

**Resolution No. 3-0600**

**PROCEDURE FOR PLACING ITEMS ON COUNTY BOARD CALENDAR AND ESTABLISHMENT OF A REVISED ORDER OF BUSINESS FOR COUNTY BOARD MEETINGS**

**WHEREAS**, the Rules for the Government of Iowa County Board is silent with regard to a procedural mechanism for placing items on the County Board Calendar;

**WHEREAS**, it also appears appropriate to revise said Rules with respect to the order of business for County Board meetings

**WHEREAS**, adoption of a procedure for placing items on the County Board Calendar and revision of the Order of Business for County Board Meetings will foster orderly and efficient County Board Governance;

**NOW, THEREFORE, BE IT RESOLVED BY THE IOWA COUNTY BOARD OF SUPERVISORS** that the following procedure is adopted for placing items on the County Board Calendar.

- (1) All items to be included on the calendar must be properly drafted and in the County Clerks office by 9:00 a.m. on the Thursday prior to the County Board meeting
- (2) The County Clerks office shall prepare and release the calendar by 4:00 p.m. on the Thursday prior to the County Board Meeting.
- (3) Any item requiring Board action may be placed on the calendar 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.
- (4) Citizens and groups requesting to be heard before the County Board must first appear before the appropriate County Board Committee, and be referred to the Board by said Committee.

**BE IT FURTHER RESOLVED** that the Order of Business for County Board Meetings be as follows:

1. Call to order by Chairperson.
2. Roll call
  - a. Pledge of Allegiance
3. Certification of Notice of Meeting
4. Approval of Proceedings of last meeting.
5. Approval of Calendar of meeting
6. Special matters and announcements.
  - a. Memorials, Proclamations and Special presentations
  - b. Announcements (limited to two minutes)
  - c. Letters and Reports
7. Motions from previous meetings, including motions to reconsider, rescind or withdraw from committee.
8. Ordinances

9. Resolutions
10. Award of Contracts
11. Special Order of Business
  - a. All other motions not specifically referenced in the Order of Business.
  - b. Appointments.
  - c. Such other business as the County Board is authorized to conduct by law.
12. Zoning Petitions
13. Mileage and Per diem Report.
14. Adjournment

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2000.

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Neil Jefferson  
Iowa County Chairperson

ATTEST:

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Gregory Klusendorf  
Iowa County Clerk

### **CERTIFICATION OF ADOPTION**

This is to certify that the above resolution was duly adopted by the County Board of Iowa County on the \_\_\_\_\_ day of \_\_\_\_\_, 2000.

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Gregory Klusendorf  
Iowa County Clerk  
Iowa County, Wisconsin