

# **CODE OF GREEN LAKE COUNTY**

## **CHAPTER 9**

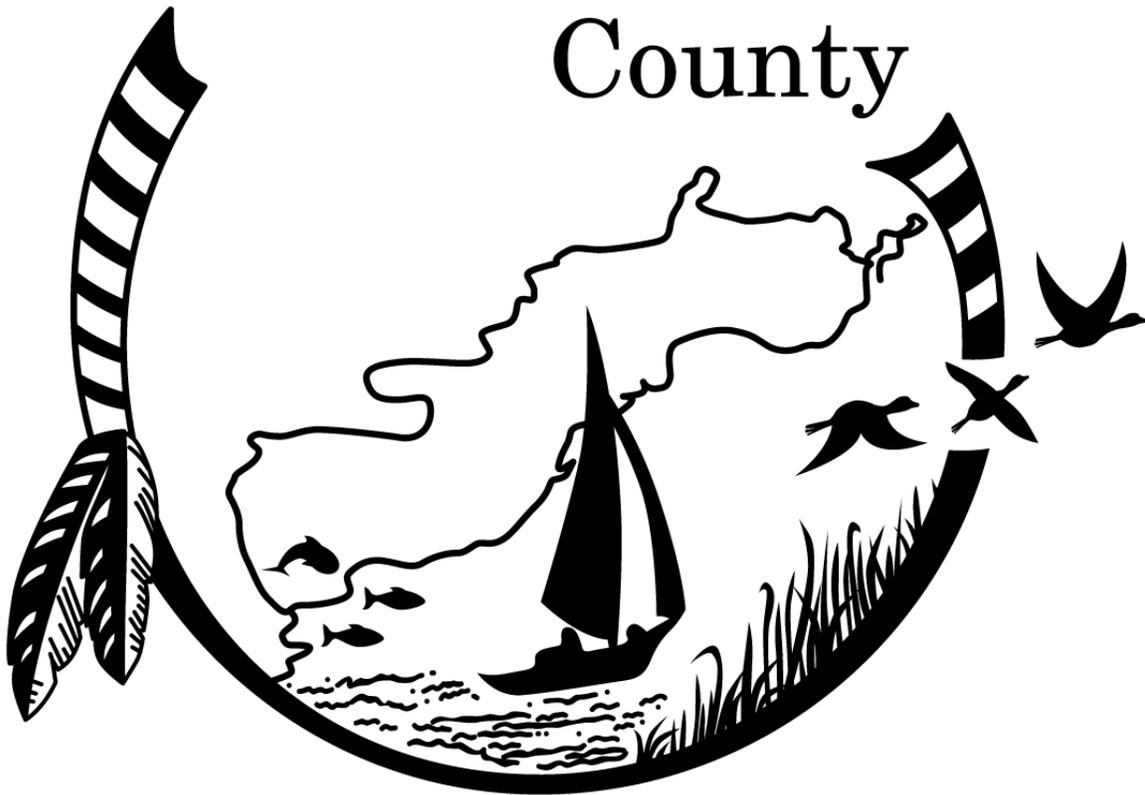
### **BOARD OF SUPERVISORS**

**FORMERLY ORDINANCE NO. 607-96**

### **GREEN LAKE COUNTY BOARD OF SUPERVISORS PROCEDURAL RULES AND REGULATIONS**

Updated 2/1/2013

## Green Lake County



**Chapter 9**  
**GREEN LAKE COUNTY CODE**  
**BOARD OF SUPERVISORS**

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**[HISTORY: Adopted by the Board of Supervisors of Green Lake County 4-10-1996 by Ord. No. 607-96, as amended through Ord. No. 776-03. Subsequent amendments noted where applicable.]**

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ARTICLE I  
**General Procedures**

**§ 9-1. Membership; terms of office; compensation; vacancies.**

Green Lake County is a self-organized county under the provisions of § 59.03(1), Wis. Stats. The following special provisions shall apply:

- A. The County Board shall consist of 19 Supervisors, each representing a proportionate population district as determined by the 2000 census. Current districts and representation shall remain in effect until redistricting has been accomplished. **[Amended 2-21-2006 by Ord. No. 853-061]**
- B. Supervisors' terms of office shall be two years, and Supervisors shall be elected at the election to be held on the first Tuesday in April in even-numbered years and shall take office on the third Tuesday in April following their election.
- C. Compensation of Supervisors shall be as set forth in Green Lake County Resolution No. 37-95 and/or succeeding resolutions regulating such compensation. Members shall receive meeting payments and reimbursement for mileage as fixed and allowed by the County Board for all committees. Meeting payments, exclusive of travel, shall not exceed \$1,500 per member, per committee, annually.
- D. In the event of a vacancy on the Board, the Board Chair, with the approval of the Board, shall appoint a person who is a qualified elector and resident of the supervisory district to fill the vacancy for the unexpired portion of the term to which the person is appointed and until his or her successor is elected and qualified.

**§ 9-2. Reimbursement for expenses.**

The method of payment and reimbursement for all authorized expenses to all members of the County Board of Supervisors, elected officials of Green Lake County, and citizens appointed to committees, boards and/or commissions conducting business on behalf of Green Lake County shall be as follows:

- A. Claims shall be submitted to the County Clerk's office not later than 9:00 a.m. of the morning following a County Board meeting on a form provided by the office for that purpose. Claims must be substantiated by minutes or a roll call sheet for each meeting attended or action performed which would result in a meeting payment. Expenses must be substantiated by a receipt from the provider, indicating the amount and date of the expense, but reimbursements shall be limited to the amounts authorized by pertinent County ordinance and resolutions.
- B. The County Clerk's office shall prepare a payroll request for each Supervisor, listing each meeting/action for which payment is claimed as well as reimbursement for mileage, meals consumed outside Green Lake County while on County business, lodging costs (if not otherwise paid for by the County), registration fees (if paid by the Supervisor), parking fees, and similar expenditures made in the course of effecting County business. Receipts must be provided for all reimbursements other than mileage.

- C. The County Clerk's office shall prepare a payroll request for each Supervisor, listing each meeting/action for which payment is claimed as well as reimbursement for mileage, meals consumed outside Green Lake County while on County business, lodging costs (if not otherwise paid for by the County), registration fees (if paid by the Supervisor), parking fees, and similar expenditures made in the course of effecting County business. Receipts must be provided for all reimbursements other than mileage.
- D. The County Clerk's office shall also prepare a voucher for each elected official or lay member of a County-appointed committee, board or commission listing all claims for reimbursement, such as mileage, lodging costs (if not otherwise paid by the County), meals, registration fees (if paid by the claimant), parking fees, and similar expenditures made in the course of effecting County business. Receipts must be provided for all reimbursements other than mileage.
- E. Overlooked or otherwise delayed claims shall be made within one year of the date of original entitlement. Any request for a variance of this rule shall be made to the Finance Committee in writing, stating cogent reasons therefor.
- F. The Finance Committee may meet on the last Thursday of each month, or the last Wednesday if that Thursday is a holiday, to review the payroll requests and vouchers. Approved payroll requests will be paid at the next appropriate payday, while the approved vouchers will be paid on the Friday of the week following approval.
- G. The County Clerk shall annually, not later than the February meeting of the County Board of Supervisors, provide a written report of the payment made to each person entitled to the same under the provisions of this chapter, listing the amounts received as meeting payments, the amounts received as reimbursement for allowed expenses and a total of the amounts received. Such report shall also be provided to the official newspaper for publication therein.

### **§ 9-3. Automobile mileage reimbursement.**

- A. Automobile mileage shall be reimbursed at the rate established by the Federal Internal Revenue Service (IRS) as allowable for full deduction on income tax returns for all miles driven on County business, with all adjustments to said rate being made in accordance with subsequent IRS adjustments.
- B. Evidence of automobile liability insurance must be produced as set forth in Green Lake County Resolution No. 432-91 and/or succeeding resolutions regulating such insurance.

### **§ 9-4. Regular meetings. [Amended 4-20-2004 by Ord. No. 805-04]**

The regular meetings of the Green Lake County Board of Supervisors may be held in the County Courthouse in the City of Green Lake at 6:00 p.m. on the third Tuesday of each month. No County Board meetings will be held in January and July, except meetings can be canceled, scheduled or rescheduled by the County Board Chair as needed, except as reflected below:

- A. The September meeting of the Green Lake County Board of Supervisors may be held in the County Courthouse in the City of Green Lake at 6:00 p.m., and the date of the meeting may be established at the August meeting of the Board, based on the date of the conclusion of the annual Wisconsin Counties Association convention.

B. All regular meetings are open to the public.

**§ 9-5. Annual meeting. [Amended 4-20-2004 by Ord. No. 805-04]**

The annual meeting of the Green Lake County Board of Supervisors shall be held in the County Courthouse in the City of Green Lake at 6:00 p.m. on the Tuesday following the second Monday in November of each year for the purpose of transacting such business as the adopting of a budget.

**§ 9-6. Organizational meeting.**

- A. The organizational meeting of the Green Lake County Board of Supervisors shall be in the County Courthouse in the City of Green Lake at 9:00 a.m. on the third Tuesday in April of each year.
- B. To begin the organizational meeting during even-numbered or supervisory election years, the County Clerk shall call the meeting to order, call the roll, establish a quorum, and proceed with ceremonies to swear in and seat the newly elected Supervisors. A quorum being established, the County Board shall proceed to elect a County Board Chair. Then the County Clerk shall turn the meeting over to the Chair, and the County Board shall proceed to elect a Vice Chair. The Chair and Vice Chair shall each serve for a two-year term, commencing in April in even-numbered years. The Chair shall then proceed with organizational direction for the coming year.
- C. To begin the organizational meeting in odd-numbered years, the Chair shall call the meeting to order, the County Clerk shall call the roll and establish a quorum, and the Chair will proceed with organizational direction to committees for the coming year.

**§ 9-7. Powers and duties of Chair.**

- A. The County Board Chair appoints all standing committees, boards, and commissions, subject to the approval of the County Board.
- (1) In even-numbered years, the County Board Chair is authorized to appoint members of all standing committees, boards and commissions by 12:00 noon on the Friday following the annual organizational meeting of the County Board. The County Clerk's office will send out the committee appointments to all Supervisors on that Friday. No appointed committee meetings will be held for one week (seven days) after adjournment of the County Board organizational meeting. Committees shall elect their officers at their first meeting. Appointments of appointed committee members shall be confirmed by the County Board at the following May meeting.
  - (2) In odd-numbered years, the County Board Chair is authorized to appoint members of all standing committees, boards and commissions and shall have them approved by the County Board prior to adjournment at its organizational meeting.
  - (3) Committees so appointed shall perform duties as prescribed by the Chair or in this chapter.
  - (4) The County Board Chair may appoint a Committee on Committees to assist him/her in making appointments but may not delegate appointment of committee members to a committee of the Board [§ 59.13(1), Wis. Stats., and 61 Attorney General 214].

- B. The County Board Chair may call Supervisors to attend any meetings pertaining to County affairs which may arise between regular Board meetings. Members attending shall be paid their actual and necessary expenses in addition to meeting payments. The County Board Chair may appoint special committees from time to time, with the approval of the County Board, should the County Board by resolution create committees in addition to those listed in this chapter. [Under § 59.13(1), Wis. Stats., the County Board may, by resolution, designate the purpose, designate duties, and establish a manner of reporting for committees made up of members of the County Board.]
- C. If a Supervisor is elected to an elective committee and determines that he/she cannot serve on that committee, the County Board Chair shall declare the position vacant and appoint a Supervisor to fill the vacancy before the next regular County Board meeting. Only by appointment by the Chair may a Supervisor serve on two elected committees. Supervisors shall never be allowed to serve on more than two elected committees.

### **§ 9-8. Presiding officers.**

The Chair or, in his/her absence, the Vice Chair shall call each monthly or special meeting of the County Board to order and direct the Clerk to call the roll of membership. In the absence of both the Chair and Vice Chair, the County Clerk shall preside until a Chair Pro Tern is elected. A Chair and a Vice Chair shall be elected by the members of each elected committee. Either the Chair or the Vice Chair shall be sure to make him/herself available for all regular committee meetings. If a committee determines that it is necessary, it may also elect a Secretary. All officers must be recorded with the County Board Chair and the County Clerk as soon as possible after their election.

### **§ 9-9. Order of business.**

- A. Upon establishment of a quorum, defined as a majority of the members of the group meeting a roll call, the minutes of the preceding meeting shall be acted on by the Board. Any mistakes therein shall be corrected by the Board. After the reading and correction of the minutes, the order of business shall be as follows:
- (1) Announcements.
  - (2) Appearances.
  - (3) Correspondence.
  - (4) Resolutions.
  - (5) Ordinances.
  - (6) Reports.
  - (7) Hearings.
  - (8) Appointments.
  - (9) Elections.

(10) Committee reports.

(11) All other matters authorized by law.

B. Every subject matter that shall come before the Board shall be referred by the Board Chair to the appropriate committee for consideration and action. The Chair shall preserve order and decide questions of order, subject to an appeal to the Board, and shall clearly and distinctly state every motion or question before debate.

**§ 9-10. Resolutions, ordinances, petitions and reports.**

A. All resolutions, ordinances, petitions, and reports shall be delivered to the County Clerk's office by 4:30 p.m. on the Wednesday preceding the County Board meeting. Every written resolution/ordinance shall be typed in block style on the appropriate form and be as concise as possible and shall have attached thereto the names of the persons or committee introducing it and a fiscal note, any time expenditures are increased or decreased. When such a resolution/ordinance is referred to a committee, such committee shall report its findings with the members' names endorsed thereon. [Amended 12-21-2004 by Ord. No. 822-04; 12-15-2009 by Ord. No. 965-2009]

B. Every motion or amendment shall be reduced to writing by the presenting Supervisor when a request therefor shall be made by any Board member. All petitions, memorials, and substitutes shall be reduced to writing and read by the Clerk before they shall be considered by the Board.

C. All written reports, resolutions, petitions, and ordinances must be presented to the County Clerk, typewritten on the appropriate form, and signed by at least one County Board Supervisor. The Corporation Counsel will check all resolutions, petitions, and ordinances prior to introduction and shall so indicate on their face.

**§ 9-11. Right to vote and order of voting.**

The Chair of the Board of Supervisors shall be entitled to vote on all questions taken by aye, nay and abstain voting; he/she shall vote for the district he/she represents. When the vote on any question is a tie it shall be lost, but any member on either side of the question may present the same question again at such time provided by the rules. Each time an aye and nay vote is called for, it will be the duty of the County Clerk to begin the voting on the next question on a rotation basis.

**§ 9-12. Privilege of speaking.**

Every member, prior to speaking, shall raise his/her 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. The County Board Chair may not be involved in debate. If the County Board Chair is called out of order by a Board member for this reason, the Chair shall cease speaking and shall not be allowed to proceed in the debate without permission of the Board.

**§ 9-13. Voting and roll call.**

- A. A vote on any question shall be taken by ayes and nays, but members may vote to abstain when polled. A roll call shall be taken on all resolutions and ordinances or all questions involving the expenditure of money. Whenever a vote is so ordered and taken, the names of those voting in a minority position on the question will be recorded in parentheses following the numerical listing of that vote total.
- B. An affirmative unanimous oral vote shall be considered and recorded as an affirmative unanimous roll call vote.

**§ 9-14. Precedence of motions.**

- A. When a motion is under consideration, no other motion shall be entertained except:
- (1) To adjourn.
  - (2) To recess.
  - (3) To lay on the table.
  - (4) For the previous question.
  - (5) To postpone to a day certain.
  - (6) To commit to a committee.
  - (7) To amend or to substitute.
  - (8) To postpone.
- B. These several motions shall take precedence in the order in which they stand in this section.

**§ 9-15. Nondebatable motions.**

A motion to adjourn, to lay on the table, and for the previous question shall be decided without debate, except as hereinafter provided. It shall not, however, be in order to move to table a motion or resolution until after the author of the motion or resolution has been given an opportunity to speak on his motion or resolution.

**§ 9-16. Motion to postpone.**

A motion postponed indefinitely or to a day certain or referred to a committee shall not again be entertained until the next County Board meeting.

**§ 9-17. Substitute proposal.**

A substitute shall be open to amendment the same as the original proposition but when adopted shall not be subject to amendment. If an amendment or substitute is lost, another substantially the same shall not be entertained.

**§ 9-18. Reconsideration.**

Once a motion or question has been determined, any member voting with the majority may move a reconsideration of the vote, but such motion shall be made and acted upon at the same or next succeeding meeting and shall not thereafter be made except by unanimous consent.

**§ 9-19. Previous question.**

The previous question may be moved by any member. When the previous question is called, the Chair shall state, "Since it requires five members to second this motion, those in favor of sustaining the motion shall raise their hands." If five or more members then raise their hands, the previous question is seconded and an opportunity is given to any two members opposed thereto to briefly state their objections. The question shall be, "Shall the question now be put?" If carried by a vote of 2/3 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 then upon the main question.

**§ 9-20. Suspension of rules.**

Any of these rules, except § 9-28, may be suspended by a two-thirds vote of the members present. A motion to suspend appropriate rules shall be in order.

**§ 9-21. Rules of procedure.**

The rules of parliamentary procedure comprised in Robert's Rules of Order, so far as they remain in common use and are practicable, applicable, and not inconsistent herewith, shall govern the Board.

**§ 9-22. Committee of the whole.**

Whenever the Board has been a committee of the whole and is again seated in regular session, it may at once take up and act upon the report of the committee of the whole before the transaction of any other business.

**§ 9-23. Publication of reports.**

Reports presented to the County Board shall be mentioned in the Board proceedings unless specifically directed by the County Board.

**§ 9-24. Written agenda. [Amended 12-21-2004 by Ord. No. 822-04]**

The County Clerk is hereby authorized and instructed to prepare a written agenda before such meeting and deliver it to each Supervisor and the official County paper and other news media which request written agendas, except when the Board is in continuous session. All members and committees of the County Board, County employees, and elected officials 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 such meeting, with all agenda items approved by the County Board Chair.

**§ 9-25. Notice of committee meetings.**

- A. A bulletin board outside the office of the County Clerk will display a list of all committees of the County Board, and the time and place of all regular meetings shall be shown thereon. The County Clerk shall keep this information current.
- B. In emergencies, when a committee meeting must be held with less than 24 hours' notice, the official County paper and other news media which request notice must have at least two hours' notice. [Amended 12-21-2004 by Ord. No. 822-04]

**§ 9-26. Adoption and amendment of rules.**

Rules of the County Board shall be adopted at a meeting of the Board by majority vote of those present and shall only be amended during the year by a three-fourths vote of those present at a meeting, and such rules shall govern the Board until altered or repealed.

**§ 9-27. Special committees and boards.**

The official directory published each year contains information on special committees, boards, and commissions appointed by the County Board Chair and approved by the County Board.

ARTICLE II  
**Elected Committees**

**§ 9-28. General requirements.**

- A. The County Board Chair shall proceed with the election of the four elected committees: the Highway Committee, Agriculture-Extension Education and Fair Committee, Judicial/Law Enforcement and Emergency Management Committee, and Health and Human Services Board. The Agriculture-Extension Education and Fair Committee and the Health and Human Services Board shall consist of five members, and the Highway Committee and the Judicial /Law Enforcement and Emergency Management Committee shall consist of four members, and an alternate member, who shall serve only at such time as may be necessary to form a quorum for the regular conduct of business, or may sit in on a meeting to break a tie vote, and shall be appointed every two years at the organizational meeting of the County Board in even-numbered years. Regular meeting of elected committees shall be held each month at a time and place as advertised by the committee. Special meetings shall be held as determined necessary by the committee and shall be duly advertised. Also, if the County Board Chair is available, he or she would be eligible to serve as an alternate member to form a quorum for the regular conduct of business. [Amended 2-21-2006 by Ord. No. 853-06; 5-17-2011 by Ord. No. 994-2011]
- B. Committees shall keep appropriate minutes of all actions taken at their meetings. They shall present reports to the County Board on request and shall prepare an annual budget and submit it to the Finance Committee and the County Board for approval.
- C. The Personnel Committee shall be notified by all committees when holding personnel interviews for hiring so that representation can attend, observe and, if needed, confer.

**§ 9-29. Highway Committee.**

- A. The Highway Committee consists of four members elected at the organizational meeting of the County Board in even-numbered years. The Supervisors elected to the Highway Committee shall serve two years or until a successor has been elected or appointed. [Amended 2-21-2006 by Ord. No. 853-06]
- B. The responsibilities, powers, and duties of the Highway Committee are as follows, per § 83.015(2), Wis. Stats.:
- (1) The County Highway Committee shall purchase and sell County road machinery as authorized by the County Board; determine whether each piece of County aid construction shall be let by contract or shall be done by day labor; enter into contracts in the name of the County and make necessary arrangements for the proper prosecution of the construction and maintenance of highways provided for by the County Board; enter private lands with its employees to remove weeds and brush and erect or remove fences that are necessary to keep highways open for travel during the winter; direct the expenditure of highway maintenance funds received from the state or provided by County tax; meet from time to time at the County seat to audit all payrolls and material claims and vouchers resulting from the construction of highways; and perform other duties imposed by law or by the County Board.<sup>2</sup>

**§ 9-30. Agriculture-Extension Education and Fair Committee. [Amended 12-21-2004 by Ord. No. 822-04]**

- A. The Agriculture-Extension Education and Fair Committee shall consist of five Supervisors who shall be elected at the organizational meeting of the County Board in even-numbered years. Each Committee member shall serve a term of two years.
- B. Section 59.56, Wis. Stats., governs the powers, duties and responsibilities of this Committee. This Committee shall serve as the governing committee for the University of Wisconsin - Extension Department, its agents, the Cooperative Extension Education Program, and the County Library Services.
- C. For the purposes of § 59.56(3)(b), Wis. Stats., the university extension program shall be a department of County government, and the Agriculture -Extension Education and Fair Committee shall be the committee which is delegated the authority to direct and supervise the department.
- D. Program functions are established under § 59.56(3)(£), Wis. Stats., and authorization is given to this Committee to direct, conduct and supervise these programs.
- E. Professionally qualified persons shall be hired by this Committee to staff the university extension office and to implement an extension education program in the County. Vacancies and additions to staff shall be hired in cooperation with the University of Wisconsin - Extension, Cooperative Extension Service. Persons so hired under cooperative agreements and approved by the University of Wisconsin Board of Regents shall be considered employees of both Green Lake County and the University of Wisconsin - Extension.
- F. The Agriculture -Extension Education and Fair Committee may enter into joint agreements with the University of Wisconsin - Extension or with other counties and university extension if County funds committed in such agreements have been appropriated by the County Board. Copies of such agreements will be filed in the County Clerk's office.

- G. The Agriculture-Extension Education and Fair Committee shall administer and maintain those items as listed in the fair inventory of the Green Lake County Junior Free Fair as filed annually with the office of the Green Lake County Clerk and for the purposes of administration shall be the governing Board of Directors for the Green Lake County Junior Free Fair. The Committee shall work in cooperation with the University of Wisconsin - Extension Office in coordinating activities relating to the County Fair. Section 59.56(14), Wis. Stats., Fairgrounds and Fairs, § 93.23, Wis. Stats., Local Fairs, and Ch. ATCP 160, Wis. Adm. Code, shall govern the powers, duties, and responsibilities of the Fair Board, state aids, premium lists, fair rules, regulations and financial reporting.
- H. The Agriculture-Extension Education and Fair Committee shall have the power and duty to manage and maintain the fairgrounds during the Green Lake County Junior Free Fair. The Committee shall have the authority to contract entertainment services. The Committee shall have the authority to contract services and/or hire such personnel as it deems necessary for the adequate management and maintenance of said facilities and grounds (in preparation for and during the fair and cleanup) within the limit of funds appropriated for this purpose by the County Board, state aid, donations and grants.
- I. The Board of Directors shall submit an annual financial report to the Department of Agriculture, Trade and Consumer Protection in a format as required by Sec. ATCP 160.92, Wis. Adm. Code. Publication of the financial report shall be in accordance with Sec. ATCP 160.92(6), Wis. Adm. Code, and § 93.23(1)(a) to (h) and Ch. 985, Wis. Stats.

**§ 9-31. Judicial/Law Enforcement and Emergency Management Committee.**

- A. The Judicial/Law Enforcement and Emergency Management Committee shall consist of four members elected at the organizational meeting of the County Board in even-numbered years. The Supervisors elected to the Judicial/Law Enforcement and Emergency Management Committee shall serve for two years or until a successor has been elected or appointed. [Amended 2-21-2006 by Ord. No. 853-06]
- B. The Judicial/Law Enforcement and Emergency Management Committee shall have the powers, duties and responsibilities required by Ch. 166, Wis. Stats. 3 During any declared emergency, the County Sheriff shall be in complete command of all emergency units, including communications.
- C. The Judicial/Law Enforcement and Emergency Management Committee will be the governing committee for the following departments:
- (1) Child Support.
  - (2) Clerk of Circuit Court.
  - (3) District Attorney.
  - (4) Sheriff's Department.
  - (5) Register in Probate.
  - (6) Circuit Court Judge.
  - (7) Coroner.

- (8) Family Court Commissioner.
  - (9) Court Reporter.
  - (10) Emergency Management.
- D. It shall be the responsibility of the Judicial/Law Enforcement and Emergency Management Committee to establish policy and procedures and assist the department heads in correlating and harmonizing all phases of law enforcement in Green Lake County, including support of the department heads in performing their principal duties under Wisconsin Statutes.
- E. The Judicial/Law Enforcement and Emergency Management Committee shall work with the department heads in the development of training programs and special educational programs that will permit the department heads and their personnel to more efficiently perform their duties.
- F. In addition to such general duties and responsibilities, the Judicial/Law Enforcement and Emergency Management Committee is specifically authorized and empowered to perform the following duties:
- (1) The Committee shall work with the Sheriff in the development of a pre-employment testing program for applicants seeking employment with the Sheriff's Department. In appointing and hiring personnel, the Sheriff, or someone acting on his or her behalf, shall do the necessary pre-employment testing of applicants for a position. The Sheriff, after the pre-employment testing has been completed, shall provide the Judicial/Law Enforcement and Emergency Management Committee with the top six applicants having the highest rating based on the pre-employment tests conducted by the Sheriff. The Judicial/Law Enforcement and Emergency Management Committee shall interview the six applicants and shall decide who shall be hired for the position. In case of a tie vote, the Sheriff shall be allowed to vote to break the tie. **[Amended 12-15-2009 by Ord. No. 965-2009]**
  - (2) The Committee shall work with all other departments during the screening and appointment of new personnel.
  - (3) The Committee shall review the rules developed by the Sheriff relating to the conduct of law enforcement personnel and the performance of their duties and the established hours of employment.
  - (4) Once each year, the Chair of the Committee and the Sheriff shall schedule a special meeting for the examination and inspection of all equipment being used in the operation of the Sheriff's Department and at that time determine the needs for the coming year, prior to preparing the department budgets. The Committee, along with the Sheriff, shall make an impromptu examination of the menu being served all prisoners and sample the same and also determine the fiscal impact on the Sheriff's Department budget.
  - (5) The Committee shall have the right to establish the criteria for reports deemed necessary to oversee and advise each department.
  - (6) Once each month the Committee shall receive, audit, and order paid all bills within the limits of funds appropriated by the County Board for that purpose. A special year-end meeting shall be called by the Committee Chair and the department heads to audit and approve for payment final bills for the year.

**§ 9-32. Health and Human Services Board.**

- A. The Health and Human Services Board shall consist of nine members, five of whom shall be County Board Supervisors elected at the organizational meeting of the County Board in even-numbered years and four of whom shall be citizens at large. At least one member shall be an individual who receives or has received human services or shall be a family member of such individual. The remainder shall be consumers of services or citizens at large. No public or private provider of health and human services may be appointed to the County Health and Human Services Board.
- B. Citizens at large on the County Health and Human Services Board shall serve for terms of three years so arranged that, as nearly as possible, the terms of 1/3 of the members shall expire each year. Vacancies shall be filled in the same manner as the original appointments. In the event that a County Board Supervisor (elected for a two-year term) is not reelected to this position, the County Board shall fill this vacancy as described above.
- C. The responsibilities, powers and duties of the Health and Human Services Board are as follows: to ensure that the Department of Health and Human Services provides programs and services to all County residents as provided and directed by § 46.23 et al., Wis. Stats., and the Wisconsin Administrative Code. The Health and Human Services Board, in conjunction with the Director and Deputy Director, shall develop policy and procedures to be followed in providing services required by appropriate directives on a limited budget. The Health and Human Services Board shall govern those programs provided under the auspices of the former Department of Aging, Nursing Department, Department of Community Programs and Department of Social Services. In addition, the Health and Human Services Board shall be the governing committee for the Veterans' Service Office.
- D. The Chair of the Health and Human Services Board may, with the approval of the Health and Human Services Board, appoint such subcommittees as may be necessary to effect the orderly transaction of business and operations, such as, but not restricted to, an executive, a finance and a personnel subcommittee. All meetings of any such subcommittees shall be duly advertised and posted in accordance with the open meeting laws,<sup>5</sup> to include the preparation of an agenda. Minutes shall be kept of any such meetings, and members attending shall receive meeting payments and reimbursement for mileage in accordance with the County resolution pertaining to the same.

ARTICLE III  
**Appointed Committees**

**§ 9-33. General requirements.**

- A. The County Board Chair shall designate the membership of all appointed committees pursuant to his/her authority under § 9-7. These appointments shall be for a term of one year and shall be confirmed by the County Board.
- B. Each committee shall elect its own officers unless said elections are inconsistent with federal or Wisconsin laws.
- C. The County Board Chair shall also designate an alternate member for each appointed committee, who shall serve at such time as may be necessary to form a quorum for the regular conduct of business. The Committee Chair concerned or the County Clerk shall notify the alternate member of the need for his/her services. Also, if the County Board Chair is available, he or she would be eligible to serve as an alternate member to form a quorum for the regular conduct of business.

- D. Regular meetings of appointed committees shall be held at a time and place as advertised by the committee. Special meetings may be held as determined necessary by the committee and shall be duly advertised.
- E. Committees shall keep appropriate minutes of all actions taken at their meetings. They shall present reports to the County Board on request and shall prepare an annual budget and submit it to the Finance Committee and the County Board for approval.
- F. The Personnel Committee shall be notified by all committees when holding personnel interviews for hiring so that representation can attend, observe and, if needed, confer.

**§ 9-34. Finance Committee.**

- A. The Finance Committee shall consist of five Supervisors, one from each of the elected committees, with the fifth member being that Supervisor not elected to an elected committee, appointed by the County Board Chair and confirmed by the County Board for a one-year term or until a successor is appointed and confirmed.
- B. The powers, duties, and responsibilities of the Finance Committee shall be as follows:
  - (1) The Committee shall examine and settle all accounts of the County and all claims, demands, or causes of action against the County and cause to be issued orders therefor where the account or claim is not examined or settled by any other committee of the County Board. Any demand for money or for other damages stated in a suit or cause of action commenced against the County shall be referred by the Committee to the Corporation Counsel for his advice and recommendation before the same is settled under and pursuant to this subsection.
  - (2) The Committee shall develop the annual budget and submit it to the County Board at the annual meeting. Revenues and expenditures proposed by the several committees and departments of County government shall be considered in the preparation of this budget.
  - (3) The Finance Committee is hereby authorized, pursuant to § 65.90(5)(b), Wis. Stats., to transfer funds between budgeted items of an individual County office or department, if such budgeted items have been separately appropriated, and to supplement the appropriations for a particular office, department or activity by transfer from the contingency fund. Such Committee transfers shall not exceed the amount set up in the contingency fund as adopted in the annual budget nor aggregate, in the case of individual office, department or activity, in excess of 10% of the funds originally provided for such office, department or activity in such annual budget. The Committee shall examine all requests over 10% for supplemental appropriations and submit recommendations on the same to the County Board at its next regular, recessed, special or adjourned meeting.
  - (4) The Committee shall examine and investigate all requests for County borrowing and submit its recommendations thereon to the County Board at its meeting next following the completion of said investigation.
  - (5) The Committee shall direct all office procedures of the County Treasurer, and secure compliance with recommendations made by the State Department of Audit in relation thereto, and shall supervise the investment of all County funds not needed for immediate operation of the County and shall direct the Treasurer with regard to such investments.

- (6) The Committee shall have the authority to designate a representative to monitor and give input to the Personnel Committee during negotiations with labor unions and groups of professional employees.
  - (7) The Committee shall perform duties relating to illegal assessments and tax deed lands in accordance with Wisconsin Statutes and County ordinances.
  - (8) The Finance Committee may pay vouchers and claims from any committee that may not meet monthly to ensure timely payment of bills.
  - (9) The Finance Committee shall be the oversight committee of the Economic Development Corporation.
- C. As relates to the Green Lake County Economic Development Corporation, the Chairperson of the Finance Committee or his/her designee from the Finance Committee shall also serve on the Board of Directors of the Corporation, per Resolution No. 11-90.

**§ 9-35. Personnel Committee.**

- A. The Personnel Committee shall consist of a five-member committee of Supervisors appointed by the County Board Chair for a one-year term and approved by the County Board. The Committee shall be made up of one member from each of the elected committees, and the fifth member shall be the individual not elected to an elected committee.
- B. The Green Lake County Board delegates to the Personnel Committee full authority to make all decisions relating to management rights/recognition on behalf of the Green Lake County Board as defined in the employee labor contract. [Added 12-15-2009 by Ord. No. 965-2009<sup>5</sup>]
- C. The Personnel Committee, on behalf of Green Lake County, shall negotiate contracts with the several employee labor unions and associations of professional employees, through authority vested by the County Board, with all contracts subject to ratification of the County Board. A copy of all such contracts will be filed with the County Clerk. All committees shall have the authority to designate a committee member to monitor and give input to the Personnel Committee during negotiations with the Courthouse Union and professional employees, if that committee does not have a Personnel Committee member on it. [Amended 12-15-2009 by Ord. No. 965-2009]
- D. If a department head or Personnel Director is not appointed, the Personnel Committee shall serve in that capacity and shall assist all governing committees in working with the union contracts affecting their departments and hear all grievances at Step 3.
- E. The Personnel Committee shall:
  - (1) Establish policies for all County employees and publish and maintain the County Personnel Manual covering policies, procedures, job classifications and descriptions and salary schedules.
  - (2) Establish a period of probation for all new employees and employees transferring from one position to another.
  - (3) Develop employee performance records in cooperation with department heads and work with all departments in resolving employee complaints.

- (4) Assist in the implementation of discipline, such as reprimand, suspension, or discharge. Procedures shall be established for presentation of charges, hearings, and appeals for all permanent employees in the service of Green Lake County.
- (5) Be notified by all committees holding personnel interviews for hiring so that representation of the Personnel Committee can attend, observe and, if needed, confer with the committee.
- (6) Assist the governing committee with the recruiting, screening, interviewing, hiring and/or disciplining of all management level personnel. "Management level" is defined as a nonelected position responsible for the direction of a department or a major subunit of the same, with Nursing and Fox River Industries being examples of the latter. A member of the Personnel Committee must be in attendance at all meetings convened for the purpose of hiring. **[Amended 4-20-2004 by Ord. No. 805-04]**
- (7) All personnel matters needing County Board approval shall be submitted by the governing committee with "recommendation of approval or disapproval of the Personnel Committee" being indicated on the resolution. **[Added 12-15-2009 by Ord. No. 965-2009]**

#### **§ 9-36. Property and Insurance Committee.**

- A. The Property and Insurance Committee shall consist of five Supervisors, one from each of the elected committees, with the fifth member being that Supervisor not elected to an elected committee, appointed by the County Board Chair and confirmed by the County Board for a one-year term or until a successor is appointed and confirmed.
- B. The powers, duties, and responsibilities of the Property and Insurance Committee shall be as follows:
  - (1) The Committee shall maintain and keep an inventory of all items of furniture, fixtures, and general and specialized equipment used in all County operations along with an inventory of surplus equipment. The Committee shall have the authority to determine if surplus equipment is to be serviced and stored for future use or disposed of.
  - (2) The Committee shall maintain the physical plants of the County Courthouse, Health and Human Services Center, Safety Building, highway buildings, outbuildings on County premises and maintain the yards, walks, and parking lots adjacent thereto and plan, develop and supervise all new construction and renovation unless a specific building committee is appointed by the County Board. **[Amended 12-15-2009 by Ord. No. 965-2009]**
    - (a) The maintenance of park buildings and other permanent structures, including playground equipment, is under the maintenance direction of the Property and Insurance Committee. The County Maintenance Department personnel shall also be responsible for solid waste removal at the parks and the hygiene of rest room facilities. A limited-term summer parks maintenance worker may be hired annually to assist with summer maintenance work.
    - (b) The Property and Insurance Committee shall have the power and duty to develop, manage and maintain the grounds of the County parks system. The County parks system includes any designated park, access to lakes and streams, public recreational trails, and any other park or recreation project that is owned by the County and approved by the County Board.

- (c) The County Maintenance Department shall perform grounds maintenance: lawn mowing, brushing, spring and fall opening and closing of park grounds, maintenance of picnic tables, piers and fences, and other grounds-related maintenance functions. This work will be done under the direction of the Property and Insurance Committee.
  - (d) The Property and Insurance Committee shall have the duty and responsibility of developing, coordinating, and updating the five-year Parks and Recreation Plan and any other plan for recreational development in Green Lake County in cooperation with the Department of Natural Resources. Plans shall be developed by the Resource Agent at the direction and approval of the Committee. All plans shall be submitted to the County Board for final approval.
  - (e) For acquiring, developing and maintaining the parks and any other recreational project, whenever possible the Committee shall make application for grants and aids from the state and federal fish and game funds, outdoor recreation aids, land and water conservation funds, Waterways Commission funds, stewardship funds, and any other such fund available for park, trail or project acquisition and development. Application for the above-mentioned funds shall be done by the University of Wisconsin – Extension Resource Development Educator at the direction and approval of the Committee.
  - (f) For acquiring, developing and maintaining snowmobile trails whenever possible, the Committee shall make application for grants and aids from the state and federal snowmobile maintenance funds.
- (3) The Committee shall supervise the duties of the Purchasing Agent and exercise exclusive control over the purchase procedure for furniture, fixtures, and general depreciable office equipment, vehicles, and machinery used in County service. Items of lesser value but costing more than \$1,000 shall have a minimum of two invitational bids, unless provided by sole vendor, submitted to the appropriate governing committee for approval. Items costing more than \$1,500 will be approved by the governing committee and then sent to the Property and Insurance Committee for approval. Any single item costing in excess of \$5,000 shall be placed on advertised bids if required by state statutes or otherwise by invitational bid. All purchases under Class B, C, D, F and G need to have two competitive bids and on the County purchase approval form. The Purchasing Agent is required to retain the competitive bids for at least two years. A written statement will need to be submitted with the purchase approval form showing justification if the lowest bid is not selected. If procedures are not followed disciplinary action may be taken. **[Amended 11-13-2012 by Ord. No. 1036-2012]**
- (4) Purchasing procedures.
- (a) All items purchased and services requested will have adequate funding in a department's annual budget, and the responsibility for not exceeding existing appropriations rests with the department making the requisition, not with the purchasing agent.
- [1] Purchases of various materials for Green Lake County are hereby divided into seven classes: **[Amended 4-20-2004 by Ord. No. 805-04]**
- [a] Class A items consist of consumable office supplies which can be routinely stocked by the Purchasing Agent, such as pencils, pens, tape, note pads, etc. The Purchasing Agent has the authority to approve all central store inventory purchases. Class A items will be purchased by all departments through the office of the Purchasing Agent pursuant to procedures established by the Property and Insurance Committee.

- [b] Class B items are materials used by up to several departments and purchased annually or less frequently and shall consist of capital items, including but not limited to desks, chairs, office machines, file cabinets, etc. Class B items will be acquired for the departments by the Purchasing Agent under the direction and supervision of the Property and Insurance Committee pursuant to procedures established by the Property and Insurance Committee.
- [c] Class C items shall consist of materials peculiar to one or two departments which are not available from the Purchasing Agent's store of goods, such as tax receipts, assessment rolls and vaccines. Such items will normally be purchased by the department head with the approval of the governing committee. All items must be purchased with a Green Lake County purchase order.
- [d] Class D materials consist of those items of value in excess of \$2,000 peculiar to a specific department. These items may be purchased with committee approval after being submitted to the bid procedures established by the Property and Insurance Committee for this type of purchase.
- [e] Class E items shall consist of all small equipment not associated with office operations, such as floor cleaner, vacuums, lawn mowers, etc., and shall be purchased the same as Class B items.
- [f] Class F items shall consist of services (hotel/motel reservations), training and seminar registrations. Requests for the same will be forwarded to the Purchasing Agent in a timely manner.
- [g] Class G items shall consist of information technology resources: the aggregate of computing hardware, software, network devices, central and distributed processing resources, wireless devices, data communications equipment, digital devices, licenses, maintenance/support, network circuits, other technologies that will evolve, and the policies and procedures governing them. (Also refer to Ordinance No. 375-88,<sup>6</sup> Appendix I, IT Policy.)

- [2] Only Class A items will be a part of the Purchasing Agent's budget for payment; all other classes will be paid for by the specific department using those items.
- [3] The Purchasing Agent reserves the right to accept or reject any or all options, bids or proposals, to wave any technicality or error in any bid or part thereof submitted, and to accept any bid or option, or combination thereof, in whole or in part, which is deemed to be in the best interest of Green Lake County and the needs of the department for which the purchase is made.

(b) Forms.

- [1] For the purpose of ordering frequently used items, a multi-use form will be furnished by the Purchasing Agent to each department. When prepared, the department will make three copies, forwarding two copies and retaining a control copy. The original will serve as a permanent file record and the first copy will serve as a transmittal and inventory record.

- [2] Special requisition items will be ordered by use of a Green Lake County requisition form furnished by the Purchasing Agent. The form will be in duplicate, with the original being forwarded to the Purchasing Agent and a copy being retained by the originator of the request.
- [3] Purchase order forms will be designed and stocked by the Purchasing Agent in a manner to serve Green Lake County's needs.
- (c) Gratuities. The Purchasing Agent shall not solicit or accept for him/herself or another person any gift, campaign contribution, gratuity, favor, service, promise of future employment, entertainment, loan or any other thing of monetary value from a person who has or is seeking contractual or other business activities from or which are regulated by the County.
- (d) Disposal of unsuitable or unusable property.
- [1] Departments which have equipment or supplies that are regulated by this chapter which have become unsuitable or unnecessary to their needs and which are not to be traded in or applied on any purchase shall, upon request of the Purchasing Agent, report such fact, with a description of such equipment or supplies. Upon receipt of such notice the Agent shall canvass other County departments to determine whether the items or supplies may be used by them. If such items or supplies are not needed by any County department, they may then be sold by the Agent on open market at the price to be established by the Property and Insurance Committee or under competitive bids, whichever method is deemed most advantageous to the County.
- [2] The Purchasing Agent shall report the disposition of any such equipment or supplies to the supervising committee and to the department concerned.<sup>7</sup>
- (5) The Committee shall provide public liability and property damage insurance, either through commercial companies or by self-insurance created by setting up a fund for such purpose or by a combination thereof, covering, without exclusion because of enumeration, motor vehicles, malfeasance of professional employees, maintenance and operation of County highways and parks, and any other activities involving the possibility of damage to the general public; provide fire and casualty insurance for all County property; provide health, life, and disability insurance for County employees as appropriate; provide for the protection of the County and the public against loss or damage resulting from the act, neglect, or default of County officers, department heads, and employees; and contract for and procure bonds or contracts of insurance to accomplish that purpose, either from commercial companies or by self-insurance created by setting up a fund for that purpose or by a combination thereof; provided, however, that any plan for self-insurance under this subsection shall be specifically approved by the County Board before it may be commenced.
- (6) The Committee shall have the responsibility for arranging for the printing of public notices, County Board proceedings, and any other printing required by County ordinance, except for the printing of notices, etc., that are the special concern and responsibility of other committees of the County Board or departments of County government.
- C. The Property and Insurance Committee will appoint a Loss Control Subcommittee, and this Subcommittee shall administer and support the Insurance Loss Control Program of the County in coordination with the County Clerk, who shall serve as the Safety Coordinator/Risk Manager. Additional guidance to this Subcommittee shall be provided by loss control specialists provided by the County's insurance providers at no cost to the County. Subcommittee meetings shall be held at such intervals as are deemed necessary to properly carry out the several functions of the Subcommittee, but at least quarterly.

**§ 9-37. Land Use Planning and Zoning Committee.**

- A. The Land Use Planning and Zoning Committee shall consist of five Supervisors appointed by the County Board Chair and confirmed by the County Board for a one-year term or until a successor has been appointed and confirmed.
- B. It shall be the purpose of the Land Use Planning and Zoning Committee to promote the public health, safety, convenience, and general welfare; to encourage planned and orderly land use development; to recognize the needs of agriculture, forestry, industry, and business in future growth; to encourage uses of land and other natural resources which are in accordance with their character and adaptability; to preserve wetlands ; to conserve soil, water, and forest resources; to protect the beauty and amenities of landscape and man-made developments; to provide healthy surroundings for family life; and to promote the efficient and economical use of public lands.
- C. The Land Use Planning and Zoning Committee shall be the governing committee for the following:
- (1) Land Use Planning.
  - (2) County Surveyor/Land Development Director.
  - (3) Zoning.
  - (4) Land Information Specialist.
- D. The Committee shall be responsible for developing a long- and short-range comprehensive land use plan for all unincorporated areas of the County.
- E. The powers and duties of the Committee shall be as specified by Chapter 350, Zoning, Chapter 338, Shoreland Protection, Chapter 315, Land Division and Subdivision, Chapter 300, floodplain Zoning, Chapter 334, Sewage Systems, Private, and any other ordinance deemed necessary by the County Board. The Committee shall assist in the implementation of the enforcement of the Farmland Preservation Plan and any other plan(s) as deemed necessary by the County Board and shall further have the responsibilities delegated to it by said ordinances in relation to the Green Lake County Zoning Maps, together with such other powers and duties as are specified in §§ 59.69, 59.692, 87.30 and 281.31, Wis. Stats., as well as any other sections of the statutes relating thereto and affecting the general area of responsibility of the Committee as set forth herein and any further duties and responsibilities as may be designated from time to time by the County Board.

**§ 9-38. Commission on Aging.**

- A. The Commission on Aging shall consist of five members appointed by the County Board Chair and confirmed by the County Board. No more than one member shall be an elected County official, but the elected official shall have an alternate appointed to serve in the absence of the elected official. Members shall serve for terms of three years, so arranged that, as nearly as practicable, the terms of 113 of the members shall expire each year, and no member may serve more than two consecutive three-year terms. At least 51% of the members of the Commission shall be senior citizens, 60 years of age or older.
- B. The Chairperson of the Commission shall be appointed by the County Board Chair.
- C. The duties and powers of the Commission are as prescribed in Chapter 19, Article I, Commission on Aging.

- D. A meeting of the Commission on Aging shall be held as required at a time and place as advertised by the Commission. Special meetings shall be held as determined necessary by the Commission or its Chair and shall be duly advertised.

**§ 9-39. Land Conservation Committee.**

- A. The Land Conservation Committee shall consist of six members, five of whom shall be appointed from the County Board, with the sixth member to be the Chair of the County Agricultural Stabilization and Conservation Committee created under 16 U.S.C. § 590h(b) or other member of that latter committee designated by its Chair. The five members appointed from the County Board shall be Supervisors elected to the County Agriculture-Extension Education and Fair Committee and shall serve concurrent terms on both Committees.
- B. If a member of the Agriculture-Extension Education and Fair Committee declines appointment to this Committee, the County Board Chair shall appoint a replacement from the remaining County Board Supervisors. Section 92.06, Wis. Stats., requires that at least two members shall be Supervisors elected to the County Agriculture-Extension Education and Fair Committee.
- C. The Land Conservation Committee shall have those powers, duties, and responsibilities as designated by the County Board and § 92.07, Wis. Stats., and may develop and adopt standards and specifications for management practices to control erosion, sedimentation, and nonpoint-source water pollution.
- D. The Committee may allocate and distribute federal, state, and County funds made available for cost-sharing programs and other incentive programs.
- E. The Committee shall encourage research, educational and informational public service programs and advise the University of Wisconsin system on educational needs.

**§ 9-40. Administrative Committee.**

- A. The Administrative Committee shall consist of the following members: the County Board Chair, County Board Vice Chair and the Supervisor not elected to an elected committee, and the remaining members of the Committee shall be from the unrepresented elected committees and elected by the unrepresented committees. The County Board Chair is to act as Chair of the Committee; the County Clerk acts as Secretary to the Committee. Committee members shall serve for two years or until a successor has been elected or appointed. [Amended 6-19-2012 by Ord. No. 1026-2012]
- B. The Administrative Committee will be the supervising committee for the following elected officials: County Clerk, County Treasurer, Register of Deeds and Corporation Counsel.
- C. The Committee shall review and recommend to the County Board the salaries for elected officials, constitutional officers and the County Board of Supervisors.
- D. A regular meeting of the Administrative Committee shall be held at least quarterly at a time and place as advertised by the Committee. Special meetings shall be held as determined necessary by the Committee and shall be duly advertised.

E. The powers, duties, and responsibilities of the Administrative Committee shall be as follows:

- (1) The Administrative Committee shall review and recommend policy to the County Board, represent the County's point of view on legislation affecting Green Lake County and consider matters not specifically assigned to other committees.
- (2) The County Board Chair and Vice Chair shall act as the Intercounty Coordinating Committee (ICC); any other member of the Administrative Committee can act as an alternate.
- (3) When the County Board Chair becomes ill and/or incapacitated and the Vice Chair assumes the duties for over 30 days, the Administrative Committee may authorize the Vice Chair to receive an amount of compensation equal to the County Board Chair's pay. The Chair will also receive the pay.
- (4) As per § 59.15, Wis. Stats., the Administrative Committee shall review situations of any Supervisor who refuses or neglects to perform any of the duties which are required of the Supervisor by law as a member of the Board, and the Administrative Committee may recommend to the County Board forfeiture as allowed by statute.

**§ 9-41. Information Technology Committee.**

- A. The Information Technology Committee shall consist of five members appointed by the County Board Chair for a one-year term and approved by the County Board. The Committee shall be made up of three County Supervisors and two members at large.
- B. The Committee shall set criteria for computer hardware and software, fee structures for information management, standards for employee computer usage, education, and security and coordinate interdepartment computer relations and communications (network).
- C. The Committee will be the governing committee for the Information Technology Department and develop policy and procedure for its operations and acquisition and redistribution of hardware and software.
- D. The Committee will develop a five-year computer operations plan which will be reviewed and updated yearly.

**§ 9-42. Miscellaneous appointed committees.**

The County Board Chair may appoint, with County Board approval, the membership of various special purpose committees, boards, commissions, etc., as well as so-called ad hoc committees for special, limited purposes with limited durations. These appointed groups shall have such membership as is needed to accomplish the purpose for which appointed and may consist of County Board Supervisors, County officers and employees, lay members, or combinations thereof as appropriate. They shall hold meetings, the time and place of which have been duly advertised, and keep minutes of all actions taken at such meetings, and the members may receive meeting payments and reimbursement for mileage as fixed and allowed by the County Board for all committees as appropriate, with no member to receive more than \$1,500 per committee annually. The duties of each of these special purpose commissions, committees, boards, etc., shall be in accordance with the purpose for which they were established, and they shall provide such reports to the County Board as may from time to time be requested.

ARTICLE IV  
**Committees Generally**

**§ 9-43. Committee membership and vacancies.**

Committee membership shall terminate during a term of office by reason of death or such illness, accident, or other infirmity as shall, in the judgment of the County Board Chair, incapacitate such member from performing his/her committee duties; provided, however, that such decision shall be reviewed by the County Board at its next meeting. Committee membership shall also terminate upon the resignation of the Supervisor or vacating of his/her office due to change of residence, failure to be reelected, or any other cause.

**§ 9-44. Monthly committee reports.**

Within the discretion of the County Board Chair, there shall be a roll call of the committees at each County Board meeting when possible in view of the other activities and responsibilities of the Board, at which time its Chair shall make a brief report to the County Board as limited in time by the same. Such report shall cover the detailed activities of the committee during the previous month and any other related matters. Following such a report, Supervisors may question the Chair and committee members regarding the report and matters relating to the committee's responsibilities.