



# RULES OF THE BOARD OF SUPERVISORS

## ST. CROIX COUNTY WISCONSIN

**Originally Adopted on March 10, 1992**

**Restated on March 7, 2023**

**Effective December 2, 2025**

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# **RULES OF THE BOARD OF SUPERVISORS OF ST. CROIX COUNTY, WISCONSIN**

## **INTRODUCTION**

St. Croix County is a body corporate of the State of Wisconsin. On April 1, 2004, it became a self-organized county pursuant to Wisconsin Statute § 59.10 (intro). The county seat is located at 1101 Carmichael Road, Hudson, Wisconsin. St. Croix County exercises its powers through the Board of Supervisors.

St. Croix County government provides services that promote the safety, health and welfare of our citizens and other public entities, through innovation and cooperation in a fiscally responsible and accessible manner.

This restatement to the Rules shall be effective December 2, 2025.

## ARTICLE ONE

### **BOARD OF SUPERVISORS**

**Section A. Designation.** The Board of Supervisors shall be referred to hereinafter as the “County Board.”

**Section B. Role.** The role of the County Board is to set the strategic mission and priorities for the County, establish the general policies by which the County is guided in its management of County affairs, consider and act upon resolutions and ordinances, provide financial oversight and build community relationships in support of the mission and priorities. The County Board selects the County Administrator and monitors and assesses the County Administrator’s management of the daily operations and implementation of policy.

**Section C. Powers.** The County Board may exercise any of the powers conferred on it by the laws of the State of Wisconsin and in accordance with these Rules.

#### **Section D. Definitions.**

1. **County Board Chair.** The County Board Chair is referred to throughout these Rules as the “Board Chair.”
2. **Standing Committees.** Under these Rules, Standing Committees are the Health and Human Services Board, Administration Committee, Community Development Committee, Public Protection and Judiciary Committee, and Transportation Committee.
3. ***Robert’s Rules of Order Newly Revised.*** In all matters not specifically provided for in these Rules, *Robert’s Rules of Order Newly Revised*, and all subsequent editions thereof, shall govern in all matters in which they are applicable, and shall be referred to throughout these Rules as “*Robert’s Rules*.”

#### **Section E. Committee of the Whole.**

1. **Definition and Purpose.** The Committee of the Whole is a device in which a legislative body, such as the County Board, is considered one large committee. All members of the legislative body are members of such a committee.

Under *Robert’s Rules*, when an assembly (i.e. legislative body) has to consider a subject which it does not wish to refer to a committee, and yet where the subject matter is not well-understood and put into proper form for its definite action, or when, for any other reason, it is desirable for the assembly to consider a subject with all the freedom of an ordinary committee, it is the practice to refer the matter to the “Committee of the Whole.”

These Rules of St. Croix County also permit the calling of a Committee of the Whole for any reason deemed appropriate by the party having the authority to call a meeting of the Committee of the Whole. Matters appropriate for a meeting of the Committee of the Whole will generally involve issues having a county-wide impact.

2. Causing a Meeting of the Committee of the Whole. Meetings of the Committee of the Whole shall be at the call of the Board Chair or at the call of the County Board Vice-Chair or caused to occur by means of a motion to refer the matter to the Committee of the Whole in an action taken during a meeting of the County Board.
3. Scheduling of the Meeting. When a meeting of the Committee of the Whole is caused to occur as provided in Article One, Section E. 2., then the Board Chair or in the Board Chair's absence, the Vice-Chair, shall take steps to schedule the meeting as soon as shall be practical.
4. Presiding Officer. While the Chair of the Board may serve as the Chair of the Committee of the Whole, it is the custom of this County to have the Vice-Chair serve as the presiding officer.
5. Quorum. A quorum of the Committee of the Whole is the same as that of the County Board.
6. Actions of this Committee. The Committee of the Whole may make and present recommendations by informal resolutions (meaning the resolutions need not be reviewed by legal, finance and administration) to the County Board or a Standing Committee. Minutes are to be taken of the meetings of the Committee of the Whole in a manner similar to minutes of Standing Committee meetings.

**Section F. Supervisory Districts and Terms.** The County Board shall be comprised of one Supervisor from each of the 19 supervisory districts within the County. Supervisors shall be elected at the election to be held the first Tuesday in April in even-numbered years and shall take office on the third Tuesday in April in even-numbered years. The County Board of Supervisors shall serve a two-year term expiring on the third Tuesday in April.

<b><u>District 1</u></b> Town of Somerset Wards 1 & 2 Town of Star Prairie Ward 4 Village of Somerset Wards 1-4	<b><u>District 11</u></b> Town of Stanton Ward 2 Town of Star Prairie Wards 1, 2, 3, 5, 6 Village of Star Prairie Ward 1 City of New Richmond Ward 3
<b><u>District 2</u></b> Town of St. Joseph Wards 1-3 Town of Somerset Wards 3-6	<b><u>District 12</u></b> City of New Richmond Wards 1, 2, 4, 5, 7
<b><u>District 3</u></b> Town of Hudson Wards 3-6 Town of Richmond Ward 3 Town of St. Joseph Wards 4-6	<b><u>District 13</u></b> City of New Richmond Wards 6, 8, 9, 10, 11, 12

<b><u>District 4</u></b> Town of Hudson Wards 1 & 2 Village of North Hudson Wards 1-6	<b><u>District 14</u></b> Town of Erin Prairie Ward 1 Town of Richmond Wards 1, 2, 4, 5, 6 Town of Warren Ward 1
<b><u>District 5</u></b> City of Hudson Wards 1 & 2, 9 & 10	<b><u>District 15</u></b> Town of Kinnickinnic Wards 1 & 3 Town of Pleasant Valley Ward 1 Town of Warren Wards 2 & 3 Village of Roberts Wards 1-4
<b><u>District 6</u></b> City of Hudson Wards 5 & 6, 11 & 12	<b><u>District 16</u></b> Town of Hammond Wards 1-3 Town of Rush River Ward 1 Village of Hammond Wards 1-4
<b><u>District 7</u></b> City of Hudson Wards 3 & 4, 7 & 8	<b><u>District 17</u></b> Town of Cylon Ward 1 Town of Emerald Ward 1 Town of Forest Ward 1 Town of Glenwood Ward 1 Town of Stanton Ward 1 Village of Deer Park Ward 1 City of Glenwood City Wards 1 & 2
<b><u>District 8</u></b> Town of Hudson Wards 7-14	<b><u>District 18</u></b> Town of Baldwin Ward 2 Village of Baldwin Wards 1-6
<b><u>District 9</u></b> Town of Troy Wards 1-6	<b><u>District 19</u></b> Town of Baldwin Ward 1 Town of Cady Ward 1 Town of Eau Galle Wards 1 & 2 Town of Springfield Ward 1 Village of Spring Valley Ward 3 Village of Wilson Ward 1 Village of Woodville Wards 1 & 2
<b><u>District 10</u></b> Town of Kinnickinnic Ward 2 Town of Troy Wards 7 & 8 City of River Falls Wards 1-5	

## Section G. Absences, Vacancies and Removal.

### 1. Absences

- a. Supervisors are expected to attend all County Board meetings and all Standing Committee meetings to which they are assigned. If a Supervisor is unable to attend a Board meeting, the Supervisor is expected to notify the Board Chair and/or the County Clerk. If a Supervisor is unable to attend a Standing Committee, the Supervisor is expected to notify the Standing Committee Chair and/or County Clerk. Virtual attendance shall be allowed at the discretion of the Board Chair or Standing Committee Chair as set forth in Article Three, Section A.7. The respective Chair

shall determine whether to excuse the absence. All absences should be noted in the minutes of the meeting along with an indication of whether the absence was excused.

- b. The Board Chair or Standing Committee Chair will direct that a roll call or other action is taken to record the names of the Supervisors in attendance at a meeting.
- c. The County Clerk will track and keep record of County Board meeting absences. The Standing Committee Chair will report the name of any Supervisor who accumulates three or more unexcused absences or five total absences within the first 12 months of their term and/or three or more unexcused absences or five total absences within the second 12 months of their term from properly noticed Standing Committee meetings to the County Clerk who shall keep a record of such absences.
- d. The County Board may, consistent with the requirements of Wisconsin Statute Ch. 17, take whatever action it deems appropriate, including removal, with respect to a person who has three or more unexcused absences or five total absences from a County Board meeting or three or more unexcused absences or five total absences from a Standing Committee meeting within the first 12 months of their term and/or or three or more unexcused absences or five total absences from a County Board or Standing Committee meeting within the second 12 months of their term.

## 2. Removal

- a. Any member of the County Board, subunit or other governmental body of the County may be removed for cause by the County Board as provided in Wisconsin Statutes §§ 17.10 and 17.16.
- b. The Standing Committee Chair has the responsibility to lead the work of the committee and to assure that each committee member is actively engaged. Upon determining that an individual committee member is not engaged due to failure to attend committee activities, the Standing Committee Chair may recommend to the appointing authority removal of the committee member from said committee. The appointing authority will notify the committee member of the recommended removal. Upon consultation with the committee member, the appointing authority may recommend removal to the County Board, which may take action on the removal.

## 3. Vacancies

- a. If a vacancy occurs on the County Board, the Board Chair shall seek candidates and recommendations for candidates in the district in which the vacancy exists by publishing a notice of the vacancy in a newspaper likely to inform residents in the district and by providing notice of the vacancy to the mayor of any city, the president

of any village, and the chair of any town located in the district in which the vacancy exists.

- b. Pursuant to Wisconsin Statute § 59.10(3)(e), the Chair, with the approval of the County Board, shall appoint a person who is a qualified elector and resident of the supervisory district to fill the vacancy. The successor shall serve for the unexpired portion of the term to which the person is appointed.
- c. In the event the Board Chair does not forward a candidate to the County Board to fill the unexpired term within 70 days of a vacancy, the Board Chair shall explain to the County Board why no candidate has been brought to their attention for approval.<sup>1</sup>

**Section H. Compensation of Supervisors.** Compensation for Supervisors shall be set by a resolution of the County Board. The resolution must be adopted prior to the earliest date on which nomination papers may be circulated for a County Board seat for the succeeding term. Supervisors shall also be entitled to per diem, mileage and expense reimbursement related to County business. Any out-of-county expenses require pre-approval by the Board Chair.

**Section I. Definition and Compensation of Citizen Members.** A citizen member is defined as any person appointed to any board, committee, subunit or other governmental body of St. Croix County who is not an elected member of the County Board. Citizen members of any board, committee, subunit or other governmental body are entitled to receive per diems and mileage for meetings attended in the same amount and at the same rates as Supervisors receive for attending County meetings. Citizen members of any board, committee, subunit or other governmental body shall be provided the Rules and Bylaws of the Board of Supervisors and shall comply with all provisions applicable to them.

**Section J. Compensation, Per Diem, Mileage and Expense Reimbursement.** Refer to the County's Compensation, Per Diem, Mileage and Expense Reimbursement Policy.

**Section K. County Website and Official Directory.** Supervisors shall choose what information is released about them on the St. Croix County Website and Official Directory. A Supervisor may choose to use the Government Center address, phone number, or his/her own personal information. A form will be provided for each Supervisor to indicate his/her choices. Each Supervisor shall be assigned a County-issued email address by district number for County business related matters.

Supervisors should be aware that as a public official, personal contact information will be provided according to Wisconsin public records laws upon request.

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<sup>1</sup> Unless otherwise noted in this document, day or days are defined as calendar days.



**Section L. Ad hoc Committees.** The County Board may establish ad hoc committees for specific purposes and limited duration. The County Administrator shall appoint the members of ad hoc committees with County Board confirmation. Supervisor members of ad hoc committees shall be entitled to per diems and expense reimbursement as set forth in Article One, Section H.

## ARTICLE TWO

### OFFICERS

**Section A. Officers; Election.** The officers of the County Board shall consist of a Chair and a Vice-Chair. Both officers shall be elected by the County Board at the County Board's first meeting on the third Tuesday in April in even-numbered years. Any Supervisor may make a motion for the election to be by secret ballot. A candidate for either office shall be nominated by another Supervisor. At the close of nominations, each nominee for Chair shall be entitled to address the County Board and Supervisors may ask the nominee for Chair questions related to the candidacy.

If no candidate receives a majority on the first vote, the candidate with the fewest votes shall be dropped from the ballot. A second vote will be taken on the remaining candidates. If no candidate receives a majority on the second vote, again the candidate with the fewest votes shall be dropped from the ballot. A third vote will be taken on the remaining candidates and the candidate with the most votes after this election shall be declared the Chair of the County Board.

The above process shall be conducted if there is a contested election for Vice Chair of the County Board.

**Section B. Term.** The term of office for the Chair and the Vice-Chair shall be two years from the time they take office, which is the third Tuesday in April in even-numbered years.

**Section C. Powers and Duties of the Board Chair.** The Board Chair shall exercise the powers and perform the duties described in these Rules, those assigned by the Board, those prescribed by *Robert's Rules*, in cases to which they are applicable, and those which are normally ascribed to the office.

1. Sets the agenda and conducts County Board Meetings in accordance with Article Three.
2. Mandatorily by statute, or customarily, attends meetings of the following organizations and agencies to provide County Board representation. The Board Chair may appoint a designee to attend a mandatory or customary meeting. Mileage and per diems will be paid for attendance at both customary and mandatory meetings.
  - a. Mandatory Meetings
    - 1) Tax Incremental District Joint Review Board
    - 2) District Board Appointment Committee of the Northwood Technical College
    - 3) District Board Appointment Committee of the Chippewa Valley Technical College (CVTC)

- 4) West Central Wisconsin Workforce Development Board/County Boards' Consortium
- 5) Local Emergency Planning Committee (LEPC)

b. Customary Meetings

- 1) Chair/Member – Committee of the Whole
- 2) Member of one, but not more than two, Standing Committees
- 3) County/City – Attends meetings with municipal and county officials
- 4) Towns Association
- 5) Wisconsin Counties Association
- 6) Community Justice Collaborating Council

3. Other duties of the Board Chair include the following:

- a. Seeks candidates for vacant districts.
- b. Appoints, with the approval of the County Board, a qualified elector and resident of the supervisory district in which a vacancy exists. Wisconsin Statute § 59.10(3)(e) applies to filling vacancies on the County Board.
- c. Authorizes County Board Supervisor attendance for compensation at a meeting for which a Supervisor is not a member.
- d. Calls meetings of the Committee of the Whole.
- e. Directs the County Clerk or designee to be the Convener of the initial Standing Committee meeting to conduct the initial meeting of the Standing Committee until its chair is selected.
- f. Acts as a voting member, if a quorum is not otherwise present, for a Standing Committee or for the Council on Aging and Disabilities.
- g. May change the County Board meeting dates and times, if necessary.

- h. In consultation with the County Administrator, makes changes to the County Board agendas as otherwise set forth in these Rules.
  - i. Directs the County Clerk on what items are to appear on the County Board agendas.
4. The Board Chair shall not chair a Standing Committee.

**Section D. Powers and Duties of the Vice-Chair.** The County Board Vice-Chair shall exercise the powers and perform the duties described in these Rules, those assigned by the Board Chair, those prescribed by *Robert's Rules*, in cases to which they are applicable, and those which are normally ascribed to the office, which include:

- 1. Acts as Chair during the temporary absence or incapacity of the Chair or when it is necessary for the Chair to temporarily vacate the seat.
- 2. Customarily serves as Chair of the Committee of the Whole.
- 3. If the Board Chair is unavailable, acts as a voting member if a quorum is not otherwise present for a Standing Committee or for the Council on Aging and Disabilities.
- 4. Performs such other duties as may be reasonably assigned by the Board Chair.

**Section E. Permanent Absence.**

- 1. Board Chair. In the event the position of Board Chair is vacant due to removal, resignation or death of the incumbent, the Board shall hold an election to fill the position of Board Chair within 70 days of it becoming vacant. The County Board Vice-Chair shall assume all duties of the Board Chair when such position is vacant and shall be paid compensation as the Board Chair would otherwise be entitled until such time as the County Board elects a successor.
- 2. County Board Vice-Chair. In the event the position of Board Vice-Chair is vacant due to removal, resignation, or death of the incumbent the Board shall hold an election to fill the position of Board Vice-Chair within 70 days of it becoming vacant.

**Section F. Chair *Pro tem*.** If both the Chair and Vice-Chair are absent from a County Board or Committee of the Whole meeting, the Chair shall appoint a Chair *pro tem* to conduct the meeting, and if no such Chair *pro tem* has been appointed, the County Board or Committee of the Whole shall elect a Chair *pro tem* to conduct the meeting.

## **ARTICLE THREE**

### **MEETINGS OF THE COUNTY BOARD**

**Section A. Meeting Place, Dates and Times.** County Board meetings shall be held as follows:

1. Regular Meeting Dates and Times. The County Board shall hold its regular meetings at the St. Croix County Government Center, 1101 Carmichael Road, Hudson, Wisconsin, the first Tuesday of each month except for the Organizational Meeting which is to be held at the date described below. The meetings shall begin at 5:00 p.m.
2. Annual Meeting. The annual meeting of the County Board, required by Wisconsin Statute § 59.11(1), shall be held as part of the regular meeting in October or November as determined by the County Board.
3. Orientation Session. An orientation session is customarily held for all incumbent and newly elected Supervisors after the even-year April elections and prior to the even-year April Organizational meeting. No County business is taken up at this session. Incumbent and newly elected Supervisors are entitled to per diem and mileage for this session.
4. Organizational Meeting. The Organizational Meeting is held the third Tuesday of April in even numbered years following the spring election. The County Administrator shall act as the Convener of this Organizational Meeting until the Board elects a Chair. The Board elects the Chair and Vice-Chair and confirms the County Administrator's appointments to the Health and Human Services Board. Any other County business before the County Board is handled as it would be at any other regular meeting.
5. Special Meetings. Special meetings may be called in accordance with Wisconsin Statute § 59.11 (2).
6. Physical Presence Necessary. Unless authorized under Article Three, Section A.7., each Supervisor must be physically present at a County Board meeting to be "in attendance."
7. Virtual Attendance. Upon prior approval by the Board Chair, a Supervisor is permitted to attend a Board meeting remotely and thereby exercise any responsibilities, authority, or duties, including the right to vote, subject to available technology and all other applicable laws and rules. With the exception of unforeseen circumstances, approval shall be requested reasonably in advance of the meeting. This provision may be exercised by each Supervisor no more than twice during the first 12 months of their term and twice during the second 12 months of their term. Supervisors are encouraged to attend meetings in person. Supervisors appearing virtually are deemed physically present for all purposes. Virtual attendance means a Supervisor appears at a meeting through audio and visual means. Any Supervisor attending a Board meeting virtually shall keep their camera on for the entirety of the meeting. Also,

if attending virtually, Supervisors are required to log into the County Board portal for voting purposes.

## **Section B. County Clerk to Act as Clerk of the County Board.**

1. The County Clerk shall act as Clerk of the County Board at all of the County Board's regular, special, Committee of the Whole, or other meetings. Under the direction of the Board Chair, the County Clerk creates the agenda for County Board meetings, keeps and records true minutes of all the proceedings of the County Board in a format chosen by the County Clerk, including all committee meetings, either personally or through the County Clerk's appointee. The County Clerk publishes a certified copy of proceedings of County Board meetings in one or more newspapers pursuant to Wisconsin Statute §59.14(2). ("Proceedings" means a brief, precise summary of every resolution adopted, ordinance enacted or other action taken by the County Board). Copies of all agendas and minutes of board meetings and committee meetings shall be filed in the County Clerk's office. The County Clerk makes regular entries of the County Board's resolutions and decisions upon all items and records the vote of each Supervisor on any items submitted to the County Board. Publishes ordinances as provided in Wisconsin Statute § 59.14(1) and performs all duties prescribed by law or required by the County Board in connection with its meetings and transactions.
2. The County Clerk shall also be responsible for the clerical support of all other County meetings for which agendas and minutes are traditionally required. The County Clerk may delegate duties with respect to the preparation of committee agendas to a meeting organizer; and may appoint a meeting organizer employee to record, prepare, and provide true minutes of an assigned committee meeting. Meeting organizers shall work with Committee Chairs, Department Heads, and administration staff to prepare agendas.
3. The County Clerk shall provide to all Supervisors at least seven days prior to the date of a County Board meeting an agenda of items to come before the County Board. Matters of urgency arising after the agenda has been provided to Supervisors may be added to the agenda at the discretion of the Board Chair and the County Administrator. Notice of additional items and, if applicable, the resolution, ordinance, and/or supporting documents will be provided to the Supervisors as soon as practicable.

## **Section C. Agendas.**

1. Agenda Items. The Board Chair determines the items on any County Board meeting agenda.
2. Additional Agenda Items. Additional agenda items may be added to the Board meeting agenda following the procedures set forth in Article Three, Section D.7.

## **Section D. Procedures.**

1. Following the Pledge of Allegiance to the Flag, the roll call of the Supervisors shall be taken and the names of those present and those absent shall be entered on the record. Ten Supervisors present, either in person or virtually, at a County Board meeting shall constitute a quorum for the transaction of business.

2. The order of business on a County Board meeting agenda shall be as follows:

Call to Order

Invocation or Moment of Silence

Pledge of Allegiance to the Flag

Roll Call

Public Comment

Consent Agenda

1. Minutes of Previous Meeting
2. Date of Next Meeting
3. Rezoning
4. Alterations of County Supervisor District Lines Due to Annexations
5. Appointments
6. Approval of Amendments to Town Zoning Ordinances
7. Any other item deemed routine by the County Board Chair

Presentations or Recognitions

County Administrator's Report

Business Items

Request for Future Agenda Items

Announcements

Adjournment

The Board Chair may modify the order of business.

3. The Board Chair shall inquire into whether any items shall be removed from the Consent Agenda prior to calling for a motion to approve the Consent Agenda.
4. The Board Chair shall preserve County Board meeting order and decorum. The Board Chair shall speak to points of order and decide questions of order. Such decisions are subject to an appeal to the County Board. No Supervisor shall speak more than once on such appeal except by leave of the Board. A majority vote of the Supervisors present shall overrule the Board Chair.
5. Pursuant to Chapter 90 of the St. Croix County Code of Ordinances, no Supervisor may take any official action at a County Board or Standing Committee meeting substantially affecting a matter in which the Supervisor, a member of his or her immediate family, or organization with which the Supervisor is associated, has a substantial financial interest.

6. Public comment guidelines for speaking are as follows:
  - a. The comment period is open to those who wish to speak on any subject matter. Speakers shall remain civil and not engage in personal attacks of individuals. If the item commented about is not on the agenda, Supervisors shall not discuss the item. If the item is on the agenda, Supervisors may discuss the item when it comes up for consideration.
  - b. Each speaker is limited to a maximum of three minutes in length or as announced or modified by the Board Chair.
  - c. No further public comments will be allowed during the rest of the meeting unless approved by the Board Chair whose decision may be appealed to the County Board and which may be overturned by a majority vote.
  - d. A comment card shall be completed and given to the Board Chair who will call speakers up one at a time, or as otherwise determined by the Board Chair.
  - e. If the comments are specific to an item being dealt with under a Public Hearing listed on the agenda, the Board Chair will ask that the speaker to hold his or her comments until the Public Hearing is called.
  - f. If comments are specific to an item listed on the agenda, the Board Chair may ask the speaker to hold their comments until that item on the agenda is called.
  - g. The Board Chair shall have the discretion to limit the overall time of public comment if necessary.
7. Minutes of County Board meetings shall be kept in accordance with Wisconsin Statute § 59.23(2)(a). Draft minutes shall be transcribed by the County Clerk. The County Clerk shall provide copies of all draft meeting minutes to all Supervisors in their meeting packets. Upon approval of the minutes, or approval of the minutes with changes, at the subsequent County Board meeting, the minutes shall become official.
8. Every agenda item which comes before the County Board from a source other than a Standing Committee may, at the discretion of the Board Chair, be placed on a future agenda of the County Board, or it shall be referred to an appropriate Standing Committee by the Board Chair. A Supervisor may request the addition of an agenda item at a County Board meeting under “Future Agenda Items.” If by the following County Board meeting, the Board Chair has not placed the item on a future agenda, a Supervisor may make a motion during “Future Agenda Items” to appeal the decision of the Board Chair to the County Board, which by majority vote may overturn the decision of the Board Chair. The Supervisor’s motion shall specify the date in which the requested item shall appear on a



future agenda of either the County Board or Standing Committee. Every Standing Committee shall report upon all items referred to it by the second meeting of the County Board following the meeting of referral unless otherwise directed by the County Board.

9. All petitions for highways and bridges shall be presented to the County Board at the annual budget meeting.
10. Reports by County department heads shall be submitted in writing to the County Board annually.
11. The Chair of a Standing Committee that proposes an original resolution or ordinance shall verify the name and vote of each member on final consideration of such item thereon.
12. All questions shall be put to the County Board in the order they are moved, except privileged questions.
13. Assuming there is a quorum, procedural rules of the County Board may be suspended by a two-thirds vote of those Supervisors present.

#### **Section E. Rules of Debate.**

1. When any Supervisor wishes to speak in debate, or deliver any matter to the County Board, the Supervisor shall address the Board Chair, confine the Supervisor's remarks to the question under debate, and avoid making derogatory personal comments about others.
2. In all cases, the Board Chair shall recognize Supervisors in the order in which they have sought recognition.
3. When a question is under debate, no motion shall be received, except a motion:
  - a. To adjourn (privileged).
  - b. To take a recess (privileged).
  - c. To lay on the table (privileged).
  - d. To call for the previous question.
  - e. To postpone to a time certain.
  - f. To refer to a standing or *ad hoc* committee.
  - g. To amend.

- h. To postpone indefinitely.

These motions shall have precedence in the order in which they are listed above.

- 4. A motion to adjourn, to take a recess, to lay on the table, and a call for the previous question, shall be decided without debate.
- 5. When a motion is made, if clarification is necessary, it shall be stated by the Board Chair prior to debate. If a question contains several points, any Supervisor may have it divided into separate questions.
- 6. A Supervisor called to order by the Board Chair shall immediately relinquish the floor. The Board Chair shall then clearly state the breach involved and then ask the County Board if the Supervisor should be allowed to continue to speak. This question is not debatable
- 7. It shall be in order for any Supervisor voting on the prevailing side of a vote to move for a reconsideration of that vote on the same day of the vote. A motion for reconsideration having been put and lost, or not receiving a second, shall not be renewed.

**Section F. Putting Questions and Voting.** This section applies to both County Board and Standing Committee meetings:

- 1. In a case where the result of a voice vote is in doubt, any Supervisor may call for a division (a counted vote).
- 2. If a Supervisor must leave the meeting or misses a vote, the Supervisor shall be entitled to record how they would have voted upon the Supervisor's return.
- 3. Any Supervisor may request a roll call vote. All votes involving the expenditure of funds shall be by roll call vote.
- 4. No vote by proxy shall be allowed.

## **ARTICLE FOUR**

### **COUNTY BOARD STANDING COMMITTEES**

#### **Section A. Standing Committees.**

1. Health and Human Services Board
2. Administration Committee
3. Community Development Committee
4. Public Protection and Judiciary Committee
5. Transportation Committee

**Section B. Appointment of Standing Committees.** Each Supervisor shall be appointed to at least one Standing Committee as the case may be but shall not serve on more than two. No Supervisor shall be the chair of more than one Standing Committee.

1. Health and Human Services (HHS) Board
  - a. Pursuant to Wisconsin Statute § 59.18(2)(c), the County Administrator appoints members of all boards and commissions. All appointments to boards and commissions by the County Administrator shall be subject to confirmation by the County Board.
  - b. Members of the Health and Human Services Board shall be appointed by the County Administrator and confirmed by the County Board at the organizational meeting in April of even numbered years following the spring election pursuant to Wisconsin Statute § 46.23(4)(b)2 and citizen members are appointed pursuant to Wisconsin Statute § 251.03. Mid-term vacancies shall be appointed by the County Administrator subject to County Board confirmation.
2. Administration, Community Development, Public Protection and Judiciary, and Transportation Committees
  - a. Members of the Administration, Community Development, Public Protection and Judiciary, and Transportation Committees shall be appointed by the Board Chair within five working days after the organizational meeting.

#### **Section C. Term of Office.**

1. HHS Board. The term of office for each of the six Supervisor members of the HHS Board shall be three years, arranged so that the terms of two Supervisor members shall expire each year. If a Supervisor member is not re-elected to the County Board and the term he/she is serving on the HHS Board does not expire in the year the County Board term begins, a

vacancy will be deemed to have occurred on the HHS Board and another Supervisor will be appointed to serve the remainder of the term. The term of office for each of the three citizen members of the HHS Board shall be three years, commencing upon appointment at the April County Board meeting, or as soon as possible thereafter, arranged so that the term of one citizen member shall expire each year, pursuant to Wisconsin Statute § 46.23(4)(c). If HHS Board members cannot be selected at the times described in this paragraph, current members shall serve until successors are selected. Mid-term vacancies shall be appointed by the County Administrator subject to County Board confirmation.

2. Administration, Community Development, Public Protection and Judiciary, and Transportation Committees. The term of office of a member of a Standing Committee shall be two years. The term of office shall commence upon appointment to the committee in even numbered years following the April election. Any County Board Supervisor appointed under Article One, Section G.3.b. to fulfill a vacancy shall be named to a Standing Committee(s) by the Board Chair. The term of office of a member of a Standing Committee ends when the Supervisor is no longer a member of the County Board or is not re-appointed to the Standing Committee.

**Section D. Membership Limitations.** No County employee may serve as a member of a Standing Committee.

**Section E. Organization.** Each Standing Committee shall self-organize and shall select its own chair and vice-chair. The Board Chair shall, pursuant to Article Two, Section C.3.e., direct the County Clerk or designee to be the Convener of the initial Standing Committee meeting and it is the Convener with the assistance of the County Administrator who then sets the time, date, and meeting agenda items for the initial meeting agenda. The Convener is to conduct the initial meeting of the Standing Committee until its chair is selected.

**Section F. Standing Committee Meetings.**

1. A Standing Committee shall meet at such intervals as are necessary to discuss or act on business. A majority of Standing Committee members shall constitute a quorum for the transaction of business. If a quorum is not otherwise present, the Board Chair or Board Vice-Chair may act as a voting member. Standing Committee meetings shall follow the rules contained in Article Three, Section A. for County Board meetings except that the timeframe for providing the agenda and packet materials will be provided to Supervisors as soon as practicable and without unreasonable delay, but not less than 48 hours prior to the meeting. In all matters not specifically provided for in these rules, *Robert's Rules*, shall govern in all cases to which they are applicable.
2. Under the direction of the Standing Committee Chairs, the County Clerk or his/her designee creates and publishes the agendas of all Standing Committee meetings as well as keeps and records true minutes of all the proceedings in a format chosen by the County Clerk. The

County Clerk, either personally or through the County Clerk's appointee, provides copies of draft meeting minutes to all Standing Committee members in their meeting packets. Copies of all Standing Committee agendas and approved minutes shall be filed in the County Clerk's office and posted on the County's website and distributed to all Supervisors and media that have requested the information.

3. Introduce and Process Legislation. The County Board and its Standing Committees may exercise its powers by adopting resolutions and ordinances. County Board Supervisors seeking to introduce resolutions or ordinances shall abide by the Resolution and Ordinance Cover Sheet Drafting and Review Policy as feasible.
4.
  - a. Agenda Items. The Standing Committee Chair determines the items on any meeting agenda.
  - b. Individual Supervisors of a Standing Committee desiring to have an item placed on a Standing Committee agenda shall voice the request at the Standing Committee meeting under "Future Agenda Items." If the Standing Committee Chair refuses to accept the agenda item for placement on a future agenda, the Supervisor may appeal the decision to the Standing Committee members, which by majority vote may overturn the decision of the Standing Committee Chair. If the appeal is successful, the item shall be placed on a future agenda of the Standing Committee.
5. The public comment section of the agenda shall generally follow public comment protocol for the County Board set forth in Article Three, Section D.5.
6. Meetings of a Standing Committee may be called in the following ways:
  - a. Upon notice by the Committee Chair provided pursuant to Wisconsin Statute § 19.84; or
  - b. Upon a written request of a majority of the members of the Standing Committee to the Committee Chair. The Chair shall then give notice of the meeting in the manner required in Article Four, Section F.6.a.
7. Virtual Attendance. Upon prior approval by the Standing Committee Chair, a Supervisor may be permitted to attend a Standing Committee meeting remotely and thereby exercise any responsibilities, authority, or duties, including the right to vote, subject to available technology and all other applicable laws and rules. With the exception of unforeseen circumstances, approval shall be requested reasonably in advance of the meeting. This provision may be exercised by each Supervisor twice during the first 12 months of their term and twice during the second 12 months of their term. Supervisors are encouraged to attend meetings in person. Supervisors appearing virtually are deemed physically present for all purposes. Virtual attendance means a Supervisor appears at a meeting through audio

and visual means. Any Supervisor attending a Standing Committee meeting virtually shall keep their camera on for the entirety of the meeting.

**Section G. Joint Standing Committee Meetings.** Standing Committees may hold joint meetings. The Chairs of the Standing Committees meeting jointly shall establish the meeting date and the agenda and shall give notice of the meeting in the manner above. The Chairs shall, whenever possible, schedule such a joint meeting to coincide with a regularly scheduled meeting of one of the Standing Committees. The Chairs shall determine who will chair the joint meeting and such other methods of procedures for the joint meeting. Disputes shall be resolved by the Board Chair.

**Section H. Standing Committee Common Responsibilities.**

1. Each Standing Committee may review and take action as necessary on the designated department financial reports it receives.
2. Recommend resolutions and ordinances for consideration by the County Board.
3. Create subcommittees as deemed necessary. The Committee Chair shall appoint members to subcommittees subject to approval by the Board Chair.
4. Serve as a Contact Committee as set forth in Articles Five and Six.
5. In cooperation with the County Administrator establish a process for handling unbudgeted funding sources and/or expenditures that exceed the approved budget.
6. Provide policy direction for designated departments.

**Section I. Standing Committee Structure, Assignments and Responsibilities.**

1. Administration Committee.
  - a. Structure:

Members:	5 Supervisors
Term:	2-Years
Populated:	Appointed by Board Chair
  - b. Assignments:
    - 1) Designated Departments: Corporation Counsel; County Administrator; County Clerk; County Treasurer; Facilities; Finance; Human Resources; Information Technology; and Risk Management.
    - 2) Contact Committee for: Hudson Area Intergovernmental Advisory Council;

Inspiring and Facilitating Library Success (IFLS Library System);  
Wisconsin Counties Association.

c. Responsibilities:

- 1) Recommends budget and budget amendments to the County Board as set forth in Wisconsin Statute § 65.90(5)(b).
- 2) Sells tax deeded land following the procedures in Wisconsin Statute §§ 75.35 and 75.69.
- 3) Approves or disallows contingency fund requests pursuant to the Fund Balance Policy.
- 4) Reviews and forwards the County Administrator's budget to the County Board pursuant to Wisconsin Statute § 59.18(5).
- 5) Recommends long-term facility plans to the County Board that are not otherwise designated by Wisconsin Statutes.
- 6) Recommends the acquisition, sale, and use of County land to the County Board that are not otherwise designated by Wisconsin Statutes.
- 7) Approves or disallows County Administrator's recommendations regarding use of space in County owned, leased, or managed facilities.
- 8) Approves or disallows County Administrator's recommended changes for all County insurance matters including property and casualty, general liability, worker's compensation and group health and life insurance.
- 9) May recommend changes to the Rules of the Board of Supervisors.
- 10) Recommends renewal (or non-renewal) and terms of the County Administrator's contract to the County Board.
- 11) Recommends annually to the County Board a list of goals for the County Administrator.
- 12) Recommends annually to the County Board the performance review of the County Administrator.
- 13) Recommends annually any changes to the Investment Policy and the Purchasing Policy to the County Board.

- 14) Recommends to the County Board any needed alteration of the supervisory district boundaries that are made necessary due to annexations.
- 15) Recommends to the County Board any changes regarding the compensation plan and carries out the duties and responsibilities assigned to it under the Human Resources Handbook.
- 16) Recommends to the County Board any changes regarding compensation of the elected officials.
- 17) Recommends to the County Board action to be taken by the County on any claim brought pursuant to Wisconsin Statute § 893.80 not covered by an insurance policy. The Committee shall annually receive a summary from the Risk Manager and Corporation Counsel of the status of open claims brought against St. Croix County under Wisconsin Statute § 893.80.
- 18) Designates County depositories pursuant to Wisconsin Statute § 59.61(2).
- 19) Acts as the County Library Planning Committee, pursuant to Wisconsin Statute § 43.11, and recommends to the County Board changes to the St. Croix County Library Service Plan.
- 20) Recommends to the County Board changes to the St. Croix County governance structure.

## **2. Community Development Committee.**

### **a. Structure:**

Members: 5 Supervisors  
 Term: 2-Years  
 Populated: Appointed by Board Chair

### **b. Assignments:**

- 1) Designated Departments: Community Development; Register of Deeds; and UW Extension.
- 2) Contact Committee for: Bass Lake Rehabilitation District; Land Information Advisory Council; Partnership Team of the Lower St. Croix Management Commission; Apple Lake Rehabilitation District; St. Croix County Economic Development Corporation; St. Croix County Fair Board; West Central Area Land and Water Conservation Association; West Central Wisconsin Regional Planning.



c. Responsibilities:

- 1) Recommends to the County Board any changes to the Farmland Preservation Plan.
- 2) Recommends to the County Board any changes to the Outdoor Recreation Plan/Parks Ordinance.
- 3) Recommends to the County Board any changes to the Recycling Ordinance.
- 4) Recommends to the County Board any changes to the Land and Water Resource Management Plan.
- 5) Recommends to the County Board any changes to the Comprehensive Plan.
- 6) Acts as the agriculture and extension education committee required by Wisconsin Statute § 59.56 (3)(b).
- 7) Acts as the County land conservation committee required by Wisconsin Statute § 92.06. The County Board shall appoint a citizen member who is a person engaged in agricultural use, as defined in Wis. Stat. § 91.01(2)(a), to serve on the land conservation committee. The citizen member will be limited to voting on items specific to the responsibilities of the land conservation committee, which are set forth in Wis. Stat. § 92.07.
- 8) Recommends to the County Board any changes to the St. Croix County Code of Ordinances Land Use and Development Chapters 11, 12, 13, 14, 15, 16, 17, 18, and 21.
- 9) Hear and decide conditional use permit applications, pursuant to Wis. Stat. § 59.69(5e) and the St. Croix County Code of Ordinances.
- 10) Acts as the County Zoning Agency pursuant to Wisconsin Statute § 59.69(2).

**3. Health and Human Services Board.**

a. Structure:

Members:	6 Supervisors and 3 Citizen Members
Term:	3-Years
Populated:	Not by election, but by appointment by the County Administrator subject to confirmation by the County Board.

b. Assignments:

- 1) Designated Departments: Health and Human Services Department; Health Care Campus; and Veterans Services.
  - 2) Contact Committee for: Coordinated Services Team Coordinating Committee; Council on Aging and Disabilities; Veterans Service Commission; West Central Wisconsin Community Action Agency, Inc. (WestCAP).
- c. Responsibilities
- 1) Acts as the local board of health pursuant to Wisconsin Statute § 251.03(1).
  - 2) Performs all duties as required by Wisconsin Statute § 46.23(5m). (The Rules of the Board of Supervisors shall serve as the operating procedures as required by Wisconsin Statute § 46.23(5m)(e)).

#### **4. Public Protection and Judiciary Committee.**

- a. Structure:
- |            |                          |
|------------|--------------------------|
| Members:   | 5 Supervisors            |
| Term:      | 2-Years                  |
| Populated: | Appointed by Board Chair |
- b. Assignments:
- 1) Designated Departments: Child Support Agency; Circuit Court; Clerk of Court; District Attorney's Office; Emergency Support Services; Justice Support Services; Medical Examiner; and Sheriff's Office.
  - 2) Contact Committee for: Community Justice Collaborating Council; County Traffic Safety Commission; Local Emergency Planning Committee.
- c. Responsibilities:
- 1) Acts as the Emergency Management Committee, a committee required by Wisconsin Statute § 323.14.
  - 2) Annually inspects the jail with the Sheriff and Facilities Director.

## **5. Transportation Committee.**

- a.     Structure:
  - Members:     5 Supervisors
  - Term:         2-Years
  - Populated:    Appointed by Board Chair
  
- b.     Assignments:
  - 1)     Designated Departments: Highway Department; and County Surveyor
  - 2)     Contact Committee for: Wisconsin Gateway Corridor Coalition
  
- c.     Responsibilities:
  - 1)     Pursuant to Wisconsin Statute Chapter 83, acts as the County Highway Committee as a policy-making body determining the broad outlines and principles governing administration of the Highway Department.
  - 2)     Hears permit appeals of decisions of the Highway Commissioner, pursuant to Wisconsin Statute § 86.07.
  - 3)     Sets policy for the Highway Department infrastructure asset management goals, supporting fixed assets, and business plan.

## ARTICLE FIVE

### **OTHER COMMITTEES AND GOVERNMENTAL BODIES**

#### **Section A. Other Committees and Governmental Bodies (Committees, Boards, Councils, Commissions).**

1. Board of Adjustment
2. Community Justice Collaborating Council
3. Coordinated Services Team Coordinating Committee
4. Council on Aging and Disabilities
5. County Traffic Safety Commission
6. Land Information Advisory Council
7. Local Emergency Planning Committee

#### **Section B. Description, Structure and Contact Committee.**

1. **Board of Adjustment.** The Board of Adjustment (BOA) is established pursuant to Wisconsin Statute § 59.694. The BOA is an independent decision-making body not subject to County Board control. The BOA shall act in a fair and impartial manner, without bias or prejudice, and render its decisions based on law, facts, and rational analysis. The BOA shall comply with the Rules Governing St. Croix County Board of Adjustment. (Refer to Rules Governing St. Croix County Board of Adjustment).

The BOA shall have the following general powers:

- To hear and decide appeals where it is alleged there is error in an order, requirement, decision, or determination made by an administrative official in the enforcement of Wisconsin Statute §§ 59.69 and 59.692 or of any County land use ordinances.
- To authorize upon appeal in specific cases variances from the terms of any ordinance enacted pursuant to Wisconsin Statute §§ 59.69 or 59.692 or of any County land use ordinances that will not be contrary to the public interest, where, owing to special conditions, a literal enforcement of the provisions of the ordinance will result in unnecessary hardship, and so that the spirit of the ordinance shall be observed and substantial justice done.
- To grant variances for renewable energy resource systems. If the BOA denies an application for a variance for such a system, the BOA shall provide a written statement of its reasons for denying the application.

- a. Members: 5 members comprised of at least 1 but not more than 2 Supervisors with the balance citizen members plus 2 alternate citizen members. The alternate citizen members shall be designated First Alternate and Second Alternate and shall only serve when 1 or 2 of the 5 voting members (Supervisor or citizen) are absent. Vacancies, appointments, and residency requirements shall be pursuant to the Rules Governing St. Croix County Board of Adjustment.
  - b. Term: 3 years beginning on the date of the first BOA meeting following County Board approval at its May meeting each year. The terms shall be staggered so that 1 or 2 terms expire each year.
  - c. Populated: Appointment by the County Administrator subject to confirmation by the County Board.
  - d. Contact Committee: None
2. **Community Justice Collaborating Council.** The mission of the Community Justice Collaborating Council (CJCC) is to enhance public safety in St. Croix County through community collaboration by ensuring offender accountability, providing rehabilitative programming, and supporting the rights and needs of victims. In addition, the CJCC is committed to providing the coordinated leadership necessary to establish and foster innovative, research-based corrections programs for adult and juvenile offenders, and improve efficiencies and outcomes in the criminal/juvenile justice system. Finally, the CJCC is committed to promoting and enhancing communication between all elements of the criminal/juvenile justice system.
- a. CJCC – Executive Committee is composed of the CJCC Chair, Vice-Chair, Board Chair, and County Administrator.
  - b. Members: 19 voting members: Presiding Judge for St. Croix County, County Administrator, Board Chair, Sheriff, Chief of Police Association Representative, District Attorney, Clerk of Circuit Court, Local State Public Defender Supervisor, Division of Community Corrections Supervisor for St. Croix County, Department of Health and Human Services Director, Chair of Public Protection and Judiciary Committee, Bar Association Representative, Corporation Counsel, Chair of Health and Human Services Board, Representative from Faith Based Community, Representative from Municipal Courts, Representative from Medical Community, and two citizen members.
- Advisory members are appointed as approved by the CJCC Chair. All St. Croix County circuit court judges are members and, except for the Presiding Judge, are non-voting.

- c. Term: CJCC members may designate another person from that department/agency to represent them, with full authority, and vote at CJCC meetings. Any CJCC member, excluding the two citizen members, wishing to appoint a designee, is to identify the designee to the Chair of the CJCC in writing prior to the meeting. No more than three consecutive meetings shall be allowed for a member's designee to attend CJCC meetings. Designees can only be changed by notifying the CJCC Chair in writing. Citizen members shall be elected to serve two-year terms commencing at the first meeting of 2014, with citizen member elections continuing at the first meeting in even-numbered years thereafter. Initially, one citizen member will serve for a full two-year term and one citizen member will serve a one-year term. Consecutive terms shall alternate every two years. Any citizen member may resign by submitting notice of resignation to the CJCC Chair. In the event of a vacancy of a citizen member, the CJCC may elect a new citizen member to serve the remaining term. In the event of a vacancy of a CJCC member, excluding citizen members, the CJCC Chair shall designate an individual to fill the member vacancy.
- d. Populated: By named position or designee. Citizen members elected by CJCC.
- e. Contact Committee: Public Protection and Judiciary Committee.

3. **Coordinated Services Team Coordinating Committee.**

- a. Representation: Members are appointed pursuant to Wisconsin Statute § 46.56(3). The Coordinated Services Team (CST) Coordinating Committee also serves as the Family Support Program Advisory Committee.
- b. Contact Committee: Health and Human Services Board

4. **Council on Aging and Disabilities.** The Council on Aging and Disabilities (COAD) shall be the governing board of the Aging and Disabilities Resource Center (ADRC) pursuant to Wisconsin Statute § 46.283(6). The COAD shall also act as the Commission on Aging pursuant to Wisconsin Statute § 46.82(4). The role of the COAD is to: (a) identify the needs of older people and adults with disabilities; (b) recommend services to meet those needs; and (c) advocate for local, state, and national programs that promote quality of life for older people and adults with disabilities. The COAD shall report to the Health and Human Services Board (HHS Board). In the event an issue should arise between the HHS Board and the COAD relating to the governance of the ADRC, the HHS Board and/or the COAD may bring the issue to the County Board via resolution or ordinance.

- a. Members: 11 members - 6 members must be individuals who are 60 years of age or older. Of the 6 individuals 60 years of age or older, 2 should be County Board Supervisors. Two members must be from the Health and Human Services Board (1

of which must be a County Board Supervisor) and should be an individual 60 years of age or older. At least one fourth of the members shall be of individuals who belong to an Aging and Disability Resource Center (ADRC) client group, or who is a family member of, guardian of or other advocate of such an individual. One member shall be representative of each of the following areas: caregiver for older adults (1 member); representative with knowledge in the area of developmental disabilities (1 member); representative with knowledge in the area of physical disabilities (1 member); representative with knowledge in the area of alcohol and drug abuse/mental health (1 member); and one representative with knowledge in the area of youth transition (1 member). Each individual member will only represent one target group.

- b. Term: Members shall serve terms of 3 years arranged so that, as nearly as practicable, the terms of one-third of the members expires each year; and no member may serve more than 2 consecutive terms. In the case of County Board members, the requirement is 3 consecutive 2-year terms.
- c. Populated: Appointment by the County Administrator subject to confirmation by the County Board.
- d. Contact Committee: Health and Human Services Board.

5. **County Traffic Safety Commission.** Pursuant to Wisconsin Statute § 83.013, a county shall have a Traffic Safety Commission. The Commission shall designate a person to prepare and maintain a spot map showing the locations of traffic accidents on county and town roads and on city and village streets if the population of the city or village is less than 5,000 and to maintain traffic accident data received from cities, villages, and towns with a population of 5,000 or more under Wisconsin Statute § 66.0141. Upon each review, the Commission shall make written recommendations for any corrective actions it deems appropriate to the department, the County Board, the County Transportation Committee, or any other appropriate branch of local government.

- a. Members: 2 Supervisors; the County Highway Commissioner or a designated representative, the chief county traffic law enforcement officer or a designated representative, the county highway safety coordinator, and a representative designated by the County Board from each of the disciplines of education, medicine and law and 3 representatives involved in law enforcement, highways and highway safety designated by the Secretary of Transportation shall comprise a traffic safety commission that shall meet at least quarterly to review traffic accident data from the County and other traffic safety related matters.
- b. Term: 2 Years for Supervisors

- c. Populated: The County Administrator may appoint additional persons to serve as a member of the County Traffic Safety Commission.
  - d. Contact Committee: Public Protection and Judiciary Committee.
- 6. **Land Information Advisory Council.** The Council shall review the priorities, needs, policies, and expenditures of the land information office and advise the County on matters affecting the land information office.
  - a. Members: 1 Supervisor from the Community Development Committee; the Register of Deeds; County Treasurer, Land Information Officer, Real Property Lister, Community Development Director, Emergency Support Services Director and County Surveyor for permanent terms; and a realtor employed within St. Croix County nominated by the Western Wisconsin Realtors Association.
  - b. Term: 2 Years for Supervisor and Realtor.
  - c. Populated: By named position and appointment of 1 County Board Supervisor and 1 realtor appointed by the County Administrator and confirmed by the County Board.
  - d. Contact Committee: Community Development Committee.
- 7. **Local Emergency Planning Committee.** The Local Emergency Planning Committee (LEPC) is created as required by 42 United States Code § 11001, the federal “Superfund” law, and Wisconsin Statute § 59.54(8). The Committee shall have all the powers and duties for such committees under 42 USC §§ 11000 to 11050 and under Wisconsin Statutes §§ 323.60 and 323.61.
  - a. Members:
    - 1) Group 1- is the elected state and local officials’ component of the LEPC. One or more members of the Public Protection and Judiciary Committee shall be appointed. One or more elected state officials will be invited by the Board Chair to be Group 1 members. At least one additional member shall be chosen for the LEPC from each of the following groups or organizations:
    - 2) Group 2 - law enforcement, civil defense, firefighting, first aid, health, local environmental, hospital and transportation personnel;
    - 3) Group 3 - broadcast and print media;
    - 4) Group 4 - community groups; and



- 5) Group 5 - owners and operators of facilities subject to the requirements of the “Superfund” law.
- b. Term: 2 Years for the County Board Supervisors and 2 years for citizen members subject to reappointment.
- c. Populated: The members of Groups 1 - 5 shall be appointed by the Board Chair and confirmed by the County Board.
- d. Contact Committee: Public Protection and Judiciary Committee.

## ARTICLE SIX

### **ORGANIZATIONS AND AGENCIES WITH COUNTY BOARD REPRESENTATION**

**Section A. Participation.** The County Board may participate in organizations and agencies as shown below.

1. Compensation and Expense Reimbursement.
  - a. Assigned Supervisor and citizen members shall be entitled to compensation and expense reimbursement for attendance at organization and agency meetings.
  - b. The compensation and expense reimbursement shall be the same as what Supervisors receive for attending County Board meetings.
  - c. If the organization or agency pays an amount equal to County compensation and/or expense reimbursement, Supervisors and citizen members will not be entitled to additional reimbursement from the County.
  - d. If the organization or agency pays an amount less than County compensation and/or expense reimbursement, Supervisors and citizen members are entitled to submit the remaining amount to the County Clerk for reimbursement.
2. Contact Committee and Appointment. These organizations and agencies, if necessary, shall have contact with the County Board through a Standing Committee. The County Administrator shall appoint representatives of St. Croix County to the organization or agency subject to confirmation by the County Board unless otherwise indicated. So far as practicable, Supervisor representatives shall be members of the contact committee.

**Section B. Organization/Agency Name and Representation.** The organizations and agencies with County Board representation, the number of Supervisor members and the contact committee are shown below.

1. Bass Lake Rehabilitation District  
Representation: 1 Supervisor  
Contact Committee: Community Development Committee
2. Hudson Area Intergovernmental Advisory Council  
Representation: Board Chair or his/her designee  
Contact Committee: Administration Committee

3. Inspiring and Facilitating Library Success (IFLS Library System)  
Representation: Members are appointed pursuant to Wisconsin Statute § 43.19(1)(b).  
Number of members is based on county population.  
Contact Committee: Administration Committee
4. Partnership Team of the Lower St. Croix Management Commission  
Representation: 1 Supervisor and 1 alternate Supervisor  
Contact Committee: Community Development Committee
5. Apple Lake Rehabilitation District  
Representation: 1 Supervisor  
Contact Committee: Community Development Committee
6. St. Croix County Economic Development Corporation  
Representation: 3 Supervisors  
Contact Committee: Community Development Committee
7. St. Croix County Fair Board  
Representation: 2 Supervisors  
Contact Committee: Community Development Committee
8. Veterans Service Commission  
Representation: 3 residents of the county who are veterans  
Contact Committee: Health and Human Services Board
9. West Central Area Land and Water Conservation Association  
Representation: 1 Supervisor  
Contact Committee: Community Development Committee
10. West Central Wisconsin Community Action Agency, Inc. (WestCAP)  
Representation: 1 Supervisor  
Contact Committee: Health and Human Services Board
11. West Central Wisconsin Regional Planning  
Representation: 2 Supervisors and 1 citizen member  
Contact Committee: Community Development Committee

12.    Wisconsin Counties Association (WCA)  
Representation: Board Chair and Vice-Chair  
Contact Committee: Administration Committee
  
13.    Wisconsin Gateway Corridor Coalition  
Representation: 1 Supervisor  
Contact Committee: Transportation Committee

## ARTICLE SEVEN

### AMENDMENT OF RULES

These Rules may be amended by a majority vote of the Supervisors present. The Rules of the Board of Supervisors shall be updated annually in March of each year.

#### History of Rules of the Board of Supervisors

##### Adopted

03/10/1992     Resolution No. 8(92)

##### Amended

04/21/1992 - Resolution No. 12(92)

10/20/1992 - Resolution No. 52(92)

11/17/1992 - Resolution No. 58(92)

07/17/1993 - Resolution No. 25(93)

05/17/1994 - Ordinance No. 347(94)

10/17/1995 - Resolution No. 27(95)

10/17/1995 - Resolution No. 28(95)

03/19/1996 - Resolution No. 6(96)

03/19/1996 - Resolution No. 7(96)

12/16/1997 - By motion & adoption

08/18/1998 - Resolution No. 11(98)

10/27/1998 - Resolution No. 20(98)

12/15/1998 - Resolution No. 31(98)

10/26/1999 - Resolution No. 21(99)

12/12/2000 - Resolution No. 45 (2000)

06/18/2002 - Resolution No. 11(02)

06/18/2002 - Resolution No. 12(02)

07/20/2002 - Resolution No. 15(02)

12/16/2003 – Resolution No. 52(2003)

01/20/2004 – Resolution No. 3(2004)

Miscellaneous additions/deletions

Miscellaneous additions/deletions

Article VI, Contracts

Article VI, Nepotism

Article VI, Code of Ethics

Article IV, Board of Adjustment

Article VI, Per Diems

Abolish Waste Management Committee

Committee name change, Planning, Zoning and Parks  
of County Board Miscellaneous additions/deletions

Article VI, Per Diems; Article IV, Powers and Duties

Article VI, Per Diems, WI Counties Assoc. Annual  
Meeting

Additional member, Emergency Government  
Committee

Article VI, Per Diems

Article VI, County Web Site

Article III, Questions following nominations for  
Chair Article IV, Voting for committees

Article IV, Board of Adjustment

Article IV, Appointed Committees (Emergency  
Management and Communications Committee

Article VI, Section C. 4. County Board Supervisor Per  
Diems

Article IV and Addendum, Changing committee  
responsibilities for Parks System and Recycling  
Program and committee name change

**04/01/2004 – Resolution No. 8(2004)**

**04/01/2004 – Resolution No. 9(2004)**

**04/01/2004 – Resolution No. 10(2004)**

**04/01/2004 – Ordinance No. 656(2004)**

**09/21/2004 – Resolution No. 028(2004)**

**10/19/2004 – Resolution No. 40(2004)**

**03/15/2005 – Resolution No. 7(2005)**

**05/17/2005 – Resolution No. 13(2005)**

**05/17/2005 – Resolution No. 14(2005)**

**05/17/2005 – Resolution No. 15(2005)**

**01/17/2006 – Resolution No. 3(2006)**

**03/21/2006 – Resolution No. 9(2006)**

**03/21/2006 – Resolution No. 10(2006)**

**03/21/2006 – Resolution No. 11(2006)**

**03/21/2006 – Resolution No. 12(2006)**

**03/21/2006 – Resolution No. 13(2006)**

**03/21/2006 – Resolution No. 15(2006)**

**04/12/2006 – Resolution No. 23(2006)**

**09/18/2007 – Resolution No. 29(2007)**

**11/06/2007 – Resolution No. 36(2007)**

**03/18/2008 – Resolution No. 12(2008)**

**05/08/2008 – Resolution No. 20(2008)**

**07/15/2008 – Resolution No. 23(2008)**

**08/19/2008 – Resolution No. 28(2008)**

Article IV, Section D, Indianhead Federated Library System

Article IV, Section A.1.b, name change – Agriculture and Extension Committee; and Article IV, Section A.3.f, Land and Water Conservation Committee as separate committee

Article IV, Section D, participation in the River Country Resource Conservation and Development Council

Article I, Self-Organized County

Article I, Article II, Article IV, Article V, Article VI, and Addendum – Multiple Changes

Article VI, Section E. – Department Head Vacancy

Addendum – County Surveyor

Addendum – name change – Information Technology

Addendum – name change – Building Services

Addendum – name change – Human Resources

Article V, Section B, 3. Consent Agenda, 4.

Rezoning

Article V, Section C. 1. – Addressing the Board

Article V, Section A. 2. – Mailing of Board meeting items

Article VI, Section C. 4. – WCA Annual Meeting

Article VI, Section C. – Per Diems

Article VI, Section E. – Department Head Vacancy

Article IV, Section A. 3. b. – Remove Personnel Committee

Article IV, Section E – Special or Ad hoc Committees

Addendum – Remove Personnel Committee, add language to Finance Committee description

Article V, Section B. 11. – Concerning Signatures on Resolutions and Ordinances

Article VI, Section F. Multiple Employment Positions Policy (Department Heads)

Article V, Section B. 7. County Board minutes

Article IV, Section A.3.f. and Addendum – name change – Council on Aging and Disabilities, committee member makeup and duties

Article III, Section D. Board Chair Compensation

Addendum – add Administration Committee serves as Ethics Board

Article IV, Section A.3.g. – Substance Abuse Committee

**03/16/2009 – Resolution No. 5(2009)**

**03/16/2009 – Resolution No. 6(2009)**

**04/21/2009 – Resolution No. 11(2009)**

**10/20/2009 – Resolution No. 37(2009)**

**01/19/2010 – Resolution No. 6(2010)**

**04/20/2010 – Resolution No. 13(2010)**

**06/09/2010 – Resolution No. 21(2010)**

**08/17/2010 – Resolution No. 24(2010)**

**09/29/2010 – Resolution No. 29(2010)**

**12/05/2010 – Resolution No. 38(2010)**

**06/07/2011 – Resolution No. 44(2011)**

**09/06/2011 – Resolution No. 70(2011)**

**03/06/2012 – Resolution No. 10(2012)**

**04/02/2013 – Resolution No. 12(2013)**

**05/05/2015 – Resolution No. 18(2015)**

**10/06/2015 – Resolution No. 36(2015)**

**10/06/2015 – Resolution No. 37(2015)**

**12/01/2015 – Resolution No. 48(2015)**

Article III, Section E. 2. c. – Vice-Chair duties;  
Article IV, Section D. – Remove Information Services  
Committee; Article V, Section B. 2. – punctuation;  
Article V, Section C. 7. – wording change

Addendum – add Substance Abuse Committee

Article V, Section B. 7. – County Board  
Minutes/Proceedings

Article III, Section D. Board Chair Compensation  
Rewritten to reflect new structure of 19-member  
Board

Article V, Section B. 1. b. – Council on Aging and  
Disabilities governing board of ADRC

Article VIII, Section E. 2. – Remove Mileage and Per  
Diem Report from Agenda

Article VII, Section A. 2. e. – Land Information  
Advisory Council

Article VIII, Section A. 1. – County Board meeting  
date and Article VIII; Section D. – mailing deadline  
& process

Article V, Section B. 2. b. – Restructuring the  
Substance Abuse Subcommittee

Articles II, IV, VI, VII, VIII – Reflecting the change  
from Administrative Coordinator to County  
Administrator form of government

Article IX, Section A.3.a. – County Administrator to  
appoint members to Board of Adjustment

Rewritten to incorporate the County Strategic Plan's  
Mission Statement and Priority Areas, clarify County  
Administrator duties and authority, clarify Standing  
Committees and Boards duties and authority, add  
Addendum I – Rules Governing St. Croix County  
Board of Adjustment and general grammatical  
changes.

Articles I, IV, VI, VIII, IX – Annual review  
clarifications and additions.

Rewrite and reorganization of entire document.

Appendix – Approving Compensation, Per Diem,  
Mileage and Expense Reimbursement Policy and  
Compensation for County Board Supervisors

Article 5 – Creating a Library Planning Committee

Article 5 – Library Planning Committee Membership

**03/01/2016 – Resolution No. 24(2016)**

Annual Review. Article 3 – Meetings of the County Board; Article 4 – County Board Standing Committees –Administration Committee

**03/07/2017 – Resolution No. 7(2017)**

Annual Review. Article 2, Sections C and D; Article 3, Section G; Article 4, Section B(2); Article 5, Section B(8)

**03/06/2018 – Resolution No. 10(2018)**

Annual Review. Article 1, Section F(2); Article 3, Sections E(3) and E(5)

**09/04/2018 – Resolution No. 24(2018)**

Amend Article 3, Section E(3)

**04/02/2019 – Resolution No. 14(2019)**

Annual Review. Articles 3, 4 and 5 – clarifications and additions

**06/02/2020 – Resolution No. 22(2020)**

Annual Review. Articles 3, 5 and 6 – clarifications and additions.

**04/06/2021 – Resolution No. 17(2021)**

Annual Review. Articles 3 and 4 – clarifications and additions.

**06/01/2021 – Resolution No. 26(2021)**

Article 5 – County Library Planning Committee

**03/01/2022 – Resolution No. 17(2022)**

Annual Review. Article 1, Section E – Districts and Terms and citation correction to *Robert’s Rules of Order Newly Revised*.

**03/07/2023 – Resolution No. 7(2023)**

Revision to entire Rules and Bylaws of the Board of Supervisors now called “Rules of the Board of Supervisors.”

**03/04/2025 – Resolution No. 12(2025)**

Annual Review. Articles 3, 4, 5, and 6 – clarifications and additions.

**12/02/2025 – Resolution No. 53(2025)**

Changes to Articles 3 and 4 regarding virtual attendance and consent agenda.