WAUSHARA COUNTY

RULES AND BY-LAWS

OF

THE COUNTY BOARD OF SUPERVISORS

Revised June 19, 2018
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# 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 first Tuesday in November of each year at 7:00PM in accordance with Section 59.11(1)(a) of the Wisconsin Statutes. Changes in the date or 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. This meeting shall be held at 9:00AM at the Waushara County Courthouse.
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 2nd Vice Chair of the County Board by secret ballot pursuant to §19.88, Wis. Stats. 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 normally 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., except as otherwise required by these Rules and By-Laws.

All meetings of the County Board shall be open to the public and will be held on the third 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 may 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. If this meeting is necessary, it shall be scheduled by the County Board Chair, Administrator and County Clerk with at least one week’s notice to County Board Supervisors.

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 be reimbursed if attending a meeting.

County Board Supervisors will be allowed a per diem for attending interviews if they are asked to attend by a Department Head or the Administrator whether there is an agenda or not.

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 matters before 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.

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 ceremonal events or functions, when requested, and shall represent the County upon request of groups or organizations to present County positions or programs.

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 2nd 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, Vice Chair and 2nd Vice Chair the meeting will be canceled.

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 four regular members of the County Board who shall be elected for two-year terms and one alternate member who shall be appointed by the Administrator with confirmation of the County Board; 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 Administrator with confirmation by the County Board; 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 Administrator with confirmation by the County Board; the Executive Committee, consisting of the Chair, Vice- Chair and 2nd 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. All ballots shall be initialed by the voting member. A vacancy in an elected Committee may be filled at the next regular monthly meeting of County Board by appointment by the Administrator with confirmation by the County Board.

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 or during “Future Suggested Items” discussion at a County Board meeting.

SECTION I - County Administrator:
Resolution No. 32-12-16 passed by the Waushara County Board of Supervisors authorized the establishment of a full-time position of County Administrator to be the chief administrative officer of Waushara County administering day-to-day operations within established policies and procedures pursuant to the authority in Wis. Stats. §59.18, the job description adopted by the County Board and the terms of the Employment Agreement entered into between the County Board and the Administrator.

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, the District Attorney 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.

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 shall provide the agenda with appropriate reference materials, including the minutes of the last previous meeting, at least four business days prior to the regular meeting of the County Board to 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 business 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, the Administrator 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 as a posting county.

2. The Notice of the County Board meeting shall be posted in the County Clerk’s Office and on the official County website 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 or designee shall be directed to provide proper notice of any County Board Committee meeting in accordance with applicable state statutes as a posting county.

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. An exception can be made if a special meeting place or field trip is planned, there is an adequate agenda which is posted and it is 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. No County Board Committee meeting shall be held on the same day as a regularly scheduled County Board Meeting.
7. 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.

8. 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 – Attendance
All County Board Supervisors and Citizen Members shall attend all County Board or Standing Committee meetings in person. Appearance by other means will not count as attendance for quorum or per diem determinations.

SECTION F - 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, but shall not include the complainant or subject of the complaint.

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 G - Amendment of Rules:
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 H - 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 slips should be given to the Chair or County Clerk 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. 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.

4. Communications, petitions, memorials, accounts and other informational items, shall be presented to the County Board by the County Clerk or other authorized individual.

5. Report by the Administrator

6. Presentation and action on resolutions and ordinances presented for consideration by the County Board.

SECTION B - Decorum of Meetings:
The Chair or in his/her absence, the Vice Chair or 2nd 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. All meetings may be video recorded and posted on the County website. Any person speaking at a County Board meeting shall use a microphone to accommodate the video recording.
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 before they shall be presented to the County Board for consideration.

SECTION D - Form of Resolutions/Petitions/Ordinances:
All resolutions, petitions and ordinances must be presented to the County Clerk in type written form and have been approved by or completed at the direction of the Administrator, 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 document.

SECTION E - 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 be provided by law.

2. Claims in excess of $5,000 shall be reviewed by the County Board in accordance with Section 59.52(12) of the Wisconsin Statutes.

SECTION F – 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. Members voting in the minority shall be listed by name in the minutes.

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 the general fund 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, Vice Chair and 2nd 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. Consult with the Administrator in the hiring of Department Heads 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) to ensure compliance with the County Board’s policies and directives for priorities.

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:

AGING & DISABILITY RESOURCE CENTER (ADRC) GOVERNING BOARD
1. This committee oversees the ADRC Consortia formed by the collaborating counties of Waushara, Green Lake and Adams.

2. Membership of this committee is dictated by the bylaws adopted by the Consortia. The Administrator 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 Administrator regarding the appointments. The County Board shall affirm all appointments.
**ADMINISTRATIVE REVIEW BOARD**

1. This Committee shall consist of 3 County Board members, one of which will be the County Board Chair with 2 citizen member alternates as appointed by the Administrator and affirmed by the County Board.

2. The Committee shall hear and decide all administrative appeals, including but not limited to, the denial or revocation of daycare certification and other matters as may be proper.

3. The County Board Chair will serve as Chair of this committee pursuant to Waushara County Code, Chapter 2, Article III, Sec. 2-183.

4. The Committee shall follow the procedures as detailed in Waushara County Code, Chapter 2, Article III.

**BOARD OF HEALTH**

1. The Board of Health shall consist of six (6) members who shall be appointed by the County Board Chair pursuant to Section 251.03 of the Wisconsin Statutes. 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.

**BUILDINGS AND GROUNDS**

1. This Committee shall consist of five (5) County Board members who shall be appointed by the Administrator and affirmed by the County Board.

2. This Committee along with the Administrator shall oversee all property owned by the County and shall recommend any action to acquire or dispose of County real estate or office property.

3. This Committee along with the Administrator 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.

**COMMISSION ON AGING**

1. The Commission on Aging shall be composed of seven (7) to thirteen (13) individuals appointed by the Administrator with confirmation by the County Board. 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. Term Limit: County Board Members may serve 3 consecutive 2 year terms, Citizen Members may serve 2 consecutive 3 year terms.

3. 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.

CRIMINAL JUSTICE COORDINATING COMMITTEE (CJCC)
1. This Committee is tasked with reviewing all aspects of the criminal justice programs in the county with a goal and objective to reduce criminal activity in the county and recidivism.

2. The Committee shall consist of at least one County Board Supervisor, the County Administrator, a Circuit Court Judge, the District Attorney, the Sheriff, the Probation and Parole Supervisor, a Defense Attorney, at least one community member, the Corporation Counsel and the Human Services Director.

3. The Committee is authorized to request changes in policy, ordinances and to request a budget from the County Board to meet these objectives and goals.

ETHICS BOARD
1. This Committee shall consist of seven (7) members, two of which shall be County Board Chair and the County Board Vice-Chair, which shall be reappointed at the time of the election of officers during the organizational meeting.

EXECUTIVE COMMITTEE
1. This Committee shall consist of three (3) members, being the Chair, Vice Chair and 2nd Vice Chair of the County Board, whose duties shall be to serve as Controlling Committee for the Administrator, Child Support, Corporation Counsel, County Clerk, Clerk of Circuit Court, Treasurer, Register of Deeds, Family Court Commissioner, District Attorney, Surveyor, Finance 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. 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.

4. The Committee shall 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.

5. The Committee shall audit and allow mileage and per diem for Board and Committee meetings, and all assessors’ claims.
6. The Committee shall be empowered to authorize expenditures in any emergency arising between Board sessions.

7. The Committee shall advise the County Treasurer in the matter of tax collections and tax deeds and shall handle all tax deed sales.

8. The Committee shall handle any matter referred to it by another committee when that committee is unable to act for any reason. If a majority of the Committee has a conflict with respect to the topic, the matter shall be referred directly to the County Board for resolution.

9. The Committee shall be oversight committee for the County Surveyor contract.

10. The Committee shall recommend to the Administrator a salary schedule for elected officers and officials of Waushara County in accordance with the requirements of the Wisconsin Statutes.

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, School Personnel and one (1) citizen member.

2. All members shall be appointed for two year terms at the May County Board meeting, following the organizational meeting of the County Board, except the County Board representative, which shall be appointed by the Administrator and confirmed by the County Board at the organizational meeting of the County Board. The Sheriff shall forward recommended appointees to the Administrator for consideration and confirmation by the County Board.

3. 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, Public Works Board or other appropriate entity. A report on each meeting shall be filed with DOT.

4. 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 Administrator and affirmed by the County Board. Three (3) members will be County Board Supervisors and four (4) members will be representatives from the community.

2. Term: Community Members shall serve terms for 3 years, arranged that one-third of members shall expire each year as near as possible. County Board Supervisor members shall be appointed for 2 year terms at the organizational meeting of the County Board.
3. The Board shall supervise the activities of the Department of Human Services and confer with the Director on the operations of the Department.

4. 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.

5. 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 INFORMATION COUNCIL

1. This Committee shall consist of a minimum of eight (8) members appointed by the Administrator and affirmed by the County Board. The following disciplines shall serve on the committee: Three members of the County Board, Register of Deeds, Real Property Lister, Treasurer, Land Information Officer, A realtor or member of the Realtors Association employed within the County, a public safety or emergency communications representative employed within the county, the Information Systems Coordinator for the county, GIS Admin Assistant and County Surveyor. The following individuals shall serve as ad hoc advisory members: A representative of the Land Conservation and Zoning Office, County Parks Director and 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.

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 Administrator and affirmed by the County Board. The Administrator may also appoint an alternate to the Farmer Services Agency representative with the approval of the County Board and at the request of the Committee.

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 where a library is not physically located, who shall be appointed by the Administrator and affirmed by the County Board.

2. One of the citizen members of this committee shall also be the citizen member to Winnefox.

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 County Board members who shall be appointed by the Administrator and affirmed by the County Board.

2. The Personnel Committee shall receive all requests for new positions from other Committees for study and recommendation to the County Board, 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 Administrator 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 Administrator and 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.
PLANNING AND ZONING COMMITTEE
1. The Planning and Zoning Committee shall consist of four (4) County Board members who shall be elected by the County Board and one (1) citizen member who shall be appointed by the Administrator and affirmed by the County Board.

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 and four (4) County Board members appointed by the Administrator and affirmed by the County Board. 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 Medical Services and Emergency Government.

4. The Committee shall consult with the Sheriff and Director of Emergency Medical 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 four (4) regular County Board members elected by the County Board and one (1) alternate County Board member appointed by the Administrator and affirmed by the County Board.

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 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.

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) elder and/or disabled citizens advocate, at least one (1) consumer advocate, at least one (1) agency advocate, at least one (1) Veteran consumer advocate and at least one (1) liaison to the Commission on Aging who shall be appointed by the Administrator and affirmed by the County Board. One person may be appointed to serve multiple roles, i.e. a volunteer driver who is also on the Human Services Board could be appointed in both capacities, but in no case will the committee have less than nine (9) members.

2. This Committee is appointed by the county board for purposes of coordinating the county’s specialized transportation and overseeing the locally developed coordinated public transit-human services transportation plan.

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) County Board members who shall be appointed by the Administrator and affirmed by the County Board.

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 Administrator and affirmed by the County Board 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 Administrator or 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/CCS COORDINATING COMMITTEE
1. This committee is an advisory committee for the Human Services Board. Membership shall consist of up to twelve (12) members. The County Board designates that all members shall be appointed by the Human Services Board Chair with approval of the Human Services Board. Any County Board members on the committee 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. The committee shall nominate a chair, which shall be approved by the Human Services Board Chair, and the committee shall meet no less than quarterly.

2. This committee shall be made up of at least one-third consumers and no more than one-third or 20% whichever is less, county employees or providers of mental health or substance abuse services. County Board supervisors may not make up more than 25% of the membership.
3. This committee shall, among other things, discuss and make recommendations on the mental health/substance abuse budget to the Human Services Board and review and make recommendations regarding Waushara County’s CCS plans, policies and practices.

CAP SERVICES
1. CAP Services is an autonomous Board to which the Administrator shall appoint two (2) County Board Supervisors to serve, which shall be affirmed by the County Board.

CENTRAL WISCONSIN WINDSHED PARTNERSHIP
1. The Central Wisconsin Windshed Partnership Board is an autonomous Board that consists of the following members: two farmers, one member of the Land and Water Conservation Department and one member of the Land and Water Conservation Committee from each member county; two representatives from the Wisconsin Vegetable Growers Association; one representative from the UW-Hancock Agricultural Research Station; one representative from Golden Sands RC&D 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 Portage County with contracts entered into by each of the participating counties as recommended by the Partnership.

WAUSHARA COUNTY CHILD AND FAMILY PARTNERS COMMITTEE
1. This committee is an advisory committee to the Human Services Board and acts as the Child and Family Services Advisory Committee to the Department of Human Services. All members shall be approved by the Human Services Board on an annual basis.

ECONOMIC DEVELOPMENT CORPORATION
1. The Economic Development Corporation is an autonomous 501(c)(3) organization to which the Administrator shall appoint two (2) County Board Supervisors and five (5) citizen members, which shall be affirmed by the County Board. 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 thereof within the district.

2. The 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.
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 reviewing and recommending updates to the 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.

LOCAL LIBRARY REP
1. Each local library has an autonomous committee to which the Administrator shall appoint one (1) County Board Supervisor, which shall be affirmed by the County Board.

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

TIF
1. This is an autonomous board to which the Administrator shall appoint one (1) County Board member to serve, which shall be affirmed by the County Board.

VETERANS SERVICE COMMISSION
1. This commission shall consist of three (3) citizen members, who are veterans, appointed by the County Board Chair pursuant to §45.81(1), Wis. Stats. and affirmed by the County Board to serve 3 year terms.

2. This Commission shall act in accordance with §45.81, Wis. Stats.

WINNEFOX
1. This is an autonomous board to which the Administrator shall appoint one (1) County Board Supervisor and one (1) citizen member to serve, which shall be affirmed by the County Board.

2. The County Board Supervisor appointed to Winnefox shall be one of the three County Board Supervisors appointed to the Library Services Committee.

3. The Citizen member appointed to Winnefox shall be a citizen member on the Library Services Committee.