

RULES OF THE
LANGLADE COUNTY BOARD

2016 - 2018

Adopted: 4/19/2016
Updated: 11/21/2016
Updated: 12/12/2016 Res. 72-2011 RE: \$2000 to \$5000
Updated: 12/29/2016 RS 78-2016
Updated: 12/29/2016 RS 84-2016
Updated: 2/21/2017 RS 11-2017

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RULES OF THE LANGLADE COUNTY BOARD

PREAMBLE:

MISSION STATEMENT:

The primary mission of Langlade County government is to provide essential services in a fiscally responsible manner that protect and promote the health, safety, economic well-being, and environmental stewardship of our community. The Public places its trust and confidence in government employees and elected officials to efficiently and effectively manage the Public's resources (i.e., finances, equipment, facilities, environment, etc.). As stewards of the Public's resources, the elected officials and employees of Langlade County shall provide services and manage resources with the goal to improve the health, safety and well-being of our community, for the benefit of current and future generations.

The primary mission of Langlade County government is to provide essential services in a fiscally responsible manner that protect and promote the health, safety, economic well-being, and environmental stewardship of our community.

On a quarterly basis, the County Board will review its activities to evaluate how the Board is progressing to achieve its goals, objectives and mission statement.

FUNCTION OF THE COUNTY BOARD:

The County Board shall serve as the legislative, policy-making body of Langlade County government.

COUNTY BOARD MEETINGS:

Rule

- 1.1 The Board shall meet monthly on the 3rd Tuesday of each month throughout the year to transact general business. The time of the meeting shall be at 9:00 a.m., or at an alternate day and time as may be approved by the Board.
- 1.2 The Board shall hold an annual/budget meeting on the fourth Tuesday of October each year for the purpose of transacting business, and adopting the annual budget.
- 1.3 The Board shall meet on the third Tuesday of each April to organize and transact business.
- 1.4 A special meeting of the Board shall be held upon a written request of the majority of the members of the County Board delivered to the County Clerk or at the request of the County Board Chairman.
- 1.5 Public notice of meetings shall be provided as required by Wisconsin Statutes.

ORDER OF BUSINESS:

Rule

- 2.1 At the assigned commencement time for the meeting, the Chairman shall call the members to order and the Clerk shall call the roll of members.
- 2.2 The agenda shall list items in an Order for Business illustrated as follows:
 - A. Pledge of Allegiance.
 - B. A moment of silence.
 - C. The Chairman shall call for a vote approving or amending the minutes of the previous meeting as published.
 - D. The Chairman shall call for a vote approving the agenda as published, and/or amendment of such agenda to add items submitted to the Clerk after publication of the agenda. Such amendment shall be by a two-thirds (2/3) vote of the members present.
 - E. Public Comment
 - F. Old business.

- G. Consent Agenda.
- H. New business.
- I. Elections or appointments.
- J. Committee reports.
- K. Letters, petitions and communications other than those attached to a resolution or ordinance.
- L. Citizens and delegations.
- M. Ordinances.
- N. Resolutions.
- O. Committee referrals.
- P. Administrative Coordinator's Report
- Q. Policy Report
- R. Any other business that may lawfully come before the Board.
- S. Adjourn.

PRESERVING ORDER:

Rule

- 3.1 All members shall observe order and decorum in debate, confining remarks solely to the merits of the pending question or issue.
- 3.2 The Chairman shall preserve order and decorum and may speak to points of order in preference of other members. The Chairman's ruling on a point of order may be overturned by a majority vote of the members present. The Corporation Counsel shall serve as parliamentarian to the Board and provide advice on questions of parliamentary procedure.
- 3.3 When the County Board is in session, the following privileged motions if seconded will be recognized in the following rank order:
 - (a) to adjourn or recess the meeting; not subject to debate; majority vote.
 - (b) call for the previous question (to call for a vote); not subject to debate, majority vote if vote requested.
 - (c) postpone to another specified date; subject to debate, majority vote.
 - (d) to refer matter to a committee; subject to debate, majority vote.
 - (e) to amend; subject to debate, majority vote.
 - (f) main motion; subject to debate, vote varies depending upon subject matter.

The following incidental motions are in order only when legitimately incidental to a pending motion or action and takes precedence over pending motions:

- Point of order; no second required; no debate, Chair ruling, if challenged subject to overturn by majority vote.
- Request for specific voting method; second required; no debate; majority vote if vote required.
- Suspend the rules; second required; subject to debate; 2/3 vote.
- Reconsider; motion and second from prevailing side; subject to debate; vote requires varies depending on timing of motion (see Rules 10.1-10.6)

When the Board proceeds contrary to the Rules of the Board, then the effect of the Board's action includes suspending any contradictory rules for that given action only unless a "point of order" is raised by a member before the meeting is adjourned.

- 3.4 All other parliamentary rules of order not addressed specifically in these Rules shall be decided by The Scott, Foresman Robert's Rules of Order Newly Revised (1990 Edition), 9th Edition. Copies of Robert's Rules of Order will be available in the County Clerk's Office.
- 3.5 A member's absence at a meeting shall be unexcused unless the member provides prior notification to any of the following: Committee Chairman, County Clerk or respective Department Head. Any member who may be absent shall provide a request to be excused to the County Clerk prior to the meeting stating the reason for such absence, except in the case of an emergency

- 3.6 When meeting in closed session to discuss personnel issues (pursuant to Section 19.85(1)(b)(c) or (f), Wis. Stats., the committee shall have the authority to exclude any Board member who is not a member of the committee, with the exception of the Board Chairman or the Chairman's designee (in the absence of the Chairman). No information discussed during a closed session may be released to a Supervisor (except the County Board Chairman) who is not a member of the committee without the approval of the committee or the committee chairman.

ADDRESSING THE BOARD:

Rule

- 4.1 Members may stand to address the Board.
- 4.2 Except during public comment or public hearing, any person wishing to address the County Board must first receive permission from a majority of the members present. Persons wishing to address the Board must also observe the subject matter and time limitations imposed by the Chairman of the Board; and not more than two people shall address the Board speaking for or against the same subject. County employees may address the Board from time to time as requested.
- 4.3 Any written communication addressed to the County Board shall identify the source or author, and a copy shall be provided to the County Clerk. The County Clerk shall note during the County Board meeting any correspondence received which complies with this rule.
- 4.4 Any person who wishes to record an open session meeting shall first notify the presiding officer and follow the instructions of the presiding officer regarding the use and placement of any recording devices. Upon receiving such notification, the presiding officer shall announce that the meeting is being recorded. This rule does not apply to audio recordings used by the County for the purposes of preparing meeting minutes.

AGENDAS:

Rule

- 5.1 The Chairman of the Board and committee chairmen shall approve all items on a respective meeting agenda. The name of the respective chairman shall appear on an agenda.
- 5.2 Items may be placed under the "Consent Agenda" portion of the County Board Agenda that in the County Board Chairman's judgment, are routine and non-controversial and do not require a special or roll call vote by the Board.
- 5.3 Any supervisor may request the removal of any item included under the "Consent Agenda". At the time the "Consent Agenda" is considered, that item as requested by the supervisor, shall be removed without debate or vote. If an item has been removed from the "Consent Agenda" in accordance with this Rule, the County Board shall consider that item at an appropriate time during the County Board's regular order of business.
- 5.4 On a quarterly basis, the County Board will review its activities to evaluate how the Board is progressing to achieve its goals, objectives and mission statement.
- 5.5 Any new policies or revisions to existing policies will be promptly reported to the Board under the "Policy Report" section of the agenda.

RESOLUTIONS:

Rule

- 6.1 Any supervisor or committee may introduce a resolution before the County Board.
- 6.2 All resolutions or ordinances may be prepared by and should be examined by the Corporation Counsel prior to introduction and should so indicate on the face of the document.
- 6.3 All resolutions and ordinances shall be submitted to the office of the County Clerk by noon (12:00 p.m.) on

Wednesday prior to the monthly County Board meeting. The County Clerk shall forward copies thereof to each member of the County Board at least three (3) days prior to the date of the meeting. Resolutions and ordinances shall be available for review by the general public and the news media in the County Clerk's Office.

- 6.4 Resolutions presented to the County Clerk after noon (12:00 p.m.) on Wednesday in advance of the monthly meeting date may be acted upon, only after the agenda has been amended by a two-thirds (2/3) vote of the members present, as required by Rule 2.2(D) above.
- 6.5 Only the title of the resolution and the concluding resolution clause(s) or the first page of a resolution or ordinance shall be read aloud in the meeting by the County Clerk, unless any member requests that the resolution be read in its entirety.
- 6.6 Any resolutions that call for amendments or additions to the Rules of the Board shall first be submitted to the Legislative Committee for its recommendations. This Rule does not apply to motions to temporarily suspend the Rules of the Board made during a meeting as needed from time to time.
- 6.7 Any public hearing regarding a County Ordinance shall be noticed by publication in the local newspaper.

FISCAL RESOLUTIONS:

- Rule**
- 7.1 All resolutions or ordinances requesting an appropriation or expenditure of funds shall indicate the funding source(s) and should be reviewed by the Finance Director.
 - 7.2 All resolutions or ordinances transferring funds from the Contingent, General or other Special Fund shall be reviewed by the Finance Committee for its recommendation prior to submission to the County Board. When a resolution calls for a transfer of funds that has not been recommended or approved by the Finance Committee then a three fourths (3/4) vote shall be required for adoption.
 - 7.3 A majority vote of the members present is required to authorize expenditures from the Contingent Fund. A two-thirds (2/3) vote of the members present is required to authorize expenditures from the General Fund. The Finance Committee shall have the authority to make allocations not to exceed \$5,000 per item from the Contingent Fund.
 - 7.4 All resolutions requiring the expenditure of money shall be by roll call vote or ballot.
 - 7.5 Bills not approved for payment by the Finance Committee during its monthly review shall be presented to the County Board by resolution.
 - 7.6 All departmental budgets, including budgets of elected officials, shall be approved by the respective oversight committee prior to submission to the Finance Committee.
 - 7.7 The prior approval of the County Board is required to authorize the expenditure of funds in excess of the amount specified in the annual department budget.

VOTING:

- Rule**
- 8.1 Any member who wishes to abstain from voting shall declare his/her intentions to abstain when the resolution is read by the Clerk prior to deliberation. A member may provide reasons for the abstention. Any member abstaining from voting or refusing to vote is not counted as a member present for that vote. For any given action to be considered, there must be eleven members of the Board present and voting.
 - 8.2 Unless otherwise specified by the Rules of the Board, County ordinance or state statute, a resolution or ordinance may be adopted upon a majority vote of the members present. Any member abstaining from voting is not counted as a member present for that vote. When called upon to vote, a member shall vote Aye, Nay or Abstain. For any given action to be considered, there must be eleven members of the Board present and voting.
 - 8.3 Before the vote is called, the Chairman shall ask if all members present are ready to vote. Once all members are

ready to vote, then they must answer Aye, Nay or Abstain.

- 8.4 The roll call vote by voice will be taken by district on a rotating basis each meeting and the Chairman shall vote last. A reverse roll call vote or ballot may also be requested. For actions requiring a record of each member's vote, the Langlade County Board of Supervisors may use an electronic voting system for recording motions, seconds, and votes.
- 8.5 Any member may change his or her vote prior to the announcement of the vote by the County Clerk or prior to the display of electronic voting results.
- 8.6 The Chairman of the Board and committee chairmen shall vote on all matters coming before their respective bodies or assemblies, the same as any other member. However, before a chairman may make a motion, he/she must temporarily vacate the chair.
- 8.7 A single motion, seconded and adopted by the majority vote of all members of the County Board shall be required to approve or adopt all matters listed on the "Consent Agenda".

EMERGENCY RULE:
Rule

- 9.1 The Chairman of the Board and committee chairmen shall have the authority to make decisions in an emergency where time is of the essence, regarding matters that may otherwise come before their respective bodies or assemblies. The emergency decisions shall be reported to the respective assembly and recorded in the minutes of the next meeting.

RECONSIDERATION:
Rule

- 10.1 An action by the Board may be reconsidered upon a motion and second made by members voting in the majority on the original resolution or question (**exception: see Rule 12.3**). The "majority" for the purposes of reconsideration is the prevailing side (either members who voted "for" if the matter passed or voted "against" if the matter failed to pass). If the motion for reconsideration passes, then the original matter returns to the floor and is subject to debate, further motions, and the possibility of a new vote.
- 10.2 Any member voting in the majority may move for reconsideration of any vote in the same meeting.
- 10.3 A majority vote is required to pass any item upon a motion for reconsideration made no later than the adoption of the agenda at the next County Board meeting.
- 10.4 A two-thirds (2/3) vote of the members present is required for adoption of any item upon a motion for reconsideration made after the adoption of the agenda at the next County Board meeting.
- 10.5 A motion for reconsideration is in order at any time unless the provisions called for in the original action have already been carried out and cannot be undone (such as the establishment of a contract).
- 10.6 If the motion for reconsideration involves a resolution or ordinance, the County Clerk must be notified by the deadline established in Rule 6.3.

COMPENSATION:
Rule

- 11.1 The County Board Chairman shall also perform additional duties as set forth by the Langlade County Board of Supervisors, and shall receive an annual salary as established by the County Board.
- 11.2 County Board members shall receive compensation in the form of a per diem for attending meetings of committees of which he/she is a member as may be established by the County Board as a self-organized County. County

Board members will also be reimbursed for mileage expenses to and from all County meetings, and other meetings approved by the Board.

- 11.3 County Board Members will also receive compensation in the form of a per diem and mileage for attending meetings of committees of which he/she is not a member if requested to attend by the Chairman of that committee, as evidenced by the committee minutes. County Board members who attend conferences shall submit a copy of the program and attach it to the voucher for reimbursement of customary expenses.
- 11.4 If a County Board member wishes to be reimbursed for attending seminars, trainings or similar meetings that directly pertain to any County committees that the County Board Supervisor is a member of, then the Supervisor shall obtain approval of the appropriate committee within 30 days of attending such seminars, trainings or meetings, as evidenced by the committee minutes. The minutes must identify the Supervisor, the specific date of the meeting and the funding source.
- 11.5 If a County Board member wishes to be reimbursed for attending seminars, trainings or similar meetings that do not directly pertain to any County committees that the County Board Supervisor is a member of, then the Supervisor shall obtain written approval of the County Board Chairman within 30 days of attending such seminars, trainings or meetings. The written authorization must identify the Supervisor, the specific date of the meeting and the funding source. If the Chairman wishes to be reimbursed for attending seminars, trainings or similar meetings that do not directly pertain to any County committees that the Chairman serves as a standing member, then the Chairman shall obtain approval of the Executive Committee within 30 days of attending such seminars, trainings or meetings.
- 11.6 If the Supervisor receives compensation or mileage reimbursement from Langlade County in addition to any source other than Langlade County for attending seminars or similar meetings, then the additional compensation or reimbursement shall be delivered to the Finance Coordinator.

APPROVAL OF EMPLOYMENT POSITIONS:

Rule

- 12.1 All Department Heads shall first obtain approval from their Oversight Committee before requesting the creation of any new positions, or the refilling of any vacant position not budgeted in their department, except existing casual employment positions. The Oversight Committee shall then present its recommendation to the Personnel and Executive Committees. The Personnel and Executive Committees must approve all new employee positions, including new casual employment positions, prior to submission of a resolution to the County Board. A supervisor or committee may not introduce a resolution as set forth in Rule 6.1 to create a position without first complying with this Rule. Vacancies in any position that is budgeted in a department shall be refilled with the approval of the Oversight Committee and Personnel Committee. When a vacancy occurs in any budgeted position and subject to the funding available from the vacant position and on the condition that the position will be posted within 30 days of the vacancy, the Oversight Committee may approve hiring a casual employee or contracting for services on a temporary basis until such time as the process for refilling the vacant position is completed.

If a vacancy occurs in a position that is subject to a minimum staffing plan (as identified herein), then the hiring body shall be authorized to refill the vacant position contingent on funding being available for the position in the departmental budget. Vacancies in any other position that is budgeted in a department shall be refilled with the approval of the Oversight Committee and the Personnel Committee.

Minimum staffing levels have been established in the following departments as follows:

Sheriff's Department:

Deputy Sheriffs: 16.

Dispatchers: 8.

Corrections Officers: 16 (including 4 female jailers).

Highway Department: 29 full-time equivalent positions (not including Commissioner and Assistant Commissioner).

Department of Social Services:

10 social worker positions (including one Master's Level SW for CFS, two SW for Juvenile Justice, and one part-time SW serving as a Foster Care Coordinator).

Health Department: 4 public health nurses (including the Health Officer).

Maintenance Department: 5 full-time equivalent positions (including the Director).

- 12.2 The creation of any employment position (or the refilling of any position that is not budgeted) requires a three-fourths (3/4) vote of the County Board.
- 12.3 Resolutions subject to the three-fourths (3/4) vote as set forth in Rule 12.2 may be reconsidered upon the motion of a member who voted on the prevailing side and that motion may be seconded by any other member.
- 12.4 A member of the County Board are not eligible to serve as a employee of Langlade County (Sec. 59.10(4), Wis. Stats.) and except as expressly authorized by law, a member of the County Board is not eligible for any other office or position that has been created by, or the selection to which is vested in the County Board (Sec. 66.0501(2), Wis. Stats.).

COMMITTEES AND APPOINTMENTS:

Rule

- 13.1 The Chairman, with assistance of the Executive Committee, shall appoint all committees, except the Highway Committee, as soon as possible following the April organizational meeting, but not later than May 1st. The Chairman of the County Board, Vice-Chairman, one member elected by the Board at the April organizational meeting as the Second Vice Chair, and two members appointed shall comprise the Executive Committee. No member of the County Board shall be appointed to serve on the Board of Adjustment.

The County Board Chair, Vice Chair and Second Vice Chair shall serve as ex-officio members of committees and are eligible to serve as a temporary member with full privileges in a member's absence or vacancy on a committee or board.

- 13.2 The members appointed to committees pursuant to Rule 13.1 shall serve a 2 year term on such committees. Each member shall be appointed to at least two standing committees (listed under Rule 14.1) and each member is expected to maintain at least two committee appointments during each term of office. The term of appointment for committee members shall end at such time when new committee members are appointed, which is as soon as possible following the April Organizational Meeting and no later than May 1, subject to vacancy. Vacancies on the Board will be filled pursuant to Chapter 59 of Wisconsin Statutes. The names of all persons interested in filling a vacancy will be announced to the Board prior to confirmation of the Chairman's nominee.
- 13.3 The Chairman, with the assistance of the Executive Committee, shall have the authority to remove and reassign any member appointed to a committee, as deemed necessary. A two-thirds (2/3) vote of the members present is required to remove any member elected by the County Board to serve on a committee.
- 13.4 The Highway Committee shall consist of a Chairman, Vice-Chairman, Secretary, and two (2) additional members, all elected by the County Board from the membership of the County Board. Pursuant to Statute, the Highway Committee shall be elected by ballot and serve for one year or until successors are elected. The committee shall be known as the "County Highway Committee" and shall be the only committee representing the County in the expenditure of county funds in constructing or maintaining, or aiding in construction or maintaining highways.
- 13.5 Committees shall be comprised of three or five members. The member first named shall act as Chairman. The Chairman and Vice-Chairman of the Personnel Committee shall be the first and second person named, respectively. Each committee other than Highway and Personnel shall elect its own Vice-Chairman, who shall serve as Chairman in the Chairman's absence, and Secretary, who shall keep written minutes of each meeting and place one copy of such minutes on file in the County Clerk's office not more than five working days after the meeting is held. Roll call reported in the minutes shall establish the per diem to be paid. Committees will meet as often as necessary to fulfill their responsibilities.
- 13.6 In the absence or inability of the Chairman and Vice-Chairman and Second Vice-Chairman, the Board shall appoint a Chairman pro-tem, who shall possess all the powers of the Chairman for the time being. When requested to attend meetings in the absence of the Chairman of the Board, the Vice-Chairman or Second Vice-Chairman is allowed to be paid per diem and expenses and compensation for said attendance.
- 13.7 In the event of a vacancy on any elective committee of the County Board, if permanent, the vacancy shall be filled by an election of the County Board at its next meeting.

- 13.8 In the event of a vacancy on the County Board, the following process will be used to fill the vacant seat: 1) a notice of the vacancy will be published at least once in the Antigo Daily Journal explaining the process for a qualified elector to apply for the vacancy; 2) a notice of the vacancy will be send to the municipal clerk(s) of the electoral district(s) for posting at a public place within the township; 3) the applicants will be screened by the Executive Committee; 4) the Board Chairman shall make an appointment of the candidates; 5) a majority vote of the County Board is required to confirm the appointment to the vacant seat for the remainder of the term.
- 13.9 Any Ad Hoc Committees established by the County Board shall be chaired by a County Board member. The duties of Special Committees as ordered by the County Board shall terminate when their particular activity has been completed.

COMMITTEE MEMBERSHIP:

Rule

14.1 The membership of the appointed committees shall be as follows:

Agriculture and University Extension Education - 5 members.

Airport – 3 members.

Compensation Matrix – 5 members. Chairman of the Board, 2 members of the Personnel Committee, 2 members of the Finance Committee.

Executive and Legislative - 5 members, to include the Chairman of the County Board, the Vice-Chairman and Second Vice Chairman of the County Board, and two members appointed. The Chairman of the County Board shall serve as Chairman of the Executive Committee.

Finance and Information Services - 5 members.

Forestry and Recreation - 5 members

Health, Board of - 5 members, and a doctor and registered nurse and one person interested in public health.

Health Insurance Trustees - 5 members (including the Corporation Counsel and Finance Director as non-voting members).

Highway - 5 members.

Land Conservation and Solid Waste - 6 members. 1 member from the Forestry Committee, 1 member from the Water and Land Use Planning Committee, 1 member from the County Board, 1 member from the Farm Service Agency or designee, and 2 other members whose vocation is agriculture, if possible. The Farm Service Agency member shall receive compensation for serving on this Committee.

Land Sales - Same membership as Finance Committee and also the County Clerk and the Treasurer.

Non-Union Compensation Matrix Review- 6 members. Chairman of the Board, Personnel Committee Chair, Finance Committee Chair (as voting members) and the Corporation Counsel, Finance Director and a representative of the Non-Union Management Team.

Personnel - 5 members, the Chairman and Vice-Chairman of which shall be designated by the appointing authority.

Public Property - 5 members.

Public Safety - 5 members.

Safety and Loss Control - 5 members. Same membership as the Executive Committee.

Social Services - 5 members.

Veterans' Service - 3 members, with preference in appointing members based on veteran's status.

Water and Land Use Planning - 5 members, the majority of whom shall be members of the Board representing the rural areas of the County.

DUTIES OF COMMITTEES:

Rule

15.1 The County Board reserves the right to expand or narrow the scope of authority delegated to its committees. This listing of the duties of committees is intended as an illustration of the scope of authority delegated to committees, as follows:

AGRICULTURE AND UNIVERSITY EXTENSION EDUCATION

1. The Committee shall perform all duties relating to Agriculture as prescribed by law and as further instructed by the County Board.
2. The Committee shall have jurisdiction over the existing "Camp Susan" Lease with the Langlade County 4-H Leaders' Association.
3. The Committee shall employ individuals for extension work in the County, subject to the approval of the University of Wisconsin as prescribed by Statute 59.56(3).
4. The Committee shall oversee the operation of the Langlade County Research Station located at the Langlade County Airport.

AIRPORT

1. The Committee shall have supervision of said airport, as may be directed by the County Board.
2. The Committee shall submit to the County Board for approval any airport construction projects.
3. The Committee shall prepare an annual report to be presented to the members of the Board.
4. The Committee shall be responsible for oversight of the Langlade County Airport.

COMPENSATION MATRIX

1. Review the Compensation Matrix every five (5) years and submit recommendations for adjusting the Matrix to the County Board.
2. Establish Cost of Living Adjustments (COLA) for non-represented employees if the COLA is below the Consumer Price Index (CPI) threshold amounts identified in the Employee Handbook Compensation Plan.
3. Recommend maximum COLA for represented employees to the Personnel Committee.
4. Recommend salaries for County elective offices (County Clerk, Treasurer, Register of Deeds, Sheriff, Clerk of Court and Coroner) to the County Board; and recommend COLA for County elective offices consistent with County Board resolutions setting the compensation for the elective term.

EXECUTIVE

1. The Committee shall assist the Chairman to make recommendations to the County Board for the filling of any vacancies on the County Board.
2. The Committee shall oversee long-term planning for the administration and management of Langlade County, and coordinate the activities of County government, consistent with the long-term plan established by the County Board. The County Board retains full and unrestricted policy-making authority for the operation of County government.
3. The Committee shall oversee the consistent application of administrative policies adopted by the County Board.
4. The Committee shall hear and render decisions involving conflicts between County management staff, including committees, departments and officials, at the request of the County Board. Any decisions rendered by the Committee are appealable to the County Board.

5. The Committee shall assist and advise the Administrative Coordinator in the administration and management of County affairs.
6. The Committee shall oversee all County insurance plans except the Self Funding Health Insurance Plan.
7. The Committee shall review claims against the County pursuant to Wisconsin Statutes Section 893.80 and shall report any action on the claims to the County Board. Any claims not disallowed by the Committee shall be forwarded to the County Board for further action.
8. The Committee shall examine State and County legislation affecting Langlade County, and any communications from other counties concerning legislation, and make recommendations to the County Board.
9. The Committee shall recommend additions or revisions to the ordinances of the County and the Rules of the Board.
10. The Committee shall act upon such other matters as may be referred to it by the County Board.
11. The Committee shall be responsible to oversee any contracts to provide community development services for Langlade County and the funding allocated by the County Board for community development purposes.
12. The Committee shall annually review and evaluate community development programs in the County and submit reports to the Board.
13. Assist the County Board in setting priorities for the programs and services provided by County government and the funding levels for programs and services. .
14. Submit budget plans to the County Board for reducing or eliminating programs which cannot be sustained given the County's financial resources and funding priorities.
15. Establish policies and procedures for evaluating staffing levels for County programs, and present recommendations to the County Board for reducing or eliminating employment positions.
16. Oversee the County's Transportation Program and the contracted services with the Menominee Regional Transit System.
17. The Executive Committee shall be responsible to oversee the Office of Corporation Counsel/Administrative Coordinator.

FINANCE AND INFORMATION SERVICES (IS)

1. The County Board delegates to this Committee pursuant to Chapter 66.04(2), Wis. Stats., the authority to temporarily invest such unused County funds and to arrange for the safekeeping of securities, their sale, reinvestment or redemption as they may deem proper.
2. The Committee shall prepare annually a budget for the County. To enable the Committee to prepare such budget, all petitions for appropriations shall be filed with the Finance Coordinator no later than the 1st day of August in any year.
3. The Committee shall act upon such other matters as may be referred to it by the County Board.
4. The Committee shall generally supervise all financial matters of the County for the purposes of keeping expenditures under control and within the budget adopted by the County Board.
5. The Committee shall be responsible for oversight of the budgets for all elected officials.
6. The Committee shall be responsible for oversight of the Finance Department and shall coordinate purchases of computer-related equipment.
7. The Committee shall establish policies and guidelines for planning, coordinating, implementing and maintaining an Information Services (IS) program in Langlade County, which includes Geographic Information Services (GIS), Data Processing, administration of internet usage, web access, and other related programs.
8. The Committee shall be responsible for the overall management and administration of the IS program.
9. The Committee shall develop a long range, county-wide IS program, which will involve all County departments and coordinate the program with other local, state and federal agencies as deemed necessary.
10. The Committee shall develop hardware and software standards to insure network efficiency and compatibility.
11. The Committee shall insure coordination of purchases of IS hardware and software to insure compatibility between all departments.
12. The Committee shall prepare a budget and analyze and recommend staffing levels to effectively carry out the IS program.
13. The GIS Management Team and Land Records Technical Advisory Committee will report to the IS Committee.
14. The Committee shall be responsible for oversight of the Information Services Department.

FORESTRY AND RECREATION

1. The Committee shall cooperate with the Department of Natural Resources on all matters pertaining to wildlife, fish, fire prevention and forest management on the County forest as provided in Section IV of the County Forest Ordinance updated September 10, 1990.
2. The Committee shall adhere to the operating policies and procedures of the County forest program as outlined in the 10-Year Comprehensive Land Use Plan.
3. The Committee shall prepare annual budgets, negotiate for the acquisition or sale of lands, establish and maintain a forest headquarters for office space and housing of equipment and supplies, maintain a system of roads and sell timber stumpage in accordance with the County forest management plan.
4. The Committee shall acquire, establish and maintain a system of County parks, waysides, boat landings, picnic areas, nature trails, ski trails, special use areas and other recreational opportunities on the forest.
5. The Committee shall evaluate all requests for leasing of mineral rights on County lands and make recommendations to the full Board.
6. The Committee shall hold meetings as deemed necessary to carry out the above duties.
7. The Committee shall designate one Committee member to attend Snowmobile Council meetings.
8. The Committee shall have jurisdiction in the matter regarding the management of the forest within "Camp Susan", subject to the existing Lease agreement with the Langlade County 4-H Leaders' Association.
9. The Committee shall be responsible for oversight of the Forestry Department.

HEALTH, BOARD OF

1. The Committee shall have general supervision of the office of the County Health Department as provided by law and as may be directed by the County Board; and further provided under Section 141.06 and Chapter 250-255 of the Wisconsin Statutes.
2. The Committee shall be responsible for oversight of the County Health Department.

HEALTH INSURANCE TRUSTEES

1. The Committee shall be responsible for the Self Funding Health Insurance Plan with authority to review and execute amendments and have ultimate responsibility for the functioning of this Plan. The Committee shall be comprised of the Personnel Chairman (who shall be the Committee Chairman), Personnel Vice-Chairman, Finance Chairman, and the Finance Coordinator and Corporation Counsel shall be non-voting members of the Committee.

HIGHWAY

1. The Committee shall receive and make recommendations upon all highway matters referred to it by the County Board.
2. The Committee shall make annual reports and recommendations to the County Board in all matters pertaining to their jurisdiction in accordance with Section 83.015 of the Wisconsin Statutes.
3. The Committee shall be responsible for oversight of the Highway Department.

LAND CONSERVATION

1. The Committee shall develop a comprehensive, long range, County wide program, which will effectively address the significant natural resources problems in a significant way, involving all appropriate agencies and departments of local, state and federal governments.
2. The Committee shall prepare an annual plan of work as required by Chapter 92, Wisconsin Statutes, and submit an annual report to the State Land Conservation Board and to the County Board.
3. The Committee shall perform all other functions as required by Chapter 92, Wisconsin Statutes.
4. Perform the following duties regarding the solid waste management needs of the Langlade County:
 - (a) The Committee shall develop a comprehensive program to address the long term solid waste management needs of Langlade County.
 - (b) The Committee shall monitor the study activity of the U.S. Department of Energy in potentially locating a high level radioactive waste repository in Wisconsin.
 - (c) The Committee shall coordinate local efforts and provide information for the federal high level radioactive waste study project.

- (d) The Committee shall report periodically on the federal repository study and solid waste management planning to the County Board.
- (e) The Committee shall evaluate all proposals relating to the County solid waste planning program.
- (f) The Committee shall cooperate with other units of government in addressing the long term solid waste management needs of Langlade County.

LAND SALES

1. The Committee shall carry out the duties of the land sales as provided by such ordinance.
2. The Committee shall act upon and verify all demands for the Cancellation of Illegal Tax Certificates and Deeds and related matters.

PERSONNEL

1. The Committee shall be the designated representative of Langlade County Government relating to labor union negotiations and labor disputes with the represented (union) protective occupation participant status employees (Langlade County Law Enforcement Association); and the representative for total base wage bargaining for represented (union) employees. No bargaining contract or agreement shall be considered binding upon the County until approved by the County Board.
2. The Committee shall be responsible to review and make changes to the Employee Handbook as needed.
3. The Committee shall serve as the Impartial Hearing Officer pursuant to the County's Grievance Procedure.
4. The Committee shall approve the dates the County observes holidays for purposes of office closures, and also determine whether offices that are not required to remain open by law may close on other dates.
5. The Committee shall be responsible for budget, staffing and other needs of the Judge, District Attorney, Clerk of Courts, Register in Probate, and Family Court Commissioner.
6. The Committee shall be responsible for oversight of the Human Resource Department.

PUBLIC PROPERTY

1. The Committee shall keep in repair all County buildings and make recommendations to the County Board on needed alterations and repairs and when so authorized by the Board.
2. The Committee shall establish the policy for purchasing agent, and coordinate the purchase of office equipment and supplies, except data processing equipment, and shall audit all claims for upkeep of buildings.
3. The Committee shall act upon other matters as may be referred to it by the County Board.
4. The Committee shall review the rent of all County buildings and facilities on an annual basis.
5. The Committee shall have jurisdiction over renting, leasing or granting the use of any portion of the fairgrounds and buildings thereon, exclusive of such portion of buildings used by the County Highway Department. The Committee shall review and recommend the fees for rental of the fairgrounds.
6. The Committee shall be responsible for oversight of the Maintenance Department.

PUBLIC SAFETY

1. The Committee shall make recommendations to the Sheriff and the County Board as it shall from time to time deem advisable for the protection of persons and property.
2. The Committee shall work with the Sheriff to see that the directive of all ordinances and resolutions pertaining to public safeguard are properly administered.
3. The Committee shall review all matters pertaining to the operations of ambulance and the County communication system.
4. The Committee shall act upon such other matters as may be referred to it by the County Board, and secure bids annually to purchase all automobiles for the Sheriff's Department at such times as funds have been provided for.
5. The Committee shall explain and certify all bills in regard to the Sheriff's budget.
6. The Committee shall consult with the Circuit Judge and Juvenile Supervisor in matters relating to judicial and juvenile delinquency problems.
7. The Committee shall be responsible for oversight of the Sheriff's Department, the Medical Examiner/Coroner, the Child Support Agency and the Emergency Management Department.
8. The Committee shall be an advisory and planning group and shall advise the County Emergency

- Management Director and the Board of Supervisors on all matters pertaining to Emergency Management.
9. A member of the Committee shall also serve as Chairman of the LEPC Committee.

SAFETY AND LOSS CONTROL

1. The Committee shall establish policies and guidelines for planning, coordinating and implementing a Safety and Loss Control Program.
2. The Committee shall be responsible for the overall management and administration of the Program.
3. The Committee shall monitor the state of the Loss Control organization and programs developed by the departments for further improvements and modification.
4. The Committee shall supervise the entire Public Property Insurance Program of Langlade County.
5. The Committee shall act upon other matters as may be referred to it by the County Board.
6. The Committee shall properly insure all County buildings against damage by fire, windstorm or other casualty, and make annual reports on insurance coverage.

SOCIAL SERVICES

1. The Committee shall be a policy making body determining the outlines and principles governing the administration of the functions, duties and powers assigned to the Department of Social Services under Section 46.22, Wis. Stats.
2. The Committee shall act upon such other matters as may be referred to it by the County Board.
3. The Committee shall serve in an advisory capacity to Economic Opportunity and Community Action Programs and from time to time shall advise the Board as to its operations in Langlade County.
4. The Committee shall be responsible for oversight of the Department of Social Services and Juvenile Officers.

VETERANS' SERVICE

1. The Committee shall serve in an advisory capacity to the Veterans' Service Officer.
2. The Committee shall be responsible for oversight of the Veterans' Service Office.
3. The Committee shall recommend and review the budget for the Veterans' Service Office.
4. The Committee shall hold meetings as necessary to carry out the Committee's duties.

WATER AND LAND USE PLANNING

1. The Committee shall oversee the operation of the Land Records & Regulations Department as follows:
 - (a) review and submit to the County Board an annual budget;
 - (b) review and submit to the County Board an annual report.
2. The Committee shall coordinate all County zoning and planning activities as specified in Wis. Stats. 59.69, 87.30, 91, 281.31, and 236 and make recommendations to the County Board when appropriate.
3. The Committee shall coordinate the regulation of private sewage systems as specified in Wis. Stats. 59.065, 59.70(1), and 145.20 and when appropriate make recommendations to the County Board. The Committee shall also oversee the administration of the Wisconsin Fund Program.
4. The Committee shall see that the directives of all ordinances and regulations dealing with zoning, private sewage, land division, airport heights, and public assembly are properly administered.
5. The Committee shall periodically review all ordinances and make recommendations to the County Board for revisions of said ordinances.
6. The Committee shall oversee the functions of the Real Property Lister as specified in Wis. Stats. 70.09 and the County Surveyor as specified in Wis. Stats. 59.45(1).
7. The Committee shall review and evaluate proposed legislation and rules relating to water and land use planning, zoning, platting, private sewage, and land records and regulations and submit recommendations to the County Board.
8. The Committee shall have responsibility for coordinating all land records and land information activities in the County.
9. The Committee shall submit requests to the state and federal government for grant monies available for the administration of land records and regulations programs.
10. The Committee shall be responsible for oversight of the Land Records and Regulations Department.

RESPONSIBILITIES OF COUNTY BOARD MEMBERS:

Rule

16.1 Each member of the Lantlade County Board of Supervisors shall:

1. uphold the Oath of Office by faithfully and impartially discharging the duties of a County Board Supervisor to the best of their ability;
2. act in the best interests of County government by refraining from conduct which a reasonable person would deem unethical, offensive or otherwise contrary to our community values or the Oath of Office;
3. be responsive to the needs of the community by being available to the public for questions and comments;
4. represent the interests of constituents by attending and participating in meetings; prepare for meetings by reviewing all information distributed to members in advance; observe the rules of decorum at meetings by employing a tone and demeanor during debate which is courteous and respectful of the views and interests of others; refrain from using language that is vulgar or threatening; refrain from engaging in personal attacks or otherwise introduce information that is irrelevant to the subject of the debate;
5. conduct government business in a manner that is open and accessible to the public; refrain from discussions of government business with other Board members outside of public meetings when such discussions are prohibited by law; conduct meetings in open session unless there is a genuine need for a closed session.
6. follow applicable policies and procedures adopted by the County Board, including but not limited to the Government Accountability and Complaint Resolution Policy.

16.2 **ROLES AND RESPONSIBILITIES OF THE COUNTY BOARD AND DEPARTMENT HEADS: RULE 16.2:**

The County Board shall serve as the legislative, policy-making body of Lantlade County government. This authority can only be exercised by the Board, collectively, or by its duly constituted Committees (subunits). While acting in an individual capacity, a County Board member has no legislative authority or operational control.

Any legislative, policy-making initiative shall first be referred to the appropriate Committee where it can be reviewed by Committee members and staff who have the expertise necessary to fully study the issue. To the greatest extent practicable, Department Heads shall be granted an opportunity to provide both input and feedback to policy-makers regarding policies that apply to multiple County departments. Department Heads (or designees) shall be welcome to attend Committee and Board meetings which include discussion topics that may affect the operation of their respective Departments.

Once policy has been approved by the Board or Oversight Committees, it is the responsibility of Department Heads to implement the decisions of the Board. In summary, the function of the Board is to adopt policy and hold those persons responsible for implementing such policy accountable according to established criteria.

Department Heads serve in an operational and advisory role to the County Board. In summary, the function of department heads is to carry out the Board's policy directives and provide the Board with information and advice so as to allow the policy-makers the opportunity to make informed policy decisions.

Department Heads shall have the leadership role to administer the day-to-day operation of their respective Departments within the guidelines of the policies set by the Board. The County Board shall not micro-manage the day-to-day operation of County government. When issues are raised before County Board members regarding the management practices within a respective Department, these questions shall be referred to and addressed by the requisite Oversight Committee and Department Head. Following the appropriate chain of command will ensure that issues are addressed in an open and deliberate manner that is fair to all involved. County Board members shall avoid engaging in individual initiatives to investigate matters on their own.

Department Heads shall be encouraged to meet on a regular and informal basis in order to promote communication, build professional relationships and encourage the sharing of ideas. [Note: Resolution No. 25-94 is hereby rescinded].

The County Board and Department Heads shall support the policies adopted by the County Board and in the performance of their respective duties, they shall strive to build the public's trust and confidence in Lantlade County government (both policy-making and management).

ENFORCEMENT OF RULES:

Rule

17.1 These Rules of the Langlade County Board may be enforced in the following manner:

For rules violations observed during a meeting, the Presiding Officer of the meeting shall have the authority to sanction members at the meeting or refer the matter to the Executive Committee for resolution.

For rules violations that occur at all other times, any complaint shall be forwarded to the Executive Committee. The Committee shall meet with the County Board Member(s), who is/are the subject of the complaint, in closed session to review the complaint. The committee shall decide upon the merits of the complaint and render a decision on the appropriate remedy for any violation of these Rules. The Executive Committee's decision may be appealed to the County Board. If the complaint involves a member of the Executive Committee, then that member shall be replaced on the Committee until the complaint is resolved.

17.2 Depending upon the severity of the rules violation, sanctions may include: private reprimand, public reprimand, removal from committee assignment, referral for criminal prosecution, payment of a forfeiture and/or a request for removal from office.

SUSPENSION OF RULES:

Rule

18.1 These Rules of the Langlade County Board may not be rescinded, changed or suspended, except by a two-thirds (2/3) vote of the members present.