

RESOLUTION NO. 21-95

**Resolution to Amend the Rules of Order Governing the County Board of Supervisors
and to Modify the Dodge County Code of Ordinances**

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN,

WHEREAS, the Executive Committee has reviewed and evaluated the *Rules of Order Governing The County Board of Supervisor of Dodge County*, soliciting feedback and modifications to the Rules and Committee descriptions; and,

WHEREAS, the Executive Committee has identified a number of changes and proposes amendments to the *Rules of Order Governing The County Board of Supervisor of Dodge County*, as reflected on the attached Exhibit "A", with additions highlighted by bold underline and deletions indicated by single strikethroughs; and,

SO, NOW, THEREFORE, BE IT RESOLVED, by the Dodge County Board of Supervisors that, effective immediately, the *Rules of Order Governing The County Board of Supervisors of Dodge County*, shall be amended as reflected on Exhibit "A", attached hereto and incorporated herein by reference; and,

BE IT FINALLY RESOLVED, by the Dodge County Board of Supervisors, that the Dodge County Corporation Counsel is directed to modify the *Dodge County Code of Ordinances* to be consistent with the rule changes reflected in Exhibit "A", and to make such modifications in the 2022 codification process.

All of which is respectfully submitted this 15th day of March, 2022.

Dodge County Executive Committee:



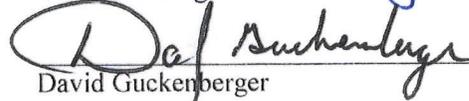
Russell Kottke



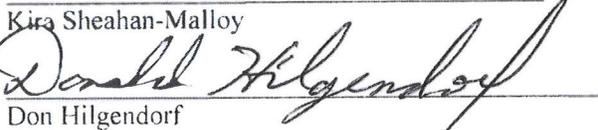
David Frohling



Joseph Marsik



David Guckenberger

Kira Sheahan-Malloy


Don Hilgendorf

ADOPTED
BY DODGE COUNTY BOARD

MAR 15 2022

AYES - NOES
ABSTAIN - ABSENT

Vote Required: Majority of members present

Resolution Summary: A resolution to amend the Rules of Order Governing the County Board of Supervisors and modify the Dodge County Code of Ordinances.


Karen J. Silson
County Clerk

See minutes for the voting record for each amended rule.

**RULES OF ORDER GOVERNING THE
COUNTY BOARD OF SUPERVISORS OF
DODGE COUNTY, WI**

1. The Chairman of the Dodge County Board of Supervisors shall preside over all meetings of the Board, and is authorized to resolve disputes between standing committees. In the absence of the Chairman, the First Vice Chairman shall preside, and in the absence of the Chairman and the First Vice Chairman, the Second Vice Chairman shall preside. In the absence of the Chairman, the First Vice Chairman and the Second Vice Chairman, the County Clerk shall call the meeting to order and the Board shall elect a member of the body to occupy the chair and preside over the meeting. The Chairman shall serve as an ex-officio member of all committees, commissions, and boards. The Chairman's role as an ex-officio member shall be limited to attending only those meetings necessary to form a quorum. When serving in this capacity, the Chairman shall have all rights as any regular member of the committee, commission, or board. Members of the Dodge County Board of Supervisors are authorized to attend the Annual Convention of the Wisconsin Counties Association at County expense, which expense is limited to mileage, lodging and registration fee. Per diem shall be paid for attendance. Supervisors who attend the Wisconsin Counties Association annual conference shall report to the County Board of Supervisors regarding knowledge gained by attending conference. Attendance at such convention by County Supervisors shall be at County expense as such attendance is to the benefit of Dodge County. Supervisors shall notify the County Clerk no later than the third Tuesday of April if attending such annual convention. Attendance at any seminar sponsored by the WCA shall be at county expense only if the Executive Committee or the County Board Chairman determines that such attendance shall be to the benefit of Dodge County. Dodge County will not pay any amount for out of state travel expenses for anyone unless approved by the Executive Committee.

2. A majority of the supervisors entitled to a seat on the Board shall constitute a quorum. All questions shall be determined by a majority of the supervisors present unless otherwise provided by a statute or a rule of parliamentary procedure as laid down in Robert's Rules of Order or a Rule of Order Governing The County Board of Supervisors Of Dodge County, WI.

*Amended
See
Amend-
ment A
after
page 5.

3. A Board member may, with prior permission of the Board **Chairman and notification to the County Clerk at least forty-eight (48) hours in advance of the meeting, take part in a County Board meeting by telephone or other electronic means, A Board member who takes part in a County Board meeting by telephone or other electronic means will be considered to be present at the County Board meeting for purposes of a quorum, will be allowed to vote, will not be paid a per diem, and will not be paid reimbursement for mileage, provided that the Board member attends the entire meeting. A Board member may not attend more than three (3) County Board meetings in a calendar year by telephone or other electronic means. Attendance in a closed session of the County Board meeting by telephone or other electronic means is not allowed.**

4. Whenever a meeting of the Dodge County Board of Supervisors is to be held in a certain month, it shall be held on the third Tuesday of said month at ~~7:00 P.M.~~ **6:00 P.M.**, unless the County Board shall designate another date for the meeting, and, except if necessary to avoid a conflict with the primary election, the February Meeting shall be held on a date to be determined by the County Board Chairman at ~~7:00 P.M.~~ **6:00 P.M.**, and the Organizational Meeting shall be held on the third Tuesday in April, at 9:00 A.M., and the Annual Budget Meeting shall be held on the Tuesday after the second Monday of November at 9:00 A.M. When the day of the Annual Budget meeting falls on November 11th, the Annual Budget Meeting shall be held on the next succeeding day. The order of business to be followed at the meetings of the Dodge County Board of Supervisors shall be as follows: (1) Call to Order by the Chair. (2) Roll Call by the County Clerk. (3) Approval of the Minutes of the last meeting. (4) Communications on file with the Board. (5) Unfinished business. (6) Resolutions. (7) Bills on file to be acted upon. (8) Reports on file. (9) Ordinances. (10) Petitions. (11) Claims. **(12) Public Comment Period (30 minute limit, 2 minutes per person), public comments limited to agenda items. (12 13)** Recess or Adjournment.

5. Except in emergency situations, at least seven (7) days prior to each County Board Meeting, the Chairman or Vice Chairman of each committee of the County Board shall file with the County Clerk all Resolutions and Ordinances to be brought before the County Board by the respective committee. This rule shall also apply to any other business the committee, or any individual supervisor, wishes to bring before the Board at any meeting.

6. The County Clerk shall compile an agenda for each meeting of the County Board of Supervisors. Whenever possible the County Clerk shall mail or deliver to each Board Member, a copy of such agenda. This agenda, and a copy of each Resolution, Ordinance, and any other pertinent material, shall be mailed or delivered whenever possible by the Clerk to each Board Member by the Friday prior to the Board Meeting. The County Clerk may, by not later than 24 hours prior to a scheduled meeting of the Dodge County Board of Supervisors, add items to an original meeting agenda or to an amended meeting agenda, and shall comply with all notice provisions of the Open Meeting Law of the State of Wisconsin. If the County Clerk, on the day that the agenda for a particular County Board Meeting is to be mailed, determines that there is insufficient business to warrant holding such meeting, he/she will immediately confer with the County Board Chairman. If it is agreed that the meeting should not be held, the Clerk will immediately notify each Board Member of such decision.

***Additions in text are indicated by **underline and bold-faced type**; deletions by ~~single strikethrough~~. ***

7. Only such business as appears on the agenda or on an amended agenda shall be considered by the Board at that meeting and all other business shall be out of order.

8. All meetings of the Dodge County Board of Supervisors, and all meetings of any committee of the Board, shall be held in accordance with the Open Meeting Law of the State of Wisconsin.

9. All memorials, resolutions and ordinances that are to be considered and acted upon by the Board at any meeting shall be presented and signed by a member of the Dodge County Board of Supervisors.

10. When the Voting System machine is operational, any member who wishes to address the Board shall first push the Request to Speak button located on the member's voting device, and obtain the recognition of the Chairman. When the Voting System machine is not operational, any member who wishes to address the Board shall first rise from the member's seat and obtain the recognition of the Chairman. When two or more members rise at the same time, the member that the Chairman recognizes shall have the floor. No member shall be interrupted while speaking except by a call for the orders of the day.

11. Persons other than members of the Board wishing to address the body may do so with the unanimous consent of the Board. If any member objects, such non-member may be granted the privilege of addressing the body upon the passage of a motion, properly made and seconded and passed by a two-thirds (2/3) majority of those members present.

12. All votes by the Board on any matter calling for appropriation of money from the county treasury shall be recorded in such a manner that the vote of each member of the Board can be ascertained. On all other questions that come before the Board, any member of the Board can require that the individual vote of each member be recorded. Action by a member to correct the member's vote cast in error, may only be taken prior to the next vote being taken.

13. A motion or resolution for the reconsideration of an action by the Board shall be out of order unless such motion or resolution is made or presented by a member who voted with the prevailing side of the question in the first determination, and such motion or resolution of reconsideration must be made or presented at the same or the next properly noticed succeeding meeting of the Board.

14. Any matter on the agenda of a meeting may be laid over for examination or referred to a standing committee of the Dodge County Board of Supervisors by the Chair without a motion from the floor.

15. If a motion before the body (or an amendment to it) contains two or more parts capable of standing as separate questions, any member may move for a division of the question in order that the body can consider each question separately.

16. No standing rule, order or resolution of the Board shall be rescinded or changed without giving one day's notice thereof to all members of the Board, however, any standing rule may be temporarily suspended by a two-thirds (2/3) vote of the members present at any legally called meeting of the Board.

17. The rules of parliamentary procedure as laid down in Robert's Rules of Order shall govern the proceedings of the Board.

18. In any case where the vote of the Board is equally divided, the question shall be lost.

19. Annual Reports of county officers, elected or appointed, shall be presented submitted electronically to the County Board at Clerk for posting on the County website. ~~the February or March meeting of the Board following the calendar year for which the report is made.~~

20. The County Clerk, or the Chairman of a Committee of the County Board, that meets to transact business of the County, shall present a bill, certified as correct, to the County Clerk for the payment of the authorized compensation and mileage of the members attending such meetings, and the County Clerk shall draw orders on the County Treasurer for the payment of such authorized compensation and mileage, and such orders shall be paid by the Treasurer upon approval of such orders by the Audit Committee.

21. Upon the completion of the County canvass of the results of an election, the County Clerk shall draw orders on the County Treasurer for the payments of the authorized compensation and the mileage of those persons participating in the canvass.

22. The Chairman of any meeting of the Board of Supervisors may require that any motion offered by any member for consideration by the body be reduced to writing and, thus, presented to the Chair. Members are encouraged, but not required, to provide written amendments pertaining to the annual budget, for consideration at the November County Board meeting, to the County Clerk at least fourteen (14) calendar days prior to the November County Board Meeting. The County Clerk will distribute said written amendments to all members of the County Board and appropriate staff, upon receipt, and with the meeting packet for the November County Board meeting. Said written amendments should specify an amount and identify the affected department. Members may also submit written amendments to the annual budget during the November County Board Budget meeting.

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23. When a main motion is before the Board, no other motions shall be in order except a motion to adjourn, a motion to lay on the table, a motion for the previous question, a motion to postpone to a certain time, a motion for division of a question, a motion to correct the main motion, a motion to refer to a standing committee, a motion to refer to a special committee, or a motion to amend the main motion. These motions shall have precedence in the order arranged and the first three of the above-listed motions are not debatable. A motion to postpone to a certain time must be made to a specific date or to the next regular meeting of the County Board of Supervisors.

24. Except as otherwise permitted by the Chairman, no member shall be permitted to speak more than twice or for more than five minutes at any one time on the same question.

25. All memorials, resolutions, reports, petitions or ordinances, other than those presented by the Finance Committee, which provide for appropriation of money from the county treasury, shall be referred to the Finance Committee for its examination and assessment of fiscal impact.

26. When committees are organized, a member should be elected as Secretary to be responsible for the minutes of the proceedings of each committee. Such minutes shall **be limited to show** the names of the members present or absent, **time, date and location of meeting, starting and ending time of the meeting, other county board members in attendance, action taken by motions made, and votes recorded** according to the Wisconsin Open Meeting Law. Minutes may be taken by an individual on behalf of the elected Secretary, but must be signed by the Secretary or other committee member. ~~Minutes shall also include the place of the committee meeting and the starting and ending time of the meeting.~~

27. A member of a committee of the County Board may, with prior permission of the Chairman of the committee of the County Board, take part in a committee meeting by telephone or other electronic means. However, a committee member who participates in a committee meeting by telephone or other electronic means will not be considered to be present at the committee meeting, will not be allowed to vote, will not be paid a per diem, and will not be paid reimbursement for mileage.

28. All members of a committee shall be notified personally, by telephone or electronically, as to the date, time and location for all meetings of a committee of which they are a member. A majority of the members of a committee shall constitute a quorum and a quorum of committee members is required to be present before County Business can be transacted.

29. All committee members **present** at a properly called committee meeting shall be entitled to their authorized compensation and actual mileage regardless of whether or not a quorum is present at the meeting. Members shall be entitled to compensation (per diem) for each committee meeting regardless of whether the meetings occur on the same day. ~~This Rule supersedes the 2 meeting per day maximum in Resolution 19-54, adopted on November 12, 2019.~~ Committee members shall only be reimbursed for mileage expenses actually incurred. Non-committee member supervisors **present** shall be entitled to a per diem and mileage for attendance at up to an additional ~~twelve (12)~~ **eight (8)** committee meetings per session.

30. All Department purchases of equipment and supplies shall be made according to the following:

A. All budgeted requests for a single purchase or lease of equipment or supplies, \$10,000 and up to \$50,000 shall first be presented to the Committee advising the department.

B. Any planned purchase or lease of equipment greater than \$50,000 must be identified on the adopted Five Year Capital Improvement Plan.

C. If a Department Head deems that an emergency purchase, rental, or contract for service is necessary, they are authorized to do so and report such to County Administrator, Finance Director and Committee Chair as soon as possible.

D. All requests for a single purchase or lease of equipment or supplies greater than \$50,000 shall be presented to the Committee advising the department for recommendation to the County Board of Supervisors.

E. The Dodge County Clerk shall include in the meeting packet for each regular meeting of the Finance Committee and for each regular meeting of the County Board, a monthly report displaying aggregate payments over \$10,000 to any one vendor in the preceding month.

31. Any monies received by an officer or department of the County shall be paid into the county treasury ~~and credited to the account of the department or office giving rise to the transaction. Any balance remaining in the account of any department at the end of the year shall be transferred to the General Fund unless such account is designated a continuing appropriation account by resolution of the County Board, the Finance Committee or the Wisconsin Statutes~~ **and credited to the appropriate county office, department or fund.**

32. The committees, commissions and boards, and the number of members of each are as follows:

- (1) Finance Committee – 5

***Additions in text are indicated by **underline and bold-faced type**; deletions by ~~single strikethrough~~. ***

- (2) Audit Committee – 5
- (3) Highway Committee – 5
- (4) Building Committee – 5
- (5) Judicial and Public Protection Committee – 5
- (6) Taxation Committee – 5
- (7) Executive Committee – 7
- (8) Extension Education Committee – 5
- (9) Land and Water Conservation Committee – 7
- (10) Human Resources & Labor Negotiations Committee – 5
- (11) Land Resources and Parks Committee – 5
- (12) Board of Adjustment – 5 + 2 Alternates
- (13) Health Facilities Committee - 5
- (14) Housing Authority – 5
- (15) Human Services and Health Board – 9
- (16) Veterans Service Commission – 3
- (17) Monarch Library System Board - 3
- (18) East Wisconsin Counties Railroad Consortium – 2
- ~~(19) Civil Service Commission – 5 + 1 Alternate~~
- ~~(20)~~ Sheriff's Grievance Committee – 5
- ~~(21)~~ Information Technology Committee – 5
- ~~(22)~~ Commission on Aging and Disability Services – 9
- ~~(23)~~ Library Planning Committee – 5
- ~~(24)~~ Land Information Council – 11
- ~~(25)~~ Nutrition Advisory Council – ~~40~~ **no more than 11**
- ~~(26)~~ External Audit Review Oversight Committee – 5
- ~~(27)~~ Friends of Clearview Board – ~~11~~ **13 not less than 3**
- ~~(28)~~ Local Emergency Planning Commission – not less than 17
- ~~(29)~~ Inter-County Coordinating Committee – ~~2~~ **up to 3**
- ~~(30)~~ Waste Facilities Siting Committee - 2
- ~~(31)~~ Waste Facilities Standing Committee - 2
- ~~(32)~~ Crime Prevention Funding Board - 7
- ~~(33)~~ Criminal Justice Collaborating Council – 10
- ~~(34)~~ Courtroom Security and Facilities Committee – 19 not less than 11
- ~~(35)~~ Workforce Development - 2
- ~~(36)~~ Traffic Safety Commission – not less than 9
- ~~(37)~~ Child Death Review Team – 19
- ~~(38)~~ Central Wisconsin Community Action Council – 1
- ~~(39)~~ Transportation Advisory Committee – not more than 15
- ~~(40)~~ Marsh Country Health Alliance Commission – 1
- ~~(41) Glacial Heritage Development Partnership – (ThriveED) 2~~

33. The term of membership on all committees, commissions or boards where the appointment is made by the Board Chairman and confirmed by the County Board shall be for a two (2) year term, except as otherwise provided by resolution, ordinance or Wisconsin Statute. In all cases where the appointment or election to the committee, board or commission is by the County Board, the term of membership shall be for two (2) years, unless provided otherwise by resolution, ordinance, or Wisconsin Statute. The County Board Chair shall endeavor to evenly apportion members when making committee assignments. An individual appointed to a committee of the County Board by the Board Chairman and confirmed by the County Board, may be removed from that committee at a meeting of the County Board, upon the recommendation of the Board Chairman and after a motion for removal has been made and seconded, upon an affirmative vote of not less than two - thirds of members elect.

34. Upon the filing with the County Clerk, the official bonds of the county officers shall be referred to the Executive Committee for examination of the same and, the Executive Committee shall report its findings as to the sufficiency and form of the sureties to the County Board pursuant to Sections ~~59.21(2)~~ **and 59.52(11)**, of the Wisconsin Statutes.

35. A session of the Dodge County Board of Supervisors is hereby defined as the period of time beginning on the third Tuesday in April of each year and ending on the third Tuesday of April of the next succeeding year, both inclusive.

36. A. Any and all documents presented in an open session meeting of a committee of the Board shall be made available to all county board members who request the documents. These documents shall be sent promptly, contemporaneous with the distribution to the committee, and without cost to the Board member requesting such documents. The Chairman of the committee

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or designee shall be responsible for delivery of documents.

B. A Board member who desires access to existing department or committee documents shall request specific documents from Department Heads or the County Administrator. Record custodians may redact or withhold disclosure of certain records as required by law. All documents subject to release shall be delivered timely and without delay and without cost to the Board member requesting such documents.

C. Board members shall not inundate departments with excessive requests. The County Administrator and the County Board Chairperson are tasked with determining if requests are excessive.

37. New Position Requests.

A. New Positions During Calendar Year: Departments may request newly created positions or changes to positions, which will become effective upon approval of the County Board by submitting a resolution to appropriate committee of jurisdiction and the County Board. Said resolution will require a two-thirds (2/3) majority of those members present for passage.

B. New Positions Funded By Subsequent Year's Budget: Any requests for newly created positions, or changes to positions as described as follows, which will first become effective in the next succeeding year, will require approval of the County Board in the form of a resolution and will not be considered for inclusion in the Dodge County Budget for the next succeeding year, unless approved at or prior to the ~~August~~ **July** County Board meeting.

C. This rule applies to ~~the following position requests: newly created regular full-time positions; newly created regular part-time benefited positions; part-time positions that are increased to full-time; and, part-time non-benefited positions that are increased to part-time benefited positions~~ **all position requests except limited term employee requests.**

38. Committees of the County Board shall limit attendance at closed sessions of their meetings to members of the Committee and other individuals necessary to conduct the business of the Committee as determined by the Chairperson of the Committee.

39. Each County Board Supervisor who shall become aware that he or she is unable to attend a scheduled meeting of the Dodge County Board of Supervisors **or County Board committee meeting** shall notify the County Clerk **and respective Chair** of his or her inability to attend such a meeting. The Supervisor shall make such notification by either telephone or email, and as soon as possible after the Supervisor has learned of such inability.

~~40. Each County Board Supervisor, who is a member of a Committee of the County Board or other board or body of the County, and who shall become aware of an inability to attend a scheduled meeting of such Committee, board, or body, shall notify the Chair of such Committee, board, or body. The Supervisor shall make such notification by either telephone or email and as soon as possible after the Supervisor has learned of such inability. [Reserved]~~

41. A County Board Supervisor who determines it is necessary to resign his or her seat on the County Board of Supervisors, shall do so in writing in accordance with § 17.01(7), Wis. Stats. Upon receipt of a written resignation, the Board Chair shall fill said vacancy as soon as reasonably practical and may exercise discretion in making temporary committee assignments until the seat is permanently filled.

42. A County Board Supervisor who determines it is necessary to resign his or her committee membership shall do so in writing, submitting said resignation to the County Board Chair, the County Clerk and the applicable Committee Chair(s). Upon receipt of a written resignation, the County Board Chair shall fill said committee vacancy as soon as reasonably practical and may make temporary assignments until such time as an appointment by the County Board Chair is confirmed by the County Board of Supervisors.

43. After the Organizational Meeting of the County Board in April of even numbered years, the County Board Chair releases the committee appointments. Each Committee shall convene and conduct its own Organizational Meeting. The first name on the List of Committee Appointments shall be responsible for convening the Organizational Meeting. An election of committee officers (Chair, Vice-Chair, Secretary) shall be conducted at the first meeting of each committee. All committee members are eligible for election as an officer. After the election of committee officers, the ~~Committee~~ shall establish a regular meeting date and time to accommodate the needs of committee members.

44. The Board Chairman, the Board Vice-Chairman, and the Board 2nd Vice-Chairman shall have no powers other than: 1. Provide leadership to the Board; 2. Ensuring proper information to the Board; 3. Planning and conducting Board meetings effectively; 4. Meeting management; 5. All rights granted under Rule 1; 6. Committee assignments as indicated by Rule 33, and 7. All powers granted by resolution, ordinance, statute, and emergency powers. All actions and determinations shall be taken by a quorum of the County Board or a quorum of a Committee.

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RESOLUTION NO. 21-95

The rules with changes was acted on individually after a motion to divide the question to introduce and act on each rule with changes separately, was adopted. Only rules with changes were acted on as all other rules had been adopted previously.

Rule three (3) was changed due to gramitacal errors and was also amended. The following Rule 3 is what was acted on and adopted by the Board. All other rules with changes were adopted as presented in the attachment to Resolution 21-95.

3. A Board member may, with prior permission of the Board **Chairman and notification to the County Clerk at least forty-eight (48) hours in advance of the meeting, take part in a County Board meeting by telephone or other electronic means.** In the event that a County Board meeting is called with less than forty-eight (48) hours notice, a Board member shall obtain permission of the Chairman and give notice to the County Clerk as soon as reasonably practicable. **A Board member who takes part in a County Board meeting by telephone or other electronic means will be considered to be present at the County Board meeting for purposes of a quorum and will be allowed to vote, provided that the Board member attends the entire meeting. A Board member who takes part in a County Board meeting by telephone or other electronic means will not be paid a per diem and will not be paid reimbursement for mileage. A Board member may not attend more than three (3) County Board meetings in a calendar year by telephone or other electronic means. Attendance in a closed session of the County Board meeting by telephone or other electronic means is not allowed.**

3/15/22

Prepared by Karen J. Gibson, Dodge County Clerk

Amendment A