



**RULES AND BYLAWS
OF THE
BOARD OF SUPERVISORS**

**ST. CROIX COUNTY
WISCONSIN**

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**RULES AND BYLAWS 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 Statutes § 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 and Bylaws shall be effective May 5, 2015.

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 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 in accordance with these Rules and Bylaws.

Section D. Committee of the Whole.

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

Under Robert’s Rules of Order Newly Revised, and all subsequent editions thereof, when an assembly 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 Bylaws 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. Matters of utmost urgency would generally be better handled by calling a Special Meeting of the County Board. Matters simply needing further study and analysis should generally be referred to the most appropriate Standing Committee and not to the Committee of the Whole.

2. **Causing a Meeting of the Committee of the Whole.** Meetings of the Committee of the Whole shall be 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, or at the call of the County Board Chair or at the call of the County Board Vice-Chair.

3. Scheduling of the Meeting. When a meeting of the Committee of the Whole is caused to occur as provided in Section D. 2. above, then the Chair or in the Chair's absence, the Vice-Chair, shall take steps to schedule the meeting as soon as shall be practical under the circumstances.
4. Presiding Officer. While the Chair of the Board may also serve as the Chair of the Committee of the Whole, the Chair, or in the absence of the Chair, the Vice-Chair, may choose to appoint any other Supervisor to serve as the presiding officer of the Committee of the Whole. It is the custom of this County to have the Vice-Chair serve as the presiding officer and for the Vice Chair to then offer the report of the Committee of the Whole to the County Board.
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 Standing Committee that is most appropriate to the matter being considered. 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 E. 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 next succeeding the expiration of the respective terms and shall take office on the third Tuesday in April following their elections.

<p><u>District 1</u> Town of Somerset Wards 1 & 2 Village of Somerset Wards 1-4</p>	<p><u>District 11</u> Town of Stanton Ward 1 Town of Star Prairie Wards 1-5 Village of Star Prairie Ward 1</p>
<p><u>District 2</u> Town of St. Joseph Wards 1-3 Town of Somerset Wards 3-6</p>	<p><u>District 12</u> Town of Star Prairie Ward 6 City of New Richmond Wards 1-3, 7-9</p>
<p><u>District 3</u> Town of Hudson Wards 3-7 Town of St. Joseph Wards 4-6</p>	<p><u>District 13</u> City of New Richmond Wards 4-6, 10-12</p>
<p><u>District 4</u> Town of Hudson Ward 1 Village of North Hudson 1-6</p>	<p><u>District 14</u> Town of Erin Prairie Ward 1 Town of Richmond Wards 1-5 Town of Warren Ward 1</p>
<p><u>District 5</u> City of Hudson Wards 1, 6, 9, 10</p>	<p><u>District 15</u> Town of Kinnickinnic Ward 1 Town of Pleasant Valley Ward 1 Town of Rush River Ward 1 Town of Warren Wards 2 & 3 Village of Roberts Wards 1-4</p>
<p><u>District 6</u> Town of Hudson Ward 2 City of Hudson Wards 5, 8, 11, 12</p>	<p><u>District 16</u> Town of Baldwin Ward 1 Town of Hammond Wards 1-3 Village of Hammond Wards 1-4</p>
<p><u>District 7</u> City of Hudson Wards 2, 3, 4, 7</p>	<p><u>District 17</u> Town of Cylon Ward 1 Town of Emerald Ward 1 Town of Forest Ward 1 Town of Glenwood Ward 1 Village of Deer Park Ward 1 City of Glenwood City Wards 1 & 2</p>
<p><u>District 8</u> Town of Hudson Wards 8-14</p>	<p><u>District 18</u> Town of Baldwin Ward 2 Village of Baldwin Wards 1-6</p>
<p><u>District 9</u> Town of Troy Wards 1-6 City of River Falls, Ward 15</p>	<p><u>District 19</u> 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</p>
<p><u>District 10</u> Town of Kinnickinnic Wards 2-3 Town of Troy Ward 7 City of River Falls Wards 1-4</p>	

Section F. 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 such meetings, the Supervisor is expected to notify the County Clerk, the respective Chair or Department Head, of the absence at least three hours prior to the start of the meeting. Telephone or video conference appearances shall not be allowed. If the meeting is held outside normal business hours, the Supervisor is expected to notify the County Clerk or Department Head prior to the close of business on the day of the meeting. In the case of a Standing Committee absence, the County Clerk or Department Head will report the expected absence to the respective Chair of the meeting. 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. Notwithstanding lack of notification, the Chair shall have discretion to determine, exercisable in a reasonable and practical manner, whether the absence is excused or unexcused.
- b. The acting 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 acting Standing Committee Chair will report the name of any Supervisor who accumulates three or more unexcused absences or five total absences within a year from properly noticed Standing Committee meetings to the County Clerk. The County Clerk will track County Board meeting absences and will provide a quarterly report to the County Board of any member of the County Board or its Standing Committees who accumulates three unexcused or more absences or five total absences within any 12 month period. Absence totals are tallied individually by Standing Committee or County Board meetings.
- d. The County Board may, consistent with the requirements of Wisconsin law, take whatever action it deems appropriate with respect to a person who has three or more unexcused absences or five total absences within any 12 month period per County Board or Standing Committee. Such action may include censure, suspension, or removal from the County Board or Standing Committee.
- e. This provision shall not apply when a quorum is present of the County Board or Standing Committee at a non-member meeting held for the purpose of gathering information.

2. Vacancies

- a. If a vacancy occurs on the County Board the County 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 contacting 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. The County Board Chair shall forward to the County Board each candidate who is both a qualified elector and a resident of the Supervisory District in which the vacancy exists for appointment. In the event that the County Board Chair forwards more than one candidate for appointment, the County Board shall conduct an election. The County Clerk shall prepare written ballots with the names of candidates in alphabetical order. One ballot shall be delivered to each County Board member present. County Board members shall vote for one candidate. Each County Board member shall sign and indicate his/her district number on the ballot. Ballots must be signed to be valid. The candidate receiving a majority vote of the number of County Board members present shall be declared elected. Should no one receive a majority vote, the person receiving the lowest number of votes shall be dropped from the ballot. The clerk shall deliver one ballot to each County Board member present, repeating if necessary, until the position is filled.
- c. The person appointed shall serve for the unexpired portion of the term for which the person is appointed including any Standing Committee. In the event the County Board Chair does not forward candidate(s) to the County Board to fill the unexpired term within 60 days of vacancy the County Board Chair shall explain to the County Board why no such appointment/nomination has been made.¹

3. 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 Chair of each County committee 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 committee Chair shall recommend to the County Board Chair removal of the committee member from said committee. The County Board Chair will notify the committee member of the recommended removal. Upon

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

consultation with the committee member, the County Board Chair may recommend removal to the County Board, which will take action on the removal.

Section G. 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.

Section H. Compensation of Citizen Members. 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. A citizen member is defined as any person appointed to any board, committee, subunit or other governmental body of St. Croix County as a citizen at large, and is not so appointed because the person holds a specific position with an organization.

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

Section J. County Internet Website. Supervisors shall choose what information is released about them on the St. Croix County Website. 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.

Section K. 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 for attending meetings in the same amount and at the same rates as they receive for attending County Board meetings.

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 by secret ballot at the County Board's first meeting following the spring election in April. A candidate for either office shall be nominated by another Supervisor. At the close of nominations each nominee for Chair shall address the County Board by responding to the following questions:

1. As County Board Chair, what will be your major objectives and priorities?
2. If you are elected, are there things you will try to change or do differently as County Board Chair?
3. How would you describe the style you will use in working with your fellow Supervisors, County committees, County Administrator and other staff?

If no candidate receives a majority on the first vote, a second vote will be taken on the three nominees receiving the most votes. If no nominee receives a majority on the second vote, a third vote will be taken on the two nominees with the most votes.

Section B. Term. The term of office for the Chair and the Vice-Chair shall be two years from the April election.

Section C. Powers and Duties of the County Board Chair. The County Board Chair shall exercise the powers and perform the duties described in these Rules and Bylaws, those assigned by the Board, those prescribed by *Robert's Rules of Order Newly Revised*, and all subsequent editions thereof, 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, Meetings of the County Board.
2. Customarily attends, or in certain specified cases, mandatorily by statute attends meetings of the following organizations and agencies to provide County Board representation. Except as provided below, the County Board Chair may not appoint a designee to attend a mandatory meeting, but may appoint a designee to attend any 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 (the Board Chair may appoint a designee)
- 2) District Board Appointment Committee of the Wisconsin Indianhead Technical College
- 3) District Board Appointment Committee of the Chippewa Valley Technical College
- 4) West Central Wisconsin Workforce Development Board/County Boards' Consortium
- 5) Local Emergency Planning Committee (LEPC) – (the Board Chair may appoint a designee)

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 County Board Chair include the following:

- a. Seeks candidates and make recommendations for candidates in 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.
- 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. Designates a newly elected member at the Organizational Meeting from each of the Standing Committees to be the Convener of the initial Standing Committee meeting.
 - f. Informs the Convener that the Convener is to conduct the initial meeting of the Standing Committee until its chair is selected.
 - g. Acts as a voting member, if a quorum is not otherwise present for a Standing Committee or for the Council on Aging and Disabilities.
 - h. Changes County Board meeting dates and times, if necessary.
 - i. In consultation with the County Administrator, makes discretionary additions to the County Board agendas for matters of urgency.
 - j. Directs the County Clerk on what items are to appear on the County Board agendas.
4. The County Board Chair shall not act as a chair of 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 and Bylaws, those assigned by the Board, those prescribed by Robert’s Rules of Order Newly Revised, and all subsequent editions thereof, in cases to which they are applicable, and those which are normally ascribed to the office, which include:

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

Section E. Permanent Absence.

- 1. County Board Chair. In the event the position of County Board Chair is vacant due to removal, resignation or death of the incumbent, the Board shall hold an election to fill the position of County Board Chair within 60 days of it becoming vacant. The County Board Vice-Chair shall assume all duties of the County Board Chair when such position is vacant and shall be paid meeting fees and the monthly salary to which the County 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 County 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 County Board Vice-Chair within 60 days of it becoming vacant.

Section F. Chair *Pro tem*. If both the Chair and Vice-Chair are absent from a County Board meeting, the County Board shall appoint 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 in November, December, January, and February shall begin at 8:30 a.m. The meetings in March, April, May, June, July, August, September and October shall begin at 5:00 p.m. When necessary, meeting dates and times may be changed by the County Board Chair.
2. Annual Meeting. The annual meeting of the County Board, required by Wisconsin Statutes § 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 at 8:00 a.m. in even numbered years following the spring election. The Board elects the Chair and Vice-Chair, confirms County Administrator appointments to the Health and Human Services Board (and Council on Aging and Disabilities) and elects the remaining four Standing Committees. 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 Statutes § 59.11 (2).
6. Physical Presence Necessary. Each Supervisor must be physically present at a County Board meeting to be “in attendance.” Supervisors are not in attendance if listening by telephone or electronic manner, and may not vote by proxy on any matter.

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, limited term, and Standing Committee meetings. Under the direction of the County Board Chair or other committee chairs, 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 Statutes § 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 questions; records the vote of each supervisor on any questions submitted to the County Board, if required by any member present. 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. With the permission of the affected Department Head, 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 are county employees whose job duties include preparing agendas and minutes. Meeting Organizers work with Department Heads, Committee Chairs and administration staff to prepare agendas.

Section C. Agendas. The County Clerk shall provide to all Supervisors at least seven (7) 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 County Board Chair and the County Administrator. Notice of these additional items and, if applicable, the resolution or ordinance will be provided to the Supervisors as soon as practicable, but not later than the Friday prior to the County Board meeting. A final agenda will be available the day of the County Board meeting.

1. **Additional Agenda Items.** The County Board Chair determines the items on any meeting agenda. Individual Supervisors of the County Board desiring to have an item placed on a County Board agenda shall:
 - a. Voice the request at the County Board meeting under "Future Agenda Items." If the Chair refuses to immediately accept the agenda item, the Supervisor may request another Supervisor to support placement of the item on the next meeting agenda. Upon such support by any one of the Supervisors, the item shall be placed on the agenda; or
 - b. If the request comes after the last meeting and prior to the next meeting, seek approval from the County Board Chair at least ten (10) days prior to the next meeting to include the item. If the Chair refuses, does not respond or is otherwise unavailable, the Supervisor has the option of seeking another Supervisor to support the addition to the agenda. The Supervisor must refrain from discussing the merits of the agenda item when seeking the support of another Supervisor. Upon the filing of a petition

signed by two (2) Supervisors to the County Clerk with a copy to the County Administrator's office at least five (5) days prior to the County Board meeting, the matter shall be placed on the agenda.

- c. If the request is made to the County Board Chair less than ten (10) days prior to the next County Board meeting, the County Board Chair shall have full discretion on whether or not to place the item on the next Board meeting's agenda.
- d. Upon Chair refusal and lack of support by one other Supervisor, the item shall not be placed on the agenda.

Section D. Documents. All resolutions, reports and other documents relating to business to come before the County Board for action shall be submitted to the County Clerk eight (8) days prior to each meeting of the County Board. The County Clerk shall provide the collection of documents to all Supervisors not less than seven (7) days prior to each meeting of the County Board.

Section E. Procedures.

- 1. Before proceeding to business, the roll of the Supervisors shall be called and the names of those present and those absent shall be entered on the record. Ten Supervisors present at a County Board meeting shall constitute a quorum for the transaction of business.
- 2. No Supervisor shall absent himself/herself from a County Board meeting without first obtaining leave of absence from the County Board Chair or the County Clerk in the event that the Chair cannot be reached.
- 3. 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. Rezonings
- 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

1. Financial Update

Business

Annual Department Reports

Request for Future Agenda Items

County Clerk's Report of Correspondence

Announcements

Adjournment

The County Board Chair may modify the order of business.

4. The County Board Chair shall preserve County Board meeting order and decorum. The County Board Chair shall speak to points of order and shall also decide questions of order 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 County Board Chair.
5. Public comment guidelines for speaking or submitting written comments are as follows:
 - a. The comment period is open to those who wish to speak or submit written comments to be read on any subject matter. However, if the item commented about is not on the agenda, Supervisors cannot discuss the item to any extent other than whether or not to add it as a future agenda item.
 - b. Each speaker is limited to a maximum of three (3) minutes in length or as announced by the County Board Chair.
 - c. No further comments will be allowed during the rest of the meeting unless approved by the County Board Chair whose decision may be appealed to the County Board.
 - d. A comment card shall be completed and given to the County Board Chair who will call speakers up one at a time.
 - e. If the comments are specific to an item being dealt with under a Public Hearing listed on the agenda, the County Board Chair will ask that the speaker hold his or her comments until the Public Hearing is called.
 - f. The County Board Chair shall have the discretion to limit the time of public comment if necessary.
6. Minutes of County Board meetings shall be kept in accordance with Wisconsin Statutes § 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.

7. Every matter which comes before the County Board from a source other than a Standing Committee shall be referred to an appropriate Standing Committee by the County Board Chair without motion unless otherwise directed by a two-thirds vote of the County Board. Every committee shall report upon all items referred to it by the second meeting following the meeting of referral unless otherwise directed by the County Board. Once the subject matter has been referred to a Standing Committee, the presenter is strongly urged to appear before the Standing Committee.
8. All petitions for highways and bridges shall be presented to the County Board at the annual budget meeting.
9. Reports by County department heads shall be submitted in writing to the County Board annually.
10. The Chair of the Standing Committee shall verify the name and vote of each member on the original resolution or ordinance copy.
11. All questions shall be put to the County Board in the order they are moved, except privileged questions.
12. Procedural rules of the County Board may be suspended by a two-thirds vote of those Supervisors present.

Section F. Rules of Debate.

1. When any Supervisor wishes to speak in debate, or deliver any matter to the County Board, the Supervisor shall address directly to the County 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 Supervisor who shall first address the County Board Chair shall speak first; but when two Supervisors speak at the same time, the County Board Chair shall recognize the Supervisor who shall speak first.
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. A motion to adjourn is always in order, except when a vote is being taken, but this rule shall not permit any Supervisor to move an adjournment when another Supervisor has the floor.
- 6. When a motion is made, it shall be stated by the County Board Chair prior to debate. If a question contains several points, any Supervisor may have it divided into separate questions.
- 7. A Supervisor called to order by the County Board Chair shall immediately relinquish the floor. The County 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.
- 8. 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 or not later than the next County Board meeting. A motion for reconsideration having been put and lost, or not receiving a second, shall not be renewed.
- 9. 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 cases to which they are applicable.

Section G. Putting Questions and Voting.

All questions shall be put to the County Board for a vote, unless otherwise required, in this form:

- 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 during a debate or misses a vote, the Supervisor shall be required to vote or abstain upon the Supervisor's return.
3. Any Supervisor may request a roll call vote. All votes on ordinances, resolutions, and motions involving the expenditure of funds shall be by roll call vote.

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. Populating Standing Committees. Except upon removal under Article One F. 3. b., each Supervisor shall be appointed or elected 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. Appointed

- a. 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 Statutes § 46.23(4)(b)2. Mid-term vacancies shall be appointed by the County Administrator subject to County Board confirmation. Citizen members are appointed by the County Administrator to the Health and Human Services Board pursuant to Wisconsin Statutes § 251.03.

2. Elected

- a. Members of the Administration, Community Development, Public Protection and Judiciary and Transportation Committees shall be elected immediately after County Board confirmation of the County Administrator's appointments to the Health and Human Services Board. Elected Standing Committees are populated in order determined by election at the County Board organizational meeting.

1. The County Clerk shall appoint three election tellers who shall assist the County Clerk in the tabulation of results.
2. Nominations shall be made by County Board members and shall be prominently displayed.
3. The County Clerk shall immediately prepare written ballots with the names of candidates in alphabetical order.
4. When ballots have been prepared the Clerk shall call the roll and one ballot shall be delivered to each County Board member present.

5. County Board members shall vote for as many nominated candidates as there are positions to be filled. Nominees shall only receive one vote per ballot. Write-in votes are not allowed.
6. Each County Board member shall sign and indicate his/her district number on the ballot. Ballots must be signed to be valid.
7. Candidates receiving a majority vote of the number of County Board members present shall be declared elected. Should no one receive a majority vote, the person receiving the lowest number of votes shall be dropped from the ballot. The Clerk shall deliver one ballot to each County Board member present, repeating if necessary, until all positions are filled. In case of a tie vote, the successful candidate shall be determined by lot at the discretion of the County Clerk. If the number of candidates receiving a majority vote of County Board members present exceeds the number of positions to be filled, any person not receiving a majority vote shall be dropped from the ballot. The Clerk shall again deliver one ballot to each County Board member with only those receiving a majority vote remaining on the ballot. The person receiving the lowest number of votes shall be dropped from the ballot each succeeding ballot until the number of candidates receiving a majority vote equals the number of positions to be filled.
8. A ballot marked with more or less than the required number of votes, shall be considered improperly marked and discarded.
9. If a County Board member makes a mistake on his/her ballot, a second ballot shall be issued. A maximum of three ballots shall be issued per vote.
10. This process is repeated until all elected committee positions are filled.

Section C. Term of Office.

1. Health and Human Services 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, arranged so that the term of one citizen member shall expire each year, pursuant to Wisconsin Statutes § 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. Elected Standing Committees. The term of office of a member of an elected Standing Committee shall be two years. The term of office shall commence upon election to the committee at the organizational meeting in even numbered years following the spring

election. Any County Board Supervisor appointed under Article One F. 2. b. to fulfill an unexpired term shall automatically become a member of the Standing Committee(s) of their predecessor. The term of office of a member of an elected Standing Committee ends when the Supervisor is no longer a member of the County Board or is not re-elected to the Standing Committee at future organizational meetings.

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. Each Standing Committee shall select its own chair and vice-chair. The County Board Chair shall designate a newly elected member from each of the Standing Committees 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 and submits them to the County Clerk, or to the County Clerk's appointee, to prepare and publish 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 County Board Chair or County Board Vice-Chair may act as a voting member. Standing Committee meetings shall follow the rules contained in Article Three for County Board meetings except that due to practicalities of governmental operation, the timeframe for providing the agenda and packet materials will be provided to Supervisors as soon as practicable and without unreasonable delay. 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 cases to which they are applicable.
2. Under the direction of the Standing Committee Chairs, the County Clerk 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, distributed to all Supervisors and media that have requested the information.
3. Introduce and Process Legislation. The County Board exercises its powers most often by adopting resolutions and ordinances. County Board Supervisors or Standing Committees seeking to introduce resolutions or ordinances shall abide by the Resolution and Ordinance Cover Sheet Drafting and Review Policy.

4. Additional Agenda Items. The Committee Chair determines the items on any meeting agenda. Individual Supervisors of a Standing Committee desiring to have an item placed on a Standing Committee agenda shall:

- a. Voice the request at the Standing Committee meeting under “Future Agenda Items.” If the Chair refuses to immediately accept the agenda item, the Supervisor may request another Standing Committee member to support placement of the item on the next meeting agenda. Upon such support by any one of the remaining Standing Committee members, the item shall be placed on the agenda; or
- b. If the request comes after the last meeting and prior to the next meeting, seek approval from the Standing Committee Chair at least ten (10) days prior to the next meeting to include the item. If the Chair refuses, does not respond or is otherwise unavailable, the Supervisor has the option of seeking another member of that Standing Committee to support the addition to the agenda. The Supervisor must refrain from discussing the merits of the agenda item when seeking the support of another Supervisor. Upon the filing of a petition signed by two (2) Standing Committee members to the County Clerk with a copy to the County Administrator’s office at least five (5) days prior to the Standing Committee meeting, the matter shall be placed on the agenda.
- c. If the request is made to the Chair less than ten (10) days prior to the next Standing Committee meeting, the Chair shall have full discretion on whether or not to place the item on the next Standing Committee meeting’s agenda.
- d. Upon Chair refusal and lack of support by one of the remaining Standing Committee members, the item shall not be placed on the agenda.

5. Any public comment section of the agenda shall follow public comment protocol as follows:

- a. The comment period is open to those who wish to speak.
- b. The Committee Chair will announce a set period of time for any Public Comment based on the number of speakers and number of items on the agenda. Each speaker is limited to a maximum of three (3) minutes in length or as announced by the Committee Chair. No further comments will be allowed during the rest of the meeting unless approved by the Committee Chair whose decision may be appealed to the Standing Committee.
- c. A comment card should be completed and given to the Committee Chair who will call speakers up one at a time.

- d. If the comments are specific to an item being dealt with under a Public Hearing listed on the agenda, the Committee Chair will ask that the speaker hold his or her comments until the Public Hearing is called.
 - e. Public comments may address any subject whether on the agenda or not. However, if the item commented about is not on the agenda, members of the Standing Committee and staff cannot discuss the item to any extent other than whether or not to add it as a future agenda item.
6. Meetings of a Standing Committee may be called in the following ways:
- a. Upon written notice by the Committee Chair provided pursuant to Wisconsin Statutes § 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 a. above.

Section G. Joint Standing Committee Meetings. Standing Committees may hold joint meetings. As reviewed by the County Administrator and approved by 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. In the event agreement cannot be reached, the members of the Standing Committee shall elect the chair of the joint meeting.

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. Provide policy direction for designated departments.
- 4. Create subcommittees as deemed necessary. The Committee Chair in consultation with the Committee Vice-Chair shall appoint members to subcommittees.
- 5. Serve as a Contact Committee for designated Organizations and Agencies under Article Six.
- 6. In cooperation with the Department Head establish a process for handling unbudgeted funding sources that exceed the approved budget.

Section I. Standing Committee Structure, Assignments and Responsibilities.

1. Administration Committee.

a. Structure

Members: 5 Supervisors
Term: 2-Years
Populated: Elected by County Board

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; Indianhead Federated Library System (IFLS); Wisconsin Counties Association.

c. Responsibilities:

- 1) Recommends budget amendments to the County Board as set forth in Wisconsin Statutes § 65.90(5)(b).
- 2) Sells tax deeded land following the procedures in Wisconsin Statutes §§ 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 Statutes § 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) Considers changes to the County Board Rules and Bylaws throughout the year and each January in preparation for adoption by the County Board in March.
- 10) Recommends renewal (or non-renewal) and terms of the County Administrator's contract to the County Board.
- 11) Recommends at least annually to the County Board a list of goals, developed in consultation with the chairs of each Standing Committee for the County Administrator.
- 12) Recommends annually to the County Board the performance review of the County Administrator.
- 13) Annually reviews and recommends any changes to the Investment Policy and the Purchasing Policy to the County Board.
- 14) Oversees the management of general County business not under the jurisdiction of another Standing Committee or governmental body.
- 15) Recommends to the County Board any needed alteration of the supervisory district boundaries that are made necessary due to annexations.
- 16) Reviews and 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.
- 17) Reviews and recommends to the County Board any changes regarding compensation of the elected officials.
- 18) May recommend 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
- 19) Designates County depositories pursuant to Wisconsin Statutes § 59.61(2).

- 20) Reviews and recommends to the County Board changes to the St. Croix County Library Service Plan.
- 21) Review and 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: Elected by County Board

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; Squaw 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; Willow River Rehabilitation District.

c. Responsibilities:

- 1) Reviews and recommends to the County Board any changes to the Farmland Preservation Plan.
- 2) Reviews and recommends to the County Board any changes to the Outdoor Recreation Plan/Parks Ordinance.
- 3) Reviews and recommends to the County Board any changes to the Recycling Ordinance.
- 4) Reviews and recommends to the County Board any changes to the Land and Water Resource Management Plan.
- 5) Reviews and recommends to the County Board any changes to the Comprehensive Plan.

- 6) Acts as the agriculture and extension education committee required by Wisconsin Statutes § 59.56 (3) (b).
- 7) Acts as the County land conservation committee required by Wisconsin Statutes § 92.06. When so acting, the Chair of the County agricultural stabilization and conservation committee (Farm Service Agency Committee) created under 16 United States Code 690h(b), or another member designated by the FSA Chair, shall also serve on the land conservation committee. The representative from the FSA Committee will be limited to voting on items specific to land and water conservation issues.
- 8) Reviews and recommends to the County Board any changes to the St. Croix County Code of Ordinances Land Use and Development Chapters 11, 12, 13, 14, 17, 21.
- 9) Reviews and takes action on waivers to design standards and setback reductions in the St. Croix County Code of Ordinances Land Use and Development Chapter 13 Land Division.
- 10) Acts as the County Zoning Agency pursuant to Wisconsin Statutes § 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 Center; and Veterans Service.
 - 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 Statutes § 251.03(1)

- 2) Performs all duties as required by Wisconsin Statutes § 46.23(5m). (The St. Croix County Rules and Bylaws shall serve as the operating procedures as required by Wisconsin Statutes § 46.23(5m)(e).)

4. Public Protection and Judiciary Committee.

a. Structure

Members: 5 Supervisors
Term: 2-Years
Populated: Elected by County Board

b. Assignments

- 1) Designated Departments: Child Support Agency; Circuit Court; Clerk of Court; District Attorney's Office; Emergency 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 Statutes § 323.14.
- 2) Annually tours the jail with the Sheriff and Facilities Director.

5. Transportation Committee.

a. Structure

Members: 5 Supervisors
Term: 2-Years
Populated: Elected by County Board

b. Assignments

- 1) Designated Departments: Highway Department; and County Surveyor
- 2) Contact Committee for: Wisconsin Gateway Corridor Coalition, Transit Commission

c. Responsibilities:

- 1) Pursuant to Wisconsin Statutes 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 the Highway Department decisions pursuant to Wisconsin Statutes § 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
8. County Library Planning Committee
9. Transit Commission

Section B. Description, Structure and Contact Committee.

1. **Board of Adjustment.** The Board of Adjustment (BOA) is established pursuant to Wisconsin Statutes § 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)
 - 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, County Board Chair, and County Administrator.
 - b. Members: 17 voting members: Presiding Judge for St. Croix County, County Administrator, County 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, Member of Public Protection and Judiciary Committee, Bar Association Representative, Corporation Counsel, Representative from Faith Based Community, Representative from Medical Community and two citizen members. Seven advisory members consisting of Victim/Witness Coordinator, Treatment Court Coordinator(s), Restorative Justice Coordinator, Medical Examiner, Jail Captain, Emergency Support Services Director and CJCC Coordinator. 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 out-going CJCC member of his or her organization may designate a representative from his or her organization to act until such time as the position is filled.

- 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 Statutes § 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 Statutes § 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.** 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 s. 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 Highway 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 Board Chair or 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 committee 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 Statutes § 59.54 (8). The Committee shall have all the powers and duties for such committees under 42 USC 11000 to 11050 and under Wis. Stat. §§ 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 County 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 Supervisors
 - c. Populated: The members of Groups 1 - 5 shall be appointed by the County Board Chair and confirmed by the County Board.
 - d. Contact Committee: Public Protection and Judiciary Committee
8. **County Library Planning Committee.** The library planning committee is created pursuant to Wis. Stat. § 43.11(1) and shall exercise those powers and duties described in Wis. Stat. § 43.11(3)(a)-(e).

- a. Members: Two (2) members from the County Board at large, three (3) library directors, one (1) from a large library, one (1) from a medium library, and one (1) from a small library, and two (2) citizen members at large.
 - b. Term: 2 years.
 - c. Populated: Two (2) County Board members at large, three (3) library directors meeting the requirements above, and two (2) citizens at large shall be appointed by the County Board Chair and confirmed by the County Board.
 - d. Contact Committee: Administration Committee
9. **Transit Commission.** The Transit Commission is created pursuant to Wis. Stat. § 59.58(2) which permits counties to establish, maintain and operate a comprehensive unified transportation system which is to be used chiefly for the transportation of persons and freight.
- a. Members: Nine (9) members, two (2) members shall be Transportation Committee members, one (1) member shall be from the County Board at large and six (6) members shall be citizens.
 - b. Term: Staggered 3 year terms.
 - c. Populated: Appointments shall be made by the County Administrator pursuant to Wis. Stat. § 59.18(2)(c).
 - d. Contact Committee: Transportation 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: County Board Chair or his/her designee
Contact Committee: Administration Committee

3. Indianhead Federated Library System (IFLS)
Representation: Members are appointed pursuant to Wisconsin Statutes § 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. Squaw 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. Willow River Rehabilitation District
Representation: 1 Supervisor
Contact Committee: Community Development Committee

13. Wisconsin Counties Association
Representation: County Board Chair & Vice-Chair
Contact Committee: Administration Committee

14. Wisconsin Gateway Corridor Coalition
Representation: 1 Supervisor
Contact Committee: Transportation Committee

ARTICLE SEVEN

AMENDMENT OF RULES AND BYLAWS

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

History of County Board Rules and Bylaws

Adopted

03/10/1992 Resolution No. 8(92)

Amended

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

Miscellaneous additions/deletions

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

Miscellaneous additions/deletions

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

Article VI, Contracts

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

Article VI, Nepotism

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

Article VI, Code of Ethics

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

Article IV, Board of Adjustment

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

Article VI, Per Diems

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

Abolish Waste Management Committee

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

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

12/16/1997 - By motion & adoption

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

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

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

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

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

Additional member, Emergency Government Committee

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

Article VI, Per Diems

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

Article VI, County Web Site

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

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

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

Article IV, Board of Adjustment

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

Article IV, Appointed Committees (Emergency Management and Communications Committee

12/16/2003 – Resolution No. 52(2003)

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

01/20/2004 – Resolution No. 3(2004)

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

04/01/2004 – Resolution No. 8(2004)

Article IV, Section D, Indianhead Federated Library System

04/01/2004 – Resolution No. 9(2004)

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

04/01/2004 – Resolution No. 10(2004)

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

04/01/2004 – Ordinance No. 656(2004)

Article I, Self-Organized County

09/21/2004 – Resolution No. 028(2004)

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

10/19/2004 – Resolution No. 40(2004)

Article VI, Section E. – Department Head Vacancy

03/15/2005 – Resolution No. 7(2005)

Addendum – County Surveyor

05/17/2005 – Resolution No. 13(2005)

Addendum – name change – Information Technology

05/17/2005 – Resolution No. 14(2005)

Addendum – name change – Building Services

05/17/2005 – Resolution No. 15(2005)

Addendum – name change – Human Resources

01/17/2006 – Resolution No. 3(2006)

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

Rezoning

03/21/2006 – Resolution No. 9(2006)

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

03/21/2006 – Resolution No. 10(2006)

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

03/21/2006 – Resolution No. 11(2006)

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

03/21/2006 – Resolution No. 12(2006)

Article VI, Section C. – Per Diems

03/21/2006 – Resolution No. 13(2006)

Article VI, Section E. – Department Head Vacancy

03/21/2006 – Resolution No. 15(2006)

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

04/12/2006 – Resolution No. 23(2006)

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

09/18/2007 – Resolution No. 29(2007)

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

11/06/2007 – Resolution No. 36(2007)

Article V, Section B. 7. County Board minutes

03/18/2008 – Resolution No. 12(2008)

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

05/08/2008 – Resolution No. 20(2008)

Article III, Section D. Board Chair Compensation

07/15/2008 – Resolution No. 23(2008)

Addendum – add Administration Committee serves as Ethics Board

08/19/2008 – Resolution No. 28(2008)

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

03/16/2009 – Resolution No. 5(2009)

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

03/16/2009 – Resolution No. 6(2009)

Addendum – add Substance Abuse Committee

04/21/2009 – Resolution No. 11(2009)

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

10/20/2009 – Resolution No. 37(2009)

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

01/19/2010 – Resolution No. 6(2010)

04/20/2010 – Resolution No. 13(2010)

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

06/09/2010 – Resolution No. 21(2010)

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

08/17/2010 – Resolution No. 24(2010)

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

09/29/2010 – Resolution No. 29(2010)

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

12/05/2010 – Resolution No. 38(2010)

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

06/07/2011 – Resolution No. 44(2011)

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

09/06/2011 – Resolution No. 70(2011)

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

03/06/2012 – Resolution No. 10(2012)

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.

04/02/2013 – Resolution No. 12(2013)

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

05/05/2015 – Resolution No. 18(2015)

Rewrite and reorganization of entire document.

10/06/2015 – Resolution No. 36(2015)

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

10/06/2015 – Resolution No. 37(2015)

Article 5 – Creating a Library Planning Committee

12/01/2015 – Resolution No. 48(2015)

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.