1. Five members shall be the County Board members comprising the Health and Human Services Committee.
  2. One member shall be an individual who receives, or has received, human services or shall be a family member of such an individual per s. 46.23(4)(a)1., Wis. Stats.
  3. Two members shall be either consumers of services or citizens-at-large per s. 46.23(4)(a)1., Wis. Stats.
  4. Members of the Human Services Board shall serve for terms of three years, so arranged that as nearly as practicable, the terms of one-third of the members shall expire each year per s. 46.23(4)(c), Wis. Stats.
- (b) Powers and Duties:
1. Appoint committees consisting of county residents to advise the Human Services Board as it deems necessary per s. 46.23(5m)(a), Wis. Stats.
  2. Recommend program priorities and policies, identify unmet service needs and prepare short-term and long-term plans and budgets for meeting such priorities and needs per s. 46.23(5m)(b), Wis. Stats.
  3. Prepare, with the assistance of the Human Services Director, a proposed budget for submission to the County Administrator, a final budget for submission to the Department of Health Services in accordance with s. 46.031(1) for authorized services, except services under ch. 48 and subch. III of ch. 49, Wis. Stats., and juvenile delinquency-related services, a final budget for submission to the Department of Children and Families in accordance with s. 49.325 for authorized services under ch. 48 and subch. III of ch. 49, and a final budget for submission to the Department of Corrections in accordance with s. 301.031 for authorized juvenile delinquency-related services per s. 46.23(5m)(c), Wis. Stats.
  4. Advise the Human Services Director regarding purchasing and providing services and the selection of purchase of service vendors, and make recommendations to the County Administrator regarding modifications in such purchasing, providing, and selection per s. 46.23(5m)(d), Wis. Stats.
  5. Develop Human Services Board operating procedures per s. 46.23(5m)(e), Wis. Stats.
  6. Comply with state requirements per s. 46.23(5m)(f), Wis. Stats.
  7. Assist in arranging cooperative working agreements with persons providing health, education, vocational or welfare services related to services provided under this section per s. 46.23(5m)(g), Wis. Stats.
- (c) Reporting: The Human Services Board shall report to the Health and Human Services Committee of the County Board
- (5) Local Emergency Planning Committee:
- (a) Composition: The Local Emergency Planning Committee shall be comprised of up to 15 members including:

1. A Member of the Public Safety Committee
  2. Representatives of the following:
    - a. State and Local Elected Officials
    - b. Emergency Response Organizations
    - c. Media
    - d. Community Groups
    - e. Representatives of facilities concerned with hazardous chemicals confirmed by the County Board in each even numbered year.
- (b) Powers and Duties: The Commission shall operate per Sec. 59.54(8), and 166.20, Wis. Stats. and shall carry out the requirements of 42 USC 11000 to 11050 and the duties listed in Sec. 166.20 and 166.21, Wis. Stats.
- (c) Reporting: The Local Emergency Planning Commission shall report to the Public Safety Committee of the County Board
- (6) Veterans Service Commission:
- (a) Composition: The Veterans Service Commission shall be comprised of three veterans who are residents of the County, appointed by the County Board Chairperson, for three-year staggered terms per Sec. 45.81(1), Wis. Stats.
- (b) Powers and Duties:
1. Estimate the probable amount of County tax required to be levied for providing aid to needy veterans
  2. Meet periodically to furnish aid to needy veterans whose right to such aid has been established
- (c) Reporting: The Veterans Service Commission shall report to the Human Services Committee of the County Board.
- (7) Comprehensive Planning Board: (10-74)
- (a) Designated as the Planning Committee per Sec. 59.69(2), Wisconsin State Statutes. (Comprehensive Plan, Farmland Preservation Plan, and Park and Open Space Plan): Operate under Section 66.1001, Chapter 71 and 91, Chapter 27 and Section 59.56(9) of the Wisconsin State Statutes).
- (b) Composition: Shall be comprised of five (5) members and one (1) alternate selected from the County Board of Supervisors and appointed by the Chairperson of the County Board. The Comprehensive Planning Board shall be confirmed by the County Board in each even numbered year. Members shall serve 2-year terms starting and ending in April of the even numbered years.
- (c) Powers and Duties:
1. Shall have the following authorities:
    - a. Authorized under Section 66.1001 (4)(b) of the Wisconsin State Statutes to prepare, amend and implement a comprehensive plan for Ozaukee County
    - b. Authorized under Chapter 71 and 91 of the Wisconsin State Statutes to prepare, amend and implement a farmland preservation plan for Ozaukee County

- c. Authorized under Chapter 27 and Section 27.04(1) and (2) and Section 59.56 (9) of the Wisconsin State Statutes to prepare, amend and implement a park and open space plan for Ozaukee County.
  2. Shall recommend the adoption, amendment, and/or implementation of a comprehensive, farmland preservation and/or park and open space plan for Ozaukee County to the County Board of Supervisors by adopting a resolution by a majority vote of the entire Board. Resolutions shall refer to maps and other descriptive materials that relate to one or more elements of a comprehensive, farmland preservation and/or park and open space plan.
  3. Shall receive from, consider and provide written comments to the Comprehensive Planning Citizen Advisory Committee, Land Preservation Board, Farmland Preservation Planning Citizen Advisory Committee and/or other Citizen Advisory Committees/Boards/Commissions on components, elements or the entire comprehensive, farmland preservation and/or park and open space plan for Ozaukee County.
  4. Shall approve all nominated appointments to the Comprehensive Planning and/or Farmland Preservation Planning and/or Park and Open Space Planning Citizen Advisory Committees comprised of the following: one representative (elected official or staff) from each local unit of government within Ozaukee County, 10-16 citizen/business representatives, a Southeastern Wisconsin Regional Planning Commission (SEWRPC) representative(s) and as deemed necessary a representative from the adjoining local units of government to Ozaukee County.
  5. Serve as the oversight committee/board for the Planning and Parks Department as it relates to the comprehensive, farmland preservation and/or park and open space plan for Ozaukee County.
  6. Shall consider all adoption, amendment or implementation matters regarding the comprehensive, farmland preservation and/or park and open space plan for Ozaukee County.
  7. Shall review and make written recommendations to the County Board of Supervisors on any changes to the Code of Ordinances as required by the creation, development or implementation of the Comprehensive Plan for Ozaukee County.
  8. Shall approve all contractual agreements undertaken as part of developing or implementing a comprehensive, farmland preservation and/or park and open space plan for Ozaukee County.
- (d) Reporting/Oversight: The Comprehensive Planning Board shall report directly to the County Board of Supervisors
- (8) Land Preservation Board: (10-74), (15-14)
- (a) Composition and Terms of Appointment:
1. Land Preservation Board shall consist of a minimum of seven members (as identified in a-f below) and a maximum of eleven members appointed by the County Administrator and confirmed by the County Board:
    - a. One (1) member from the Natural Resources Committee
    - b. One (1) member from the Comprehensive Planning Board
    - c. One (1) at-large member from the Ozaukee County Board of Supervisors
    - d. One (1) member from the Ozaukee Washington Land Trust

- e. One (1) resident citizen member with business/development/real estate expertise
  - f. Two (2) resident citizen members of Ozaukee County actively engaged in agriculture
  - g. Two (2) members from Ozaukee County residents
  - h. Two (2) at-large citizen representatives
2. Terms shall be three (3) years for elected officials and four (4) years for citizen members.
- (b) Powers and Duties:
- 1. The Land Preservation Board shall draft and present a Land Preservation Plan to the Ozaukee County Board of Supervisors for endorsement.
  - 2. Land Preservation Board shall implement the recommendations included in the Land Preservation Plan.
- (c) Oversight: Land Preservation Board shall report to the Natural Resources Committee and Comprehensive Planning Board.
- (9) Joint Board of Health: (16-10)
- (a) Composition: In accordance with the Multiple County Health Department Agreement for Ozaukee and Washington Counties creating the Washington Ozaukee Public Health Department, the Joint Board of Health shall be composed of nine persons that reflect the diversity of Ozaukee and Washington counties and who demonstrate an interest or competence in the field of public or community health.
- 1. Five board members shall be appointed by Washington County and four board members by Ozaukee County.
  - 2. Two of the members appointed by Washington County and two of the members appointed by Ozaukee County shall not be elected officials or employees of Ozaukee or Washington counties.
  - 3. A good faith effort shall be made to appoint a registered nurse, a physician, and a medical advisor when appointing members who are not elected officials and not employees of Ozaukee or Washington counties.
  - 4. Members of the Joint Board of Health shall serve for terms of three years, so arranged so that terms of one-third of the members shall expire each year.
- (b) Powers and Duties:
- 1. Assure the enforcement of state public health statutes and public health rules of the Department for a Level I local health department. The Board may contract or subcontract with a public or private entity to provide public health services. Any contractor's staff shall meet the appropriate qualifications for positions in a Level I health department per s. 251.04(1), Wis. Stats.
  - 2. Assure that the Washington Ozaukee Public Health Department shall at all times meet the standards of a Level I, II or III health department per s. 251.04(2), Wis. Stats.
  - 3. Adopt regulations for its own guidance and for the governance of the Washington Ozaukee Public Health Department, that are no less stringent and not in conflict with state statutes and rules for the state Department of Health Services, that it considers necessary to protect and improve public health per s. 251.04(3), Wis. Stats.

4. Report to the state Department of Health as required per s. 251.04(4), Wis. Stats.
  5. Meet at least quarterly per s. 251.04(5), Wis. Stats.
  6. Assess public health needs and advocate for the provision of reasonable and necessary public health services. Develop policy and provide leadership that fosters local involvement and commitment, emphasizes public health needs and advocates for equitable distribution of public health resources and complementary private activities commensurate with public health needs per 251.04(6), Wis. Stats.
  7. Assure measures are taken to provide an environment in which individuals can be healthy per s. 251.04(7), Wis. Stats.
  8. Employ qualified public health professionals, including a public health nurse to conduct general public health nursing programs under the direction of the Joint Board of Health and in cooperation with the state Department of Health Services per s. 251.04(8), Wis. Stats.
  9. Employ, at its option, one or more sanitarians to conduct environmental programs and other public health programs not specifically designated by statute as functions of the public health nurse and coordinate the activities of any sanitarian employed by the governing bodies of Washington and Ozaukee counties per s. 251.04(8), Wis. Stats.
  10. Prepare a budget of the proposed expenditures of the Washington Ozaukee Public Health Department for the ensuing fiscal year and determine the proportionate cost to each participating county on a per capita basis and submit a certified copy of the budget, which includes a statement of the amount required from each county, to the County Board of each participating county for determination of an appropriation per s. 251.11(1), Wis. Stats.
  11. Determine the compensation for the employees of the Washington Ozaukee Public Health Department per s. 251.11(2), Wis. Stats.
  12. Serve as the quasi-judicial body for appeals of enforcement action taken under the Food Safety Recreational Licensing program.
- (c) Reporting: The Joint Board of Health shall report to the Health and Human Services Committee of the County Board
- (10) County Energy Action Commission: (19-15)
- (a) Composition: The Energy Action Commission shall be comprised of:
1. Natural Resources Committee member
  2. Public Works Committee member
  3. Administration Center Building Superintendent
  4. Justice Center Building Superintendent
  5. Finance Director or designee
  6. Public Works Director or designee
  7. Land & Water Management Director or designee
  8. Lasata Senior Living Campus Maintenance Supervisor
  9. Planning & Parks Director or designee

10. Transit Superintendent
  11. UW Extension Director or designee
  12. Up to (3) Community members with expertise in energy issues appointed by the County Administrator
- (b) Powers and Duties
1. Assess historical and current energy use associated with county government operations
  2. Evaluate and recommend energy goals, practices, and policies
  3. Develop a plan of action with prioritized projects and funding recommendations to implement energy-related projects and initiatives
- (c) Reporting: The County Energy Action Commission shall report to the Public Works Committee of the County Board.





2.06 CITIZEN APPOINTEES: (10-74), (20-5)

- (1) 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.
  - (a) Attend at least seventy (70) percent of the meetings of the Committees, Boards, and Commissions to which they are appointed annually.
  - (b) Report to the Ozaukee County Clerk's Office when unable to attend meetings of their appointed Committees, Boards, and Commissions.
- (2) Attendance Policy: Members of the public appointed to represent Ozaukee County on Committees, Boards, and Commissions may be removed from their appointment for:
  - (a) Failure to comply with sections 1 and 2 as stated above.
  - (b) Consecutive absences of more than two (2) meetings.
  - (c) The Executive Committee will consider removal of citizen appointees on a case-by-case basis.
- (3) 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 attendance at such meetings and shall be paid the prevailing Internal Revenue Service mileage reimbursement 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. Commissioners shall also receive the same automobile travel allowance established for other officials and employees in a resolution annually adopted by the County Board.