

PART ONE: **Procedural Rules of the  
Fond du Lac County Board of Supervisors**

**I. Meetings of the Board**

**A. Calendar of Sessions**

- 1. Organizational meeting.** The organizational meeting shall be held on the third Tuesday of April, as required by Wis. Stat. § 59.11(1)(c).
- 2. Public hearing.** Each year, the Board shall hold a public hearing on the proposed county budget, as required by law, on the first Tuesday of November, unless that day is election day, in which case the budget hearing shall be held on the Thursday following election day. This meeting shall also serve as the statutorily required annual meeting of the Board.
- 3. County budget.** The Board shall convene to adopt the county budget on the first Tuesday following the budget hearing. In the event that the county executive does not approve the budget resolution in its entirety within six days of its adoption by the Board, the Board shall convene in a veto override session on the first Tuesday following the meeting at which the budget was adopted.
- 4.** All other Board meetings for a given calendar year shall be included in an annual schedule of meetings to be approved by the Board no later than December of the preceding year.

**B. Meeting Adjournments or Cancellations**

- 1. Cancellation or postponement.** A County Board session, other than those expressly provided for by statute, may be canceled or postponed to a later date upon the filing of a petition.
- 2. Petition.** The petition must be signed by at least a majority of the membership of the County Board with the county clerk at least 48 hours prior to the meeting to be canceled or postponed. Said petition would list reasons for calling off the session and name a new date for the session or the fact that the next meeting of the County Board would be the next regularly scheduled meeting as specified in the Rules of the County Board. All Board members must be notified by the county clerk of the change of date of a County Board session.

## II. Order of Business

Business shall generally be transacted in the following order:

- A. Special recognitions.
- B. Appointments.
- C. Communications.
- D. Presentations.
- E. Proclamations.
- F. Reports.
- G. Resolutions.

## III. Agenda

**A. Content.** The County Board chair shall set the agenda for meetings of the County Board. The county clerk shall compile from the information filed by the Board chair and the chairs of the committees and boards authorized to bring resolutions before the County Board a notice to be known as an agenda containing the business to be presented to the County Board at the next meeting thereof.

**B. Distribution.** The agenda and copies of all resolutions to be presented shall be mailed, emailed or delivered to all County Board supervisors so that delivery will be not less than the fourth day before a Board session. The clerk will also mail or cause delivery of the agenda not less than four days before the session to the following: mayors, managers and/or administrators and clerks of each city within Fond du Lac County; village presidents and clerks of each village within Fond du Lac County; and town chairs and clerks of the towns comprising Fond du Lac County.

## IV. Supplementary Agenda

A supplementary agenda may be considered by the County Board at any meeting of the County Board if the supplementary agenda:

- A. Is reduced to writing.
- B. Is presented to the Clerk's Office no later than noon on the day of the Board session.
- C. Is approved, if it is a resolution, as to legality and form by the corporation counsel.
- D. Is accompanied, if it is a resolution, by a fiscal note from the county executive detailing current and long-range cost.
- E. Is consented to by a two-thirds vote of the Board members present.

F. Is placed on the desk of each supervisor at the session at which the agenda is to be considered, along with a copy of the information for each item contained in the supplementary agenda.

V. **Reports and Communications**

No report or communication shall be received for consideration from any person or persons unless signed by such person or persons.

VI. **Manner of Bringing Matters Before the Board**

Except for appointments, communications, proclamations and reports, the receipt or approval of which shall be made by motion, matters for determination by the County Board shall be brought before the Board by resolution from the committee or board of subject matter jurisdiction. Alternatively, a resolution may be brought before the County Board by a minimum of three individual supervisors.

VII. **Resolutions**

**A. Resolution by committee or board.** Resolutions presented by a standing committee of the County Board, the Fond du Lac County Department of Community Programs Board, the Land Conservation Committee or the Fond du Lac County Board of Health shall be in writing and be first adopted by said committee or board and incorporated in the minutes of its meeting. All such resolutions shall be signed by those members of the committee or board who are County Board supervisors and who voted to adopt the resolution.

**B. Resolution by individual supervisors.** Resolutions presented to the County Board by a minimum of three individual supervisors shall be in writing and signed by the supervisors.

**C. Corporation counsel.** All resolutions must be submitted to the county corporation counsel for approval as to legality and form prior to any County Board meeting at which they are presented.

**D. Fiscal note.** In order to properly determine current and long-range fiscal effect of resolutions presented to the County Board, the county executive shall attach a fiscal note to all resolutions. This fiscal note is to include such information as cost of activity for the current year and long-range financial impact.

**E. Deadline.** Resolutions to be included on the agenda for a County Board session must be in the County Clerk's Office one week before the County Board session.

## **VIII. Order and Decorum**

### **A. County Board Chair**

1. The chair shall preside at meetings of the County Board. In the absence of the chair, the vice chair shall serve as temporary chair.
2. The chair shall preserve order and decorum and shall decide all questions of order subject to an appeal to the Board.

### **B. Robert's Rules of Order**

1. The proceedings of the Board shall be governed by Robert's Rules of Order.
2. These rules may be amended by the introduction of the proposed amendment in one session and action thereon at the session next following its introduction and shall be by majority vote. It is further provided that said rules may be amended at the time the amendment is offered by a two-thirds vote of the members present.

### **C. Members Addressing the Board**

1. In order to prevent the appearance of Open Meetings Law violations, all communications between Board members during Board meetings shall be conducted verbally (except in cases where verbal communication is impossible, due to injury, illness or disability, and is approved by the chair). Board members shall not engage in any electronic communication with other Board members, county staff or members of the public during Board meetings. Electronic devices may be used during meetings only to read and review meeting materials and information pertinent to matters being discussed on the floor.
2. Members shall not be interrupted while speaking, unless it be to call them to order.
3. Members shall speak into the microphone and address the chair. If two or more members signal at once, the chair shall decide who is entitled to the floor.
4. Whenever members speak in debate or deliver any matter to the Board, they shall confine the remarks to the question under debate and avoid personality. Members shall only speak in their place and only twice on any question. Members shall not hold the floor for more than 10 minutes at a time, except by leave of the Board.

#### **D. Citizens Addressing the Board**

1. Any citizen wishing to address the County Board concerning an item on the agenda shall first, through a member of this Board, obtain from the chair permission to have the floor.
2. Where more than one citizen seeks permission to address the County Board concerning an item on the agenda, the chair may make whatever ruling is appropriate for the purpose of preserving the orderly transaction of business at the meeting, including establishing reasonable limits as to the time and number of speakers.
3. In granting permission to citizens to address the Board, the chair shall make decisions in the fairest and most impartial manner possible to enable competing views to be heard.
4. Individual presentations shall be limited to five minutes, unless scheduled as an agenda item for presentation, report or other county business.

#### **E. Putting the Question**

1. When all who wish to speak on any subject before the Board have expressed their views, the chair shall put the question. No member shall be permitted to speak while the question is being put.
2. A roll call vote when called for shall be accomplished by use of the electronically registered vote board. When circumstances prevent the use of the electronically registered vote board, an oral roll call vote shall be accomplished in alphabetical order.
3. Members who want to change their vote shall do so before the next vote is taken.

#### **F. Committee Meetings during Board Sessions**

1. No committee meetings shall be held during any sitting of the Board, unless authorized by a majority vote of the members present.
2. The Board shall recess during each committee meeting.

### **IX. Motions and Amendments**

- A. In writing.** Motions and amendments shall be in writing when requested by the chair or by two members.

- B. Resolutions.** The county clerk will read only the headings of resolutions to be considered at the County Board session, if the resolutions have been distributed to the County Board supervisors pursuant to Rule III, unless the reading of any resolution is requested by a supervisor.
- C. Bidding specifications and proposed contracts.** The purchasing agent and corporation counsel shall review bidding specifications and proposed contracts before bidding. Copies of all proposed contracts shall be in the Clerk's Office and shall be reviewed by the corporation counsel and the county executive precedent to the time they are to be considered. Resolutions or motions to award contracts shall include the amounts of money involved in the contract, the term of the contract, the name and address of the contractor, and a reasonably informative description of the goods or service or other items to be provided.
- D. Agreements and contracts.** All proposed agreements, contracts or memoranda of understanding of any kind or description to which the county or any of its divisions, boards, committees or other subunits are party to must be submitted to the county corporation counsel prior to execution for drafting and approval. This provision includes state or other form contracts or agreements.
- E. Motions for questions.** When a question is before the Board, no motion shall be in order except to adjourn, to refer, to lay on the table for the previous question, to postpone, to divide, or to correct or amend, which motions shall have precedence in the order named.
- F. Motion to adjourn.** A motion to adjourn is always in order and shall be decided without debate.
- G. Motion to lay on table.** A motion to lay on the table shall be decided without debate.

PART TWO: **Substantive Rules of the  
Fond du Lac County Board of Supervisors**

**I. The Fond du Lac County Board of Supervisors**

The governing body of Fond du Lac County shall be known as the Fond du Lac County Board of Supervisors or the Fond du Lac County Board, hereinafter referred to as County Board or Board, and its member supervisors.

**II. Term of Office**

Board supervisors shall serve concurrent two-year terms, expiring on the third Tuesday in April of even-numbered years.

**III. Officers**

**A. Chair.** The Board shall elect on the third Tuesday of April in even-numbered years a chair who will perform all duties required of the chair until the Board elects a successor.

**B. Vice chairs.** The Board, at the time of the election of the chair, shall also elect a member vice chair for the same term and may elect a member second vice chair for the same term.

**C. Manner elected.** The manner in which the chair and vice chairs are elected shall be as follows. The duly elected chair and vice chairs must obtain a majority vote of the members present. In the event a majority vote is not obtained by a candidate, the candidate receiving the lowest number of votes shall be eliminated from consideration and the election continued until the majority vote is obtained.

**IV. Duties of the Chair of the Board**

**A. Preserves order and decorum.** The chair shall preserve order and decorum and decide all questions of order subject to an appeal to the Board.

**B. Excuses members.** The chair may excuse members. Excuses shall be entered in the proceedings of the Board.

**C. Appoints committees.** The chair of the Board has the power to appoint committees subject to confirmation by the Board. All appointments by the chair or county executive are required to be announced four days prior to any Board meeting.

**D. Refers matters to Committee on Committees.** The chair of the Board, in the event that a resolution or ordinance does not pertain

to any committee of the Board, may refer the matter to the Committee on Committees, which shall consider the matter and make recommendation to the Board concerning the same.

**E. Serves as ex officio member.** The chair shall be an ex officio member of all committees, commissions and boards created by the Board and may meet and deliberate in their meetings but may not vote or make motions while acting as ex officio member. However, when 50 percent or more of the members of any standing committee of the County Board are absent for a particular meeting, the chair shall be deemed an official designee of the absent members of the committee, provided the chair's attendance is required for the committee to attain a quorum. Attendance as ex officio member shall entitle the chair to the same reimbursement as received by supervisory members. The chair shall normally be a voting member of only those committees required by Wisconsin Statutes, in addition to the Executive Committee, Committee on Committees and Finance, Personnel and Economic Development Committee. The chair shall receive notice of all meetings.

**F. Serves on Committee on Committees.** The chair shall serve on and act as chair of the Committee on Committees.

**G. Represents the county.** The Board chair or designee shall represent the county at all ceremonial events or functions when requested and shall represent the county upon request of groups or organizations to present county positions or programs.

**V. Duties of the First Vice Chair**

**A.** In the event of the absence from the county, disability or incapacity of the chair for a period exceeding 14 days, a vice chair, in order of succession, shall assume all duties of the chair and receive a salary equivalent to that of the chair for the proportionate time such duties are assumed.

**B.** The first vice chair shall serve on the Committee on Committees.

**VI. Duties of the Second Vice Chair**

**A.** The second vice chair shall, in the case of the absence or disability of the first vice chair, perform the duties of the chair.

**B.** The second vice chair shall serve on the Committee on Committees.



## **VII. Supervisor Compensation**

### **A. Annual Salaries**

1. Members of the Board shall receive \$3,000 annually, which is compensation for Board and standing committee service.
2. The chair of the Board shall receive, in addition to compensation hereinafter established for all members of the Board and its committees, as compensation for performing the duties imposed as chair of the Board by Wisconsin Statutes the additional sum of \$5,000 per year, payable on the same basis as other county officers and employees.
3. The first vice chair shall receive an additional \$500 annually. The second vice chair shall receive no additional compensation.

### **B. Per Diem**

1. Members shall not be entitled to any per diem for any date, unless they vote on at least 50 percent of such roll calls. Members shall receive per diem for committee, board and commission assignments over and above standing committees.
2. Members of all committees, boards and commissions eligible for payment of per diem shall receive compensation for attendance at authorized meetings in accordance with the following provisions:
  - a. Members shall receive \$50 as compensation for attendance at an authorized committee, board or commission meeting of four or more hours, or a meeting held 30 or more miles from the City-County Government Center, in a single calendar day.
  - b. Compensation for authorized meetings of less than four hours in a single calendar day and meetings held less than 30 miles from the City-County Government Center shall be compensated at a rate of \$45 per meeting.
3. The following rules shall apply with respect to two or more meetings in a single calendar day:
  - a. Compensation for two or more non-standing committee meetings within a single calendar day shall be the maximum allowed for the sum of two separate meetings. Wherein a meeting adjourns to the following day, the

adjourned meeting shall be considered a separate meeting and shall be compensated accordingly.

- b. Instances where two or more non-standing committees meet jointly and then adjourn to meet as separate bodies shall be regarded as one meeting for the purpose of per diem payment.
  - c. Individual committee members who leave a committee meeting in order to attend a meeting of another committee of which they are a member shall be entitled to separate per diems only when travel is involved and their departure is prior to commencement of the other committee meeting.
4. In addition, supervisors may receive \$45 for attendance at each conference, meeting or event approved by the County Board or committee of the Board that is less than four hours in length and \$50 for each such conference, meeting or event that is four hours or more in length or occurs at a location more than 30 miles from the City-County Government Center, with said per diem being limited to no more than six such conferences, meetings or events per year.
  5. The County Board chair, in consultation with the county executive, or the county executive, in consultation with the County Board chair, may appoint a County Board supervisor to represent county government on an ad hoc or other special committee or board. The appointment must be approved by the Fond du Lac County Board.

Such committee must have a purpose or mission that is consistent with statutory requirements and/or the mission of Fond du Lac County government.

A supervisor appointed in the above manner will be eligible to receive per diem and reimbursement of expenses as is provided to members of a Class C committee.

6. The per diem compensation hereby established shall be effective on and after the third Tuesday of April 2016.

### **C. Mileage**

1. In addition to the compensation for members of the County Board and members of committees appointed by this County

Board, County Board members and members of committees shall be eligible for mileage reimbursement.

2. Effective April 15, 2008, a minimum of \$5 shall be paid as mileage, unless actual mileage, at a rate established by the County Board as standard mileage for all county employees and officers, exceeds \$5.
3. In order to receive per diem and mileage, attendance by committee members at other committee meetings shall be authorized and recorded in the minutes of their respective committees.
4. This mileage compensation shall be restricted to Board members who use their own transportation to and/or from an authorized meeting.
5. Mileage compensation for all supervisors living outside the city of Fond du Lac shall be based on the number of miles from the supervisors' homes to the City-County Government Center, unless additional mileage is requested by notation in the committee meeting minutes or by notation on the standard claim for extra meetings, per diem and mileage expense.

## **VIII. Meeting Procedures**

### **A. Open Meetings Law**

The County Board, its committees and special boards and commissions shall comply with the Open Meetings Law in accordance with Subchapter IV-Open Meetings of Governmental Bodies, Wis. Stat. §§ 19.81-19.98, and subsequent amendments thereto and in accordance with subsequent interpretations by the attorney general of Wisconsin.

### **B. Meeting Minutes**

1. Minutes shall be kept of all committee, board and commission meetings and a copy filed with the county clerk within five days.
2. Minutes shall include the following:
  - a. Name of the committee, board or commission.
  - b. Date, hour, meeting location, time of adjournment, and arrival and departure time of each member.
  - c. Each matter considered and the action taken.
  - d. Persons appearing, other than supervisors, the matter on which they appear and the position taken.

- e. Minutes shall reflect action taken but shall be kept as concise as possible.
3. Standing committees are responsible for taking minutes of their meetings. The duty of taking minutes may be rotated among the standing committee members, other than the chair, on an equitable basis over the two-year term of the committee.

**C. Attendance**

1. **In person.** Except as otherwise permitted in this paragraph, attendance at County Board meetings and the meetings of committees, special boards and commissions shall be in person.
2. **By telephone.** Attendance at standing committee meetings may be allowed by telephone as follows:
  - a. With prior approval of the committee chair, no more than two members of the committee may attend a meeting by telephone.
  - b. When the committee chair has not given prior approval for telephone attendance, the chair may give permission to no more than two members of the committee to appear by telephone at the meeting if good cause is shown.
  - c. Telephone communication must be such that committee members participating by telephone communicate by speaker phone or similar device in such a manner that they may be clearly heard by everyone present at the meeting location.
  - d. Committee members appearing by telephone may participate in the meeting as fully as if they were attending in person, including making, seconding and voting on motions.
  - e. Committee members attending a committee meeting by telephone may receive per diem as if they attended in person but shall not receive travel expenses.
  - f. A committee meeting may not be chaired by telephone. If the committee chair is the member who appears at a meeting by telephone, the committee shall select a member who is in attendance in person to function as chair for that meeting.

- 3. Lack of quorum.** If the number of members that are present in person for a meeting of the County Board or any standing committee, other committee, board or commission identified in these rules, or where allowed by these rules by telephone, is less than a quorum and the meeting has been properly noticed and accessible to the public as required by the Wisconsin Open Meetings Law, the members present may discuss but take no action on any item on the agenda. This provision is based on advice from the county corporation counsel and the local government law educator, an attorney, from the UW-Extension Local Government Center.

## **IX. Standing Committees of the County Board**

### **A. 1. Definition and General Duties**

- a. Members.** All members of standing committees shall be members of the County Board.
  - b. Terms.** The standing committees shall serve for a term of two years or until their successors are appointed or elected and take office.
  - c. Chairs.** The chair of all standing committees shall be elected by ballot by the following method. Ballots listing all members of the committee shall be provided by the county clerk and each member shall vote for a chair; the member receiving the first majority shall be the duly elected chair. The same procedure shall be followed in electing the vice chair. The chair of any duly authorized standing committee may appoint subcommittees consisting of two members. No subcommittee shall introduce resolutions directly to the County Board or file minority reports with said Board.
  - d. Meetings.** Standing committees normally meet at least once a month but should not meet more often than necessary to conduct committee business.
- 2. Budgetary Reviews**
    - a.** Each committee shall consider and make recommendations on budgets of all Fond du Lac County departments and offices under their supervision to the county executive.
    - b.** At least one full committee meeting shall be scheduled to consider such budgets with the public invited.

**B. Individual Standing Committees**

1. Finance, Personnel and Economic Development Committee.
2. Highway, Airport and Facilities Committee.
3. Human Services Committee.
4. Public Safety Committee.
5. UW-Extension Education, Agriculture and Recreation Committee.

**X. Finance, Personnel and Economic Development Committee**

**A. Composition**

1. To consist of five members.
2. At least one member of the Finance, Personnel and Economic Development Committee must be a County Board supervisor representing a supervisory district from within the geographic limits of the city of Fond du Lac and at least one must be a County Board supervisor representing a supervisory district from outside the geographic limits of the city of Fond du Lac. The County Board chair shall also be a voting member of the committee.

**B. Duties**

1. Report at the annual session of the County Board and such other times as the Board may request.
2. Report on the several funds of the county and recommend what sums of money are levied for the purpose of paying the expenses of the county for the fiscal year.
3. Review and revise the budget referred by the County Board and submitted by the county executive, pursuant to Wis. Stat. § 59.17, and report back to the Board with recommendations for budgetary expenditures and revenues for the ensuing year.
4. Perform such other duties that have hereinbefore been or shall hereinafter be required of them by resolutions of the County Board.
5. Establish guidelines for negotiations for the county and make recommendations to the County Board for hospital and surgical insurance, workers' compensation for county employees and general liability insurance.
6. Review all unemployment compensation benefits reports prepared by the Human Resources director. The reports shall

be made after a full and impartial study to ascertain that the county is not paying more in unemployment compensation benefits than is required by law.

7. Examine all claims filed under Wis. Stat. § 174.11 and make recommendation to the County Board concerning same.
8. Examine all claims for per diem fees and mileage of members of the County Board and make a report on the same to the County Board at each meeting thereof.
9. Examine all accounts and claims filed against the county and examine and settle accounts, claims, demands or causes against the county.
10. Supervise all delinquent taxes returned to the county, the taking of tax deeds, and the sale of real estate taken on tax deed to the end that the property is returned to the tax roll. Aid in the collection of delinquent taxes. When the value of the property involved warrants it, the committee shall have the power to have the property appraised and, in its discretion, insured for the benefit of the county.
11. Recommend to the County Board salaries to be paid county officers and employees and examine and recommend for approval the bonds of various county officers and employees.
12. Act as and be the personnel committee, having all of the authority, powers and duties of such committee under that certain ordinance adopted to provide procedures for the presentation, consideration and determination of requests by employees of Fond du Lac County in the state of Wisconsin relating to wages, hours and conditions of employment.
13. Promote and facilitate economic development within Fond du Lac County and work closely with Envision Greater Fond du Lac, Inc. and Fond du Lac County Capital Resources in that effort. Review all Community Development Block Grant and Milk Volume Production loans and make recommendation to the Board.

**XI. Highway, Airport and Facilities Committee**

**A. Composition.** To consist of five members.

**B. Duties**

1. Perform the duties required by Wis. Stat. § 83.015.
2. Make recommendations to the County Board on all matters concerning the administration and operation of the Fond du Lac County Airport and represent the county in all matters pertaining to improvement or enlargement of the Airport.
3. Make recommendations to the County Board on all matters dealing with railroads.
4. Have referred to it all matters related to maintenance and construction of all county buildings and be consulted by all departments and committees in planning for new buildings or for proposed structural changes in existing buildings owned or occupied by the county.
5. Serve as the committee of jurisdiction over the Contingency - Major Projects Account within the Countywide Capital Outlay Fund and the Contingency - Equipment/Building Account.

**XII. Human Services Committee**

**A. Composition.** To consist of five members.

**B. Duties**

1. Serve as the committee of jurisdiction over the Child Support Agency, Senior Services Department, Veterans Service Office and Harbor Haven Health & Rehabilitation.
2. From time to time, direct the corporation counsel to examine the resolutions and ordinances in force to ascertain if there are any conflicts with the statutes of the state of Wisconsin, with the rules and regulations of administrative agencies of the state, or with any other ordinances or resolutions of the Board and report such conflicts to the Board.
3. Function as the governing body of Harbor Haven Health & Rehabilitation, subject to the approval of the County Board, and succeed to all of the powers outlined in Wis. Stat. § 46.18.
4. Cooperate with the county Veterans Service Commission, examine reports of the commission, assist in estimating financial needs, and advise and counsel the veterans service officer.



5. Serve as the liaison for the Fond du Lac County Senior Services Department and the Commission on Aging to keep the County Board aware of the needs of senior citizens in Fond du Lac County.

### **XIII. Public Safety Committee**

#### **A. Composition**

1. To consist of five members.
2. When the committee meets concerning matters pertaining to emergency management, the chair of the County Board shall be a voting member and shall be the chair of the committee, pursuant to Wis. Stat. § 166.03(4)(c).

#### **B. Duties**

1. Serve as the committee of jurisdiction over Communications & Emergency Management, the Medical Examiner's Office and the Code Enforcement/Environmental Services Office and have referred to it matters of the Ambulance Advisory Council, Sheriff's Office and District Attorney's Office.
2. Under general supervision of the County Board, establish policy for control and direction of the activities of the county emergency management director and advise the County Board on all matters pertaining to emergency management.
3. From time to time, direct the corporation counsel to examine the resolutions and ordinances in force to ascertain if there are any conflicts with the statutes of the state of Wisconsin, with the rules and regulations of administrative agencies of the state, or with any other ordinances or resolutions of the Board and report such conflicts to the Board.
4. Examine all accounts and claims filed against the county by the sheriff and the district attorney and make a report thereof to the County Board at the following regular session thereof.
5. Have jurisdiction over all meetings pertaining to the operations of the county ambulance and act upon such other matters as may be referred to it by the County Board.
6. Provide emergency care of medical treatment for prisoners under Wis. Stat. § 302.38 and for such other purpose as may be provided by statutes.

7. Serve as the amusement license committee established under the various ordinances regulating amusements and perform all duties mandated by said ordinances.

**XIV. UW-Extension Education, Agriculture and Recreation Committee**

**A. Composition.** To consist of five members.

**B. Duties**

1. Have referred to it matters specified under Wis. Stat. § 59.56(3) regarding agriculture and University Extension activities in the county.
2. Have referred to it all matters pertaining to county library service.
3. Have referred to it the promotion of all activities at the Fond du Lac County Fairgrounds, except the fair, and maintenance of the Fairgrounds.
4. Have referred to it all county matters pertaining to county-owned facilities at the University of Wisconsin-Fond du Lac.
5. Have referred to it all county matters pertaining to county parks, trails and recreation, including all matters pertaining to the Fond du Lac County Outdoor Recreation and Open Space Plan.
6. Have referred to it all county matters pertaining to Rolling Meadows Golf Course.
7. Have referred to it all matters pertaining to the Fond du Lac County Farmland Preservation Plan, excluding matters referred to the Land Conservation Committee, pursuant to Wis. Stat. §§ 59.70(19) and (20) and Chapter 92.
8. Have referred to it all ordinances and chapters administered by Code Enforcement/Environmental Services, including ordinance and map amendments, except Chapter 30, Lead Poisoning, Prevention and Control Ordinance.
9. Have referred to it all matters pertaining to Chapter 48, Subdivisions of the Fond du Lac County Code.
10. Act as the county planning agency, as detailed in Wis. Stat. § 59.69.

**XV. Special Committees**

**Classification**

The several committees of this County Board shall be classified as follows:

**A. Class A**

Standing committees of the County Board are Class A committees.

**B. Class B**

Boards, committees, commissions and councils required or authorized by statute, the membership of which is determined in whole or in part by the County Board.

**1. Airport Zoning Board of Appeals**

**a. Composition**

To consist of five members appointed by the county executive, each serving three-year terms, but not more than two members of such board shall be owners or occupants of the area affected by this ordinance.

**b. Duties**

Have all the powers, duties and functions as provided in Wis. Stat. § 114.136(4).

**2. City-County Building Board**

**a. Composition**

To consist of six members, including three appointed by the City Council; the chair of the County Board; the chair of the Finance, Personnel and Economic Development Committee; the chair of the Highway, Airport and Facilities Committee, and one additional member appointed by the other six members, if desired.

**b. Duties**

Pursuant to County Board Resolution No. 55-86, enacted June 17, 1986.

**3. East Wisconsin Counties Railroad Consortium Board of Directors**

**a. Composition**

Consortium created by Fond du Lac, Columbia, Dodge, Green Lake, Washington and Winnebago counties with a board of directors comprised of two members from each county. Fond du Lac members are appointed by the county executive and confirmed by the County Board.

**b. Duties**

Facilitate the continuance of rail service on the Northern Division of the Milwaukee Road and the preservation of the facilities for the continuing of such service.

**4. Fond du Lac Convention and Visitors Bureau Board of Directors**

**a. Composition**

One member shall be appointed by the county executive and confirmed by the County Board.

**b. Duties**

Promote the tourism and convention industry in Fond du Lac and operate a convention bureau.

**5. Fond du Lac County Aging and Disability Resource Center Board**

**a. Composition**

To consist of six members appointed by the county executive, two of whom shall be County Board supervisors if available for appointment and at least two of whom shall be individuals who belong to a client group (older people, people with physical or developmental disabilities, people with mental illness or substance abuse disorders) or their family members, guardians or other advocates.

**b. Duties**

Have the duties set forth in the contract between the Wisconsin Department of Health Services and the Fond du Lac County Aging and Disability Resource Center. Each member shall be allowed a maximum of six per diems per year.

**6. Fond du Lac County Board of Health**

**a. Composition**

To consist of a maximum of eight members, allowing for the appointment of a physician, a registered nurse and one individual who has demonstrated interest and competence in the field of public health.

**b. Duties**

The creation of the Board of Health is mandated by Wis. Stat. § 251.03(1) and was adopted pursuant to Resolution No. 70-94 on August 16, 1994. The Board of Health is the policymaking body of the Fond du Lac County Health

Department. The board's duties are established by Wis. Stat. § 251.04.

**7. Fond du Lac County Commission on Aging**

**a. Composition**

To consist of nine members appointed by the county executive according to federal and state statutes.

**b. Duties** (Summarized from Resolution No. 191-74, dated January 21, 1975)

Act as the reviewing entity for all county (public and private) programs on aging and the area agency on aging. Provide recommendations, through information and back-up data, for efficient delivery of services to older adults, thus serving as the mechanism through which the voices of older people can be heard. Encourage the development of new and expanded programs for older adults.

**8. Fond du Lac County Department of Community Programs Board**

**a. Composition**

To consist of nine members appointed by the county executive, pursuant to the provisions of Wis. Stat. § 51.42(4). Five members are to be appointed from the membership of the County Board, if available for appointment. Four members are to be appointed who have recognized ability and interest in the problems of the mentally ill, developmentally disabled, the alcoholic and drug abuser.

**b. Duties** (Summarized from Wis. Stat. § 51.42(5a))

Formulate policy for collaborative and cooperative services with public health and other groups for program prevention, diagnostic and evaluation services, professional consultation, informational and educational services, and research and staff training. The program meets the needs of persons suffering from mental disabilities, developmental disabilities, alcoholism and drug abuse. It provides continuous planning, development and evaluation of programs and services for all population groups. Long-range goals and intermediate-range plans are established, along with priorities and estimated costs. Community resources are utilized, with new ones being developed. The board makes recommendations for entering into contracts to render services to or secure services from other agencies.

**9. Land Conservation Committee**

**a. Composition**

To consist of five members, including at least two from the UW-Extension Education, Agriculture and Recreation Committee; the chair of the Farm Service Agency county committee or the chair's designee from that committee; one additional County Board member; and one non-County Board member.

**b. Duties**

Pursuant to Wis. Stat. §§ 59.70(19) and (20) and Wis. Stat. Chapter 92.

**10. Library Boards**

**A. Composition**

**a. Campbellsport Public Library Board**

To consist of nine members, one of whom is a County Board representative.

**b. Fond du Lac Public Library Board**

To consist of nine members, one of whom is a County Board representative.

**c. North Fond du Lac Public Library Board**

To consist of eight members, one of whom is a County Board representative.

**d. Oakfield Public Library Board**

To consist of six members, one of whom is a County Board representative.

**e. Ripon Public Library Board**

To consist of eight members, one of whom is a County Board representative.

**B. Duties**

To represent the County Board on matters pertaining to library services.

**11. Sanitation, Shoreland and Floodplain Zoning Board of Adjustment**

**a. Composition**

To consist of five members appointed by the county executive from areas in which provisions of the Sanitary Code apply. Initially, three members shall be appointed for one-year terms and two members for two-year terms.

Thereafter, all members shall be appointed for three-year terms.

**b. Duties**

Pursuant to Wis. Stat. §§ 59.692 and 59.694; Resolution No. 1111, dated April 19, 1972; and Resolution No. 199-81, dated November 17, 1981, the Board of Adjustment shall hear and decide appeals where it is alleged there is error in any order, requirement, decision or determination made by an administrative official in the enforcement of Wis. Stat. § 59.692 or any ordinance adopted pursuant thereto; hear and decide special exceptions to the terms of the ordinance upon which such board is required to pass under such ordinance; and authorize, upon appeal in specific cases, such variance from the terms of the ordinance as 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.

**12. Social Services Board**

**a. Composition**

To consist of five members of the County Board appointed by the county executive.

**b. Duties**

Those duties of a social services board, as set forth in Wis. Stat. § 46.22(1m), in counties with a county executive.

**13. Traffic Safety Commission**

**a. Composition**

To consist of the state highway engineer or designated representative, county highway commissioner, chief of the state patrol or designated representative, sheriff or designated representative, state highway safety coordinator or designated representative, and representatives appointed by the county executive from the field of education, law and medicine.

**b. Duties**

Meet at least quarterly to review traffic accident data from the county. Where appropriate, make written recommendations for any corrective action to the County Board; Highway, Airport and Facilities Committee; State

Highway Commission; and any other branch of local government.

#### **14. Veterans Service Commission**

##### **a. Composition**

To consist of three residents of the county who are veterans appointed for staggered three-year terms by the county executive, pursuant to Wis. Stat. § 45.12.

##### **b. Duties**

Furnish aid to any person within Wis. Stat. § 45.10, if the right of such person to aid shall be established to its satisfaction. The total disbursements made by the commission shall not exceed the amount collected from the tax levy.

#### **C. Class C**

Special committees created by authority vested in the County Board.

##### **1. Advocap Board of Directors**

##### **a. Composition**

To consist of representatives of the various communities, minorities and, most importantly, poverty in Fond du Lac County. The three members appointed by Fond du Lac County must be elected officials from within Fond du Lac County.

##### **b. Duties**

Establish policies and procedures for the Community Action Program in Fond du Lac County, review all applications for program funds from the county and establish program priorities.

##### **2. Committee on Committees**

##### **a. Composition**

To consist of the chair, first vice chair and second vice chair of the County Board.

##### **b. Duties**

Review the Rules of the County Board following the organizational meeting in even-numbered years for recommendation to the Board. Authorize retention of special legal counsel to assist the corporation counsel in legal matters. Any resolution or ordinance that shall be introduced by any person other than committees of the County Board



may be submitted to the appropriate committee, which shall carefully examine and recommend the adoption or rejection thereof. In the event that such ordinance or resolution does not pertain to any of the committees of the County Board and the chair of the Board desires to refer the matter to a committee, it shall be referred to the Committee on Committees, which shall consider the matter and make recommendation to the County Board concerning same.

### **3. Ethics Board**

#### **a. Composition**

To consist of the County Board chair, a circuit judge appointed by the judges of Fond du Lac County and a third member appointed by mutual agreement of the other two members.

#### **b. Duties**

Upon the sworn complaint of any person alleging facts, which, if true, would constitute improper conduct under the provisions of the Fond du Lac County Code of Ethics, the board shall conduct a public hearing in accordance with all common law requirements of due process and, in written findings of fact and conclusions based thereon, make a determination concerning the propriety of the conduct of the official or employee and refer the matter to the proper county authority.

### **4. Executive Committee**

#### **a. Composition**

To consist of six members, including the County Board chair and the chairs of the standing committees of the Board.

#### **b. Duties**

Shall meet on an ad hoc basis to review all state and federal legislative matters referred by the county executive and/or department heads or others and communicate with state and federal officials as deemed appropriate.

### **5. Natural Beauty Council**

#### **a. Composition**

To consist of five members appointed by the county executive and confirmed by the County Board to include citizens interested and qualified to act on matters affecting the preservation and enhancement of the county's natural beauty.

**b. Duties**

Advise governmental bodies and citizens in the county on matters affecting the preservation and enhancement of the county's natural beauty. Facilitate the aims and objectives of the Wisconsin Council on Natural Beauty. Members shall be allowed a maximum of four per diems per year.

**D. Class D**

Boards and committees for which no compensation for members other than mileage shall be paid.

**1. Ambulance Advisory Council**

**a. Composition**

To consist of 10 members appointed by the county executive, including six from the six communities conducting an ambulance program, two providers of ambulance service (one privately operated and one volunteer system), and two citizens at large.

**b. Duties**

Review said ambulance program and advise the county executive and Public Safety Committee as to problems and methods of upgrading said services.

**2. Children & Adult Long Term Care Coordinating Committee**

**a. Composition**

To consist of appointed members, pursuant to Wis. Stat. §§ 46.272 and 46.56.

**b. Duties**

Develop a Children's Community Options Program plan and monitor the program. Cooperate with the department to describe the proposed program operation, including an estimated number of families that will be assessed and served. Determine if there will be specific groups that will receive funding, the method to be used to coordinate the use of funds received under the program, a description of the method to be used by the committee to monitor the implementation of the program, and a description of outreach procedures to be used to ensure that significant numbers of people from each target group will be served by the program.

**3. Elderly Nutrition Program Committee**

**a. Composition**

To consist of three non-voting advisory members and eight members appointed by the county executive, one from each of the county's nutrition sites. Members will be representative of the major public and private agencies and organizations related to aging in the project area, local government officials, and other persons knowledgeable and experienced in the special needs of the elderly.

**b. Duties**

Advise the policy board on meals and programs needed to satisfy the constituency of the Fond du Lac County Nutrition Program.

**4. Fond du Lac County Housing Authority**

**a. Composition**

To consist of five members appointed by the county executive. No member may be connected in any official capacity with any political party and no more than two may be officers of the county in which the authority is created.

**b. Duties**

To function in the county pursuant to Wis. Stat. §§ 59.53(22) and 66.1201.

**5. Land Information Council**

**a. Composition**

To consist of members established pursuant to Wis. Stat. § 59.72(3m) and Resolution No. 39-10, dated August 17, 2010.

**b. Duties**

Review the present system of land records management to determine where improvements are needed, follow state and federal initiatives, ascertain costs and benefits involved, and report back to the County Board when necessary.

**6. Local Emergency Planning Committee**

**a. Composition**

Pursuant to federal legislation governing local emergency management, the committee has 17 members appointed by the county executive and confirmed by the County Board, including representatives of elected officials, law enforcement, civil defense, firefighting, first aid, health service, hospital, transportation, local environmental

operations, broadcast/print media, community groups and owners/operators subject to the requirements of the Emergency Planning and Community Right-to-Know Act.

**b. Duties**

Policymaking functions in the establishment and development of county emergency management plans and programs.

**7. UW-Fond du Lac Arboretum Advisory Committee**

**a. Composition**

To consist of representatives of various interest groups and governmental agencies, which may become involved in the planning of the arboretum.

**b. Duties**

Oversee the ongoing development of an arboretum at UW-Fond du Lac.

**8. Winnefox Library System Board**

**a. Composition**

To consist of six members to serve three-year staggered terms. One member shall be a County Board supervisor. Total membership of the Winnefox Library System Board shall be 23.

**b. Duties**

Participate in functions of a multi-county system with respect to systemwide functions and services. Allocate such state aids as are required for the budget in the operation of the system; the balance of the aids may be allocated by the System Board to participating municipalities in such manner as the System Board may determine to implement the system plan as approved by the County Board and the Division of Library Service. Support the development of strong local public libraries by assisting members to accomplish their goals and provide leadership in the development of services to meet future library customer needs. Provide services to/through member libraries when it is most effective for the system to provide those services and when member libraries agree. The local library boards shall retain responsibility for their public libraries in all other areas.

**E. Subcommittees**

The chair of a special committee may appoint subcommittees and assign duties to them. Subcommittee membership shall not include a quorum of committee members.

**XVI. Compensation and Mileage**

**A. Compensation and mileage.** Members of special committees, heretofore or hereinafter authorized by proper resolution of this County Board, may be paid as determined from time to time by this County Board in the manner provided by Wisconsin Statutes. The per diem and mileage shall be paid to members of the classified committees as follows:

- 1. Class A.** Members of Class A committees and subcommittees shall not be entitled to per diem. However, they are eligible for mileage, as established by Rule VII of the Substantive Rules adopted by this County Board.
- 2. Class B and C.** Members of Class B and C committees and subcommittees, except such committee or subcommittee members who are county officers or employees, shall be entitled to per diem and mileage, as established in Rule VII of the Substantive Rules adopted by this County Board. Notwithstanding the above, subcommittee members who are not members of the committee shall not receive per diem and mileage reimbursement.
- 3. Class D.** Class D committee and subcommittee members shall not be paid compensation other than mileage for their services as such, but they may be reimbursed for their actual and necessary expenses incurred in performing duties if so authorized by the County Board. Notwithstanding the above, subcommittee members who are not members of the committee shall not receive reimbursement for expenses.

**B. County-affiliated meetings.** A County Board supervisor may receive per diem and reimbursement for actual and necessary expenses related to holding a single office in an association or organization with which the county is affiliated with the prior approval of the County Board chair.

**C. Wisconsin Counties Association.** A County Board supervisor may, in addition, receive per diem and reimbursement for actual and necessary expenses related to holding an office of the Wisconsin Counties Association.

- D. Other meetings.** County Board supervisors may receive per diem and expenses for meetings or conferences attended other than County Board and committee or subcommittee meetings, if attendance is approved by the committee of jurisdiction in advance of the meeting or conference. Attendance may be made by teleconference. The committee of jurisdiction may waive pre-approval for attendance by teleconference. Committee members attending such meetings or conferences shall report to the committee of jurisdiction what was learned.
- E. Request for reimbursement.** A request for per diem for meetings or conferences other than meetings of the County Board or committees must be submitted to the County Clerk's Office within 30 days following the meeting or conference. Failure to submit the request within this timeframe shall result in loss of the per diem.
- F. Authorization of reimbursement.** The Finance, Personnel and Economic Development Committee may authorize per diem and expense reimbursement for County Board supervisors to attend training sessions or other meetings not specified in these rules.



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**RULES**  
of the  
**COUNTY BOARD**

**FOND DU LAC COUNTY**

**2018**