

## **CHAPTER 2**

### **THE GOVERNING BODY**

- 2.01 Rules of the Board
- 2.02 County Board of Supervisors

- 2.01 RULES OF THE BOARD.** (1) **RULE 1. TIME AND PLACE OF COUNTY BOARD MEETINGS.** The regular meetings of the Jackson County Board may be held in the County Courthouse in the City of Black River Falls on the Third Monday of each month commencing at 5:30 pm. The annual meeting of the Board shall be held on the second Monday of November at 9:00 am. When the day of the meeting falls on Veterans Day, November 11, the meeting shall be held the next succeeding day. The Statutory meeting shall be held on the third Tuesday of April at 9:00 am. No County Board Meetings shall be held in February and July, except meetings can be cancelled, scheduled or rescheduled by the County Board Chair as needed.
- (2) **RULE 2. CALL TO ORDER.** At the hour fixed for the meeting, the Chairperson shall call the members to order and the roll of members shall be called by the Clerk.
- (3) **RULE 3. QUORUM.** The majority of the members shall constitute a quorum for the transaction of business.
- (4) **RULE 4. VACANCIES.** In case of a vacancy or the absence or inability of the Chairperson, the first Vice-Chairperson or second Vice-Chairperson shall call the Board to order and read the call, if any, for the meeting. In case of the vacancy of all of the above, the Board shall proceed to elect a permanent or temporary Chairperson.
- (5) **RULE 5. ORDER OF BUSINESS.** The following shall be the order of business:
- (a) Call to order.
  - (b) Election of permanent or temporary offices.
  - (c) Reading call for meeting or journal of last session and approving same.
  - (d) Reading file or claims and referring same to proper committee.
  - (e) Presentation of petitions, resolutions, etc.
  - (f) Consideration of special orders
  - (g) Reports of standing committee and acting on same.

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- (h) Reports of special committees and acting on same.
- (i) Miscellaneous and unfinished business.
- (j) Approving journal, adopting payroll and adjournment.
- (k) Members of the Board of Supervisors at the first meeting after their election shall proceed to organize by electing by ballot by majority vote, one of their own members as Chairperson of the Board of Supervisors of the County, one as first Vice-Chairperson and one as second Vice-Chairperson, which offices they shall hold until successors are elected. See 59.12, Wis. Stats.

(6) **RULE 6. APPOINTMENT OF COMMITTEES.** The Chairperson shall appoint the following standing committees as provided by statute before the first of June. Each appointee shall serve for 2 years unless otherwise specified by Wisconsin Statutes or County Ordinance.

- (a) Airport Commission to consist of five (5) members. Three members are County Board members and two members are from the City of Black River Falls. Serving a 6 year appointment. See 1.24
- (b) Property Committee to consist of five (5) members.
- (c) Board of Adjustment to consist of five (5) members and two (2) alternate members. 3 year staggered terms. See Wis. Stats.59.694, Ordinance 17.96 and 1.22 and WI Act 34.
- (d) Law Enforcement and Emergency Management Committee to consist of 5 members. See 5.01
- (e) Health and Human Services Board to consist of nine (9) members. See 11.01 (4)
- (f) County Housing Authority Commissions to consist of 5 members, 2 shall be members of the County Board of Supervisors. Serving 5 year staggered appointment.
- (g) Jackson County Fair Board - There shall be one appointee to this independent organization.
- (h) Large Assembly Committee. The Large Assembly Committee shall consist of 3 County Board members, the Sheriff or designee, the Public Health Manager or designee, an Environmental Health Specialist, and the County Clerk.

(7) **RULE 7. SPECIAL ELECTIVE AND STATUTORY COMMITTEES.**

- (a) Extension and Education Committee. In accordance to Wis. Stats § 59.56, if the board establishes a university extension program, it shall create a committee on agriculture and extension education. The Extension and Education Committee shall consist of 5 (five) members appointed by the County Board Chairperson. The board may select as a member of the committee any public school administrator resident in the county.
- (b) Highway Committee. The County Highway Committee shall consist of 5 members with 3 members elected by ballot by the County Board at the first statutory meeting in April after elections. 2 members shall be appointed by the County Board Chairperson. Each member will serve a 2 year term or until their successors are elected or appointed. Members shall be members of the County Board.
- (c) Personnel, Bargaining and Risk Management Committee. The Personnel, Bargaining and Risk Management Committee shall consist of 7 members of the Board. The membership shall consist of the Chairperson or his or her designee of Law Enforcement Committee, Health and Human Services Committee, Highway Committee, Forestry and Parks Committee, Property Committee, the County Board Chairperson or his or her designee and a member of the Executive, Finance and Insurance Committee that shall be appointed by the County Board Chairperson. The Personnel Director shall serve as advisor to that Committee.
- (d) Executive, Finance and Insurance Committee. The Executive, Finance and Insurance Committee elected in April consists of a chairperson, first vice-chairperson, and second vice-chairperson and 2 appointed members of the County Board and the committee shall act as Legislative, Audit, and Claims along with Insurance.
- (e) Forestry & Parks Committee. The County Forestry & Parks Committee shall consist of five (5) members who pursuant to Section 28.11(3) of the Wisconsin Statutes need not be members of the Board and are appointed by May of an election year. Members of the committee shall be appointed by the County Board Chairperson. The committee shall meet on a monthly basis or as otherwise requested by the chairperson.
- (f) Tax Deed and Land Committee. This Committee shall consist of the County Clerk, County Treasurer, County Board Chairperson and up to 3 members of the Board. See 3.02.

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- (g) Western Dairyland Committee. There shall be 2 appointees as members of this committee.
- (h) Jackson County Zoning and Land Information Committee. This committee shall consist of 5 members. See 17.95(2) of this General Code.
  - (1) County Zoning Administrator. The County Zoning Administrator shall be a non-elected position and shall be hired under present County Hiring Procedures. See Chapter 17 of this General Code.
- (i) Regional Planning Committee. There shall be two 2 appointees as members to this committee, one member appointed by the Governor and one County Board member.
- (j) Historical Society Committee. There shall be one appointee to this independent organization.
- (k) Library Committee. There shall be 2 appointees as members of the Black River Library Board.
- (l) Land Conservation Committee. This committee shall consist of 6 members, one whom shall be the chairperson of the Farm Service Agency or other Farm Service Agency member designated by the chairperson of the Farm Service Agency. The remaining 5 members of the Committee, 2 of whom shall be members of the Extension and Education Committee, shall be selected by the County Board Chairperson for appointment by the County Board. The board may appoint to the Land Conservation Committee up to 2 persons who are not County Board members. Each member shall serve a two year term or until a successor is appointed.
  - (1) Duties. Perform the functions required by Ch. 92, Wis. Stats. supervising the functions and activities of the County Department of Land Conservation.
  - (2) Department Created. There is created the County Department of Land Conservation, which shall consist of the present County employees who work with the County Soil and Water Conservation District.

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- (3) Advisory Committee. There is created an advisory committee to the Land Conservation Committee, which shall consist of one representative from each of the following County Committees. Each committee shall designate its representative to the advisory committee:
1. **Zoning Committee**
  2. **Forestry Committee**
  3. **Any other committees deemed appropriate by the Land Conservation and Agricultural Committee.**
- (4) Plans. 1. The Land Conservation Committee shall submit its long-range plan and annual plan to the County Board for review and approval or disapproval.
2. The Land Conservation Committee shall submit to the County Board its annual plan by October 1 of each year.
  3. Approval of the annual plan by the County Board shall constitute approval of all proposed Land Conservation Committee activities and programs set forth in the annual plan, except as provided in par. (6) below.
- (5) Agreements. The Chairperson of the Land Conservation Committee is authorized to sign contracts, memoranda of understanding or other agreements relating to Land Conservation Committee activities and programs provided these documents relate specifically to activities and programs described in the annual plan.
- (6) Funds. The Land Conservation Committee may not undertake any activity requiring funds not approved in the annual budget without prior County Board approval.

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(m) Land Information Council. The council shall consist of not less than 8 members, four of whom shall be the Register of Deeds, County Treasurer, Real Property Lister, County Surveyor or a registered professional land surveyor employed within the county or their designee. The remaining members of the council shall be appointed by the County Board Chairman and shall be members representing the following areas:

1. A member of the board
2. A representative of the land information office
3. A realtor or a member of the Realtors Association employed within the county
4. A public safety or emergency communications representative employed with the county
5. Any other members of the board or public that the board designates

Each appointed member shall serve a two year term or until a successor is appointed.

(1) DUTIES. The Land Information Council shall review the priorities, needs, policies, and expenditures of a land information office and advise the county on matters affecting the land information office.

(8) **RULE 8. CLAIMS.** No account or claim against the County shall be ordered unless it is made out in items and verified by the claimant, his agent or attorney, and be filed with the County Clerk in the manner prescribed by law.

(9) **RULE 9. ACTION ON CLAIMS.** (a) No action shall be taken upon any claim or demand and presented to the Board until the same shall have been referred by the chairman of the proper committee and by it reported back to the Board. The committee shall consider no claim unless made out in items and verified. No such report shall be acted upon by the Board until the claim and report shall have been read by the Board unless the reading of the claim in its entirety shall be dispensed with by suspension and rules.

(b) Nothing herein contained shall be constructed to prevent the Board from disallowing any claim in whole or in part when properly rendered and verified or from requiring any other or further evidence of the justice of such claim, and they deem proper.

(c) The Executive, Finance and Insurance Committee shall call on the District Attorney or Corporation Counsel for advice and counsel whenever any member of the Committee deems it advisable. See 59.67, 59.77 & 59.79 Wis. Stats.

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- (10) **RULE 10. RESOLUTIONS.** Every written motion or resolution shall be signed by the person introducing it and when ordered by a committee, the name of the committee shall be endorsed thereon.
- (11) **RULE 11. MOTIONS.** When a motion has been made and seconded, it shall be stated by the mover or the chair previous to debate. All motions shall be reduced to writing when requested by the Clerk or any member of the Board and any motion containing several points may be divided if requested by any member.
- (12) **RULE 12. DIVISIONS, RESOLUTIONS, ETC.** On all questions it shall be proper to call for a division or for ayes and noes if the call is made previous to the decision of the chair. All resolutions shall be endorsed by the name of some member of the Board and all resolutions or motions may be withdrawn at any time before the amendment or decision by consent of the Board, but all motions, resolutions and amendments unless withdrawn shall be entered at length upon the journal.
- (13) **RULE 13. VOTING.** When a question is put every member shall vote. The County Board Chairperson may excuse a member from voting for cause. The Committee Chairperson has the authority to excuse a committee member from voting for cause. The Committee Chairperson shall have his or her vote recorded. The Committee Chairperson shall state for the record the conflict of interest that requires his or her need to abstain from a vote at that committee.
- (14) **RULE 14. DEBATE.** (a) Every member, previous to his speaking, shall address himself to the chair.
  - (b) The member who shall address the chair shall speak first and when 2 members address the chair at the same time, the chair shall decide which member shall speak first. He shall continue his remarks to the question under debate, and avoid personality and shall not speak more than twice on the same subject, without leave of the Board.

- (15) **RULE 15. PRIVILEGED MOTIONS.** (a) When a question is under debate, no motion shall be received except the following, which shall have precedence in the order in which they stand arranged:
1. To adjourn.
  2. For the previous questions.
  3. To lay on the table.
  4. To postpone indefinitely.
  5. To postpone to a certain day.
  6. To refer.
  7. To amend.
- (b) The motion to adjourn shall always be in order. The motion to lay on the table shall be decided without a debate.
- (c) The previous question shall be in this form; "Shall the main question be now put?", and when seconded by a majority of the Board, the next vote shall be upon amendments and then upon the main question. The motion for the previous question shall put an end to all debate.
- (16) **RULE 16. RECONSIDERATION.** It shall be in order for any member voting with the majority on any question to move for the reconsideration of the vote on the same or succeeding day.
- (17) **RULE 17. CALLING MEMBERS TO ORDER.** A member called to order shall immediately sit down unless permitted to explain; and the Board, if appealed to, shall decide the case. If there is no appeal, the decision of the Chair shall be submitted to.

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- (18) **RULE 18. ROLL CALL ON ALL APPROPRIATIONS.** A roll call shall be taken on all resolutions calling for an appropriation of money or directing the payment of funds out of the County Treasury, unless the vote by voice is unanimous.
- (19) **RULE 19. NONMEMBERS.** Any person not a member desirous of addressing the Board on any subject shall first obtain leave by the request of some member, unless recognized by the Chairperson. In case of objection, such person must have the majority consent of the Board.
- (20) **RULE 20. COMMITTEE REPORTS.** (a) All reports of committees shall be in writing, each on a separate sheet of paper and in case there is no minority report, to be signed by the Chairman; but in the event there is a minority report from any committee the majority shall be signed by the members concurring therein. Minority reports shall be signed by the member or members concurring therein.
- (b) Reports of committees shall be taken up for action when the order of business is reached, but the Board may order any report to be laid aside and another taken up at its pleasure.
- (21) **RULE 21. ACTION ON COMMITTEE REPORTS.** When a report shall have been read to the Board, the main question to be put by the chair shall be, "Shall the recommendations of the committee be concurred in by the Board?" But the recommendations of the committee shall always be open for amendment, offered in the usual parliamentary form.

- (22) **RULE 22. PARLIAMENTARY RULES.** In all matters not specifically provided for the rules of parliamentary practice as compiled in “Roberts Rules of Parliamentary Practice” shall govern the Board so far as the same may be applicable.
- (23) **RULE 23. ORDINANCE AND EQUALIZATION COMMITTEE REPORTS.** The report of the committee on equalization and all ordinances shall be read a first time before put upon its final adoption by the Board and second and third reading of such report or ordinance may be made on the same day or any other day if requested by the Board.
- (24) **RULE 24. REVISING RULES.** No rule of the Board shall be suspended, altered or amended without the concurrence of 2/3 of the members present.
- (25) **RULE 25. DUTIES OF COMMITTEES.** (a) Bills and Claims. It shall be the duty of each and every committee, together with the law or authority under which payment is claimed and to recommend in accordance with the facts and in case of disallowance they still state the reasons therefore.
- (b) Committee Meetings. 1. In addition to regular committee meetings the chairperson of every standing and special committee is authorized to call a meeting of such committee by giving at least 3 days notice whenever extraordinary contingencies arise or the public interests require, not exceeding, however, 20 days in aggregate for services on one or more committee, except that the County Board may, by 2/3 vote of the members present, if it deem it necessary to expedite and properly conduct the business of the County, increase the number of days for which compensation and mileage may be paid a committee member in any one year.
2. The County Clerk shall provide a suitable book or folder at the expense of the County and keep therein a record of the proceedings of all such committee meetings except those which the County Board shall specify be kept in some other manner.
3. The Chairperson of each committee or some other member thereof is to file with the County Clerk a statement of the date of the meetings, members present, length of meeting, purpose for which the same was called and a summary of the matters considered. No compensation shall be paid any member of such committee until such a report is filed.

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- (c) Compensation. County Board Members shall be compensated for committee meetings at the rate established by this ordinance plus mileage for each meeting and shall be entitled to full compensation even if more than one committee meeting occurs on the same day. If committee meetings are scheduled back to back mileage will only be paid for one round trip to the required destination.
1. The County Board Chairperson shall receive an annual salary of \$4,400 dollars per year; the 1<sup>st</sup> Vice Chairperson shall receive an annual salary of \$600 per year and there shall be no annual salary for the 2<sup>nd</sup> Vice Chairperson position of the County Board.
  2. County Board members shall be paid \$65 per diem for all County Board meetings.
  3. Committee members shall receive \$55 dollars for each committee meeting that they are required to attend. For meetings exceeding 3-1/2 hours, committee members shall receive an additional \$10, if meeting exceeds 4-1/2 hours, committee members shall receive an additional \$10. Maximum meeting compensation shall be \$75.00. Compensation shall not include travel time.
  4. Committee Chairperson shall receive an additional \$10 per meeting for preparing agenda and chairing their meeting. This compensation is in addition to their meeting compensation.
  5. Board members attending special meetings, events or conventions outside of regular county business shall have prior authorization from their standing committee or from the County Board Chairperson.

**2.02 COUNTY BOARD OF SUPERVISORS.** The County Board adopts the “First Amendment to the Jackson County Final Supervisory District Plan” that creates 19 supervisory districts and is illustrated by a certified map of the same title that shall be permanently on file with the County Clerk. The map is the plan of county supervisory districts that shall remain in effect as amended until superseded by another plan enacted by the County Board and filed with the Secretary of State. The Supervisory Districts of Jackson County shall be numbered and bound as follows:

- District 1 – 1119 – Garfield 638 & Cleveland 481**
- District 2 – 982 – Northfield 639 & Curran 343**
- District 3 – 1061 – Garden Valley 422, Village of Alma Center 503 & Hixton W-1 – 136**
- District 4 – 1099 – Village of Taylor 476 & Springfield – 623**
- District 5 – 1072 – Franklin 448, North Bend 488 & Irving – W-2 – 136**
- District 6 – 1106 – Village of Melrose 503, Melrose – 470 & Irving W-3 – 133**
- District 7 – 1020 – Village of Hixton 433, Hixton W-2 – 516 & Albion W-4 – 71**
- District 8 – 1063 – Albion W-2 – 581 & Irving W-1 – 482**
- District 9 – 1005 – Village of Merrilan 585 & Alma W-1, W-3 and W-5 – 420**
- District 10 – 1111 – Adams W-2 – 671 & Albion W-3 – 440**
- District 11 – 1112 – City Point 182, Komensky 509 & Brockway W-4 – 421**
- District 12 – 1108 – Bear Bluff 138, Knapp 299, Millston 159 & Brockway W-3 – 512**
- District 13 – 1041 – Brockway W-1 – 1041**
- District 14 – 1013 – BRF W-1 – 933 & Adams W-3 – 80**
- District 15 – 1082 – BRF W-2 – 964 & Albion W-1 – 118**
- District 16 – 1060 – BRF W-3 – 860 & Brockway W-6 – 200**
- District 17 – 1146 – BRF W-4 – 865 & Brockway W-5 – 281**
- District 18 – 1001 – Alma W-2 and W-4 – 563 & Adams W-1 – 438**
- District 19 – 1077 – Manchester 704 & Brockway W-2 – 373**