

Rock County Board
Rules of Procedure
2018-2020

**RULES OF PROCEDURE
ROCK COUNTY BOARD OF SUPERVISORS
2018-2020**

RULE I

A. As provided by statute, the Board shall organize on the third Tuesday of each April and adopt rules and regulations for the ensuing term in each even year, considering recommendations of the outgoing Board. Adoption of these rules and regulations at such organizational meeting shall be by majority vote. Amendment to these rules at any other time shall be done in conformance with Rule X-C. All committees of the Board shall serve biennially for a term that coincides with that of the Chair, except as otherwise provided by statute. In no less than three days nor more than seven days after such meeting, the Chair shall announce all Committee, Commission and Board appointments as required by law and County Board policy, all of which shall be submitted for Board confirmation. Proposed appointments shall be distributed to all Board members not less than 24 hours prior to the meeting at which appointments are to be made.

B. The Chair and Vice Chair shall be elected biennially by the Board at the April organizational meeting in even numbered years. After submission of nominations for Chair and Vice Chair, but before the taking of any vote on the election of each officer, the presiding official shall allow each candidate who has put forth his or her name, the opportunity to address the Board as to his or her qualifications for, and desirability of selection to the office that he or she is seeking. Such officers shall take office upon election.

C. As provided by Statute, the Board shall hold an annual meeting on the Tuesday after the second Monday in November. When the day of the meeting falls on November 11, the meeting shall be held on the next succeeding day.

D. The Board shall meet regularly on the second and fourth Thursdays of each month (unless the date or time is changed by the Chair and Vice Chair of the County Board) at 6:00 P.M. in the County Board Room, County Court House, Janesville, Wisconsin.

E. There shall be at least one night meeting held in conjunction with the public hearing on the Annual County Budget.

F. Vacancies during the term of any supervisor shall be filled by the County board Chair with confirmation by the County Board. If practicable, this shall be done within 60 working days of the date on which the vacancy was created. If a vacancy occurs within 4 months of the next election, it may be filled at the discretion of the County Board Chair.

G. While the County Board Staff Committee retains general supervision over personnel and labor relations, the County Board of Supervisors, as a whole, shall have specific authority to establish policy with regard to collective bargaining between Rock County and the various unions representing County employees. In order to exercise that authority, an executive session of the County Board shall be scheduled prior to collective bargaining with the unions for any given year. The purpose of such session shall be to establish wage parameters within which the County's bargaining representative(s) is expected to negotiate. Final approval of any proposed voluntary settlement must come from the County Board of Supervisors. Any meetings concerning bargaining strategy and negotiations, between the initial meeting and the meeting for final approval, shall be scheduled, as deemed necessary, by the County Board Chair.

H. In order to allow prospective candidates ample time for decision-making prior to the circulation of nomination papers, the County Board of Supervisors, after reviewing recommendations from the County Board Staff Committee, shall, not later than the last regularly-scheduled meeting in March of the appropriate even-numbered years, establish a salary schedule for each County-elected office to be elected in November of that year (other than supervisors, District Attorney and Circuit Judges) for the

ensuing term. The salary so established shall be effective at the beginning of the term and remain unchanged for the duration of the term.

RULE II

A. The Chair shall call the Board to order at the hour named, and shall preside at all meetings of the Board. The Chair shall have the duties and powers conferred by law and these rules. The Chair shall decide all questions of order, subject to appeal; and shall preserve order and see that order is maintained. The Chair shall vote on all roll calls when the Chair's name is called except upon appeals from the Chair's own decision. In the Chair's absence or disability, the Vice Chair shall perform the duties of the Chair.

B. In the absence of, or disability of both the Chair and Vice Chair, the Committee Chair, if a Supervisor, becomes the temporary acting Board chair based on the following precedence: Public Safety and Justice, Agricultural/Land Conservation, Board of Health, Education, Veterans and Aging Services, Finance, General Services, Health Services, Human Services, Planning and Development, Public Works and Rail Transit.

C. The County Administrator shall make an annual administrative report of all County activities to the County Board. This report shall be included as a separate section of the budget and given in conjunction with the annual budget presentation.

RULE III

A. The order of business of Board meetings shall be as stated on the Agenda for the meeting. The Agenda shall be the responsibility of the Chair with the assistance of the County Administrator and County Clerk per s. 59.23(2)(a), Wis. Stats., and circulated to the Board not less than 48 hours before each meeting. A majority of the members of the Board shall have the right to add an item to the Board Agenda, subject to the requirements of the Open Meeting Law.

B. The format for the Agenda shall be as follows:

1. Call to Order
2. Invocation and Pledge of Allegiance
3. Roll Call
4. Adoption of Agenda
5. Approval of Minutes of Prior Meeting(s)
6. Public Hearing
7. Citizen Participation, Communications & Announcements
8. Nominations, Appointments and Confirmation
9. Recognition of County Employees or Others
10. Introduction of New Resolutions or Ordinances by Supervisors for Referral to Appropriate Committee
11. Reports
12. New Business
 - A. Supplementary Appropriations & Budget Changes - Roll Call
 - B. Contracts - Roll Call
 - C. Other
13. Adjournment

C. Minutes of the regular Board Meeting shall be prepared by the County Clerk, kept, recorded, and distributed to all Board members and department heads by the County Clerk as soon as possible following the meeting. These minutes shall be official upon County Board approval.

D. In order to provide advance notice to the Board of Supervisors and the citizens of Rock County, items to be included on the Agenda shall be in the office of the County Administrator no later than Tuesday of the week preceding the meeting.

E. It shall be the responsibility of the sponsoring committee, official, or citizen to have the matter prepared in the form to be acted on and to have the attached legal note prepared by the Corporation Counsel, fiscal note prepared by the Finance Director, and the administrative note prepared by the Administrator. The Chair may add a note. If in reviewing the fiscal or legal notes, the Administrator disagrees, the Administrator shall so state in the Administrative Note. The required notes must be attached before the governing committee may take action.

F. Every Supervisor shall have the prerogative to introduce a resolution on any matter. Every resolution introduced shall be referred to the appropriate committee by the Chair of the Board within 20 calendar days. If the governing committee does not report a resolution within 60 days from the time it was referred to the committee, five supervisors may bring the resolution to the Board floor.

G. No motions except referral to committee or acceptance and filing may be made concerning the subject matter of report under Agenda item 11, unless the report has been accompanied by a resolution distributed as required by the rules and subject to the note requirement of Rule III-E.

H. Ordinances or Ordinance amendments presented to the County Board, after consideration by the appropriate governing committee or committees, shall not be acted upon by the County Board until there has been a first reading, a second reading, and a Public hearing by the County Board. Readings shall be by title at successive meetings of the County Board, and complete texts shall be available for public examination in the Office of the County Clerk between the first and second readings. The Public Hearing by the County Board shall be at the same meeting as and immediately following the first reading. Public notice of the first reading, the public hearing, and the second reading shall be by inclusion on the respective County Board agendas.

I. Resolutions may be initiated or drafted by residents of Rock County. No resolution, initiated and/ or drafted by a county resident, shall be considered by the Rock County Board unless it deals with the business and concerns of the County and is properly submitted by a County Board Supervisor. Such resolutions shall be introduced and referred pursuant to Rule III-F. No such resolution may be considered by the committee to which it is referred unless it is presented in the proper form as required by Rule III-E.

J. Department heads are directed to initiate a resolution recognizing the years of service of employees retiring from their departments. To be eligible for such a resolution, the individual must be employed by the County for a minimum of fifteen (15) years. The resolution shall be referred to the appropriate governing committee and the County Board Staff Committee in the form required in Rule III-E.

RULE IV- COMMITTEE GENERAL

A. The purpose of this rule is to define the structure and duties of the County Board Committee system. All matters pertaining to Committee organization, membership, and responsibilities shall be construed in favor of the declared will of the County Board in these rules, consistent with the intent of Wisconsin Statute 59.03(1).

B. Each committee shall be the public focal point for all programs and activities under its supervision. Each committee shall be responsible for reviewing and recommending appropriate action on relevant state legislation, and such legislative actions shall be coordinated through the County Board Staff Committee. Committee responsibilities shall be broadly defined to incorporate functionally similar programs and activities to eliminate duplication or multiple committee assignments.

C. Additional special, ad hoc or single-purpose board related committees may only be established with the approval of the County Board for a specific purpose and term. County Board Supervisors who are members of such committees shall be entitled to per meeting allowance and mileage as provided in Rule IV-J. Citizen members of such committees shall be entitled to only mileage reimbursement (at the currently applicable IRS Rate).

D. All County Board matters shall first be reviewed by the appropriate committee prior to County Board consideration except under emergency conditions so declared and approved by 2/3 vote of the County Board present and voting. All committees shall make written recommendations on all matters submitted to them. Upon a committee's recommendation to approve or adopt a matter, the matter shall be placed on the next regular Board Meeting agenda that is practicable. If a committee's recommendation is against approval or adoption of a matter, then the matter may be placed before the County Board at the discretion of the Chair. Votes are to be indicated as for, against, abstain or absent. When a question is put, every member shall vote except that where a member has a conflict of interest, the Chair may permit that member to abstain.

E. Each committee shall be the governing body for all functions and activities under its supervision and shall have the duty and responsibility to implement all appropriate provisions of State Law, County Board policy, and these rules.

F. Except for the Airport Board as articulated in Rule V.O., or when uniformly mandated to the contrary by law, each committee shall be composed of a majority of County Supervisors and such additional members as required by these Rules and approved by the County Board. No committee may create sub-committees or otherwise subdivide committee responsibilities, unless authorized by the whole County Board. Any committee may rely on its members, County staff, or other individuals or organizations to conduct research and provide additional information to the committee for the purpose of fulfilling its responsibilities. Such research or information gathering, when conducted cooperatively without a quorum of the committee, shall not be considered a sub-committee or governmental body unless creation of a sub-committee has been previously approved by the County Board.

G. Appointments to committees, commissions and boards shall be made by the Chair, including chairships subject to County Board confirmation. The Chairs of all standing committees shall be County Board members. Vice Chairships shall be elected by the committee membership. Vacancies during the term of any committee member shall be filled by the County Board Chair with confirmation by the County Board. If practicable, this shall be done within 30 working days of the date on which the vacancy was created.

H. Committee assignments may be altered upon written request after one year or in the case of conflicting assignments or upon recommendation of the County Board Chair with County Board confirmation. Committee assignments may be exchanged if both supervisors agree. Otherwise, appointments shall be effective until successors are appointed two years later at which time appointments shall be considered.

I. Committee coordination shall be the responsibility of the County Administrator and County Clerk per s. 59.23(2)(a), Wis. Stats., to provide agenda, meeting and minutes assistance, administrative and staff follow-up and related matters. Minutes shall be in a format chosen by the Clerk, and minutes and agendas shall be filed in the Clerk's office. All committee agendas are to be submitted to the County Administrator's office no later than the Tuesday of the week preceding the meeting and in the committee member's hands no later than 48 hours before the meeting. A majority of the members of any committee shall have the right to add an item to the committee agenda, subject to the requirements of the Open Meeting Law.

J. Board members shall be allowed as per meeting allowance and mileage for County Board meetings and other county-initiated business with their assigned committee's jurisdiction only. Exceptions to the provision may be made with the written approval of the County Board Chair or Vice Chair. Non-board members of standing board committees shall receive per meeting allowance and mileage. No per

meeting allowance shall be paid to any committee member for committee work unless the claim submitted for such per meeting allowance has been signed by the claimant and the committee chair. Per meeting allowance claimed for the conducting of county business not directly related to the Board member's committee assignments must be signed by the claimant and the County Board Chair. No County Board member shall receive a per meeting allowance for attending any County Board meeting, or committee meeting unless the member is present and answers at the roll call taken at the commencement of each meeting or unless excused from such roll call by the Chair and unless the member is also present at the adjournment of each meeting or unless otherwise excused by the Chair.

In order to qualify for per meeting allowance and expense, a committee meeting must adjourn a minimum of one (1) hour prior to the "Call to Order" of a County Board meeting.

In order to be honored, all claims for per meeting allowance and expense must be turned into the County Clerk's Office by the end of the month following the month in which the expenditure is incurred, unless excused by the Finance Committee for cause. If a per meeting allowance claim is denied, then the reason for denial will be forwarded in writing.

K. Any request for new or revised programs or additional employees by any County Department not included in the approved annual budget shall be referred to the County Administrator for review of need who shall then forward the request along with an analysis and recommendation to the appropriate County Board committee for recommendation to the County Board.

L. Between the time the County Board of Supervisors takes office following its election, and new committees are appointed and confirmed by the County Board, committees shall not meet, unless they still have a quorum of Committee or Board members.

M. A quorum is necessary to conduct committee business. A "quorum" shall be a majority of the total authorized committee membership.

N. A majority of committee members will determine the day and time that the committee will meet.

O. Except as otherwise provided by law, the Chair of the County Board and the Vice-Chair shall be ex-officio members of all standing committees. Their ex-officio membership is in addition to the membership hereinafter prescribed for each committee. Any committee lacking a quorum may call on the Chair or Vice-Chair to make a quorum as an active voting member of that committee for that day. The Chair and Vice-Chair shall be paid mileage and per diem only when used to make a quorum by any properly noticed Standing County Committee.

RULE V - STANDING COUNTY BOARD COMMITTEES, DUTIES, MEMBERSHIP AND RESPONSIBILITIES

A. The following shall be the standing committees of the County Board of Supervisors and shall have the general duties and responsibilities stated in Rule IV, shall approve all claims, demands, and causes of action less than \$10,000; all contracts less than \$25,000; and shall review the prior month's payments against the accounts under their jurisdiction. Upon request from department heads and review by the County Administrator, or a designated agent, standing committees reallocate amounts more than \$5,000 and up to \$10,000 between detail accounts or create new detail accounts of an individual county office or department within their jurisdiction. With review by the County Finance Director, the County Administrator or the Administrator's designee may approve reallocation requests of \$5,000 or less, or create detail accounts for any transfer of \$5,000 or less without further committee action.

- Agricultural/ Land Conservation Committee
- Board of Health
- County Board Staff Committee
- Education, Veterans and Aging Services Committee
- Finance Committee
- General Services Committee

- Health Services Committee
- Human Services Board
- Planning & Development Committee
- Public Safety & Justice Committee
- Public Works Committee
- Rail Transit Commission
- Southern Wisconsin Regional Airport Board

B. Agricultural/ Land Conservation Committee

(1) The committee on Agriculture and Extension Education shall consist of five members of the Board. One of the members shall be a Supervisor from a village or city, and the vocation of a majority of the remaining members shall be agricultural when practical. The President of the Rock County 4-H Fair Board, Inc. shall be appointed as an ex-officio non-voting member. The function and responsibilities of the committee shall be as set forth in Wis.Stats. 59.56(3). In addition, the committee shall exercise policy supervision over the County Farm and County Fairgrounds.

(2) The committee shall also act as the Land Conservation Committee performing the duties and responsibilities in Wis. Stats. 92.06. When sitting as the Land Conservation Committee, the committee shall be composed of the seven supervisors plus the Chair of the Farm Service Agency or designee. One of the seven members shall be a supervisor who also serves on the Planning & Development Committee, while another shall be a supervisor who also serves on the Public Works Committee

C. Board of Health

(1) The Board of Health shall be composed of nine (9) members, of which four (4) shall be County Board Supervisors. At least three (3) of the members shall be persons who are not elected officials or employees of Rock County and who have a demonstrated interest or competence in the field of public health or community health. A good faith effort shall be made to appoint a registered nurse and a physician. Members shall also reflect the diversity of the community.

(2) The Board of Health shall have policy supervision over the Health Department. The Health Department shall include the activities of the public health nurses, environmental health (including pollution control), and powers and responsibilities conferred by State Statute and County Board policy. The Board of Health shall also act as liaison for community health planning.

D. County Board Staff Committee

(1) The County Board Staff Committee shall be composed of the Chair, Vice Chair and seven other Board members appointed by the Chair at large.

(2) The committee shall supervise the Administrator, legal matters, (except that authority for Land Division and County Zoning Ordinance enforcement/ litigation assigned by the County Board shall be the full responsibility of the Planning & Development Committee,) inter-governmental coordination, personnel and labor relations, the promotion of interest in County government, (including authorizing use of the County Seal) and program evaluation and development. The Finance Director shall provide the committee all necessary assistance in carrying out its duties.

(3) The committee shall consider all conflicts of interest, breaches of ethics and other misconduct in office and assist the County Board Chair in policy matters, pending litigation, and other legal matters.

(4) The committee shall act as a clearinghouse for action on pending or developing legislation affecting the County, consider recommendations from the various committees, promote any legislation of benefit to the County and shall review all proposed changes in the rules of the County Board for recommendation to the County Board.

(5) The committee shall review the annual budget for information purposes, as proposed by the County Administrator, prior to submission to the County Board as required by law.

(6) The Committee shall, when areas of conflicting jurisdictions arise between committees, coordinate and mediate the dispute and attempt to resolve the conflict by consensus subject to confirmation of the County Board.

(7) The Committee is authorized and directed to conduct any hearing it deems appropriate regarding disciplinary proceedings involving any department head or program head and to take any of the following actions deemed appropriate by it; referral of said matter to any committee for proceedings or action, review of any charges against any said person, review of evidence, making of findings, or termination of disciplinary proceedings. The committee, along with its legal advisor, is empowered to establish whatever rules or proceedings they deem appropriate in relation to the matters set forth above.

(8) Prior to the annual convention of the Wisconsin Counties Association, the Assistant to the County Administrator shall review the resolutions to be considered at said convention and select those resolutions having the greatest direct impact on Rock County for presentation to the County Board Staff Committee. The committee shall review the resolutions selected by the Assistant to the County Administrator. The Assistant to the County Administrator shall then prepare a report for presentation to the full County Board and the Board shall recommend to the County's voting delegate how to vote on such resolutions at the convention.

E. Intentionally Omitted.

F. Education, Veterans and Aging Services Committee

(1) The committee shall be composed of five supervisors.

(2) The committee shall have policy supervision over the Veterans Services and the Council on Aging. Its duties shall also include liaison with the University of Wisconsin Rock County on all matters not related to maintenance and liaison with Blackhawk Technical College.

G. Finance Committee

(1) The committee shall be composed of five supervisors.

(2) The committee shall have policy supervision over the County Clerk, Register of Deeds, Treasurer, Information Technology, Finance Director, Insurance Audits and all financial matters.

(3) The committee have the right to review any purchase or claim and stop payment subject to Board review.

(4) The committee shall have the duty to designate depositories according to State law. The committee shall, with the Treasurer and the Finance Director, determine the policy of investments of County funds in the best interest of the County.

(5)(a) For transfers greater than \$10,000 and upon the request from the appropriate committee and review by the County Administrator or a designated agent, and subject to County Board policy, the Finance Committee may reallocate funds between detail accounts of an individual county office or department. In addition, the Finance Committee may supplement the appropriations for a particular office, department, or activity by transfers from the contingency fund. Such transfers shall not exceed the amount set up in the contingency fund as adopted in the annual budget nor aggregate, in the case of an individual office, department, or activity, in excess of ten percent of the funds originally provided for such office, department or activity in the annual budget. The publication provisions of Wis. Stats. Sec. 65.90(5)(a) shall apply to all committee transfers from the contingency fund.

(5)(b) Pursuant to Wis. Stats. Sec 65.90(5)(b), the Finance Committee with prior approval of the appropriate governing committee, may transfer funds between budgeted items of an individual county office or department, if such budgeted items have been separately appropriated.

(6) Upon request from the appropriate committee and review by the County Administrator or a designated agent, the Finance Committee shall review and assemble requests for supplementary appropriations from the General Fund and forward them to the County Board together with its recommendation.

(7) All resolutions which will modify the adopted budget shall be reviewed by the Finance Committee prior to presentation to the County Board of Supervisors.

(8) If a standing committee cancels a regularly scheduled meeting, or upon request from the Chair of any standing committee and review by the Finance Director, the Finance Committee is authorized to review bills normally reviewed by that standing committee.

H. General Services Committee

(1) The committee shall be composed of five supervisors.

(2) The committee shall have policy supervision over the Facilities Management Department.

(3) All building construction, including change orders, shall be supervised and approved by this committee in cooperation with the committee under whose jurisdiction the activity to be housed, therein, is controlled. In case of dispute between these committees, as to materials or method of construction, the decision of the General Services Committee shall control. Change orders involving an additional expenditure in excess of \$10,000 shall be submitted to the County Board for approval and a statement showing the cumulative total of all change orders shall be submitted to the Board at the same time.

(4) Any relocation of offices and/ or departments shall be reviewed by the appropriate governing committee prior to being acted on by the General Services Committee.

(5) The Committee shall have policy supervision over energy management and related issues as well as the inventory of the County's fixed assets.

I. Health Services Committee

(1) The committee shall be comprised of five supervisors.

(2) The committee shall have policy supervision over the County's Nursing Home operations.

J. Human Services Board

(1) The Human Services Board shall be comprised of six County Board Supervisors and three other Rock County residents.

(2) The Human Services Board shall have policy supervision over the Human Services Department including, but not limited to: The Aging and Disability Resource Center; Behavioral Health Services, Child Protective Services, Economic Support Services, and Juvenile Justice Services.

(3) The Human Services Board shall provide policy supervision for the Rock County Job Center.

K. Planning & Development Committee

(1) The committee shall be composed of five supervisors.

(2) The committee shall have policy supervision over Solid Waste issues (in the absence of a Solid Waste Management Board), A-95 Review, Land Division approval, Planning & Zoning, Community Development, Real Property Description, the Surveyor and Code Administrator.

(3) The committee shall act on all matters pertaining to County Planning, Zoning, Community Development and Re-development, Housing, Land Division, County Ordinances relating to physical development and aesthetics as provided by Statute and/ or the County Board. All comprehensive planning and related matters shall be within the jurisdiction of the committee.

(4) The committee shall have the authority necessary to enforce/ litigate land division and County zoning ordinances.

L. Public Safety & Justice Committee

(1) The committee shall be composed of five supervisors.

(2) The committee shall have policy supervision over the following activities, except as limited by law; Child Support Enforcement, Medical Examiner, Clerk of Circuit Court, all Circuit Court branches, District Attorney, Court Commissioners, Communications Center, Register in Probate and Sheriff's Department.

(3) The committee shall advise the County Emergency Management Office and the County Board on all matters pertaining to emergency management.

M. Public Works Committee

(1) The committee shall be composed of five supervisors.

(2) The committee shall convene from time-to-time as the County Highway Committee and shall have such powers and duties conferred by State law and County Board policy. The committee shall have policy supervision over the Department of Public Works that includes highway, parks and motor pool operation.

N. Rail Transit Commission

(1) The Rail Transit Commission shall be composed of three members. A minimum of two members shall be supervisors.

(2) The Rail Transit Commission shall have policy supervision at the committee level relative to the County's participation in various regional rail transit commissions and rail rehabilitation work done in conjunction with the Wisconsin Department of Transportation.

O. Airport Board

(1) The committee shall be composed of nine members, of which three shall be County Board Supervisors. Six members shall be drawn from the community, and not elected to any county office, or employed by Rock County, and shall have a demonstrated interest or competence in the field of aviation. The terms for the six members shall commence on January 1, 2019, with one third to serve a term of 3 years, one third a term of two years, and one third a term of one year, with subsequent appointments to be a term of three years, except that any person appointed to fill a vacant position shall be appointed for the remainder of the term of the position to which appointed. The six members drawn from the community shall be limited to service of two consecutive full terms of three years, after which, members drawn from the community may serve additional terms under the preceding limitation after absence from the board for not less than one year.

(2) The Airport Board shall have policy supervision over the Southern Wisconsin Regional Airport.

RULE VI-RESOLUTION CODING

A. Every written resolution and motion shall have endorsed thereon the name of the person or committee introducing it. Every written resolution considered during the board year shall be consecutively numbered starting with the annual organizational meeting in April.

RULE VII-ROLL CALL VOTE

A. In determining any question, any member may call for a roll call before the vote is taken. The vote on any motion requiring an unbudgeted appropriation of County money, or any contracts or grants, shall be a roll call vote. The adoption of the Annual County Budget shall be a roll call vote. Any motion or resolution may be withdrawn before amendment or decision, and when a question is put, every member

shall vote, except where a member has a conflict of interest, in which case the Chair may excuse such member. Any member may call for a division of a question when the same is advisable. In the case of a tie, the motion is lost. Any member may renew a motion that has been lost on a tie.

RULE VIII-PROCEDURE

A. After the clerk has read the proposed resolution or ordinance, the Chair of the Board shall call upon the Chair, or in the absence of the Chair, the Vice Chair of the appropriate committee prior to any other action. A motion to table shall not be entertained by the Chair until such time as the resolution has been introduced, seconded, and the Chair or Vice Chair of the governing committee has had an opportunity to speak on the issue. All resolutions shall be read by title and resolve clause only, unless otherwise required.

B. In presenting business, or debate, members shall address the Chair, be recognized, and when in order, proceed without interruption. In cases when more than one member shall seek to be recognized, the Chair shall decide who has precedence.

When in the course of its business, the Board reaches Item 7, "Citizen Participation, Communications and Announcements", the presiding officer shall ask if there are any citizens who would like to speak before the Board. Any citizen desiring to be heard shall stand and address the presiding officer indicating their name and address and the item on which the citizen wishes to speak. The presiding officer will call on the citizen at the appropriate time. The presiding officer may limit the time of each speaker and select the speaking order. No one shall speak more than once on any item, unless in the opinion of the Chair, such request to speak more than once is relevant. Where there are several speakers representing the same view, the presiding officer may require a speaker for the group.

C. Upon the convening of any Joint Review Board pursuant to Wis. Stat. § 66.1105(4m)(a), wherein the representative of the County who shall sit on such Joint Review Board shall be the Chair, or the Chairperson's designee, if the Chair appoints a designee, such appointment shall be made consistent with Rule I-A, and shall be for a term of one year. The Chair shall give preference to the County Treasurer or another person with knowledge of local government finance in accordance with Wis. Stat. § 66.1105(4m)(ae)2.

RULE IX - CLAIMS

A. In addition to following the Statutory requirement, no claim shall be allowed unless the claim shall have set forth in writing, the nature of the claim, the facts upon which it is founded, and the items separately when the claim is an account. All claims shall be certified to by proper authority, and filed with the County Clerk at least five days before the meeting and with any claim for serving process, the title of the suit and before whom tried, the offense charged and the names of the witnesses subpoenaed, if any, shall be given and certified to by proper authorities.

RULE X

A. In every instance the motion to adjourn, to lay on the table, for previous question and for limited debate, shall be decided without discussion.

B. Members who have been recognized by the Chair shall have the right to discuss the main motion prior to a vote on the motion for the previous question. At the time a motion for the previous question is made, the Chair shall identify those members who have been recognized.

C. These rules may be suspended or amended by a two-thirds vote of all members present. Unless otherwise provided for, Robert's Rules of Order, current edition, shall govern the action of the Board.

D. All other County Board Rules in conflict with these rules are hereby declared null and void.