

Ordinance No. 100.01

IOWA COUNTY BOARD RULES

Page 2

- Rule I – County Board of Supervisors
- Rule II – Parliamentary Procedure
- Rule III – Home Rule
- Rule IV – Organization of County Government
- Rule V – Form of County Government

Page 3

- Rule VI – Organizational Meeting
- Rule VII – Officers
- Rule VIII – Rules of the Board
- Rule IX – Suspension of Board Rules
- Rule X – Board Rule Change
- Rule XI – Time and Place of Meetings
- Rule XII – Special Meeting

Page 4

- Rule XIII – County Board Meeting Agenda
- Rule XIV – Attendance
- Rule XV – Quorum

Page 5

- Rule XVI – Public Participation
- Rule XVII – Open Meetings
- Rule XVIII – Closed Session
- Rule XIX – County Board Vacancy
- Rule XX – Parliamentarian and Legal Advisor
- Rule XXI - Definitions

The Iowa County Board of Supervisors created and adopted the Iowa County Board Rules on March 19, 2013, amended them on January 17, 2006, repealed and replaced them on October 20, 2015 with Ordinance No. 100.01: Iowa County Board Rules and amended them on February 21, 2017 with Ordinance No. 100.01A.

RULE I: COUNTY BOARD OF SUPERVISORS

The governing body of Iowa County shall be known as the Iowa County Board of Supervisors or the Iowa County Board, hereinafter referred to as the Board and its members as Supervisors. Members of the County Board shall be elected with powers authorized by Article IV, Section 22 of the Wisconsin Constitution and specified in Chapter 59 of the Wisconsin Statutes.

RULE II: PARLIAMENTARY PROCEDURE

Except as modified by these Rules and in all matters not specifically provided for, Rules of Parliamentary Procedure in the latest edition of *Robert's Rules of Order* shall govern County Board meetings in all cases where applicable.

RULE III: HOME RULE

To give the County the greatest measure of self-government under Administrative Home Rule authority granted to Counties by Wis. Stat. § 59.03(1), this ordinance shall be liberally construed in favor of the rights, powers, and privileges of the County to exercise any organizational or administrative power.

RULE IV: ORGANIZATION OF COUNTY GOVERNMENT

In 1995, Iowa County adopted Ordinance No. 5-1195 to incorporate the “self-organized counties” legislation (current Wis. Stat. § 59.10(1)) which provides the county with options to:

- a) Be flexible in setting board member compensation, including the ability to pay fixed salaries and to pay for additional board or committee meetings in excess of current statutory limits based on population; and
- b) Exercise the right to fill board vacancies by other means, such as by nomination from the board floor and/or the ability to schedule special elections before vacated terms expire.

RULE V: FORM OF COUNTY GOVERNMENT

Iowa County has adopted the County Administrator form of government pursuant to Wis. Stat. § 59.18 and Resolution No. 12-1106. The County Administrator, under supervision of, and in support of the policies and objectives of the Board, shall be responsible for all administrative and management functions of Iowa County Government that are not vested by law in boards, commissions, or in other elected officers pursuant to Chapter 59 of Wisconsin Statutes. The County Administrator serves at the pleasure of the Board of Supervisors and is considered an at-will employee subject to a simple majority vote to appoint or remove.

RULE VI: ORGANIZATIONAL MEETING

The first meeting of the newly elected Board of Supervisors will be an Organizational Meeting. The meeting will be held the third (3rd) Tuesday in April in even numbered years. The County Clerk shall preside at the Organizational Meeting until election of a chair.

RULE VII: OFFICERS

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 Chair. The Board at the time of the election of the Chair shall also elect a member Vice-Chair and second Vice-Chair, for the same term, which in case of the absence or disability of the Chair shall perform the Chair's duties.

RULE VIII: RULES OF THE BOARD

The Rules of the Board are adopted during the Organizational Meeting in even numbered years.

RULE IX: SUSPENSION OF BOARD RULES

The Rules may be suspended by two-thirds (2/3) vote of the Supervisors present.

RULE X: BOARD RULE CHANGE

Rules of the Board may be amended but not during the meeting at which the amendment is introduced. All proposed rule changes shall be referred to the Corporation Counsel for review. All rule changes require a vote of two-thirds of the Supervisors present.

RULE XI: TIME AND PLACE OF MEETINGS

The County Board shall meet on the following dates:

- a) The third (3rd) Tuesday in April in the even numbered years shall be the Organizational Meeting.
- b) The Annual Meeting shall be the Tuesday after the second Monday of November in each year, unless such meeting is adjourned in accordance with Wis. Stat. § 59.11(1).
- c) The third (3rd) Tuesday in each month unless otherwise designated by a majority vote of the board shall be the regularly scheduled meeting; if needed.

Meetings shall be held in the Community Room of the Health and Human Services Building in the City of Dodgeville or at another location as designated by a majority vote of the County Board.

Time of the meetings shall be determined by a majority vote of the County Board.

RULE XII: SPECIAL MEETING

The County Board may cancel, postpone or set Special Meetings, except those expressly required by law, upon the written request of a majority of the Supervisors. The request must specify the time and date of the meeting and must be delivered to the

County Clerk at least forty-eight (48) hours prior to the meeting. The request shall list the reason(s) for canceling, postponing, or setting of the Special Meeting. In case of an emergency such as a natural disaster, the County Clerk shall notify each Supervisor by e-mail, mail, or telephone of the date and time of the meeting, and the Chair, 1st Vice Chair, or 2nd Vice Chair may call a Special Meeting. The calling of the meeting must be in writing, specify the date, time and place, and be delivered to the County Clerk at least twenty-four (24) hours before the meeting. The County Clerk shall prepare an agenda and notify each Supervisor by e-mail, mail, or telephone of the time and date of the meeting.

RULE XIII: COUNTY BOARD MEETING AGENDA

The form and content of the meeting agenda shall be the responsibility of the Chair with the assistance of the County Administrator. An Agenda shall include the following: a) Call to Order; b) Pledge of Allegiance; c) Roll Call; d) Approval of Agenda and Minutes from Previous Meeting; e) Public Comments; f) Reports from Committee Chairs; g) Ordinances and Resolutions forwarded from Committees; and h) any other items as determined by the Chair and/or Committees.

In order to provide advance notice to the Board of Supervisors and the citizens of Iowa County, items to be included on the agenda shall be in the office of the County Clerk no later than the prior Thursday at noon for a Tuesday meeting. If the meeting date is changed, adequate time to prepare and circulate the agenda and attachments is needed.

Individuals or groups requesting to place an item on the agenda of the County Board must first appear before the appropriate County Board Committee or County Board Chair.

RULE XIV: ATTENDANCE

Attendance at all County Board meetings by Supervisors is mandatory pursuant to Wis. Stat. § 59.11(4). Absences may be excused solely by the County Board Chair, but notification to the County Clerk is acceptable subject to the Chair's approval.

RULE XV: QUORUM

A majority of Supervisors or Committee members shall constitute a quorum. The Chair of the Iowa County Board shall be an ex-officio member of all committees, commissions, and boards created by the Iowa County Board and may meet, deliberate, make motions, and vote in their meetings while acting as an ex-officio member. The Chair of the Iowa County Board, while acting as an ex-officio member, may be counted in determining the number required for a quorum or whether a quorum is present and may cast the deciding vote in the event of a tie vote. The Chair may not vote unless a committee member is absent. The Chair of the Iowa County Board may, at his or her discretion, delegate this ex officio status to another Board Supervisor in the event the Chair is unable to attend a meeting.

RULE XVI: PUBLIC PARTICIPATION

The public may address members of the Board at the portion of the agenda listed as “Comments from the Public.” Guidelines for public participation include the following:

- a) The topic may pertain to any item they wish to present with the exception of political candidate endorsement.
- b) The individuals identify themselves and, if representing a group, identify that group.
- c) State clearly and concisely the issue, limiting comments to a maximum of TWO (2) MINUTES. Written material may be provided. It is not necessary to read an entire document.
- d) Limit group representation by appointing a speaker(s) to present an issue.

RULE XVII: OPEN MEETINGS

All meetings of the Board of Supervisors, committees, boards and commissions shall be held in public buildings reasonably accessible to members of the public and shall be “open meetings” as provided in Wis. Stat. § 19.83 of Wisconsin Statutes.

RULE XVIII: CLOSED SESSION

The Board of Supervisors or any committee, board or commission following proper notice may convene in closed session as authorized by Wis. Stat. § 19.85. All discussion during a closed session is confidential and cannot be shared.

RULE XIX: COUNTY BOARD VACANCY

In the event of a vacancy on the County Board, the County Board Chair in consultation with members of the Executive Committee shall identify potential nominees. The County Board Chair shall present to the Supervisors for approval a person who is a qualified elector and resident of that supervisory district to fill the vacancy for the unexpired portion of the term. If the County Board does not approve the appointment, any member of the County Board, at the same meeting, may offer nominations to fill the vacancy subject to the approval of the County Board. Any person appointed to the County Board under this paragraph shall take Office upon being approved by the County Board and sworn in by the Chair or County Clerk.

RULE XX: PARLAMENTARIAN AND LEGAL ADVISOR

The Corporation Counsel or his/her designee shall attend Board meetings and serve as parliamentarian and legal advisor to the Board of Supervisors.

RULE XXI: DEFINITIONS

The following definitions are applicable to the Iowa County Board Rules and their application:

- (1) **Adjourned Meeting** – a meeting in continuation of the session of a regularly scheduled or special meeting at which the County Board or its committee(s) was unable to complete its work and which is scheduled for purposes of completing that work in advance of the next regularly scheduled meeting.

- (2) **Adjournment** – the act of an assembly which terminates a meeting. The adjournment of a regularly scheduled meeting ordinarily ends the session. However, if another meeting to continue the same business has been set for a definite time (i.e. an adjourned meeting), then the session continues at the call of the adjourned meeting.
- (3) **Agency** – an executive body with the authority to implement and administer particular legislation.
- (4) **Board** – a body of elected or appointed persons whose operation is determined by responsibilities and powers delegated to it or conferred on it by authority outside itself.
- (5) **Cluster** – a group of committees, boards, or commissions which are interrelated in scope or function and which share some form of commonality.
- (6) **Commission** – a body of persons consisting of elected officials and members of the public who are acting under lawful authority to perform a specified public service.
- (7) **Committee** – a body of persons elected or appointed to consider, investigate, and/or take action on identified specific matters or subjects.
- (8) **Committee of the Whole** – a meeting of the full assembly to allow detailed consideration of a matter under conditions similar to those of a committee meeting. The results of votes taken in a Committee of the Whole are not final decisions of the body but instead have the status of recommendations which the assembly is given the opportunity to consider further and which it votes on finally under its regular rules.
- (9) **Department** – a principal branch or division of County governmental operations.
- (10) **Majority** – majority means at least one more than half, and unless otherwise specified, shall mean more than half of the votes cast by persons entitled to vote, excluding abstentions, providing a quorum is met.
- (11) **Motion** – a formal proposal, made by the member of an assembly during a meeting, that the assembly take a certain action.
- (12) **Ordinance** – legislation enacted by the Iowa County Board which regulates or prohibits certain types of conduct or action on the part of those subject to Iowa County jurisdiction. Unless indicated otherwise in the body of an ordinance or otherwise required by law, every ordinance passed by the Iowa County Board shall be effective on the day after the date of its publication. A newly proposed ordinance may not be passed at the County Board meeting at which it is introduced. An existing ordinance may be amended at the County Board meeting at which the amendment is introduced unless multiple readings are required by law or are otherwise requested by the committee forwarding the proposed amendment to the Board.
- (13) **Policy** – the general principles by which a government is guided in its management of public affairs.
- (14) **Recess** – a short intermission or break within a meeting that does not end the meeting, and after which the proceedings are immediately resumed at the point where they were interrupted.
- (15) **Regularly Scheduled Meeting** – a meeting regularly scheduled at a particular interval for purposes of conducting the ordinary business of the County. Unless

noticed otherwise, the regularly scheduled meeting of the Iowa County Board shall occur on the third Tuesday of each month. Each regularly scheduled meeting of the County Board or its committees shall constitute a new and separate session.

- (16) **Resolution** – a formal, written determination or expression of the Iowa County Board’s policy or position on a particular subject matter. The Board may pass resolutions to express its consensus on matters of public policy, including but not limited to: social issues, legal rights, court opinions, and actions taken by the State or Federal government. The Iowa County Board also may pass resolutions for internal, administrative purposes and as otherwise authorized or prescribed by law. Unless indicated otherwise in the body of a resolution, every resolution passed by the Iowa County Board shall be effective immediately upon passage and shall remain in full force and effect until amended or rescinded by further action of the Board.
- (17) **Session** – a continued meeting or a series of connected meetings devoted to a single order of business, agenda, or announced purpose.
- (18) **Special Committee** – a committee of Board members appointed, as the need arises, to carry out a specified task, at the completion of which the special committee automatically ceases to exist.
- (19) **Special Meeting** – a meeting held at a time different from a regularly scheduled meeting and convened for purposes of either (1) considering one or more items of specified business that may arise between regularly scheduled meetings and that require action before the next regularly scheduled meeting, or (2) dedicating an entire session to one or more particular items of business.
- (20) **Standing Committee** – a committee that is constituted to perform a continuing function and which remains in existence permanently for the purposes of carrying out that identified function.
- (21) **Subcommittee** – a group of members of a committee appointed for a particular function by that committee who are responsible to and report to that committee.
- (22) **Subsidiary Motion** – a motion that is applied to a pending motion to aid in treating or disposing of the pending motion without expressly adopting or rejecting it.
- (23) **Term of Member** – the preferred term of a member of a commission, committee, work group, board, or other deliberative body under the Iowa County Board shall be six years in length unless prescribed otherwise by the Iowa County Board Rules, by resolution, or by other governing law.
- (24) **Term of Elected County Board Supervisor** – the term of an elected County Board Supervisor, shall be a period of two years beginning on the third Tuesday in April of even-numbered years.
- (25) **Walking Quorum** – a series of gatherings or communications among separate groups of members of a governmental body, each less than quorum size, who agree, tacitly or explicitly, to act uniformly in sufficient numbers to reach a quorum. Walking quorums are prohibited by Wisconsin’s Open Meetings Law.
- (26) **Work Group** – a group of people, which may include elected and non-elected members, that works together temporarily on a specific task to provide recommendations for action to the individual or body that formed the group.

Ordinance and amendment drafted by the Iowa County Corporation Counsel.