

WAUSHARA COUNTY

RULES AND BY-LAWS

OF

THE COUNTY BOARD OF  
SUPERVISORS

Revised June 10, 2008

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OF  
WAUSHARA COUNTY BOARD OF SUPERVISORS**

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**ARTICLE I - COUNTY BOARD ORGANIZATIONAL POLICIES**

**SECTION A** - Annual Meeting (As used throughout these Rules and By-Laws, the term meeting shall mean a meeting where a quorum of the membership is present, unless otherwise specified.): The Annual meeting of the Waushara County Board of Supervisors shall be held on the Tuesday after the second Monday in November of each year in accordance with Section 59.11(1)(a) of the Wisconsin Statutes. Changes in the date of adjournment of the annual meeting may be made in accordance with Section 59.11(1)(a) and (b) of the Wisconsin Statutes.

**SECTION B.** Organizational Meeting: The organizational meeting of the County Board of Supervisors shall be held on the third Tuesday of April following the election pursuant to Section 59.11 (1) (c) of the Wisconsin Statutes.

At the organizational meeting, it shall be the duty of the County Clerk to call the County Board meeting to order. The Clerk shall then call the roll and establish the presence of a quorum of County Board Supervisors. The County Clerk shall then proceed with the preliminary

ceremony including the oath of office for each newly elected County Board Supervisor. The County Board shall then proceed to the election of a Chair, Vice Chair and 2<sup>nd</sup> Vice Chair of the County Board in accordance with applicable State Statutes. Upon completion of such elections, the County Board shall proceed with the election of Committees under these Rules and conduct any other business that may properly come before it.

**SECTION C** - Time and Place of County Board Meetings: The regular meetings of the Waushara County Board of Supervisors shall be held in the Courthouse in the City of Wautoma. The normal starting time for the meeting of the County Board shall be 7:00 p.m.

All meetings of the County Board shall be open to the public and will be held on the second Tuesday of every month unless changed by a majority vote of the entire membership of the County Board of Supervisors or as otherwise required by these Rules and By-Laws.

The County Board shall meet twice in the month of December, with the second meeting taking place on the last Tuesday of the month at 7:00 p.m., if necessary to complete end-of-the-year contract matters. This meeting shall be cancelled if not needed.

The County Board shall be in continuous session until adjourned by majority vote of the County Board.

The County Board shall meet in special session upon the written request of a majority of County Board Supervisors in accordance with the procedures of Section 59.11(2) of the Wisconsin Statutes.

The County Board Chair may call Board members to attend any other meeting pertaining to County affairs that may arise between regularly scheduled Board meetings. Members so attending shall be paid their actual and necessary expenses in addition to their per diem payment for attendance at such meeting.

Any board member attending a meeting which they would not normally attend as a Committee or Department Board member, must have prior approval of the County Board Chair to receive payment for attendance. In situations involving alternate representation, the alternate member will only be reimbursed if the primary representative is not able to attend.

**SECTION D** - County Board Chair: The County Board Chair shall exercise all authority as outlined in Section 59.12 of the Wisconsin Statutes.

The Chair of the County Board may act as an ex-officio member of any Committee of the County Board except for the Board of Adjustments and shall have the power to vote on such Committees only in the absences of one or more Committee members.

The Chair shall convene the meeting by calling the Board to order and direct the calling of roll of members by County Clerk. In the absence of the Chair, Vice Chair and the 2<sup>nd</sup> Vice Chair, the County Clerk shall preside upon a County Board meeting until a Chair Pro-tem is elected.

The Chair may excuse the attendance of members and the excuse shall be entered into the minutes of the County Board. The 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.

The Chair is a member of the County board, and has the same rights in debate as any other member. However, the Chair is also obligated to maintain impartiality when presiding over the County Board. If the Chair wants to discuss issues on the floor, the Chair must relinquish his seat before addressing the County board. The Vice Chair or 2<sup>nd</sup> Vice Chair will then assume the Chair for the duration of the discussion and action on the agenda item.

**SECTION E - Vice Chair and 2nd Vice Chair:** The Vice Chair and 2nd Vice Chair of the County Board of Supervisors shall perform those duties outlined in Section 59.12(2) of the Wisconsin Statutes.

In the absence of the Chair, the Vice Chair shall preside over the County Board meeting and perform the duties of the Chair at that meeting.

In the absence of the Chair and Vice Chair, the 2<sup>nd</sup> Vice Chair shall preside over the County Board meeting and perform the duties of the Chair at that meeting.

**SECTION F - Elected Committees of County Board:** The following Committees shall be elected by the members of the County Board:

The County Public Works Board consisting of three regular members of the County Board who shall be elected for two-year terms and one alternate member who shall be appointed by the County Board Chair; the Land, Water and Education Committee consisting of four members of the County Board, who shall be elected for a term of two years and the Farm Services Agency delegate who shall be appointed by the County Board Chair; the Zoning Committee, consisting of four members of the County Board who shall be elected for a term of two years and one citizen member who shall be appointed by the County Board Chair; the Executive Committee, consisting of the Chair, Vice- Chair and 2<sup>nd</sup> Vice Chair of the County Board, who shall be elected for a term of two years.

All members of elected Committees shall be elected by the County Board on the first day of the organizational meeting of the County Board. A vacancy in an elected Committee may be filled at the next regular monthly meeting of County Board by appointment by the County Board Chair.

**SECTION G - Elected Officers of the County Board:**

All elective officers, if any, of the County Board are to be elected bi-annually on the first day of the organizational session of the County Board.

**SECTION H – County Board Supervisors**

All County Board Supervisors retain their individual rights as private citizens. Such actions taken by a County Board Supervisor as a private citizen will not be deemed an action by or position of the County Board or Waushara County unless approved by a Committee of the County Board or the County Board as a whole.

If a County Board Supervisor wishes to have the action or position approved by the County Board, it shall be properly presented to a Committee of the County Board for review and

recommendation by a Committee member or placed on the County Board agenda prior to Committee action with approval of the County Board Chair.

**SECTION I - County Administrative Coordinator:**

Resolution 35-11-88 (Amended) passed by the Waushara County Board of Supervisors authorized the establishment of a full-time position of Administrative/Personnel Coordinator for the areas of Personnel, Insurance, Telephone, Communication, Fixed Assets, Safety and Compliance issues. Additionally, the Administrative/Personnel Coordinator for Waushara County shall:

1. Consult with the Executive Committee of the County Board as to the performance of any assigned tasks and responsibilities at the discretion of the Executive Committee.
2. Be responsible for coordinating and gathering information and data for the Executive Committee as may be requested for the purpose of aiding the Executive Committee in the performance of its duties and responsibilities.
3. Serve as spokesperson for the County Board under the direction and control of the County Board of Supervisors to provide a convenient and accessible source for information and background on any action or decision of the Waushara County Board of Supervisors. The Administrative Coordinator shall not issue any press releases or provide any response to questions regarding pending legal matters involving the County Board unless specifically requested to do so by the County Board Chair.
4. Provide reports and information requested by the Executive Committee for the purpose of overseeing the expenditure of funds and receipt of revenues in accordance with the budget adopted by the County Board, however, the Administrative Coordinator shall not have authority to modify the provisions of the adopted County budget.
5. Shall be responsible for coordinating any response to information or data requested by the public or any Committee of the County Board by seeking information and data from department heads, employees or outside sources on information requested by any County Board Committee, however, the Administrative Coordinator shall not interfere with the performance of regular duties of a department head in providing information and reporting to its controlling Committee.
6. Perform such other functions and duties as requested by the Executive Committee.
7. The County Board may reassign the Administrative Coordinator duties to a different position within the County by a majority vote of the County Board members.

**SECTION J - County Board Vacancy**

In the event of a vacancy on the County Board, the County Board Chair shall appoint a person who is a qualified elector and resident of that supervisory district to fill the vacancy of the unexpired portion of the term pursuant to 59.10(3)(e) Wisconsin Statutes. The County Board Chair at the next County Board meeting, shall recommend approving the appointment. If the County board disapproves the appointment, any member of the County board, at the same meeting may offer nominations to fill the vacancy subject to the approval of the County Board. Any person appointed to the County Board under this paragraph shall take Office upon being

approved by the County Board and sworn in by the Judge; in the Judge's absence, the Court Commissioner or the County Clerk shall assume the responsibility.

## **ARTICLE II - COUNTY BOARD PROCEDURES**

### **SECTION A - Publication of Reports and Official Business of County Board:**

1. The County Clerk shall be responsible for publishing the official proceedings of the County Board meetings in accordance with Section 59.14 of the Wisconsin Statutes.
2. Reports presented to the County Board during regular meetings shall be mentioned in the official proceedings of the County Board for reference purposes but need not be published in the official proceedings of the County Board meeting unless specifically directed by the County Board. Departmental and Committee Reports shall be presented in writing.
3. Minutes of County Board meetings shall be published by the County Clerk in a timely fashion. Official minutes of the County Board shall be included in the Record of Proceeding of the County Board after approval by the County Board. The minutes shall include a synopsis of all Resolutions and the full content of Ordinances acted upon by the County Board. The minutes shall also include a verbatim record of all motions made by the County Board members.

### **SECTION B - Written Agenda of County Board Meetings:**

1. The County Clerk shall prepare a written agenda before each regular meeting of the County Board and mail the agenda with appropriate reference materials, including the minutes of the last previous meeting, at least four days prior to the regular meeting of the County Board each Supervisor and to the news media in accordance with applicable state statutes. This requirement is not necessary when the County Board is in continuous session on successive days.
2. All members of the County Board and Committees of the County Board, or others, shall cooperate with the County Clerk by having reports, resolutions or other matters to be placed on the Agenda (or an explanatory notice thereof) in the office of the County Clerk at least seven days prior to a regular County Board meeting.
3. No matter shall be placed on a County Board agenda without either the approval of a Committee of the County Board or the County Board Chair, unless otherwise authorized in these bylaws .

### **SECTION C - Notice of County Board Meetings:**

1. The County Clerk shall be directed to provide proper notice of any County Board meeting in accordance with applicable state statutes.
2. The Notice of the County Board meeting shall be posted in at least three public places in order to provide proper notice to the public of the agenda for the County Board meeting.

### **SECTION D - Notice of Committee Meetings:**

1. The County Clerk shall be directed to provide proper notice of any County Board meeting in accordance with applicable state statutes.

2. A display board in the office of the County Clerk shall exhibit a list of all Committees of the County Board and the time and place of all Committee meetings shall be shown thereon. The maintenance of this list shall be the responsibility of the County Clerk.
3. All Committee meetings shall be held in the Courthouse or on public property with proper notice of the location of the meeting made available to the public and all County Board members. An exception can be made if a special meeting place or field trip is planned, adequately agendaed and posted and still accessible to the public.
4. Emergency meetings of a Committee may be called only as special meetings with notice of each emergency item to be considered at the Committee meeting. Such notice of an emergency meeting must be given to all Committee members as soon as possible and to the public in accordance with applicable State Statutes.
5. No Committee meetings shall be held during any sitting of the County Board unless authorized by a majority vote of the members of the County Board present.
6. Committee chairpersons may authorize committee members to attend other meetings related to the business of the committee. Members so attending shall be paid their actual and necessary expenses in addition to their per diem payment for attendance at such meeting. Committee meeting minutes should reflect the attendance of the member at such meeting, either before or after the event.
7. Committee chairpersons are not authorized to approve additional meetings for committee members where the additional meeting involves other committees of the County Board. Such approval may only be granted by the County Board Chairperson.

**SECTION E – Censure Procedure**

The County Board may censure a County Board Supervisor, if the County Board as a whole determines that a censure is appropriate.

If a County Board Supervisor believes that it would be appropriate to censure a fellow Supervisor, that Supervisor shall present his/her position in writing to the full County Board. The County Clerk may accept a censure complaint from any County Board Supervisor for placement on an agenda of the County Board without prior approval of a committee or the County Board Chair.

The County Board shall review the complaint and make an initial determination as to whether or not the matter will be further investigated. If a majority of the County Board Supervisors, in attendance at the meeting where the complaint is addressed, determine that a formal investigation shall take place, the County Board shall appoint a special committee to investigate the complaint. The committee shall be appointed through a lottery process and shall consist of 3 County Board Supervisors.

The Committee shall conduct an investigation and report its findings back to the County Board at a future meeting. The investigation shall be conducted in a closed proceeding pursuant to §19.85(1)(f), unless the Supervisor being investigated requests an open proceeding. The investigation shall include at a minimum questioning of the complainant and the respondent Supervisor. The respondent supervisor will be allowed to be present during the questioning of

the complainant supervisor. The Corporation Counsel will assist the special committee as needed with the investigation and preparation of its report to the County Board.

Once the special committee reports its findings and recommendations to the County Board, the County Board will make a determination as to whether or not a censure will be issued. All censure determinations will be issued in writing and signed by the entire County Board, indicating how each Supervisor voted. The original censure document will be kept in the records of the County Board by the County Clerk. A copy of the determination shall be provided to the Respondent Supervisor.

Only County Board Supervisors may be censured and only the County Board may issue a censure. No complaints requesting censure shall be accepted from any person not a County Board Supervisor.

**SECTION F - Adoption and Amendment of Rules:**

Rules and By-laws of the Waushara County Board of Supervisors shall be adopted in a meeting of the County Board by a majority vote of those in attendance. Amendments to the Rules and By-laws may be made only by a two-thirds vote of the County Board membership and those amendments shall govern the County Board until and unless further amended pursuant to the requirements of this section.

**SECTION G - Robert's Rules of Order:**

As far as practicable, the rules of parliamentary procedure comprised in "Robert's Rules of Order" shall govern the conduct of County Board meetings provided they are not inconsistent with the procedures and policies outlined within these Rules and By-laws.

**ARTICLE III - CONDUCT OF COUNTY BOARD BUSINESS**

**SECTION A - Order of Business:**

The following shall constitute the normal order of business for the conduct of County Board meetings.

1. Establishment of a quorum, being defined as a majority of the members of the County Board determined by roll call vote.
2. Public Comment. Members of the public shall be allowed to address the County Board at the beginning of any regularly scheduled County Board meeting on any topic so long as the individual signs a registration slip prior to the start of the meeting. The registration slip should be given to the Chair prior to the start of the meeting. Each individual registering to speak shall be given up to a maximum of 3 minutes to address the County Board. Public comment shall be limited to a total of 15 minutes.
3. Establishment of Compliance with Open Meeting Law.
4. The official minutes of the preceding County Board meeting shall be read by the Clerk unless provided to the County Board members forty-eight (48) hours in advance of the County Board Meeting. Any mistake shall be corrected by the County Board.
5. Communications, petitions, memorials, accounts and other informational items, shall be presented to the County Board by the County Clerk or other authorized individual.

6. Reports of standing committees of the County Board shall be presented in written form .
7. Presentation and action on resolutions and ordinances presented for consideration by the County Board.
8. Reports of any Special or Adhoc Committees of the County Board.

**SECTION B - Decorum of Meetings:**

The Chair or in his/her absence, the Vice Chair or 2<sup>nd</sup> Vice Chair, shall preserve the order and decorum of the County Board meeting. The Chair shall be responsible for deciding questions of order subject to appeal to the entire Board. The County Clerk shall clearly and distinctly state every motion or resolution presented to the Board for debate and action.

**SECTION C - Presentation of Matters for Action:**

1. Every subject matter that may properly come before the County Board may be referred to the appropriate Committee by motion for review and subsequently returned to the entire County Board at the next regular scheduled meeting for action.
2. Every Resolution or Ordinance shall be prepared in writing and shall be as concise as possible.
3. Affixed to each Resolution shall be the name of the person introducing the Resolution or in the event such Resolution is referred to a Committee, such Committee shall report their finding regarding the Resolution with the name of the Chair of the Committee affixed to the Resolution.
4. Petitions, Memorials, Resolutions and substitute Proposals shall be reduced to writing and read before they shall be presented to the County Board for consideration.

**SECTION D - Form of Resolution:**

All resolutions, petitions and ordinances must be presented to the County Clerk in type written form and have been approved by Committee or the County Board Chair for submission to the County Board. Corporation Counsel may review all resolutions, petitions and ordinances prior to introduction to the County Board and shall indicate such review on the face of the resolution.

**SECTION E - Budget Resolution:**

1. Resolutions calling for an appropriation of money and all Resolutions, the adoption of which would require ultimate expenditure of money or an appropriation by the County Board, shall be presented to the County Clerk at least seven days before the County Board meeting.
2. No Resolution calling for an appropriation of money shall be received by the County Board without the majority consent of the County Board if received after the time required herein.

**SECTION F - Claims against County:**

1. No claim against the County shall be audited and approved unless it is made out in appropriate terms and is duly verified and filed with the County Clerk except as may otherwise provided by law.

2. Claims in excess of \$2,500 shall be reviewed by the County Board in accordance with Section 59.12(a) of the Wisconsin Statutes.

**SECTION G—Executive and Personnel Resolutions:**

Requests from any County Board Committee or County Board member which require action of the Personnel Committee and/or Executive Committee may be submitted to the County Clerk's office to be assigned to one or both of the above mentioned Committees without prior approval by the County Board. A report to accept or reject such Resolution must be reported to the County Board by the respective Committees acting on such request.

**ARTICLE IV - RULES OF GOVERNING CONDUCT OF BUSINESS AT COUNTY BOARD MEETINGS**

**SECTION A** - The following procedures shall govern the conduct of County Board members and the discussion of matters at the County Board meetings:

Par. 1 - Privilege of Speaking: Every Board member, prior to speaking, shall raise their hand, address the Chair and be recognized by the Chair. When two or more members raise their hands at once, the Chair shall designate the member who is to speak first. No member shall speak more than twice upon the same questions without leave. When called to order by the Chair, a member shall cease from speaking and shall not be allowed to proceed without leave of the Chair.

Par. 2 - Voting and Roll Call:

1. A vote on any question shall be taken by ayes and nays, but members may vote to abstain when polled.

2. A roll call shall be taken on all questions and resolutions involving the expenditure of money; and whenever a vote is so ordered and taken, members voting the affirmative, negative and those who abstain, as well as those absent, shall be recorded at length in the records of the proceedings of the County Board.

3. A unanimous oral vote may be considered and recorded as an affirmative unanimous roll call vote upon request by a County Board member.

4. Any resolution providing for the creation of additional positions of County employment shall require a majority vote of the membership in attendance at the County Board meeting when such resolution is considered. Any resolution providing for a transfer of monies from surplus to a line item in the budget shall require a majority vote of those Board members in attendance at the meeting when the resolution is considered.

5. Closed ballots may be used for the purpose of selecting the Chair and Vice Chair of the Board of Supervisors. All other elected positions on Committees or elected officials of the County Board shall be nominated and elected by open ballot with the County Board members identifying his/her ballot by initials or signature.

Par. 3 - Precedence of Motions: When a motion is under consideration, no other motion shall be entertained except:

1. To adjourn.

2. To lay on the table.
3. Call for the previous question.
4. To postpone to a certain time.
5. To refer to a committee.
6. To amend or to substitute.
7. To postpone indefinitely.

These several motions shall take precedence in the order in which they stand in this rule.

Par. 4 - Non-Debatable Motions: The following motions shall not be debated by the Board members:

1. A motion to adjourn
2. A motion to lay on the table
3. To call the previous question.

Par. 5 - Motion to Postpone: A motion to postpone indefinitely or to a certain time shall not be entertained, on one subject, more than once on the same day or the same stage of the proposition.

Par. 6 - Substitute Proposal: A substitute motion shall be open to amendment the same as the original motion but when adopted, shall not be subject to amendment. If an amendment or substitute is lost, another substantially the same shall not be entertained by the County Board.

Par. 7 - Reconsideration: When a motion or question has once been determined, any member voting with the majority may move a reconsideration of the vote, but such motion shall be made and acted on at the same or next succeeding meeting, and shall not thereafter be made except by unanimous consent.

Par. 8 - Previous Question: The previous question may be moved by any member. The question shall then be: "Shall the question be now put", which if carried by a vote of two-thirds of the members present upon a call of ayes and nays, the Board shall immediately proceed to vote upon the pending amendment if any, and upon the main question.

Par. 9 - Point of Order: Any board member may raise a Point of Order for consideration by the Chair. The Chair shall make a decision on any Point of Order in accordance with the Rules and may poll the membership for their preference prior to making any final decision.

Par. 10 - Suspension of Rules: Any of these rules, may be suspended by two-thirds vote of the members present. A motion to suspend appropriate rules shall be in order at any time.

**ARTICLE V - COMMITTEES OF COUNTY BOARD**

**SECTION A** - General Duties of Committees: Each standing Committee of the County Board shall perform such duties and functions as may be designated to it by the County Board and shall have the general authority to perform the following duties and functions:

1. Serve as controlling Committee to oversee the financial aspects, operations and programs of its department(s).
2. Participate in the hiring of employees and Department Heads in established positions for its department(s) and report any hiring of new employees to the entire County Board.
3. Recommend policies for adoption by the entire County Board to provide guidance and procedures for the performance of functions and responsibilities of the Committee that impact on the entire County Board membership.
4. Consult with the Department Heads and other supervising employees of the Department to oversee the operations of its department(s).
5. Review and recommend budgets and expenditures of its Department(s) and those programs under the auspices of its Department(s).
6. Conduct evaluations of programs provided by its Department(s) and to recommend changes or improvements to such programs and services provided to the public.
7. Recommend to the County Board for approval any contracts or agreements not covered or contained in the approved budget for the performance of services or purchase of equipment or services for programs provided by its Department(s).
8. Adopt rules and regulations for the County property and its equipment which rests solely under the jurisdiction of its Department(s).
9. Conduct regular meetings and maintain proper minutes of all meetings and action taken by the Committee in the performance of its duties.
10. Adopt rules and regulations for the governance of any hearings conducted by the Committee.
11. Oversee expenditures by its department(s) in accordance with approved budgets.
12. Determine per diem for citizen members, not to exceed level set for County Board Supervisors.
13. Responsible for turning in accurate per diem vouchers in the time prescribed.
14. Any non-elected citizen representative, serving on any Committee, may be compensated in a similar fashion as any County Board Supervisor. The per diem should be comparable.

**SECTION B** - Special Duties of Committees: The following shall constitute the special duties to be performed by the respective Standing Committees of the County Board:

#### ADMINISTRATIVE REVIEW BOARD

1. This Committee shall consist of 3 members with 2 alternates as appointed by the Chair.
2. The Committee shall hear and decide all administrative appeals, including but not limited to, the denial or revocation of daycare certification.

#### BOARD OF HEALTH

1. The Board of Health shall consist of six (6) members who shall be appointed by the County Board Chair. This Committee shall include three (3) County Board Supervisors, one (1) physician, one (1) registered nurse and one (1) interested citizen.
2. This Board shall aid and assist the County Health Officer in performing his/her duties in caring for the health and welfare of the citizens of Waushara County, in accordance with applicable Wisconsin Statutes.
3. This Board shall be responsible for hearing any appeals of decisions by the Health Department to terminate health care services or terminate any licenses issued by the Health Department or issues of environmental health.

#### COMMISSION ON AGING

1. The Commission on Aging shall be composed of seven (7) to thirteen (13) individuals appointed by the County Board Chair. Two (2) members will be County Board Supervisors. The others will be individuals of recognized ability and demonstrated interest in services for older individuals. At least 50% of the members will be mature (60 years of age or older) representatives from the community.
2. The Commission shall plan and develop administrative and program policies, in accordance with state law and within limits established by the Department of Health and Family Services for programs in the county that are funded by the federal and state government for administration by the aging units.

#### ETHICS BOARD

1. This Committee shall consist of seven (7) members, two of which shall be County Board Supervisors. The members shall be appointed by the County Board Chair pursuant to the provisions of the Waushara County Code.

#### EXECUTIVE COMMITTEE

1. This Committee shall consist of three (3) members, being the Chair, Vice Chair and 2<sup>nd</sup> Vice Chair of the County Board, whose duties shall be to serve as Controlling Committee for the Administrative Coordinator, Corporation Counsel, County Clerk, Clerk of Circuit Court, Treasurer, Register of Deeds, Surveyor, Family Court Commissioner, District Attorney and their departments.
2. This Committee shall handle policy matters relating to the overall governance of the County Board and shall review and recommend policy to the County Board on matters of concern to the entire County Board.

3. This Committee shall be to tabulate the County Budget for publication and presentation to the County Board. The Committee shall also recommend the budget, which shall be submitted at the annual session of the County Board.
4. Except where Wisconsin Statutes provide for settlement and allowance of current accounts by other specific Committees or officers, it shall be the duty of the Executive Committee to examine accounts and, in at its discretion, settle and allow all current accounts against the County and, when allowed, to authorize the issuance of County orders therefore.
5. The Committee shall also advise with the County Treasurer in the matter of investments of County funds, as required by Statute and shall consult with other County Board Committees, Officers, Agencies and the County Treasurer from time to time regarding County finances.
6. The Committee shall also audit and allow mileage and per diem for Board and Committee meetings, and all assessors' claims.
7. The Committee shall be empowered to authorize expenditures in any emergency arising between Board sessions.
8. The Committee shall advise the County Treasurer in the matter of tax collections and tax deeds and shall handle all tax deed sales .

#### HIGHWAY TRAFFIC SAFETY COMMISSION

1. This commission shall consist of one (1) County Board Supervisor, representatives from the Waushara County Sheriff's Department, Waushara County Highway Department, Waushara County Corporation Counsel, Waushara County EMS, the Department of Transportation, Fire Services, State Patrol, A Local Municipality and School Personnel.
2. The commission shall carry out the functions and duties specified in Section 83.013, Wis. Stats. including, but not limited to, meeting on at least a quarterly basis to review traffic accident data and other traffic safety matters. After the review of the data the commission shall make recommendations to the DOT, County Board, Highway Committee or other appropriate entity. A report on each meeting shall be filed with DOT.
3. The commission shall designate a person to prepare and maintain a spot map showing the locations of traffic accidents in the County and to maintain traffic accident data received from municipalities.

#### HUMAN SERVICES BOARD

1. The Human Services Board will consist of seven members appointed by the County Board Chair. Three (3) members will be County Board Supervisors and four (4) members will be representatives from the community.
2. The Board shall supervise the activities of the Department of Human Services and confer with the Director on the operations of the Department.
3. The Board shall audit and recommend for allowance or disallowance all medical, dental and hospital bills as well as all other bills coming to the Department.

4. The Board shall perform such other duties set forth in the Statutes of the State of Wisconsin, together with such other duties as may be imposed upon said Board by the County Board from time to time.

#### LAND RECORDS COMMITTEE

1. This Committee shall consist of three (3) members appointed by the County Board. In addition, the following individuals shall serve on the committee as ad hoc advisory members: Register of Deeds, Real Property Lister, Land Information Officer, Land Conservation and Zoning Director, County Surveyor, Land Records Technician, Data Processing Coordinator, County Parks Director, UW Extension Resource Agent, East Central Wisconsin Regional Planning Representative.

2. The Committee shall be responsible for preparation, maintenance and update of the Land Records Modernization Plan. In addition, the Committee shall approve an annual land records budget and select projects to be completed on annual basis within the budget to accomplish the approved Plan.

3. This Committee shall be the oversight committee for the County Surveyor.

#### LAND USE COMMITTEE

1. This Committee shall consist of one County Board Supervisor, one representative from each municipality in Waushara County and others appointed by the Land, Water and Education Committee.

2. This Committee is a sub-committee of the Land, Water and Education Committee responsible for developing a County Comprehensive Plan for approval by the Planning and Zoning Committee and the County Board. The Committee is further charged with the responsibility of coordinating the development of Comprehensive Plans for the municipalities in Waushara County.

3. The Committee is available to advise Waushara County Departments and Committees on matters related to the County and Municipal Comprehensive Plans.

#### LAND, WATER AND EDUCATION COMMITTEE

1. This Committee with its combined responsibilities in Agriculture and Extension Education, shall be selected by the Board as prescribed by Section 59.56(3) of the Wisconsin Statutes to oversee County Extension Service Programs, the interviewing and employment of Extension Service Professional Personnel, the determination of basic policy and most needed emphasis for Extension Programs and to conduct periodic evaluations of progress of said Extension Service Programs.

2. The Committee shall consist of four (4) County Board Supervisors elected by the County Board at its organizational meeting and one (1) member that represents the United States Department of Agriculture Farmer Services Agency created under 16 USC 590 h (b) as prescribed by Section 92.06 of the Wisconsin Statutes who shall be appointed by the County Board Chair.

3. The Committee shall perform such additional functions imposed by law. In matters of program planning, public policy and contracting of Extension Agent, the Committee shall function in cooperation with the University of Wisconsin Extension.
4. Budgets and expenditures for agriculture, land conservation and education shall be under authorization of this Committee.
5. Dog damage claims will also be audited and adjusted by this Committee.
6. The Committee shall be responsible for all matters pertaining to Wisconsin State Statutes Chapter 92 and related administration.

#### LIBRARY SERVICES COMMITTEE

1. This Committee shall consist of seven (7) members including at least one school district administrator of a school district located in the county and 3 county board supervisors, representatives of existing library boards and persons residing in municipalities not served by libraries who shall be appointed by the County Board Chair.

#### LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)

1. This Committee shall consist of, at a minimum, representatives from each of the following groups or organizations: elected State and local officials, law enforcement, civil defense, firefighting, first aid, health, local environmental, hospital and transportation personnel; broadcast and print media; community groups; and owners and operators of facilities subject to Title 42, Chapter 116, Subchapter I. The County Board Chair shall be the local elected official.

2. The Committee is the designated by the State Emergency Response Commission (SERC), as required by EPCRA, to develop comprehensive emergency plans, collect MSDS forms and chemical release reports and providing information to the public.

#### PERSONNEL COMMITTEE

1. The Personnel Committee shall consist of the County Board Chair and two (2) other members who shall be appointed by the County Board Chair.

2. The Personnel Committee shall receive all requests for new positions from other Committees for study and recommendation to the County Board and shall negotiate on behalf of Waushara County with authorized representatives of County employees, and shall meet from time to time with County employees, or their representatives, with respect to grievances or salaries and other benefits.

3. The Personnel Committee shall recommend to the County Board a salary schedule for elected officers and officials of Waushara County in accordance with the requirements of the Wisconsin Statutes and shall recommend a salary schedule for all appointed officials and other employees of Waushara County unless otherwise determined by agreement or statute.

4. The Personnel Committee shall prepare rules and regulations relating to employee practices and procedures and submit the same to the Waushara County Board for their approval.

5. The Personnel Committee shall also serve as the Grievance Committee for purposes under 1993 Wisconsin Act 53.
6. The Personnel Committee shall hear all contested employment termination hearings.

#### PLANNING AND ZONING COMMITTEE

1. The Planning and Zoning Committee shall consist of four (4) members who shall be elected by the County Board and one (1) citizen member who shall be appointed by the County Board Chair.
2. This Committee shall have the powers as set forth in the Waushara County Code and the Wisconsin Statutes and will work in conjunction with the Zoning Administrator and the Corporation Counsel in performing their duties and obligations.

#### PUBLIC SAFETY COMMITTEE

1. The Public Safety Committee shall consist of the County Board Chair, two (2) regular members and one (1) alternate member, appointed by the County Board Chair. The County Board Chair shall serve as the Chair of this committee due to emergency management functions.
2. This Committee shall be the designated the county emergency government committee.
3. This Committee shall examine, audit and recommend for allowance or disallowance all claims of the Sheriff, Coroner, Emergency Services and Emergency Government.
4. The Committee shall consult with the Sheriff and Director of Emergency Services on matters affecting those departments and shall oversee expenditures.
5. Annually the Committee will tour the County correctional facilities.

#### PUBLIC WORKS BOARD

1. The County Public Works Board shall consist of three (3) regular members elected by the County Board and one (1) alternate member appointed by the County Board Chair.
2. This Committee shall perform those duties as set out in the Wisconsin Statutes, Chapters 83 and 86 relating to the Highway Department together with such other duties imposed by statutes relating to the Parks and Solid Waste Department and the Buildings and Grounds Department in addition to other duties as may be imposed upon the Board by the County Board from time to time.
3. This Committee shall be responsible for all matters pertaining to Parks, Development/Solid Waste/Advertising/Promotion, in Waushara County, and shall handle all matters pertaining to the County Parks, reporting periodically to the County Board on the status of all County Parks.
4. The Committee shall establish rules and regulations for all County-owned recreational areas under its jurisdiction, and report such rules or any changes in rules to the County Board for its approval.

5. This Committee shall oversee all property owned by the County and shall recommend any action to acquire or dispose of County real estate or office property.
6. This Committee shall be responsible for the care and repair of buildings belonging to Waushara County and shall have the authority to see that the buildings and grounds as well as the furniture and fixtures and equipment owned by the County otherwise not taken care of by specific Committees are properly cared for and kept in proper repair.
7. The Committee shall employ and set up the duties of the courthouse Building Superintendent, technicians and/or cleaning personnel.

#### TRANSPORTATION COORDINATING COMMITTEE

1. This Committee shall consist of at least one (1) County Board Supervisor, A representative of Department of Aging, A representative of Department of Human Services, A representative from the Human Services Board, A representative of Veterans Services, at least one (1) Public, Proprietary, or Non-Profit Transportation Provider Representative, A volunteer driver representative, at least one (1) elderly or disabled citizens advocate, at least one (1) consumer advocate, at least one (1) agency advocate who shall be appointed by the County Board Chair.
2. This Committee is appointed by the county board for purposes of coordinating the county's specialized transportation.
3. This Committee shall be a subcommittee of the Commission on Aging.

#### VETERANS SERVICE COMMITTEE

1. The Veterans Service Committee shall consist of three (3) members who shall be appointed by the County Board Chair.
2. This Committee shall be responsible for all matters pertaining to Veterans and Veteran Dependents.

#### ZONING BOARD OF ADJUSTMENT

1. This Board shall consist of five (5) regular members, one of which shall be a County Board Supervisor. In addition, the Board shall have two (2) alternate members. All members shall be appointed by the County Board Chair and shall reside in townships under County Zoning authority with no two members residing in the same town.

**SECTION C** - Special Committees of County Board: Special Committees of the County Board shall be established by the County Board or Chair to perform any special or specific assigned tasks. Special Committees shall report to the County Board upon completion of its assigned task.

#### BEHAVIORAL HEALTH ADVISORY

1. This committee is an advisory committee for the Human Services Board. Membership shall include two (2) County Board Supervisors and ten (10) citizens. All members shall be appointed by the Human Services Board Chair with approval of the Human Services Board. County Board members shall serve a term of two (2) years and may be reappointed. All other members shall serve a term of three (3) years and may be reappointed.

#### CAP SERVICES

1. CAP Services is an autonomous Board to which the County Board Chair shall appoint two (2) County Board Supervisors to serve.

#### CENTRAL WISCONSIN WINDSHED PARTNERSHIP

1. The Central Wisconsin Windshed Partnership Board is an autonomous Board that consists of seven (7) positions. Members are from Land Conservation Committees in Waushara, Portage and Adams Counties, one each, three (3) from the Wisconsin Vegetable and Potato Assoc. and one (1) at large member as suggested by the Golden Sands Resource Conservation and Development Council.
2. The Board shall provide policy direction for Partnership activities in the Central Wisconsin Area.
3. Day to day supervision of the Partnership staff is through contract entered into by each of the participating counties as recommended by the Partnership.

#### CHILD AND FAMILY ADVISORY

1. This committee is an advisory committee to the Human Services Board. Membership shall consist of up to ten (10) members, including two (2) County Board Supervisors. All members shall be appointed by the Human Services Board Chair with the approval of the Human Services Board. County Board members shall serve a term of two (2) years and may be reappointed. All other members shall serve a term of three (3) years and may be reappointed.

#### COORDINATING COMMITTEE OF THE AGING & DISABILITIES RESOURCE CENTER CONSORTIA

1. This committee oversees the ADRC Consortia formed by the collaborating counties of Waushara, Green Lake and Marquette.
2. Membership of this committee is dictated by the bylaws adopted by the Consortia. The County Board Chair shall make the appointments, including at least one County Board Supervisor to this committee. The Human Services Board and Commission on Aging shall make a recommendation to the County Board Chair regarding the appointments.

#### DEVELOPMENTAL DISABILITY ADVISORY

1. This committee is an advisory committee to the Human Services Board. Membership shall consist of up to ten (10) members, including two (2) County Board Supervisors. All members shall be appointed by the Human Services Board Chair with the approval of the Human Services Board. County Board members shall serve a term of two (2) years and may be reappointed. All other members shall serve a term of three (3) years and may be reappointed.

#### ECONOMIC DEVELOPMENT CORPORATION

1. The Economic Development Corporation is an autonomous 501(c)(3) organization to which the County Board Chair shall appoint two (2) County Board Supervisors and five (5) citizen members. The County Board Supervisors shall serve 2 year terms and shall not serve more than 3 consecutive terms. The citizen members shall serve 3 year terms and shall not serve more than 2 consecutive terms.

#### LAKE MANAGEMENT DISTRICTS

1. Organized under Wisconsin State Statute Chapter 33 Public Inland Lake Protection and Rehabilitation Districts are formed to create and implement a program of lake protection and rehabilitation of a lake or parts there of within the district.
2. District Board of Commissioners shall consist of five members. One would be appointed by the County Board who is a member of the County Land Water and Education Committee or is nominated by the County Land Water and Education Committee and appointed by the County Board. One member would be from the governing body of the town, village or city where the district is located. And three would be electors or owners of property within the district.
3. The Waushara County Watershed Lakes Council is an umbrella group that can help each other with legislative and other issues that affect lakes. There are seven board members elected from member lakes. Board members elect a president, vice president, secretary, and treasurer.

#### LOCAL LIBRARY REP

1. Each local library has an autonomous committee to which the County Board Chair shall appoint one (1) County Board Supervisor and one (1) citizen member to serve.

#### LONG TERM SUPPORT

1. This committee is an advisory committee for the Human Services Board. Membership shall consist of thirteen members, including three (3) County Board Supervisors. All members shall be appointed by the Human Services Board Chair with approval of the Human Services Board. County Board members shall serve a term of two (2) years and may be reappointed. All other members shall serve a term of three (3) years and may be reappointed.

#### REGIONAL PLANNING

1. This is an autonomous board to which the County Board Chair and one (1) member appointed by the County Board Chair shall serve.

#### TIF

1. This is an autonomous board to which the County Board Chair shall appoint one (1) member to serve.

#### VETERANS SERVICE COMMISSION

1. This commission shall consist of three (3) citizen members appointed by the County Board Chair to serve 3 year terms.

#### WINNEFOX

1. This is an autonomous board to which the County Board Chair shall appoint one (1) County Board Supervisor and one (1) citizen member to serve.