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2018-2020 TERM**

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**SUBCHAPTER I  
COUNTY BOARD OFFICERS**

**7.01 DANE COUNTY BOARD OF SUPERVISORS.** The governing body of Dane County shall be known as the Dane County Board of Supervisors or the Dane County Board, hereinafter referred to as the board and its members as supervisors.

**7.02 OFFICERS. (1)** At the first meeting after each regular election at which supervisors are elected for full terms, the biennial organizational meeting, the board shall elect a chairperson, two vice-chairpersons, and two sergeants-at-arms. These officers shall serve two-year terms or until their successors are elected and qualified.

**(2) Removal of officers. (a)** Any supervisor may be removed from the position of chairperson, vice-chairperson, sergeant-at-arms, or any other position or appointment by the county board, chairperson or a committee, by a two-thirds vote of the members of the County Board. Officers serve at the pleasure of the body and may be removed at will.

**(b)** Removal under (a) shall be undertaken pursuant to a motion filed with the County Clerk at least thirty days prior to the meeting at which the motion is intended to be acted upon. In any proceeding before the board to remove an officer, no one other than a member of the County Board may speak or participate in the proceeding.

(c) Should any relationship between an individual affected by this section and the county board or the county be construed to constitute employment, including the status of department head conferred upon the chairperson, such employment shall be at will.

(d) A supervisor shall step down from his or her position as an officer if charges result in a felony conviction, the supervisor shall permanently forfeit his or her leadership position, and it shall be filled by the successor for the duration of the term. An election to fill the vacancy created by the successor shall take place as soon as practicable. If the chair must step aside temporarily, after 30 days the vice-chair shall receive a salary equivalent to that of the chair, as provided in sec. 7.04(4).

[History: (2) rep. and recr., Sub. 1 to OA 1, 2006-07, pub. 04/28/06; (2)(a) am., OA 1, 2012-13, pub. 4/26/12.]

### **7.03 DUTIES OF THE CHAIRPERSON. (1)**

The chairperson shall preside at all meetings of the board unless absent or otherwise temporarily vacating the chair. The chairperson shall retain voting privileges when a roll call vote is taken.

(2) The chairperson shall appoint each supervisor to only one standing committee of the board, other than the executive committee, and shall also appoint members to other committees or commissions as directed by the board. In accordance with s. 7.11(10), the chairperson shall consider the recommendations of the UW Extension Committee in the appointment of youth members to standing committees, except for the executive committee, as well as to boards and commissions as authorized by Chapter 15.

(3) The chairperson shall serve as the chairperson of the executive committee and may also appoint himself or herself to one other standing committee as a full member thereof. The chairperson shall have full rights as a member of the executive committee, including the right to vote and make motions. The chair may designate the first vice-chair to chair the Executive Committee in his or her absence.

(4) The chairperson may make interim committee appointments when necessary, however, no interim appointment shall be for a term in excess of 90 days. The membership limitations of subsection (2) above shall not apply in the case of interim appointments.

(5) Whenever any member of any committee or commission appointed by the chairperson is unable to perform the duties of such

appointment due to illness or other disability, the chairperson may declare such position temporarily vacant and appoint another member to fill the vacancy until the incumbent member is able to return and perform the duties.

(6) The chairperson shall be an ex-officio member of all committees, commissions and boards created by the board and may meet and deliberate in their meetings, may make motions, but may not vote while acting as ex-officio member. However, the chair may be counted as a member present for the purposes of reaching a quorum.

(7) When making appointments to a special committee, the county board chairperson shall consider appointing the supervisor of a district or districts which will be affected.

[History: (2) am., 04/15/86; (3) am., 04/19/88; (4) am., 04/15/86; (4) am., 04/19/88; (2) and (3) am., 04/21/92; (3) am. and (7) cr., 04/19/94; (2) and (3) am., OA 1, 2000-01, pub. 04/27/00; (6) am., Sub. 1 to OA 1, 2006-07, pub. 04/28/06; (3) am., OA 1, 2010-11, pub. 04/30/10; (2) and (6) am., OA 1, 2012-13, pub. 4/26/12; (2) am., Sub. 1 to 2016 OA-1, pub. 08/31/16; (2) am., Sub. 1 to 2018 OA-1, pub. 04/24/18.]

### **7.04 DUTIES OF VICE-CHAIRPERSONS. (1)**

The supervisor first elected as a vice-chairperson shall be the first vice-chairperson and first in order of succession to assume the duties of the chairperson. The second vice-chairperson shall assume the duties of the chairperson if neither the chairperson nor the first vice-chairperson is able to serve. The first vice-chairperson may act as chair of the Executive Committee in the absence of or at the direction of the county board chair.

(2) When the chairperson is absent from a board meeting, temporarily vacates the chair or is otherwise unable to preside, one of the following, in order and as able, shall preside: first vice-chairperson; second vice-chairperson. In the event of unavailability or other incapacity of all of these, a chairperson pro tem shall be elected. If the chair is unavailable, the first vice-chair can take provisional action until the chair is available.

(3) At meetings or events where the chairperson is to represent Dane County, in an official capacity, a vice-chairperson, in order of succession, may attend at the request of the chairperson or the board and receive per diem and mileage.

(4) In the event of absence from the county, disability or incapacity of the chairperson, a vice-chairperson, in order of succession, shall

assume all duties of the chairperson. After 30 days of acting as chairperson, the vice-chairperson shall receive a salary equivalent to that of the chairperson during the time such duties are assumed.

**(a)** Whenever it becomes apparent that the first vice-chairperson and the second vice-chairperson shall also be out of the county, the county board chairperson may designate any committee chairperson as acting county board chairperson.

**(5)** In the event of death or resignation of the chairperson, the first vice-chairperson shall assume the chair and shall be chairperson for the remaining term of office.

[History: (2) am., 04/15/86; (4) am. and (5) cr., 04/19/88; (4)(a) cr., 04/17/90; (1) am., OA 1, 2010-11, pub. 04/30/10; (2) am., Sub. 1 to 2018 OA-1, pub. 04/24/18.]

#### **7.05 DUTIES OF SERGEANTS-AT-ARMS.**

The sergeants-at-arms shall have the responsibility for maintaining order and decorum, ascertaining the presence of a quorum, and such other duties as directed by the chairperson during the meetings of the board.

*[7.06 - 7.10 reserved.]*

### **SUBCHAPTER II ORGANIZATION OF THE COUNTY BOARD**

**7.11 STANDING COMMITTEES. (1)** As soon as possible after election, the board chairperson shall appoint each supervisor to a standing committee. Such appointments shall be for the supervisor's full term. However, supervisors may request another committee assignment and, with the consent of the chairpersons of both the receiving and sending committees and the consent of the county board chairperson, and the agreement of one or more other supervisors as appropriate, be reassigned to another committee. No member may be reassigned more than once during a term.

**(2)** Except for the executive committee, no supervisor shall serve on more than one standing committee except on a temporary basis.

**(a)** Temporary appointments to standing committees shall not in any event be in excess of 90 days.

**(3)** Insofar as practical, each standing committee, other than the executive committee, shall have five or seven members, as designated by the chairperson at the time of committee organization.

**(4)** As soon as possible after appointments to standing committees have been made, each committee shall elect a chairperson, vice-chairperson and a secretary and promptly report the results of the election to the board. These officers shall serve two-year terms or until their successors are elected. Officers may be removed from office at the pleasure of the membership as provided in this subchapter.

**(a)** The county board chair may place a motion on a committee agenda to remove the chairperson, vice-chairperson, or secretary of a committee if, after a request to do so by members of the committee making up one less than a quorum, the committee chairperson fails or refuses to place the item on the agenda.

**(b)** The county board chair shall serve as a full voting member of a committee for the purpose of voting on removal of the chairperson, vice-chairperson, or secretary of a committee.

**(c)** Any supervisor may be removed from the position of chairperson, vice-chairperson, or secretary of a committee by a majority vote of members of the committee.

**(5)(a)** Standing committees may create subcommittees composed entirely of their own members or other supervisors or may call upon the assistance of non-supervisors in examining particular issues. Appointment to subcommittees and the selection of non-supervisory advisors shall be at the discretion of the committee chairperson.

**(b)** As soon as possible after creation of a subcommittee, the membership shall be reported to the county clerk and the county board office.

**(6)** Advisory panels created under sub. (5) above shall have no official standing and non-supervisory members shall not receive per diems unless created and approved through county board resolution.

**(7)** Standing committees shall have supervisory and policy oversight responsibilities for the departments, offices and other entities specified in these rules, to the extent permitted by law. All standing committees shall concern themselves with the formulation of county policy to be carried out by the departments for which they have oversight, and shall consult with the departments in formulating policy. Standing

committees shall continually monitor the performance of departments and agencies in carrying out the policies of Dane County, and shall review and make recommendations on the annual budgets of these departments, offices and agencies as provided for in s. 7.24. Standing committees shall have referred to them and act on all resolutions and ordinances affecting policy for any department, office or agency for which they have responsibility. A standing committee shall, at least annually, designate a particular meeting as a public forum for the express purpose of receiving citizen comment on the merits of the department or agency's program and the programs of the commissions, boards, agencies, county elective offices or independent agencies over which the standing committee has oversight.

**(9)** The standing committees of the Dane County Board shall be:

**(a)** The zoning and land regulation committee, a majority of whose members shall be from supervisory districts with at least 50% of the land area subject to the Dane County Zoning Ordinance;

**(b)** The executive committee shall be composed of the county board chairperson, the first vice-chairperson, and one member from each of the standing committees for purposes of this paragraph, the chairperson shall not be considered to be a member of that standing committee on which he or she sits; however, the first vice-chairperson shall be considered the representative from the standing committee on which he or she sits;

**(c)** The personnel & finance committee;

**(d)** The health & human needs committee;

**(f)** The public protection & judiciary committee;

**(g)** The public works & transportation committee; and

**(h)** The environment, agriculture & natural resources committee.

**(10)** Except for the executive committee, the chairperson, with consideration of the recommendations of the UW Extension Committee, shall appoint twelve to eighteen youth members to standing committees for a one-year term from June to May.

**(a)** Youth members must be Dane County residents in grades 10 - 12 and make application to serve through the Dane County Extension Department.

**(b)** Youth members shall have a non-binding advisory vote on standing committees, and boards and commissions as authorized by Chapter 15, and committee minutes should

record their votes separately as advisory. Youth members shall be given the same opportunities for committee participation and involvement as elected county supervisors.

**(c)** Committee closed sessions may not include youth members.

**(d)** Youth members shall not be counted for purpose of quorum.

**(11)** The Public Protection and Judiciary Committee and the Health and Human Needs Committee shall hold a joint meeting at least once a year to discuss mental health issues in the jail, court diversion programs, and other issues of common interest as determined by the chairpersons of the committees.

**[History:** (9)(b) am. and (2)(a) cr., 04/15/86; (3), (5) and (9)(b) am., 04/19/88; (9)(a) and (9)(d) am., 04/17/90; (2), (3), (7)(b), (8)(b) and (9)(b) am. and (9)(e) rep., 04/21/92; (1) am., 04/19/94; (7)(i) and (8)(g) cr., OA 8, 1995-96, pub. 06/30/95; (7)(b) and (8)(b) am., 04/16/96; (7) am. and (8) rep., 04/21/98; (2), (3) and (9)(b) am., OA 1, 2000-01, pub. 04/27/00; (9)(a) am., OA 1, 2002-03, pub. 04/29/02; (9)(a), (g) and (h) am., Sub. 1 to OA 1, 2004-05, pub. 05/13/04; (9)(h) am., OA 5, 2004-05, pub. 07/20/04; (9)(b) am., OA 1, 2010-11, pub. 04/30/10; (9)(a) and (b) am., OA 1, 2010-11, pub. 04/30/10; (4) am. and (10) cr., OA 1, 2012-13, pub. 4/26/12; (5) am. and (11) cr., 2014 OA-1, pub. 04/25/14; (10) am., 2014 OA-21, pub. 07/07/14; (10) am., Sub. 1 to 2016 OA-1, pub. 08/31/16; (10)(a) and (b) am., Sub. 1 to 2018 OA-1, pub. 04/24/18.]

**7.12 ZONING & LAND REGULATION COMMITTEE. (intro.)** The zoning & land regulation committee shall have the duty and responsibility to:

**(1)** Act as the supervisory committee for the land information office and the planning and development department, including survey, zoning, tax description and plat review functions.

**(2)** Act as the policy oversight committee for the register of deeds and the Dane County Board of Adjustment.

**(4)** Fulfill the zoning and subdivision control powers and duties enumerated in chapters 10, 74, 75 and 76, D.C. Ords.

**(5)** Advise the county board on all matters relating to zoning, land use and land regulation, and recommend policy and planning initiatives to the board and the planning director.

**(6)** Report to the county board regarding all proposed cemetery maps and plats in accordance with sec. 157.07, Wis. Stats.

**(7)** Review proposed amendments to the Dane County Comprehensive Plan, including amendments to town plans, and make recommendations to the County Board on amendments to Subchapter II of Chapter 82 of the Dane County Code of Ordinances.

**(8)** Act as the county's liaison to, and cooperate with, regional planning bodies.

**[History:** (2) am., 04/19/88; 7.12 (intro.) and (2) am., (3), (8) and (9) rep., 04/17/90; (1) and (2) am., 04/19/94; (1) and (7) am., 04/21/98; (intro.), (1), (2) and (5) am. and (7) rep., Sub. 1 to OA 1, 2004-05, pub. 05/13/04; (2) am., Sub. 1 to OA 1, 2006-07, pub. 04/28/06; (2) am., OA 1, 2008-09, pub. 04/24/08; (7) cr., OA 1, 2010-11, pub. 04/30/10; (1) and (5) am., (8) cr., Sub. 1 to 2018 OA-1, pub. 04/24/18.]

**7.13 THE EXECUTIVE COMMITTEE. (intro.)**

The executive committee shall have the duty and responsibility to:

**(1)** Act as the supervisory committee for the county board office and the Office for Equity and Inclusion,, and as the budgetary and policy oversight committee for the offices of the county clerk and county executive, including all divisions in the county executive's office.

**(2)** Prepare and submit to the board proposed rules as contained in this chapter; clarify the powers and duties of standing committees and other committees and commissions in accordance with state law; and review and make recommendations to the board on all proposed changes in board rules.

**(5)** Conduct reviews of and make recommendations on county board functioning and board support staff. Performance reviews of county board staff members will be presented annually in closed session to the executive committee at a date and time determined two weeks in advance by the committee.

**(6) (a)** The committee shall have the duty and responsibility to develop, review and make recommendations to the county board on proposals for legislation and administrative rules that may have a programmatic or fiscal impact on Dane County government.

**(b)** The committee shall act as the oversight committee for the legislative lobbyist.

**(c)** Any county board supervisor may introduce resolutions to be referred to the committee, as provided in these rules. County board supervisors, county elected officials, members of county commissions and boards, and staffpersons may submit legislative proposals directly to the appropriate oversight committee which shall refer the matter to the committee. Proposals may be submitted either at the request of the lobbyist or by individual or group initiative. Proposals may be submitted in writing or through a personal appearance before the committee.

**(d)** Except in emergency situations, as provided for under subsection (g) hereof, any

resolutions favorably acted upon by the committee shall be calendared for the next county board meeting following the committee meeting.

**(e)** Except in emergency situations, as provided for under subsection (g) hereof, only after county board approval may a legislative position be conveyed as a position of the Dane County Board by any Dane County elected official, member of committees, boards and commissions and staffpersons.

**(f)** Legislative positions of the county board shall be reviewed by the committee prior to the beginning of each new biennium of the Wisconsin Legislature and shall sunset unless renewed by action of the county board.

**(g) 1.** The committee shall have full authority to act in the name of the county board whenever time does not permit full county board review of any pending legislation.

**2.** In such urgent situations, the committee and lobbyist may begin promoting the committee position, provided the position receives approval by two-thirds of the executive committee members.

**3.** A position approved under this section shall be the official county position unless overturned by action of the county board. A position adopted under this section shall be submitted for county board approval for the next regular county board meeting following action under this subsection.

**4.** The lobbyist shall advise the members of the county board of any emergency position taken by the committee by placing the position, in motion form, in the supervisors' boxes in the county board office, and e-mailed to supervisors, within 2 working days of committee action.

**(7)** In conjunction with the office of the county board, oversee program reviews and audits conducted by county board staff or contractors, and review the results thereof.

**(8)** Review and make recommendations on those county executive appointments which are subject to county board confirmation. Where appropriate, the committee may hold hearings on such appointments.

**(9)** Formulate county board policy and act as liaison to other governmental units with respect to redistricting and re-apportionment.

**(10)** Oversee current sister-county relationships or other cooperative/exchange relationships with other governmental units, and make recommendations on such proposed relationships.

**[History:** (2) am., 04/19/88; (intro.) and (1) am. and (3) and (4) cr., 04/21/92; (1) - (4) renum. as (2) - (5), and (1) and (6) cr., 04/19/94; (3) rep., 04/16/96; (3) and (6)(b) am. and (7) and (8) cr., 04/21/98; (intro.) and (4) am., (1m) and (9) cr., OA 1, 2000-01, pub. 04/27/00; (1) and (4) am. and (1m) and (2) rep., Sub. 1 to OA 1, 2004-05, pub. 05/13/04; (1), (5) and (9) am., (3) rep. and a new (2) cr., Sub. 1 to OA 1, 2006-07, pub. 04/28/06; (2) and (6)(g) am. and (10) cr., OA 1, 2008-09, pub. 04/24/08; (1) am., (4) resc., Sub. 1 to 2016 OA-1, pub. 08/31/16.]

**7.14 THE PERSONNEL & FINANCE COMMITTEE. (intro.)** The personnel & finance committee shall have the duty and responsibility to:

- (1) Act as the supervisory committee for the department of administration.
- (2) Act as the policy oversight committee for the office of the county treasurer, the Dane County Library Board, the equal opportunity commission and the civil service commission.
- (3) Concern itself with matters relating to questions of wages, benefits, hours and conditions of employment for all county employees and other matters which are subject to the Employee Handbook or collective bargaining, and to make recommendations to the county board for final approval.
- (4) Act as the principal policy arm of the county board during the formulation of the county's annual budget. Consider and make recommendations to the county board on matters relating to county finances including the annual county budget, capital projects and borrowing relating to capital projects, resolutions for fund transfers, contracts and land acquisitions, and on all resolutions and requests for additional personnel, requests for reclassification requiring general fund transfers and for all new positions for all county departments and agencies.
- (5) Consider the fiscal impacts of all requests for additional personnel, new positions and reclassifications.
- (6) With the cooperation and approval of the county executive, approve or deny all requests for capital outlay line item transfers in accordance with sec. 65.90(5)(b), Wis. Stats.
- (7) Concern itself with matters relating to banks, bonds, the collection of delinquent taxes and the sale of tax-deeded properties and to make reports to the county board.
- (8) Examine and settle the accounts of all county departments, to ensure that the expenditures of all officers and departments are limited to the amount appropriated.
- (9) Examine, audit and approve for payment all current accounts of the county where the

amount does not exceed appropriated funds in the current budget except that the committee may refer any current account to the county board for board consideration; and audit and approve for payment all expenses in accordance with and under chapter 20, D.C. Ords.

(10) Develop guidelines for and review and accept by motion recorded in its minutes proposed in-kind donations valued at over \$300, and report to the board on all proposals involving cash donations.

(11) Exercise oversight over all matters relating to the care, inventory and disposition of the county's movable property.

(12) Oversee the administration of chapter 18, D.C. Ords. (the civil service system), the Employee Handbook, various collective bargaining agreements, the unemployment compensation insurance program and the workers' compensation insurance program.

(13) Monitor safety programs for Dane County employees.

(14) Prior to the commencement of bargaining with labor organizations, establish parameters in the negotiation of wages and benefits.

(15) By March 15<sup>th</sup>, at the latest of even numbered years, consider and make recommendations to the full board on a compensation package for all county elected officials except county executive and county board supervisors. In making such recommendations, the committee shall utilize the job evaluation methodology then in effect for managerial and professional employees, and use the results of the methodology as one factor in their recommendation. The recommendation will be for a fixed and specific annual amount, for each year of the respective upcoming term of office.

(16) Prior to November 1 of the year preceding a year in which an election for the position of county executive is to be conducted, consider and make recommendations to the full board on a compensation package for that office, utilizing the job evaluation methodology then in effect for managerial and professional employees and use the results of the methodology as one factor in their recommendation.

(17) Consider and make recommendations to the full board on compensation for nonrepresented employees.

(18) Prior to November 15 of odd numbered years, consider and make recommendations to the full board on a compensation package for

the county board supervisors to be elected at the succeeding spring election.

**(19)** The committee shall review and periodically make recommendations to the county board on information technology needs and shall provide an updated information technology strategic plan to the county board annually by June 1<sup>st</sup>.

**(20)** Focus on long range planning with respect to taxation, revenue projections, spending and borrowing.

**[History:** (9) cr., 04/15/86; (8) am. and (10) cr., 04/19/88; (intro.) and (2) am. and (3) and (10) am. and as am., renum. as (4) and (11), and (3) cr., and (4) - (9) renum. as (5) - (10), 04/21/92; (12) - (18) cr., 04/21/92; (1) am., 04/19/94; (9) am., OA 41, 1994-95, pub. 05/12/95; (10) am., OA 8, 1995-96, pub. 06/30/95; (3), (4) and (14) am., 04/16/96; (2) and (4) am., (19) cr., OA 1, 2000-01, pub. 04/27/00; (15) am., OA 5, 2002-03, pub. 08/13/02, eff. 08/14/02; (1), (2) and (4) am., Sub. 1 to OA 1, 2004-05, pub. 05/13/04; (1) am., Sub. 1 to OA 1, 2006-07, pub. 04/28/06; (1) and (19) am., OA 1, 2008-09, pub. 04/24/08; (15) am., OA 48, 2009-10, pub. 02/01/10; (3) and (12) am., (20) cr., Sub. 1 to 2016 OA-1, pub. 08/31/16; (19) am., Sub. 1 to 2018 OA-1, pub. 04/24/18.]

**7.15 THE HEALTH & HUMAN NEEDS COMMITTEE. (intro.)** The health & human needs committee shall have the duty and responsibility to:

**(1)** Act as the supervisory committee for the Dane County Youth Commission, the area agency on aging board of directors, the veterans service office and the human services department.

**(2)** Act as the policy oversight committee for the Dane County Housing Authority, the commission on sensitive crimes, the specialized transportation commission, and the Dane County Humane Society.

**(3)** Monitor, coordinate and advise the county board on all aspects of human service policy and delivery in Dane County to the extent permitted by law.

**[History:** (1) am., (3) and (5) rep., 04/15/86; (1) rep., (2) renum. as (1) and as renum., am.; and (2) cr., 04/19/88; (intro.) and (1) am., 04/17/90; (3) cr., 04/16/96; (1) am., Sub. 1 to OA 1, 2004-05, pub. 05/13/04; (3) am., OA 1, 2010-11, pub. 04/30/10; (2) and (3) am., (4) renum., OA 1, 2012-13, pub. 04/26/12; (2) am., 2014 OA-1, pub. 04/25/14; (2) am., Sub. 1 to 2018 OA-1, pub. 04/24/18.]

*[7.16 reserved.]*

**[History:** 7.16 rep., 04/21/92.]

**7.17 THE PUBLIC PROTECTION & JUDICIARY COMMITTEE. (intro.)** The public protection & judiciary committee shall have the duty and responsibility to:

**(1)** Act as the supervisory committee for the corporation counsel, family court commissioner, family court counseling service, public safety communications center, the juvenile court program, emergency management department, medical examiner, and on all matters pertaining to telecommunications and emergency medical services.

**(2)** Act as the policy oversight committee for the Dane County Local Emergency Planning Committee, offices of sheriff, district attorney and clerk of courts, and the Dane County court system.

**(6)** Settle all claims, other than claims of employees against the county, in amounts not exceeding \$10,000 and authorize the corporation counsel to litigate, defend or settle any such claim.

**(7)** The committee is empowered to make settlement offers in those claims and lawsuits where the county executive has reviewed the matter and made a recommendation and where the committee finds it is in the best interests of Dane County to settle, provided that any such settlement which is over \$10,000 shall be sent to the personnel & finance committee for eventual routing to the county board as a bill and account over \$10,000. All settlements shall be reported to the board monthly.

**(8)** Concern itself with the enforcement of Dane County Ordinances.

**[History:** (1), (2) and (8) am., 04/15/86; (6) am. and (7) cr., 04/19/88; (8) renum. from (7), 04/19/88; (7) am., 04/21/92; (1) am., 04/19/94; (4) rep., 04/21/98; (3) rep., Sub. 1 to OA 1, 2004-05, pub. 05/13/04; (5) rep., Sub. 1 to OA 1, 2006-07, pub. 04/28/06; (1) and (2) am., OA 1, 2012-13, 4/26/12; (2) am., 2014 OA-1, pub. 04/25/14.]

**7.18 THE PUBLIC WORKS & TRANSPORTATION COMMITTEE. (intro.)** The public works & transportation committee shall have the duty and responsibility to:

**(1)** Act as the supervisory committee for the department of public works, highway and transportation, department of waste and renewables, the Dane County Parking Ramp, and the Alliant Energy Center of Dane County.

**(2)** Act as the policy oversight committee for the Dane County Regional Airport Commission, the solid waste and recycling ad hoc subcommittee, the Dane County Zoo Commission, all regional transportation planning, and all rail transit commissions to which the county is a party. The committee may create an ad hoc subcommittee, including both standing committee members and citizen members, with appointments by the chair.

**(3)(a)** Act as the county highway committee under sec. 83.015, Stats., and as such, perform the powers and duties relating to county highways authorized by chapter 83, Wis. Stats., and other applicable statutes.

**(b)** Concern itself with all matters relating to parking and transportation policies and make recommendations thereon to the county board.

**(c)** Administer the county trunk highway access control regulations, chapter 79, D.C. Ords.

**(d)** In the name of the county, contract with municipalities for the construction and maintenance of streets in accordance with chapter 25, D.C. Ords.

**(e)** Serve as liaison for transportation issues with the metropolitan planning organization (MPO).

**(4)** On its own or through an advisory committee established by the committee or county board, assure compliance with and exercise the authority set forth in Chapter 54, D.C. Ords., relating to the Alliant Energy Center of Dane County.

**(6)** Oversee the development and implementation of sustainable practices for county facilities, including the possible use of alternative energy sources and energy efficient measures in the construction, improvement, repair or maintenance of county buildings and grounds; and the development of greenhouse gas benchmarks and monitoring of emissions from county facilities and fleet.

**(7)** Advise the county board on all matters relating to building maintenance and the construction, improvement, repair or maintenance of county buildings and grounds, not specifically delegated to other committees or officials, and on all matters pertaining to solid waste; allocate all space for all units of county government in all county controlled facilities after consultation with affected communities.

**(8)** Oversee the services of architects or engineers for making surveys and estimates of proposed work, as directed by the county board.

**(9)** Oversee the preparation of specifications and letting of bids for public works projects subject to the authorization or ratification and approval of the county board.

**(10)** The committee shall address the space and real estate needs of the county, both short-term and long-term. On major projects the committee shall meet jointly with the oversight committee for the affected department. On lesser projects, the committee chairperson may

appoint a subcommittee to meet with the appropriate oversight committee.

**[History:** (3) rep., 04/15/86; (2), (6) and (7) am. and (10) rep., 04/19/88; (1) am., 04/17/90; (8), (9) and (10) am., 04/21/92; (2) am. and (6) rep., 04/19/94; (2) and (5) am., OA 7, 1997-98, pub. 09/02/97; 7.18 am., Sub. 1 to OA 1, 2004-05, pub. 05/13/04; (2) am. and (3)(e) cr., Sub. 1 to OA 1, 2006-07, pub. 04/28/06; (6) cr., OA 1, 2008-09, pub. 04/24/08; (1) and (2) am., Sub. 1 to 2018 OA-1, pub. 04/24/18; (1) am. and (5) resc., Sub. 1 to 2018 OA-25, pub. 12/6/18.]

## **7.19 THE ENVIRONMENT, AGRICULTURE & NATURAL RESOURCES COMMITTEE.**

**(intro.)** The environment, agriculture & natural resources committee shall have the duty and responsibility to:

**(1)** Act as the supervisory committee for university extension, land and water resources department (including operational programs and budget for lakes management and aquatic weed control), and the lakes & watershed commission (for budget review purposes only).

**(2)** Act as the policy oversight committee for the Dane County Parks Commission and the Dane County Food Council.

**(3)** Advise the county board on all matters relating to agriculture and the conservation of natural and environmental resources in Dane County, and confer and cooperate with any other agency interested in environmental quality and conservation.

**(4) (a)** Provide policy direction, and make program recommendations, on county initiatives which impact the environment, agriculture and natural resources of Dane County. Monitor private and public developments with regional impacts and make recommendations to the board to minimize the impact on the environment, agriculture and natural resources.

**(c)** Review current county policies, plans and ordinances related to land use and development to determine whether revisions are necessary, and work with other county board committees to develop necessary changes.

**(e)** Monitor state land use planning efforts and make recommendations on land use and development issues to the executive committee regarding the county's legislative agenda.

**(5)** Cooperate with the Board of Health for Madison and Dane County, the Dane County Department of Planning and Development, the area-wide water quality planning agency, the Wisconsin Department of Commerce, the Wisconsin Department of Agriculture, Trade and Consumer Protection and the Department of Natural Resources on all matters relating to

water resources and pollution control, as appropriate.

**[History:** (5) and (6) rep., 04/21/92; (1) am., 04/19/94; 7.19 rep. and recreated, Sub. 1 to OA 1, 2004-05, pub. 05/13/04; (intro.) am., OA 5, 2004-05, pub. 07/20/04; (1), (2), (4)(a) and (5) am. and (7) cr., Sub. 1 to OA 1, 2006-07, pub. 04/28/06; (5) am., OA 1, 2008-09, pub. 04/24/08; (2) and (4) am. and (6) rep., OA 1, 2010-11, pub. 04/30/10.]

**[History:** 7.195 cr., 04/19/94; rep. 04/21/98; (4)(d) and (7) rescinded, Sub. 1 to 2018 OA-1, pub. 04/24/18.]

**7.20 OTHER COMMITTEES OF THE COUNTY BOARD. (intro.)** The following are constituted as continuing committees of the county board:

**(1) City-County Liaison Committee.** County members of this committee shall be four (4) in number: three supervisor members appointed by the county board chairperson; and the county executive. The county executive may appoint one of his or her executive assistants to serve as a designee on the committee with full voting rights. The committee shall concern itself with matters of mutual interest to the City of Madison and the County of Dane.

**(a)** The City-County Liaison Committee shall have two chairs, one representing the City of Madison and one representing Dane County. Only county members may vote for the election of the county co-chair and only city members may vote for the election of the city co-chair.

**(2) Land Conservation Committee.** The land conservation committee shall be composed of the same supervisor members appointed by the county board chairperson to the Environment, Agriculture, Natural Resources Committee, and one additional supervisor, together with the chair-person of the farm services agency county committee or his or her designee. At least two members of the land conservation committee shall be members of the university extension committee. The committee shall function as the land conservation committee in accordance with chapter 92, Wis. Stats. The committee shall have the powers set forth in sec. 92.07, Wis. Stats., and shall coordinate all matters relating to agriculture and soil and water use and conservation in the county, in cooperation with any interested governmental agency.

**(3) University Extension Committee.** The university extension committee shall be composed of at least five (5), but no more than nine (9), supervisor members appointed by the county board chairperson. At least two members of the university extension committee shall be members of the land conservation

committee. The committee shall function as the agriculture and extension education committee in accordance with sec. 59.87, Wis. Stats., and within the limits of funding appropriated by the county board, shall have the powers set forth in said statute. The committee shall be the oversight committee for the Dane County Fair Association and shall review dog claims under chapter 174, Wis. Stats., and on behalf of the county, approve, approve in part or deny such claims according to the standards set forth in the statutes except that approved claims over the amount of \$1,500 shall be brought to the full board before payment.

**[History:** (1) am. and (3), (4) and (5) cr., 04/15/86; (1) rep. and recr., and (3) and (4) am., 04/19/88; (5) rep., 04/17/90; (1) (intro.) and (4) am., 04/21/92; (5) cr., 04/21/92. See also Res. 256, 1985-86; (1) rep., and (2) am., 04/19/94; (2) am., Sub. 2 to OA 55, 1996-97, pub. 06/17/97; (5) rep., 04/21/98; (4) am., OA 7, 1998-99, pub. 08/04/98; (intro.) and (4) am., (3) cr., OA 1, 2000-01, pub. 04/27/00; (6) and (7) am., OA 2, 2000-01, pub. 06/01/00; (3) am., OA 1, 2002-03, pub. 04/29/02; (2) and (4) am. and (3) rep., Sub. 1 to OA 1, 2004-05, pub. 05/13/04; (4) rep., Sub. 1 to OA 1, 2006-07, pub. 04/28/06; (3) cr., OA 1, 2008-09, pub. 04/24/08; (3) rescinded, Sub. 1 to OA 24, 2011-12, pub. 12/12/11; 7.20 renum. and (1)(a) cr., Sub. 1 to 2016 OA-1, pub. 08/31/16; (2) am., 2018 OA-1, pub. 04/24/18; (2) and (3) am., 2018 OA-3 as am., pub. 08/30/18.]

**7.21 STAFF ASSISTANCE FOR STANDING COMMITTEES. (1)** At the option of the committee, staff assistance by an employee shall be provided by the department or office designated by the committee from those for whom the committee acts as supervising committee or oversight committee.

**(2)** Assignments to staff shall be restricted to clerical, secretarial or factfinding and not policymaking functions.

**[History:** (1) am., 04/15/86; (1) am., OA 27, 1994-95, pub. 03/22/95.]

**7.22 SCHEDULING, NOTICE AND CONDUCT OF MEETINGS OF COMMITTEES. (intro.)** When *committee* is used in this section and sec. 7.23, it shall mean and include all committees, subcommittees, commissions, boards or other agencies exercising delegated powers of the board or otherwise subject to the control, selection or approval by the board.

**(1)** All meetings of committees shall be conducted in strict accord with the open meetings laws of the State of Wisconsin.

**(2)** Copies of the Wisconsin Open Meetings Law shall be available for review in the Office of the County Board and County Clerk's Office.

**(3)(a)** When closed or executive sessions are permitted by statute, the chairperson shall publicly announce the closed or executive session and explain briefly the reasons as authorized by statute. The announcement and reason shall be duly recorded in the minutes. Any case of doubt as to legality shall be resolved in favor of an open meeting.

**(b)** A county official or employee shall not disclose confidential information that has been acquired by being present at a closed session authorized by Wisconsin Statutes s. 19.85. For purposes of this section, “confidential information” means any communication in a closed session that is specifically related to the agenda item that is authorized to be considered in closed session.

**(4)** Open meetings shall be held in public buildings or other places accessible to the handicapped as well as to the general public.

**(5)** There shall be no smoking at a committee meeting.

**(6)** A copy of the agenda, including the time and place of the meeting and of the matters to be discussed, shall be given to the county clerk by noon on the Friday prior to the week in which the meeting will occur for posting on the bulletin board in his or her office and such other place(s) in the City-County Building which provide prompt and sufficient notice to the public as soon as possible after scheduling but no less than 24 hours prior to the meeting.

**(a)** Resolutions and ordinances shall be placed on an agenda by including a clear reference to the ordinance amendment's or resolution's title and number.

**(b)** The chairperson of a committee to which a resolution or ordinance has been referred shall place the item on the committee's agenda within 60 days of the date of referral unless requested by the sponsor to delay consideration.

**(c)** A committee chair may place any resolution or ordinance amendment on the committee agenda, even if the item has not been referred to the committee by the Board chair. The vote on such an item shall be considered advisory and is not required to return the item to the full County Board for consideration.

**(7)** No committee may take action on any item which has not been posted with the agenda as specified in subsection (6) hereof (24 hour notice) unless:

**(a)** A delay to comply with the provisions of subsection (6) hereof would result in needless

expense to Dane County, would endanger health or safety or would render any action of the committee meaningless, and

**(b)** There can be demonstrated a good faith effort to provide as much notice as possible to the public and the news media of the consideration of the item to be added to the agenda, and

**(c)** The special consideration is not an attempt to avoid the provisions of the Dane County Board rules, and

**(d)** Notice of the special consideration has been posted with the committee agenda for at least two hours as required by sec. 19.84(2), Wis. Stats.

**(8)** The minutes of any meeting during which an item receives such special consideration shall indicate that the consideration was an addition to the posted agenda and that the minimum posting requirements have been met.

**(9)** The procedures in this rule shall apply to meetings called under emergency situations insofar as practicable. In no case may an emergency meeting be held without at least a two hour notification and an attempt to inform the news media of the time, place and subject matter to be considered.

**(10)** Members constituting at least one less than a majority of the committee may call a meeting of the committee or place a particular item on the agenda if, after a request to do so, the chairperson fails or refuses to call a meeting or place any particular item on the agenda.

**(11)** In the event a scheduled meeting must be canceled, the chairperson shall provide timely notification to the county clerk and other committee members and to the public. In the event a committee meeting is cancelled on the day of the scheduled meeting, the chair shall arrange for conspicuous written notice to be posted at the entrance of the location where the meeting was to be held, and on the county website.

**(12)(a)** In order to encourage civic participation, meetings of County Board and committees shall not be scheduled on holidays or on the day of any statewide or countywide election. If necessary for consideration of time-sensitive matters, committees may meet on the day of an election at the direction of both the committee chair and board chair. The County Board chair shall consider holidays and elections when developing the annual schedule of County Board meetings.

**(b)** The Office of Equity and Inclusion shall annually issue a memorandum delineating days

and times on which meetings should not be scheduled.

**(13)** A child under the age of 18 of any parent otherwise authorized to be present at a committee meeting is authorized to be seated with their parent at the meeting.

**(14)** Committee members may participate in a meeting via telephone or other electronic media but cannot be counted for quorum or vote.

**[History:** (6)(a) cr., 04/15/86; (intro.) and (5) am. and (10) cr., 04/19/88; (10) am., 04/17/90; (10) am., 04/21/92; (6), (7) and (10) am. and (11) cr., 04/19/94; (6)(b) cr., 04/16/96; (2) am., 04/21/98; (11) am., Sub. 1 to OA 1, 2004-05, pub. 05/13/04; (3), (6), and (11) am., 2014 OA-1, pub. 04/25/14; (6)(c) and (12) cr., Sub. 1 to 2016 OA-1, pub. 08/31/16; (12) am., 2017 OA-35, pub. 11/21/17; (13) cr., 2017 OA-42, pub. 1/25/18; (12)(a) am. (14) cr., Sub. 1 to 2018 OA-1, pub. 04/24/18.]

### **7.225 PUBLIC APPEARANCES AT COMMITTEE MEETINGS.**

**(1)** The agenda for each committee meeting shall contain an item titled public comment at which point on the agenda any member of the public shall be allowed to speak on any issue which is not on the agenda or, with the consent of the committee, any issue over which the committee has jurisdiction. Persons wishing to speak shall first file with the committee or its staff a form complying with s. 8.10. Copies of the form shall be made available at the meeting.

**(2)** If necessary at a particular meeting to ensure public comment is received from all those interested in testifying and the committee has sufficient time to conduct all scheduled business, the chairperson may limit the time for each speaker to 3 minutes, exclusive of time allotted to questioning by committee members.

**(a)** If a committee has taken testimony on an item and the same committee considers action on the item at a separate meeting, the public shall not have the opportunity to testify if that same item appears on subsequent agendas of the same committee. Items are not considered to be the same item if a new amendment has been posted and the public has not had the opportunity to testify on the new amendment.

**(3)** The limitations of this section shall not apply to county officials or employees as permitted by the committee.

**[History:** cr., 04/19/94; (1) am., OA 1, 2000-01, pub. 04/27/00; (2)(a) cr., OA 1, 2012-13, pub. 04/26/12; (2) am., Sub. 1 to 2016 OA-1, pub. 08/31/16; (2)(a) am., Sub. 1 to 2018 OA-1, pub. 04/24/18.]

**7.23 MINUTES OF MEETINGS.** **(1)** Minutes shall be kept of all committee meetings and a copy filed with the county clerk within five days after the meeting except that minutes from

meetings held on Mondays, Tuesdays or Wednesdays of a week in which the county board calendar is prepared shall be given to the clerk by 9:00 a.m. on the day which is 7 days before the next board meeting.

**(2)** The minutes shall include the following:

**(a)** Name of committee.

**(b)** Date, hour, location of meeting and time of adjournment.

**(c)** Separate listings of committee members present and absent.

**(d)** Each matter considered and the action taken.

**(e)** Persons appearing, other than supervisors, the matter on which they appear and the position taken.

**(f)** Positions of supervisors or members of the committee or any information furnished, shall be recorded only if so requested by that member or supervisor.

**(g)** Minutes shall reflect action taken but shall be kept as brief as possible.

**(h)** Any resolution or ordinance amendment voted on in committee will contain immediately after its recommendation a statement of the numerical vote in committee. When a roll call is taken or when people wish to be recorded as voting "yes" or "no," names of members and their votes shall be recorded. All references to ordinances and resolutions in minutes of committees shall include the number of the resolution or ordinance amendment.

**(i)** Attendance shall be reflected in the minutes each time a member arrives or leaves to ensure accuracy in recording of votes.

**[History:** (2)(h) am., 04/15/86; (1) am., 04/21/92; (2)(c) am., 04/21/98; (2)(i) cr., Sub. 1 to 2018 OA-1, pub. 04/24/18.]

**7.24 BUDGETARY REVIEWS.** **(1)** Each committee shall consider and make recommendations on the proposed budgets of each department, agency and office under its supervision or for which it has policy oversight functions.

**(2)** At least one full committee meeting shall be scheduled to consider such proposed budgets, with the public invited to attend.

**(3)** Budget amendments that have been drafted and provided to committee staff prior to the posting of the committee agenda will be included in a packet of amendments as an attachment to the operating or capital budget resolution. The committee may, pursuant to a suspension of the rules, consider budget amendments drafted after the agenda has

posted. The sponsor of the amendment that has not been included in the amendment packet attached to the posted agenda shall bring copies of the amendment to the committee meeting for distribution to committee members and the public prior to any action on the amendment.

(4) Each committee shall have an obligation to monitor the current year's budget of each department, agency or office for which it has responsibilities to assure compliance with budgetary limitations.

[History: (1) am., 04/15/86; 04/19/94; (3) renum. to (4) and (3) cr., Sub. 1 to 2016 OA-1, pub. 08/31/16.]

**7.25 FISCAL NOTES.** All resolutions and ordinances involving the expenditure or receipt of funds shall carry a fiscal note using a form approved by the personnel & finance committee which details the resolution's impact upon county finances. A resolution or ordinance amendment which does not have attached a fiscal note shall not be forwarded to the county clerk for introduction, unless the resolution or ordinance amendment is directly introduced by a supervisor.

[History: am., 04/19/94; am., 2014 OA-1, pub. 04/25/14.]

*[7.26 - 7.50 reserved.]*

### SUBCHAPTER III PROCEDURAL RULES OF THE DANE COUNTY BOARD

**7.51 MEETINGS.** (1) The dates and time of the regular meetings of the Dane County Board shall be, to the extent practicable, the first and third Thursday of each month at 7:00 p.m. The County Board Chair will announce the schedule of regular meetings for the following calendar year no later than December 15<sup>th</sup>.

(2) Adjournments of the board shall be to the date set in the motion for adjournment except that in such circumstances as he or she may determine merit a special meeting, the chairperson may call a special meeting in compliance with the Wisconsin Open Meetings Law.

(4) The chairperson may cancel any regularly scheduled meeting upon such advance notice as is practicable under the circumstances.

(5) In the event of cancellation of any regularly scheduled meeting, resolutions and ordinances may be introduced through timely submission to the county clerk.

(6) In order to encourage civic participation, meetings of the County Board shall not take place on holidays or on the day of any general election. The County Board chair shall consider holidays when developing the annual schedule of County Board meetings.

(7) During the fall budget session, the county board may designate meetings at which no matters other than the annual budget may be considered. At such meetings, no public testimony or registrations shall be taken, provided a public hearing has been held on the budget prior to the budget meeting.

(8) Motions to adjourn shall be debatable.

(9) The board may meet as a committee of the whole at the call of the county board chairperson. At such meetings, no votes will be taken on resolutions, ordinances, ordinance amendments or budget amendments formally pending before the board. During such meetings, there shall be no limits on debate and no person not a member of the board shall be allowed to speak except upon invitation of the board. Such meetings shall be considered regular meetings of the county board, except that this section shall govern procedures for conducting the meeting.

(10) The county board chairperson may schedule a meeting of the county board as a public hearing, solely for the purpose of taking public comment on a resolution, ordinance, ordinance amendment or other matter formally pending before the board.

[History: (2) am. and (3), (4) and (5) cr., 04/15/86; (1) am. and (9) and (10) cr., 04/19/94; (9) am., 04/16/96; (2) am. and (3) and (6) rep., 04/21/98; (1) am., Sub. 1 to OA 1, 2006-07, pub. 04/28/06; (1) and (7) am., OA 1, 2010-11, pub. 04/30/10; (6) cr., Sub. 1 to 2015 OA-25, pub. 01/20/16; (6) am., Sub. 1 to 2016 OA-1, pub. 08/31/16.]

### **7.52 RESOLUTIONS; FORM.**

(1) All resolutions and ordinance amendments shall be sponsored by a supervisor in order to be forwarded to the county clerk for introduction. Only supervisors may sponsor resolutions and ordinance amendments. Supervisors shall indicate their district number after the signature. Supervisors may indicate sponsorship or a change in sponsorship until the item is acted upon by the county board, by so notifying the county clerk. All resolutions and ordinance amendments must be received by the county clerk by noon on the day of the board meeting to be introduced. The county clerk shall provide each primary sponsor with a copy of the proposed legislation at the board

meeting so that it may be circulated for additional signatures.

(2) The chairperson may require that any particular motion be submitted in writing and signed by the supervisor making the motion.

(3) The primary sponsor shall be designated at the time the item is forwarded to the county clerk for introduction.

(4) Each resolution and ordinance amendment shall be prefaced by a clause briefly stating its substance, and should the passage of a resolution or ordinance amendment require the expenditure of money, a provision for the appropriation shall be included.

(5) Copies of all resolutions and ordinance amendments referred to committee shall be available electronically by the Monday following their introduction. Copies shall be placed in a member's box in the county board office upon request.

(6) All ordinance amendments shall be drafted by the Corporation Counsel or reviewed by Corporation Counsel prior to introduction. If review is not accomplished within 30 days, the item may be introduced.

[History: (3) and (5) am., 04/15/86; (6) cr., Sub. 1 to OA 1, 2004-05, pub. 05/13/04; (3) am., Sub. 1 to OA 1, 2006-07, pub. 04/28/06; (5) am., OA 1, 2008-09, pub. 04/24/08; (1) and (5) am., OA 1, 2012-13, pub. 04/26/12; (1) and (3)-(6) am., 2014 OA-1, pub. 04/25/14.]

### 7.53 RESOLUTIONS; REFERRALS.

(1) All resolutions and ordinance amendments shall be referred by the chairperson to the proper standing committee or committees, and shall also be referred to boards and commissions, if relevant, for study and consideration before action is taken by the county board. Petitions for amendment of a zoning ordinance shall be referred to committee by the county clerk, as provided for in sec. 59.69(5), Wis. Stats. Claims for denial by the County's insurance shall be considered by the Public Protection and Judiciary Committee for final recommendation to the county board.

(2) Except as authorized by state law, no board or commission may consider a resolution or ordinance amendment prior to its introduction to the county board.

(3) The county board may, by way of an adopted motion, refer resolutions, ordinances and ordinance amendments which are being considered by the board to committees, or refer them to committees that have already considered them.

[History: (1) am., (3) cr., OA 1, 2000-01, pub. 04/27/00; (2) am., OA 1, 2012-13, pub. 04/26/12; (1) am., 2014 OA-1, pub. 04/25/14; (2) am., Sub. 1 to 2016 OA-1, pub. 08/31/16.]

### 7.54 RESOLUTIONS; COMMITTEE REPORTS. (1)

When referred to both standing committees and continuing committees, boards or commissions, a resolution or an ordinance shall be considered reported to the county board for action when the standing committee(s) makes a recommendation to the county board, provided the continuing committees, boards or commissions have had a reasonable opportunity to make a recommendation thereon.

(2) A supervisor may move to place a resolution or ordinance amendment on the county board agenda. A motion to place a resolution or ordinance amendment on the county board agenda may be made at a county board meeting only after at least 45 days have elapsed from the date of referral and the motion will be placed on the county board agenda for the next regular county board meeting. If the motion is approved by a majority of the supervisors present at that meeting, the resolution or ordinance amendment shall be placed on the agenda for action at the next regular county board meeting. However, for a resolution or ordinance amendment referred to committee by the county board, a motion to place the item on the agenda may be made at any time.

[History: (1) am., 04/15/86; (1) am. and (3) rep., 04/21/92; (2) am., 04/16/96; (1) and (2) am., OA 1, 2000-01, pub. 04/27/00; (2) am., OA 15, 2008-09, pub. 10/02/08; (2) rep. and recr., OA 1, 2012-13, pub. 04/26/12; (2) am., 2014 OA-1, pub. 04/25/14.]

### 7.55 RESOLUTIONS; HOW PROCESSED IN COMMITTEE. (1)

The sponsor of any resolution, ordinance or ordinance amendment and the affected department head shall be personally invited to discuss it by the chairperson of the particular committee receiving the referral, when the sponsor's resolution, ordinance or ordinance amendment is to be considered, at a date which is agreeable to both the committee chairperson and the sponsor.

[History: (1) am., 04/19/88.]

### 7.56 RESOLUTIONS; FISCAL ANALYSIS.

(1)(a) The introduction of a resolution or ordinance involving the expenditure or receipt of funds or which establishes or changes a county policy, shall be accompanied by a fiscal or policy note, or both, as appropriate. A fiscal

note shall detail the resolution's or ordinance's effect on county finances, detailing projected expenditures for the current and subsequent years, including any applicable state and federal offsetting revenues. Fiscal notes for resolutions that authorize borrowing, shall include information regarding the term of borrowing, unless the information is already included in the resolution itself. A policy note shall be concise and shall identify the existing policy, if any, on the issue; and the existing practice if there is no formally adopted policy; and specify the impact on existing county policy or practice. Fiscal and policy notes shall be on a form approved by the personnel & finance committee.

**(b)** Whenever an ordinance amendment creates a new fee or changes an established fee, the ordinance amendment shall be accompanied by an analysis of the costs incurred in providing the service associated with the fee. All fee analyses shall be on a form approved by the personnel & finance committee.

**(1m)** Prior to being forwarded to the county clerk for introduction, any resolution or ordinance amendment involving the expenditure or receipt of funds must be reviewed by the controller and shall be accompanied by a fiscal note, unless the item is directly introduced by a supervisor. Should amendments or substitutes be developed, the department initiating the item shall be responsible for updating the fiscal note.

**(2)** Resolutions or motions to award contracts shall include the amount of money involved in the contract, the term of the contract, the name and address of the contractor, and a reasonably informative description of the goods or services or other items to be provided.

**(3)** Copies of all such contracts, signed by the other party, shall be in the county board chambers and in the possession of the county clerk at the time they are considered. This requirement shall not apply to inter-governmental agreements or other contracts with another governmental body. Contracts shall not be modified after county board approval unless provided for by county board action.

**[History:** (1) am., 04/15/86; (2m) cr., 04/21/92; (1) am., (1m) cr., and (2m) and (4) rep., 04/19/94; (3) am., Sub. 1 to OA 1, 2004-05, pub. 05/13/04; (1) am., OA 1, 2008-09, pub. 04/24/08; (1)(a) am., OA 1, 2012-13, pub. 04/26/12; (1m) and (3) am., 2014 OA-1, pub. 04/25/14.]

**7.57 RESOLUTIONS; COUNTY BOARD ACTION ON.**

**(1)** The county board chair shall place a resolution, ordinance, or ordinance amendment on the county board calendar within 60 days after a committee(s) has made a recommendation to the county board. This shall not affect the ability of a supervisor to make a motion to place a resolution, ordinance, or ordinance amendment on the county board calendar after at least 45 days have elapsed from the date of referral.

**(2)** After a committee(s) has made a recommendation to the county board on a resolution, the question before the county board shall be the recommendation of the first standing committee to which an item was formally referred to make a recommendation, other than "no recommendation."

**(3)** Except for zoning amendments, if the recommendation of the first standing committee to make a recommendation is for indefinite postponement, rejection or denial, any member may move for adoption and the motion before the board shall be for adoption.

**(4)** If the recommendation of the first committee to make a recommendation is for indefinite postponement, but an amendment is offered during the county board meeting and adopted, then the question before the county board shall be adoption of the resolution as amended.

**[History:** (1) am., (2) cr., 04/19/88; (3) and (4) rep. and (5) renum. as (3), OA 1, 2008-09, pub. 04/24/08; 7.57 am. and renumb., OA 1, 2012-13, pub. 04/26/12; (2) am., Sub. 1 to 2016 OA-1, pub. 08/31/16.]

**7.58 RESOLUTIONS; MISCELLANEOUS CONSIDERATIONS.**

**(1)** A motion to receive and place on file lengthy reports means that the report is not to be printed in the Proceedings.

**(3)** All motions to refer or re-refer a matter to a committee shall be debatable.

**(4)** All pending resolutions, ordinances and ordinance amendments shall be carried forward to each newly elected county board.

**(5)** All proposed resolutions, ordinances and ordinance amendments shall be considered indefinitely postponed if no action by the board has been taken within one year of the date of referral to any standing committee except that the sponsor may request that the resolution, ordinance or ordinance amendment be continued by so notifying the county clerk in writing. Any non-final action of the county board or a request by the sponsor shall allow an additional year before the matter is considered indefinitely postponed.

(6) It shall be the responsibility of the sponsor or sponsors of a resolution, ordinance or ordinance amendment to determine the possible application of subsection (5) through passage of time.

(7) In no case shall an amendment be in order on the consideration of an executive veto.

(8) A member may withdraw a motion at any time prior to adoption, with the consent of his or her second. Nothing shall prohibit another member from making the same motion as one previously withdrawn.

(9) A supervisor may request separation of any item within a resolution or ordinance amendment and, if the chair rules that the item can be separated, it shall be considered by the board separately. A separated part of a resolution or ordinance amendment which is referred to committee shall be treated as a new resolution or ordinance amendment.

(10) A session of the county board shall be a one year period, beginning on the third Tuesday in April in even-numbered years, and on the date of the second meeting in April in odd-numbered years. The session beginning April 15, 2014, shall be designated board year 2014. The session beginning in April of each succeeding year shall be designated by the year in which it commences.

(11) No resolution or ordinance amendment that has been defeated or indefinitely postponed by the county board shall be reintroduced during the same session, nor shall any resolution or ordinance amendment which is substantially the same as one which was defeated or indefinitely postponed be considered by the board within the same session.

(12) All amendments to resolutions, ordinance amendments and the budget must be made in writing.

[History: (6) am., 04/15/86; (7) and (8) cr., 04/17/90; (4) am., 04/19/94; (2) rep., 04/21/98; (8) am. and (9), (10) and (11), cr., OA 1, 2000-01, pub. 04/27/00; (5) am., OA 1, 2010-11, pub. 04/30/10; (12) cr., OA 1, 2012-13, pub. 04/26/12; (10) am., 2014 OA-1, pub. 04/25/14.]

### 7.59 SEATING ARRANGEMENTS FOR BOARD MEETINGS. (1) Seating arrangements for county supervisors shall be compact to avoid a permanent vacant seat.

(2) Seat exchanges can be made by mutual consent of the supervisors involved.

(3) The first four rows in the chambers will be for county board supervisors only.

(4) The two seats to the chairperson's left on the center aisle of the fifth row shall be reserved

for the county board's staff. Remaining seats in the fifth row to the chairperson's left shall be reserved for the news media. Access to media seating shall not be available to the general public, registered lobbyists, or individuals registered and/or speaking before the board in support of or opposition to an item on the board agenda. If members of the media do not use the seats, the seats may be used by staff from county departments and other county officials.

(5) The seats in the fifth row to the chairperson's right shall be for the county executive's staff, staff from county departments, and other county officials.

(6) Remaining rows may be used by staff and county officials but not by the general public. In no case shall the general public have access to the seating area in the chambers during a county board meeting.

(7) The county clerk shall have a seat at the rostrum, designated by the county board chairperson.

(8) A child under the age of 18 of any parent otherwise authorized to be on the county board floor under the provisions of this section is authorized to be on the county board floor with their parent.

[History: (7) am., 04/15/86; (4) rep., 04/19/88; (5) am., 04/17/90; (3) and (6) am. and (8) cr., 04/21/92; (5) and (6) am., 04/21/98; 7.59 am., OA 1, 2002-03, pub. 04/29/02; (8) rep., OA 1, 2008-09, pub. 04/24/08; (4) am., OA 1, 2010-11, pub. 04/30/10; (4) and (7) am., 2014 OA-1, pub. 04/25/14; (8) cr., 2017 OA-42, pub. 01/25/18.]

**7.60 COUNTY BOARD AGENDA. (1) Unless an exception is granted by the county board chair, all items to be included on the agenda must have committee action by 9:00 a.m. on the day which is 7 days prior to the board meeting.**

(2) The county board office shall prepare and release the agenda by 4:00 p.m. on the day which is 6 days prior to the board meeting.

(3) An item may be placed on the agenda as a special order of business at the request of the county board chairperson or by any county board committee, with the approval of the county board chairperson, such requests being entered on the minutes of the committee.

[History: (1) and (3) am., (5) rep., 04/15/86; (1), (2) and (3) am., 04/21/92; (1) and (2) am., 04/19/94; (3) and (6) rep., 04/21/98; (1)-(3) am., 2014 OA-1, pub. 04/25/14.]

### 7.61 COUNTY BOARD AGENDA; ORDER OF BUSINESS. (1) The order of business for county board meetings shall be as follows:

A. Roll Call

1. Prayer/Inspirational message (limited to three minutes)
2. Pledge of allegiance
- B. Special Matters and Announcements
  1. Memorial resolutions, proclamations and special presentations (limited to ten minutes)
  2. Appearances by the county executive
  3. Announcements (limited to two minutes and to the announcement of a coming event or the introduction of an item)
  4. Public hearings
- C. Approval of payments  
The list of all bills to be presented to the board for payment shall be made available no later than forty-eight hours prior to the meeting and shall be presented to the county clerk's office and posted on the county board website.
- D. Claims recommended for denial.
- E. Approval of county board minutes
- F. Consent Agenda (items which passed all committees, boards, commissions, etc., without opposition or abstention, for which there are no amendments, and for which no requests have been made not to place on the consent agenda. Items which were reported out of committee with "no recommendation" shall not be placed on the consent agenda.)
- G. Motions from previous meetings
  1. Motions from previous meetings, including motions to reconsider, rescind, place a resolution or ordinance amendment on the agenda, or override a county executive veto.
- H. Reports on zoning petitions.
- I. Ordinance amendments
- J. Award of contracts
- K. Resolutions
- L. Appointments
- M. Items Requiring a Two-Thirds Majority for Passage. In addition to any other items requiring a two-thirds vote, any ordinance amendment or resolution creating or changing fees charged to users of services that is considered after adoption of the annual budget shall require a two-thirds vote of the county board.
- N. Special order of business. All special order items will be placed in this section except that, in the exercise of his or her discretion, the chairperson may designate a time certain for such matters
- O. Such other business as the county board is authorized to conduct by law
- P. Adjournment

**(2)** The order of business for county board consideration of the annual budget shall be as follows:

- A. Roll Call
  1. Prayer/Inspirational message (limited to three minutes)
  2. Pledge of allegiance
- B. Operating Budget Resolution
- C. Capital Budget Resolution
- D. Ordinance Amendments Creating or Changing Fees
- E. Resolution Setting the Tax Levy
- F. Such Other Business As The County Board Is Authorized To Conduct By Law
- G. Adjournment

[History: Part B and Part J am. and Part K rep., 04/15/86; Part H rep., and Parts I - M relettered and as relettered, Part J am., 04/21/92; (1)H am., OA 2, 1992-93, pub. 06/01/92; (1)B am., OA 5, 1992-93, pub. 07/29/92; (1) am., 04/16/96; (1)B. am., 04/21/98; (1)E - L relettered and am., Sub. 1 to OA 1, 2004-05, pub. 05/13/04; (1)C. and G. am., Sub. 1 to OA 1, 2006-07, pub. 04/28/06; (1)B. am., OA 7, 2007-08, pub. 07/06/07; (1) am. and (2) cr., OA 1, 2008-09, pub. 04/24/08; (1)(G) am., OA 1, 2010-11, pub. 04/30/10; (1)B. and F. am., OA 1, 2012-13, pub. 04/26/12; (1) am., 2014 OA-1, pub. 04/25/14.]

## **7.62 COUNTY BOARD MEETINGS; CONDUCT.**

**(1)** No committee of the board shall absent itself from the floor while the board is in session without special leave of the chairperson.

**(2)** Supervisors, visitors, staff and others shall at all times conduct themselves in a respectful manner.

**(3)** There shall be no loud noises or conversation on the board floor or in the visitor's section during the board sessions.

**(4)(a)** While the board is in session, cell phones, pagers, laptop and tablets, and other personal communication devices shall be kept in a silent mode, so that no audible sound is generated by the device.

**(b) 1.** Supervisors shall use county-provided electronic devices in accordance with the county's policy on Proper Use of Computer Equipment, Software and Connectivity.

**2.** Failure to follow the county's policy may result in revocation of access to county-provided devices.

**3.** Use of an electronic device during a meeting may be subject to Wisconsin's Open Meetings and Public Records Laws.

**(5)** When any supervisor is about to offer a motion, to speak in debate or lay any matter before the county board, he or she will rise and address the chairperson in a respectful manner.

(6) A supervisor who has the floor cannot be interrupted except by a request to yield to a question pertinent to the subject matter under consideration or by a point of order.

(7) No supervisor shall be allowed to speak more than twice nor more than ten (10) minutes in the aggregate on the same question, except by unanimous consent.

(8) Only supervisors, the county board staff, the sergeants-at-arms and the county clerk are authorized to distribute literature or be in the supervisors' seating section of the county board chambers while the county board is in session. No literature or other materials may be distributed on supervisors' desks at any time, including prior to the convening of the board meeting, without the permission of the county board chairperson.

[History: (4) and (7) am., 04/15/86; (8) cr., 04/17/90; (8) am., 04/21/92; (2) and (8) am. and (4) rep., 04/19/94; (6) and (8) am., (4) cr., OA 1, 2000-01, pub. 04/27/00; (4) am., OA 1, 2010-11, pub. 04/30/10; (4) am., 2014 OA-1, pub. 04/25/14.]

### **7.63 COUNTY BOARD MEETINGS; REGISTRATIONS.**

(1) Members of the general public and others who are not members of the county board may address the county board on any matter pending before the board, as printed on the calendar, except that no registrations shall be in order on Special Matters and Announcements or procedural motions which are on the calendar. Before addressing the board, such persons shall file with the clerk a registration form giving his or her name, address, the subject on which he or she wishes to speak, and such other information as required.

(2) If the county board has taken testimony on an item and considers action on the item at a separate meeting, the public shall not have the opportunity to testify when that same item appears on subsequent county board calendars.

(3) Such registration forms shall be available in the county clerk's office during normal working hours and sufficient blank copies shall be placed in a convenient location in the county board meeting room on the date said board is scheduled to meet. However, the forms are to be used only to register appearances before the county board, and not by those who are not in attendance and simply wish to indicate their positions on issues.

(4) As any particular resolution, ordinance amendment or other matter is brought before the board, the chairperson shall announce the

number of registrations filed from those present at the meeting and the position of the registrants regarding the agenda item. If petitions have been filed with the county clerk prior to the meeting, the chairperson shall announce the number of petitions filed and the petitioner's positions in reference to the agenda item.

(5) Registrants will be allowed to speak at the time the issue identified in the registration is before the board. However, no registrants will be allowed to speak once county board debate on the matter has begun.

(6) No registrant shall speak for more than five minutes except that on matters being reconsidered by the board, and consideration of motions to override county executive vetoes, no registrant shall speak for more than two minutes.

(7) Questioning of registrants by supervisors shall occur after every 10 registrants on the particular subject have completed their appearances. The presiding officer shall have discretion to vary the intervals between questioning by supervisors.

(8) Subsections (5) through (7) shall not apply to county officials or employees requested by the board to appear and give information.

(9) Non-supervisors, other than a member of the public who has registered to speak pursuant to s. 7.63, shall not be allowed to address the board on any issue except that department heads or other county staff may be permitted to speak in response to questions from members of the board. County staff does not include the executive.

[History: (8) am., 04/15/86; (4), (5) and (7) am., 04/21/92; (1) am. and (9) cr., 04/19/94; (2) rep., (6) and (9) am., 04/21/98; (1), (3) and (5) am., OA 1, 2002-03, pub. 04/29/02; (1) and (6) am., OA 1, 2010-11, pub. 04/30/10; (2) cr., OA 1, 2012-13, pub. 04/26/12; (4) am., 2014 OA-1, pub. 04/25/14.]

### **7.64 COUNTY BOARD MEETINGS; VOTING.**

(1) Any supervisor may call for a roll call vote on any question, provided that such request is made prior to announcement by the chairperson of the next order of business, and the result shall be recorded by the clerk in the proceedings.

(2) When calling the roll during a roll call vote, the clerk shall repeat the vote of each member when recording the vote.

(3) Roll call votes shall be taken in rotating alphabetical order per meeting.

(4) Supervisors must be in their seats on a roll call vote.

[History: (3) and (4) cr., 04/15/86; (5) cr., 04/17/90; (2) rep., 04/21/92; (5) rep., 04/21/98; (2) cr., Sub. 1 to OA 1, 2006-07, pub. 04/28/06.]

**7.65 COUNTY BOARD MEETINGS; RECONSIDERATION AND RESCISSION.**

(1) The motion to reconsider any action may be made only by a supervisor who voted with the prevailing side, and it must be seconded.

(2) A motion to reconsider shall be made on the day the action to be reconsidered took place and the clerk shall record the motion in the minutes.

(3) The motion to reconsider shall be acted upon on the day made, unless by suspension of the rules, consideration of the motion is postponed until the next meeting of the board.

(4) A member shall not be allowed to speak more than twice on a motion for reconsideration or a motion to override a county executive veto, for not more than 5 minutes.

(7) A motion to rescind an action may be made by any member at any time but such motion requires the support of the majority of all supervisors elected, provided, however, that such rescission will not be inconsistent with actions that have been commenced because of the action to be rescinded and will not result in consequences inimical to the interests of the public or the county.

[History: (2), (3) and (6) am., 04/15/86; (4) cr., 04/19/88; (4) rep., 04/21/92; (4) cr., 04/19/94; (3) am. and (5) and (6) rep., Sub. 1 to OA 1, 2004-05, pub. 05/13/04; (4) am., OA 1, 2010-11, pub. 04/30/10.]

**7.66 PUBLICATION OF COUNTY BOARD MINUTES.**

(1) The clerk shall furnish to the members a copy of the minutes of the previous meeting as soon as available.

(2) The proceedings of the Dane County Board shall contain as follows:

(a) All roll calls.

(b) List of payments referred by the personnel & finance committee.

(c) List of zoning petitions referred by the county clerk to the zoning and land regulation committee.

(d) Resolutions, ordinance amendments, exhibits of tax deeds, motions and committee recommendations and board actions on same; resolutions, ordinances and motions to be printed only once and referred to at later meetings by date and/or page number.

(e) Any oral motions receiving a second.

(f) Persons other than supervisors appearing before the board, the matter on which they appeared and the position taken.

(g) Supervisors speaking on any resolution but only upon request of the supervisor speaking.

(h) Items referred by the chairperson after adjournment.

(i) Measures treated in the negative by action of the county board shall only be referred to in the proceedings of the board by a relating clause. In the absence of a relating clause, a short explanation shall state the subject matter of such measure.

[History: (2)(b) am., OA 41, 1994-95, pub. 05/12/95; 7.66 am., 2014 OA-1, pub. 04/25/14.]

**7.67 SUSPENSION, CHANGING AND MODIFICATION OF RULES.**

(1) Except as otherwise provided in these rules, any rule of the board may be suspended by unanimous consent or upon a two-thirds vote of its members present.

(2) No rule change shall be acted upon at the meeting at which introduced; all proposed rule changes shall be referred to the executive committee.

(3) All rule changes shall require a vote of two-thirds of the members present.

(4) Subsection (3) shall not be subject to suspension.

(5) All questions not covered by the above rules shall be governed by the most recent edition of Robert's Rules of Order.

[History: (4) and (5) am., 04/15/86; (5) am., 04/21/92; (5) am., OA 1, 2002-03, pub. 04/29/02; (2) am., Sub. 1 to OA 1, 2006-07, pub. 04/28/06; (5) am., 2014 OA-1, pub. 04/25/14.]

*[7.68 - 7.98 reserved.]*

[History: 7.68 rescinded, Sub. 1 to 2018 OA-1, pub. 04/24/18.]

**7.99 AMENDMENT OF CHAPTER 7.**

Ordinances in chapter 7 may be amended or repealed by a majority vote of supervisors present at the county board's first (organizational) meeting in April of even-numbered years, but otherwise shall only be amended or repealed by a two-thirds vote of the quorum of supervisors present at the board meeting.

**END OF CHAPTER**