

RULES OF THE  
LANGLADE COUNTY BOARD

2022-2024

Prepared: May 23, 2022  
Amended 9-26-2022

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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 protects and promotes the health, safety, economic well-being, and environmental stewardship of our community. Through collaboration and partnership, we enhance and promote innovation that enriches our community, natural resources and businesses.

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.

#### **FUNCTION OF THE COUNTY ADMINISTRATOR:**

The County Administrator duties are assigned under Wis. Statutes §59.18: Chief Administrative Officer of the County, and shall be responsible to coordinate and direct all administrative and management functions of the County Government, not otherwise vested by law in Boards or Commissions, or in other elected officers.

### **COUNTY BOARD MEETINGS:**

#### **Rule**

- 1.1 The Board shall meet monthly on the 4<sup>th</sup> Monday of each month throughout the year to transact general business. The time of the meeting shall be at 5:30 p.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.
- 1.6 Unless County Board members are physically present at a notice meeting, they are considered "absent". Subject to the prior approval of the Board Chairman, a County Board member may attend a meeting remotely but shall not be eligible for per diem or to vote on any matter. A request for remote attendance may be submitted for qualifying conditions only, and not for the convenience of the member. Upon receipt of a formal request for remote attendance, the Corporation Counsel and County Administrator shall assist the Board Chairman in determining whether remote attendance is a reasonable accommodation for a qualifying condition.
- 1.7 Remote attendance is not allowed for Closed Session.

### **ORDER OF BUSINESS:**

#### **Rule**

- 2.1 At the assigned commencement time for the meeting and the presence of a quorum, the Chairman shall call the meeting to order and the Clerk shall call the roll of members.
- 2.2 Order of Business illustrated as follows:
  - A. Pledge of Allegiance.
  - B. A moment of silence.

- C. Approve/Amend the Agenda
- D. The Chairman shall call for a vote approving or amending the minutes of the previous meeting.
- E. Public Comment
- F. Old Business.
- G. New Business.
- H. Consent Agenda.
- 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. County Administrator's Report
- Q. Policy Report
- R. 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. The maker of the motion shall have first right to speak after the motion has been seconded, then opened to all members, addressing debate directly to the Chairman.
- 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 instituted by a motion and second from the members present. The Corporation Counsel shall serve as parliamentarian to the Board and provide advice on questions of parliamentary procedure. Whenever any disturbance or disorderly conduct shall occur in the County Board Room, the County Board Chairperson shall have the power to have the room cleared of all persons or main disruptor except members and officers of the County Board of Supervisors.
- 3.3 County Board Rules supersede Roberts Rules, as long as they do not violate the law. 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.
 There can only be two motions to amend a matter that is on the floor at one time. One amendment to the main motion and one amendment to the amendment. Once two amendments are on the floor, the Board needs to dispose of an amendment before another amendment can be made.
  - (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; 3/4 vote.
- Reconsider; motion and second from prevailing side; subject to debate; vote required varies depending on timing of motion (see Rules 10.1-10.6).

- 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.
- 3.5 Members may be subject to disciplinary action by the Board for unexcused absences. A member's absence at a meeting shall be unexcused unless the member provides prior notification to the County Clerk or Designee. Whenever possible, prior notice should occur 24 hours prior to the meeting date/time. Any member who may be absent shall provide a request to be excused to the County Clerk, the County Board Chairman and

Committee Chairman (if applicable for a Committee meeting) prior to the meeting stating the reason for such absence, except in the case of an emergency.

**ADDRESSING THE BOARD:**

**Rule**

- 4.1 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. County employees may address the Board from time to time as requested.
- 4.2 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.
- 4.3 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.

**AGENDAS:**

**Rule**

- 5.1 The Chairman of the Board or designee, shall approve all items on the County Board Agenda. The Committee Chairman or designee, shall approve all items on a Committee 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 If a matter is referred to a standing committee by a County Board Supervisor, during the County Board Meeting or during a Committee Meeting, then the referral shall be placed on the agenda of the standing committee.

**RESOLUTIONS:**

**Rule**

- 6.1 Any Committee may introduce a resolution before the County Board, after submitting to Committee of jurisdiction for consideration and/or action
- 6.2 All resolutions or ordinances shall be submitted to County Board Chairman, Corporation Counsel and County Administrator prior to introduction and should so indicate by all parties 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.) the Monday 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 the Monday 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.
- 6.5 Only the title of the resolution and the concluding resolution clause(s) 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 resolution that calls for an amendment or addition to the Rules of the Board shall first be submitted to the Administrative Committee for its recommendations prior to submission to County Board of Supervisors. 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.

**FISCAL RESOLUTIONS:**

**Rule**

- 7.1 All resolutions or ordinances requesting an appropriation or expenditure of funds shall indicate the funding source(s) and be verified by the County Administrator and submitted to County Board Chairman, County Administrator and Corporation Counsel prior to introduction.
- 7.2 Any transfer of funds that require County Board approval shall be reviewed by the County Administrator.
- 7.3 A two-thirds (2/3) vote of the entire membership is required to authorize expenditures from the General Fund or for the transfer of funds for a purpose not anticipated in the budget. The Administrative Committee shall have the authority to make allocations from the Committed, Assigned and Special Revenue Accounts.
- 7.4 All resolutions requiring the expenditure of money shall be by roll call vote or ballot.
- 7.5 All departmental budgets, including budgets of elected officials, shall be approved by the County Administrator prior to submission to the Administrative Committee.
- 7.6 The prior approval of the County Administrator or County Board is required to authorize the expenditure of funds in excess of the annual departmental budget.

**VOTING:**

**Rule**

- 8.1 A member may abstain from voting due to a statutory conflict of interest. If the member has identified a statutory conflict of interest, the Supervisor shall not be counted as present for that vote and any other abstentions. Any other abstentions are counted as a yes vote. In both cases, the member must announce intention to abstain prior to the matter getting to the floor, declare whether statutory conflict or not and leave the room.
- 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.
- 8.3 Before a Chairman may make a motion, he/she must temporarily vacate the chair.
- 8.4 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, County Administrator and Committee Chairperson(s) 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 positions, 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. 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 at 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 For the duties as Chairman, the Chairman shall receive an annual salary as established by the County Board, \$7500 annually.
- 11.2 County Board members shall receive compensation in the form of a per diem for attending meetings/trainings/conferences 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 County Board Chairman or his/her designee, \$60 for Committee Chairperson, \$50 for Committee Member, with an additional \$20 for meetings over 4 hours.
- 11.3 County Board Members will also receive compensation in the form of a per diem and mileage for attending meetings/trainings/conferences of committees of which he/she is not a member if requested to attend by the Chairman of that committee, County Board Chairman or his/her designee, as evidenced by the committee minutes. County Board members who attend trainings/conferences shall submit a copy of the program and attach it to the voucher for reimbursement of customary expenses.
- 11.4 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 Administrative Department.
- 11.5 A Supervisor may donate per diems and other forms of compensation (mileage reimbursements) by issuing a check in the amount of the donated compensation to "Langlade County Treasurer" and indicating on the check "donated" per diem. Supervisors cannot waive receipt of a per diem.

## **APPROVAL OF EMPLOYMENT POSITIONS:**

### **Rule**

- 12.1 The creation of a new position of employment (permanent or casual) or refilling an existing position requires the prior approval of the County Administrator.
- 12.2 A member of the County Board is not eligible to serve as an 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 Vice and Second Vice Chairman, shall appoint members to the Committees, except the Highway Committee, as soon as possible following the April Organizational Meeting, but not later than May 1<sup>st</sup>. 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. The Board Chairman or the Committee Chairman shall have the authority to appoint another member of the County Board to the Committee on an as needed basis for the purpose of achieving a quorum to conduct

business.

- 13.2 The members appointed to committees pursuant to Rule 13.1 shall serve a 2-year term on such committees. Each Supervisor shall be appointed to at least two standing committees (listed under Rule 14.1) and each member is expected to maintain at least two standing 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 Vice and Second Vice Chairman 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, five or seven members. The member first named shall act as Chairman. Each committee other than the Highway Committee shall elect its own Vice-Chairman, who shall serve as Chairman in the Chairman's absence. Committees will meet as often as necessary to fulfill their responsibilities.
- 13.6 In the absence or inability of the Chairman, 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 mileage reimbursement for said attendance.
- 13.7 A permanent vacancy of an elective Committee (Highway Committee) shall be filled by an election of the County Board at its next County Board 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 or posted explaining the process for a qualified elector to apply for the vacancy; 2) a notice of the vacancy will be sent 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 County Board Chairman; 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:

**Administrative Committee – 7 Member Committee:** County Board Chairman, Vice-Chairmen and four additional members appointed by the Chairman.

**Agriculture and University Extension Education with Land Conservation and Solid Waste – 5 members for Ag & Extension. 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.

**Board of Health with Veterans' Service - 5 members,** with the Board of Health requiring a doctor and registered nurse and one person interested in public health.



**Highway and Airport**- Highway all 5 members all elected by the full Board.

**Forestry and Recreation** - 5 members, the majority of whom shall be members of the Board representing the rural areas of the County.

**Personnel** - 5 members.

**Health Insurance Trustees** – County Administrator

**Public Property** - 5 members.

**Public Safety** - 5 members.

**Social Services** - 5 members.

**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:

**ADMINISTRATIVE COMMITTEE:**

1. Shall serve as the Oversight Committee for the performance and conduct of the County Administrator.
2. For the Departments that report to the Administrative Committee, the Committee shall receive reports for the purpose of making informed decisions regarding budget, planning and policy development.
3. Shall review recommendations for revisions to the County Board Rules.
4. Upon request, may review and render decisions involving the interpretation and application of policies adopted by the County Board, including the Rules of the Board, with any decision subject to and approval by the County Board.
5. 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.
6. The Committee shall review the annual budget prepared by the County Administrator for the County and make recommendations for revisions.
7. The Committee shall act upon such other matters as may be referred to it by the County Board.
8. The Committee shall be responsible to oversee policies related to the County Budget and County Finances.
9. The IT Department shall report to the County Administrator and to the Administrative Committee. The Committee shall establish policies, planning and budget for the Information Technology (IT) Program in Langlade County.
10. The Committee shall carry out the duties of the land sales as provided by such ordinance.
11. The Committee shall act upon and verify all demands for the Cancellation of Illegal Tax Certificates and Deeds and related matters.
12. The Committee, with the County Administrator 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.

**AGRICULTURE AND UNIVERSITY EXTENSION EDUCATION and LAND CONSERVATION and SOLID WASTE:**

**AG & EXTENSION:**

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 may employ individuals for extension work in the County, subject to the approval of the University of Wisconsin as prescribed by Statute 59.56(3).
3. For the Departments that report to the Agriculture and University Extension, the Committee shall receive reports for the purpose of making informed decisions regarding budget, planning and policy development.

**LAND CONSERVATION:**

1. The Committee shall approve 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 approve 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 approves, a comprehensive program to address the long-term solid waste management needs of Langlade County.
  - (b) The Committee shall evaluate all proposals relating to the County solid waste planning program.
  - (c) The Committee shall cooperate with other units of government in addressing the long-term solid waste management needs of Langlade County.
5. For the Departments that report to the Land Conservation, the Committee shall receive reports for the purpose of making informed decisions regarding budget, planning and policy development.

**BOARD OF HEALTH and VETERANS:**

**BOARD OF HEALTH:**

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 and NCHC.
3. For the Departments that report to the Board of Health, the Committee shall receive reports for the purpose of making informed decisions regarding budget, planning and policy development.

**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 review the budget for the Veterans' Service Office.
4. The Committee shall hold meetings as necessary to carry out the Committee's duties.
5. For the Departments that report to the Veterans' Service, the Committee shall receive reports for the purpose of making informed decisions regarding budget, planning and policy development.

**HIGHWAY and AIRPORT:**

**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. For the Departments that report to the Highway Committee, the Committee shall receive reports for the purpose of making informed decisions regarding budget, planning and policy development.

**AIRPORT:**

1. The Committee shall submit to the County Board for approval any airport construction projects.
2. The Committee shall prepare an annual report to be presented to the members of the Board.

**FORESTRY AND RECREATION:**

1. The Committee reviews the annual budgets, negotiate for the acquisition and sale of county forest lands, maintain a forest headquarters for office space and housing of equipment and supplies, maintains a system of roads and sell timber stumpage in accordance with the County Forestry Management Plan.
2. For the Departments that report to the Forestry and Recreation Committee, the Committee shall receive reports for the purpose of making informed decisions regarding budget, planning and policy development.

**PERSONNEL:**

1. The Committee and the County Administrator shall be responsible to review and make changes to the Employee Handbook as needed.
2. The Committee shall serve as the Impartial Hearing Officer pursuant to the County's Grievance Procedure.

3. The Committee shall review the policies and budgets for the Judge, Clerk of Courts, Register in Probate, Register of Deeds and Family Court Commissioner.
4. The Committee shall recommend salaries for County Elective Offices.
5. For the Departments that report to the Personnel Committee, the Committee shall receive reports for the purpose of making informed decisions regarding budget, planning and policy development.

**PUBLIC PROPERTY:**

1. The Committee shall review the policies and budget of the Maintenance Department.
2. For the Departments that report to the Public Property, the Committee shall receive reports for the purpose of making informed decisions regarding budget, planning and policy development.

**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 consult with the Circuit Judge and Juvenile Supervisor in matters relating to judicial and juvenile delinquency problems.
4. The Committee shall be responsible for oversight of policy and budget for the Sheriff's Department, the Medical Examiner/Coroner, the Child Support Agency, the Emergency Management Department, District Attorney and Corporation Counsel.
5. For the Departments that report to the Public Safety Committee, the Committee shall receive reports for the purpose of making informed decisions regarding budget, planning and policy development.
6. 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.
7. A member of the Committee shall also serve as Chairman of the LEPC Committee.

**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 review the policies and proposed budget for the Department of Social Services and Juvenile Officers.
5. Shall act as the liaison committee under the terms of the Tri-County Agreement for Community Programs (North Central Health Care).
6. For the Departments that report to the Social Services Committee, the Committee shall receive reports for the purpose of making informed decisions regarding budget, planning and policy development.

**WATER AND LAND USE PLANNING:**

1. 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.
2. 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.
3. 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.
4. The Committee shall periodically review all ordinances and make recommendations to the County Board for revisions of said ordinances.
5. 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).
6. 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.
7. The Committee shall have responsibility for coordinating all land records and land information activities in the County.
8. For the Departments that report to the Water and Land Use Planning Committee, the Committee shall receive reports for the purpose of making informed decisions regarding budget, planning and policy development.

## **RESPONSIBILITIES OF COUNTY BOARD MEMBERS:**

### **Rule**

16.1 Each member of the Langlede 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.

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

The County Board shall serve as the budgetary, strategic planning and legislative, policy-making body of Langlede 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 management staff responsible for implementing such policy accountable according to established criteria.

County Administrator and Department Heads shall serve in an operational and advisory role to the County Board. In summary, the function of County Administrator and 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.

County Administrator shall have the leadership role to administer the day-to-day operation 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 County Administrator and respective 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.

County Administrator and 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, County Administrator 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 Langlede 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 County Board Chairman, Vice and Second Vice Chairmen for resolution.

For rules violations that occur at all other times, any complaint shall be forwarded to the County Board Chairman, Vice and Second Vice Chairmen and then shall meet with the County Board Member(s), who is/are the subject of the complaint, to review the complaint and shall decide upon the merits of the complaint and render a decision on the appropriate remedy for any violation of these Rules. The decision may be appealed to the full County Board.

17.2 Depending upon the severity of the rule's 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 three-fourths (3/4) vote of the members present.