RULES OF THE
BOARD OF SUPERVISORS

WOOD COUNTY
WISCONSIN

Revised April 2026

Table of Contents

SECTION 1: PURPOSE AND DEFINITIONS 4
1.01 Purpose 4
1.02 Interpretation 4
SECTION 2 COUNTY BOARD ORGANIZATION 4
2.01 County Board Meetings 4
2.02 County Board Meeting Agenda Responsibilities 6
2.03 County Email Addresses 7
2.04 Committees of the County Board and Other Boards and Commissions – Creation and Existence 7
2.05 Committee and Other Boards and Commissions Appointments and Removals 8
2.06 Committees and Other Boards and Commissions Meeting Agenda Responsibilities 9
2.07 Compensation and Expense Reimbursement 11
2.08 Meeting Minutes 13
2.09 County Board Meeting Seating Arrangements 14
2.10 Board Member Preference Forms and Orientation 14
2.11 Board Relationship with Administrative Coordinator and Department Heads 15
2.12 Vacancies in Office of County Board Member 15
2.13 Misconduct in Office 15
SECTION 3 COUNTY BOARD OFFICERS 15
3.01 County Board Chair 15
3.02 County Board Vice Chair and 2nd Vice Chair 16
3.03 Chairs and Vice Chairs of Committees. 16
SECTION 4 RULES OF PROCEDURE 17
4.01 Parliamentary Authority and Code of Ethics 17
4.02 Remote Attendance at Meetings 17
4.03 Personal Electronic Devices 17
4.04 Recognition, Debate and Voting at County Board Meetings 17
4.05 Public Decorum and Comment 19
4.06 Reconsideration 21
4.07 Resolutions – Form and Introduction 22
4.08 Suspension, Amendment and Interpretating Rules 22
4.09 Creating New Employment Positions 23
SECTION 5 FINANCE AND BUDGETING 23
5.01 Payment of Bills 23
5.02 Exceeding Budgeted Expenses 24

5.03 Budget Amendments 24
5.04 Soliciting 24
SECTION 6 ACQUISITION & SALE OF REAL AND PERSONAL PROPERTY 24
6.01 Real Property 24
6.02 Guidance on Acquisition and Disposition of Personal Property by County Staff 26

SECTION 1: PURPOSE AND DEFINITIONS

1.01 Purpose

The Wood County Board of Supervisors (referred to as the "County Board" or "Board") recognizes and understands the importance of county government, and the programs and services it provides, to the citizens of Wood County. The County Board further recognizes County citizens' rightful expectation that the financial resources provided the County through tax levy and other sources be invested in a wise and deliberate matter. Therefore, in recognition of these principles, the County Board hereby adopts the following County Board Rules (referred to as "Board Rules" or "Rules") in order to promote orderly and efficient rules of governance for the County Board and all county-related governmental bodies.

1.02 Interpretation

These Board Rules are not intended to, and shall not, supersede any requirements or provisions in the Wisconsin Statutes. In the event of any conflict between the Wisconsin Statutes and these Board Rules, the Wisconsin Statutes shall take precedence.

SECTION 2 COUNTY BOARD ORGANIZATION

2.01 County Board Meetings

The two-year period of time between the organizational meetings in Section 2.01(A) hereof shall constitute a session of the County Board, and any business pending and upon which the Board has not acted prior to the close of a session can no longer be acted upon without being reintroduced.

(A) The Organizational Meeting. On the third Tuesday in April in even-numbered years, after each Spring general election at which County Board Members are elected for full terms, the County Board will meet and shall:

1. Organize and transact general business;

2. Elect a member Board Chair to perform the duties set forth in Wis. Stat. § 59.12(1). The Board Chair shall serve and perform the duties of Administrative Coordinator pursuant to Wis. Stat. § 59.19;

3. Elect a member Vice Chair to perform the duties set forth in Wis. Stat. § 59.12(2). The Board shall also elect a member 2nd Vice Chair, who in case of the absence or disability of the Chair and Vice Chair shall perform the duties set forth in Wis. Stat. § 59.12(2); and

4. Appoint Committees. The Board Chair appoints committees, subject to Board confirmation, pursuant to Wis. Stat. § 59.13 and Section 2.05 hereof.

The County Clerk shall chair the organizational meeting of the board until all of the elections being conducted by secret ballot are concluded at which time the county board chair will assume the responsibility of running the meeting. No substantive matters will be brought before the board during the organizational meeting until the elections are concluded.

The County Clerk shall handle the elections by identifying in turn each office that is open for election. For each office, the Clerk will declare the floor open for nominations (including self-nominations). A nomination need not (but can) be seconded. The supervisor making a nomination or one supporting a nomination may speak for or against a nominee. After a reasonable time, the Clerk will declare the time for making nominations for an office closed.

If there is only one nominee, the Clerk will declare the sole nominee as the winning candidate for the office (no motion or vote is necessary).

If there are multiple nominees for an office, the Clerk shall conduct votes by secret ballot until one candidate receives a majority of the votes being cast. During the voting process, a candidate may withdraw their name from consideration for election to the office. If a majority cannot be reached, the Clerk may allow speeches for and against candidates as well as breaks to allow the supervisors to speak privately amongst themselves. Votes may be made for any person eligible for an office; they need not have been nominated. The Clerk may appoint tellers for assisting in the election process as the Clerk deems fit.

[**History**: Adopted by the County Board of Wood County as Rule 35 of the August 2022 Board Rules (prior Rules)]

(B) The Annual Meeting. The County Board will convene on the Tuesday following the second Monday in November for an annual (budget) meeting for the purpose of transacting general business in accordance with Wis. Stat. § 59.11(1)(a). The Annual Meeting may be adjourned from time to time as allowed under the Wisconsin Statutes.

[**History**: Adopted by the County Board of Wood County as Rule 3 of the August 2022 Board Rules (prior Rules)]

(C) Regular Meetings. The County Board shall meet for the purpose of transacting general business at 9:30 a.m. on the third Tuesday of each month, except for the month of November, during which month the County Board shall meet on the Tuesday following the second Monday of the month. This rule may be waived to an alternate day and time as may be approved by a majority vote of the Board.

[**History**: Adopted by the County Board of Wood County as Rule 3 of the August 2022 Board Rules (prior Rules)]

(D) Special Meetings. Special meetings of the County Board may be called in accordance with Wis. Stat. § 59.11(2) or at the call of the Board Chair. If a meeting

is called pursuant to Wis. Stat. § 59.11(2), the written request delivered to the County Clerk shall conform to Wis. Stat. § 59.11(2)(a) and contain the proposed agenda for the meeting.

2.02 County Board Meeting Agenda Responsibilities

(A) The Board Chair, in consultation with the County Clerk is responsible for the contents of the agenda for any County Board meeting except for a special meeting called pursuant to Wis. Stat. § 59.11(2)(a).

(B) Any member of the Board desiring an item to be placed on the agenda for a board meeting shall either:

1. Request that the Board Chair place the item on the agenda and the Board Chair may grant or refuse the request; or

2. Make a motion during the Future Agenda Items portion of the agenda at a County Board meeting to have an item placed on the agenda for the next meeting or referred to the appropriate committee and, if such motion is adopted, the item shall be placed on the agenda for the next meeting.

(C) The County Clerk, in consultation with the Board Chair, is responsible for providing notice of every meeting of the County Board by posting the agenda in compliance with Wisconsin's Open Meetings Law, Wis. Stat. § 19.81, et seq.

(D) The Chairperson of each committee of the County Board shall have filed with the County Clerk no later than 2:00 p.m. on the Wednesday prior to each county board session, notification of all business, including ordinances, resolutions, claims and reports to be brought before the board by the respective committees. This rule shall also apply to individual supervisors. The County Clerk shall have compiled from the information filed by the various Committee Chairpersons or individual supervisors an agenda containing the business to be presented at the next session of the county board. A copy of the agenda and resolutions shall be on file in the County Clerk's office.

[**History**: Adopted by the County Board of Wood County as Rule 8(A)-(D) of the August 2022 Board Rules (prior Rules)]

(E) The County Clerk shall distribute the agenda and meeting packet (including a copy of each ordinance, resolution and report listed thereon) to all County Board Members, and the Corporation Counsel, in addition to any other interested persons identified by the Board Chair, by 4:00 p.m. on the Wednesday immediately preceding a regular County Board meeting. For special meetings, the agenda and meeting packet shall be delivered at least 48 hours in advance of the meeting except in the event of an emergency, in which case the agenda and meeting packet shall be delivered as soon as practicable. The agenda and meeting packets shall be delivered in electronic format to the recipient's county email address. Any late

agenda items including resolutions, minutes, or ordinances shall be transmitted to the County Board Supervisors and news media no later than the Friday immediately preceding that month's County Board session. The requirements of this Section 2.02(E) may be waived, in whole or in part, by the Board Chair in their discretion.

[**History**: Adopted by the County Board of Wood County as Rule 8(A), (B), (C) of the August 2022 Board Rules (prior Rules)]

2.03 County Email Addresses

The County shall provide every Board Member with a county email address. Meeting notices and other County-related information shall be provided to each Board Member's County email address. All Board Members should take reasonable efforts to utilize the county email address for county business and not conduct county business on any other email address. Emails conducting county business sent or received by a Board Member constitutes a Record pursuant to Wis. Stat. 19.32(2), regardless of its occurrence on the county email account or a personal email account.

2.04 Committees of the County Board and Other Boards and Commissions – Creation and Existence

(A) Standing Committees. The County Board has established the standing committees (referred to as "Standing Committees") as designated in Appendix A to these Board Rules. Standing Committees are regular committees of the County Board, shall have the authority, power, duties and responsibilities as set forth in Appendix A and shall operate according to the procedures set forth in Appendix A.

(B) Ad Hoc Committees. The County Board may form ad hoc committees (referred to as "Ad Hoc Committees") from time to time by resolution or action of the County Board. Any resolution or action creating an Ad Hoc Committee shall specify the name of the committee, the committee's purpose, the number of members of the committee, the appointing authority for committee membership, the duration of the committee and the committee's reporting relationship. The continuing duration of any Ad Hoc Committee that has not met for one year shall be studied by the committee responsible for the oversight of the Ad Hoc Committee, and any recommendation for termination shall be presented by resolution to the County Board for final decision. Appendix A will be updated by May 1 in even-numbered years to reflect current Ad Hoc Committees and particulars surrounding each particular Ad Hoc Committee's operations.

[**History**: Adopted by the County Board of Wood County as Rule 31 of the August 2022 Board Rules (prior Rules)]

(C) In these Board Rules, Ad Hoc Committees and Standing Committees are together referred to as "Committees."

(D) Other Boards and Commissions. The County may be associated with certain Other Boards and Commissions (referred to as "Other Boards and

Commissions"). Appendix A will be updated from time to time to reflect current Other Boards and Commissions and particulars surrounding operations.

(E) The County Board Chairperson shall be an ex officio member of every committee of the Board and may attend the meetings of the committees. Pursuant to Section 3.01 of these Rules, the County Board Chairperson shall be a voting member, with full rights and privileges, at any committee meeting at which the Board Chairperson's presence is necessary to provide a quorum for the meeting. Where the Board Chairperson is named as an official member of a committee, the Board Chairperson shall have the right to vote.

[**History**: Adopted by the County Board of Wood County as Rule 38 of the August 2022 Board Rules (prior Rules)]

2.05 Committee and Other Boards and Commissions Appointments and Removals

(A) Organizing Committees. At the time of the Organizational Meeting or within three days thereafter, the County Board Chairperson shall appoint from the members of the County Board all Committees as herein stated, unless otherwise ordered or provided by state statutes. *[s. 59.13(1), Wis. Stats.]* The appointments made herein must be ratified by a majority vote of the County Board members present at the Organizational Meeting or the next scheduled meeting of the Board. The committees may meet and take action prior to their ratification. No motions to amend the motion to ratify are allowable.

[**History**: Adopted by the County Board of Wood County as Rule 37 & 39 of the August 2022 Board Rules (prior Rules)]

(B) Initial Meeting and Electing Committee Officers. Each main committee (except Operations) shall meet within one week of the naming of the committee members by the County Board Chairperson (hereinafter the "Initial Meeting"). In order to maximize efficiency, the date and time of the Initial Meetings shall be set by the County Clerk. The County Clerk shall chair the Initial Meeting of Committees until the Committee elects a Chairperson and Vice-Chairperson, at which time the Committee chairperson will assume the responsibility of running the meeting. In all Committees (except Operations), the members thereof shall elect the chairperson at the Initial Meeting of the committee. None of the main committees may elect as its chair a supervisor who is serving as a chair of another main committee. A Committee Chairperson shall vote on all matters brought before the committee. A vice-chairperson shall be elected at the Committee's Initial Meeting. In electing the Chairperson and Vice-Chairperson, where not a unanimous vote, the vote must be recorded.

The County Board Chair, in his or her sole discretion, may remove a member's designation as Chair or Vice Chair of a committee at any time for any reason. A committee does not have the authority to punish its members, but should report improper behavior by a committee member to the entire board.

[**History**: Adopted by the County Board of Wood County as Rule 40 of the August 2022 Board Rules (prior Rules)]

(C) Committee Vacancies. The County Board Chairperson shall have the authority to replace committee members, when in their judgment, their work has been found to be unsatisfactory or their unexcused absences have exceeded two meetings. New appointments shall be ratified by the County Board.

[**History**: Adopted by the County Board of Wood County as Rule 41 of the August 2022 Board Rules (prior Rules)]

2.06 Committees and Other Boards and Commissions Meeting Agenda Responsibilities

(A) At the Initial Meeting of a Committee, the Committee shall adopt dates and times for regular Committee meetings and shall make every attempt to schedule such meetings prior to the regular County Board meetings and with due regard to the meeting dates and times of other Committees.

(B) The Committee Chair shall serve as the Chair of a Committee meeting and, in consultation with the County Clerk and Board Chair, is responsible for the preparation of all Committee meeting agendas.

1. Committee meetings may be called by the Committee Chairperson, the County Board Chairperson, or by the County Board Vice-Chairperson. Notice of all committee meetings shall be given to the County Clerk, who shall notify all committee members and others as directed. Notice of at least 24 hours, whenever possible, but not less than 2 hours, shall be given of all committee meetings. Notices shall state the date, time, place of meeting, agenda and whether or not any of the meeting may be held in closed session.

2. The Chairperson of each Committee of the County Board is responsible to make every effort to have filed with the County Clerk no later than 4 p.m. on each Wednesday the agenda for any committee meeting to be held the following week. Each committee agenda shall separately list all minutes, vouchers and reports to be reviewed irrespective if a consent agenda is used or not. In that practice often necessitates a Committee Chair authorizing committee members and department heads to place matters on upcoming committee agendas as they arise, the County Clerk will verify with the Committee Chairs late each Wednesday afternoon the acceptability of the draft agenda and the Committee Chair is responsible for then finalizing the agenda within the time constraints given by the County Clerk so that the open meeting law notice requirements can be met. Late additions to a committee agenda that meet the requirements of the open meetings law are permissible if made by or with the permission of the Committee Chair.

3. The County Clerk, in consultation with the Committee Chair, is responsible for providing notice of every meeting of the Committee by posting the agenda in compliance with Wisconsin's Open Meetings Law, Wis. Stat. § 19.81, et seq.

4. The agenda for all standing committees, ad-hoc committees and subcommittees of the county board shall include an item ideally placed at the end of the agenda, which calls upon members to offer items for the agenda of the next meeting. The Chair shall indicate concurrence or dissent with any item offered. If the Chair dissents, the member offering the item may appeal the Chair's decision to the entire committee and, after a second is received, the entire committee will vote by simple majority to affirm or override the decision of the Chair.

[**History**: Adopted by the County Board of Wood County as Rule 8(E), (F) & 20 of the August 2022 Board Rules (prior Rules)]

(C) A Committee Chair shall run a committee meeting in conformance with these rules. The goal of the Committee Chair is to give the members of a committee an opportunity to provide a reasonable amount of input on a matter before the committee. Nonmembers of a committee in attendance do not have a right to provide input on an issue other than when public comment is open and as otherwise directed by the Chair, subject to appeal to the committee. A County Board Supervisor who is not a member of a committee of the county board has the right to provide input on matters before all such committees, subject to the control of the Committee Chair, whose actions are appealable to the committee. A Committee Chair retains all of the rights and obligations of other committee members including making and seconding motions. A Committee Chair may deviate from the order of an agenda if there is no objection by the committee members and it would not violate the open meetings law with respect to public notice. If a committee utilizes a consent agenda, then any member of the committee may, without a second needed, have an item on the consent agenda removed therefrom and held out for discussion by the committee at that meeting. Matters on a committee agenda may be discussed without a motion first being made and the committee chair may call for a motion when he or she deems it appropriate. A Committee Chair may note for purposes of the minutes any consensus of the committee but a committee member may have a matter formally voted upon and any matter that is or may be contentious should be voted upon after a motion is first made and seconded.

[**History**: Adopted by the County Board of Wood County as Rule 8(G) of the August 2022 Board Rules (prior Rules)]

(D) A Committee or Other Board and Commission may request another Committee or Other Board and Commission to attend a future meeting of the requesting body. In such event, each Committee and Other Board and Commission shall prepare an agenda for the joint meeting in the usual manner.

2.07 Compensation and Expense Reimbursement

(A) County Board Monthly Compensation. County Board Members shall receive compensation in the form of a monthly salary as established by the County Board of $150.00/month. To collect the monthly salary, a supervisor must attend the county board meeting that month and have attended at least one committee meeting that month, unless excused.

(B) Board Chair Compensation. In addition to the compensation set forth in this Section 2.07, the Board Chair shall receive an additional $30,000.00 annual stipend for performing duties as Administrative Coordinator. If the Board Chair is unable or unwilling to perform the duties of Board Chair for a period of four weeks or longer, the Board Chair shall not be paid the additional compensation herein, and the compensation shall be paid to the Vice Chair for the months during which the Vice Chair is performing the duties of the Board Chair.

(C) Board Vice Chair Compensation. In addition to the compensation set forth in this Section 2.07, the Board Vice-Chair shall receive an additional $80.00/month. If the Vice Chair is unable or unwilling to perform the duties of Vice Chair for a period of four weeks or longer, the Vice Chair shall not be paid the additional compensation herein, and the compensation shall be paid to the 2nd Vice Chair for the months during which the 2nd Vice Chair is performing the duties of Vice Chair.

(D) Supervisor Per Diems for Meeting Attendance. Board Members shall also receive compensation in the form of a per diem at the rate of $50.00/meeting for attending a Board or Committee meeting. A Committee Chairperson shall receive an additional $15.00/meeting for chairing a meeting. If a Committee Chairperson is unable or unwilling to chair a committee meeting, the Committee Chairperson shall not be paid the additional compensation for chairing the meeting, and the compensation shall be paid to the Vice Chairperson for the meetings during which the Vice Chairperson chairs the meeting. Board Members are entitled to receive compensation for attending more than one meeting in a day. A Supervisor shall attend all meetings of the committees they are appointed to unless excused for good cause by the Chairperson of the committee. An unexcused absence from a committee meeting will result in a $20 reduction of the Supervisor's pay for that month.

[**History**: Adopted by the County Board of Wood County as Rule 5 of the August 2022 Board Rules (prior Rules)]

(E) Additional Supervisor Per Diems and Mileage. Supervisors may be authorized an additional per diem and mileage as follows:

1. The County Board Chairperson may authorize per diem and mileage to a member of a committee who performs extra service which is within the purpose and duties of the committee.

2. A committee may authorize per diem and mileage for a member of the

committee who performs extra service which is within the purpose and duties of the committee. (A committee chairperson does not possess this authority on their own.)

The number of days for which per diem and mileage may be paid for service on committees in any year shall not exceed 150 days. A change of this rule requires a two-thirds vote of the members present. [s. 59.13(2)(b), Wis. Stats.]

Mileage will be allowed to the driver only. No mileage will be allowed while traveling in a county vehicle.

A County Board supervisor is not entitled to per diem or mileage for appearing before a committee of which he or she is not a member unless he or she is directed by the County Board, County Board Chairperson, or committee to appear or unless he or she is invited to appear as a representative of their committee on a matter within the authorized concern of their committee. [57 OAG 130].

[**History**: Adopted by the County Board of Wood County as Rule 16 & 30 of the August 2022 Board Rules (prior Rules)]

(F) Travel Authorization and Expense Reimbursement.
Authorization of county officers, agents, committee members and employees to travel shall be in accordance with the following:

1. The authorization of county officers, agents, committee members, and employees to travel and attend meetings and conventions within the State of Wisconsin shall be within the responsibility and authority of the appropriate committee/or department head having jurisdiction of that officer, committee member, agent, or employee. Authority to travel or attend meetings or conventions may be authorized by a committee/or department head if the cost thereof is within the established budget. Actions on such matters shall be reported to the committee.

2. The County Board Chairperson shall be allowed expenses and per diem for travel within the State to attend to the concerns of the County.

3. Out-of-state travel to attend meetings and conventions must be authorized by the oversight committee. If any Wood County tax levy dollars are used to fund the out-of-state travel, then County Board authorization is required and the costs, including costs of replacement labor where applicable, must be set forth. If time does not permit to obtain authorization from the County Board, then the County Board Chair shall have the authority to grant the authorization.

4. For the annual WCA convention, supervisors are allowed a maximum of three full days per diem and two nights of hotel accommodations, unless for good reason the county board chairperson authorizes

otherwise in writing before the convention.

5. The department head or committee chairperson shall determine whether funds may be advanced for attendance at seminars, meetings or conventions.

6. Travel time is not counted in determining per diems.

County employees, committee members and officers shall be reimbursed for meal expenses in accordance with the following:

1. Morning meal - $12.00 - Leave before 6:00 a.m.

2. Noon meal - $18.00 - Leave before 10:30 a.m., Return after 1:30 p.m.

3. Evening meal - $28.00 - Return after 6:00 p.m.

4. Receipts for meals are not required. Maximum not to be exceeded

5. No meal allowance shall be granted for travel within Wood County.

[**History**: Adopted by the County Board of Wood County as Rule 16 of the August 2022 Board Rules (prior Rules)]

(G) No per diem compensation shall be paid for attendance at any meeting which begins one hour or less before or which ends one hour or less after a County Board meeting.

(H) All claims for per diems, mileage or reimbursement shall be made on a meeting/expense voucher form. Claims for reimbursement shall include only expenses incurred prior to the end of the preceding month. . Such forms shall be submitted to the County Clerk's Office not later than the first Monday of each month. Any claims for per diems, mileage or reimbursement shall be processed and paid by the County except those which are in excess of sums permitted by County Rule, Resolution or Ordinance, or State Statute; in which case the allowable limit shall be paid upon approval by the County Board. In no instance shall a claim be processed or paid which is received by the County Clerk's Office more than 24 months after the date in which the meeting/expense occurred. *[s. 893.44(1), Wis. Stats.].*

(I) In April of even numbered years when supervisors are elected, both the outgoing and incoming supervisor from a district shall be entitled to collect the April monthly salary.

[**History**: Adopted by the County Board of Wood County as Rule 21 of the August 2022 Board Rules (prior Rules)]

2.08 Meeting Minutes

(A) County Board Meetings. The County Clerk is responsible for the preparation of minutes for all meetings of the County Board. The County Clerk may use a personal recording device to record any open session portion of a meeting for purposes of verifying the accuracy of the proceedings. The County Clerk shall destroy any recording not sooner than 90 days after approval of the minutes of the meeting at which the recording is taken. The County Clerk shall not record any closed session of a County Board meeting. A draft form of the minutes of meetings shall be included in the meeting packet distributed prior to County Board meetings as specified in Section 2.02(D).

(B) Committee, Other Board and Commission Meetings. Minutes shall be kept for all subunits (committees) of the Wood County Board, with the official minutes (those reflecting evidence of approval) kept at the County Clerk's office. The County Clerk or their designee is responsible for taking and recording the minutes of any meeting of the Committee. All draft minutes shall be filed with the County Clerk's office no later than 14 days after the meeting to which the draft minutes apply and shall be in a format approved by the County Clerk. Committee minutes shall be submitted to the Wood County Board for review. The committee minutes shall contain all motions made at the committee meetings, a statement as to who made the motion, who seconded the motion, whether the motion passed or failed, and who voted against the motion. The committee minutes should reflect the major reasons for and against motions made at the meeting so as to enable the County Board Supervisors to understand the pending issues and to take positions with respect to them.

[**History**: Adopted by the County Board of Wood County as Rule 29 of the August 2022 Board Rules (prior Rules)]

2.09 County Board Meeting Seating Arrangements

Except as provided herein, County Board Members shall be seated in order by district number. The Board Chair, Vice Chair, 2nd Vice Chair, County Clerk and Corporation Counsel shall sit at the designated head of the room in the order established by the Board Chair. There shall be a designated area for members of the public and members of the press. The Board Chair may alter the seating arrangements to meet the needs of individual Board Members or members of the public.

2.10 Board Member Preference Forms and Orientation

(A) In the month prior to the April meeting of the County Board, the County Clerk shall distribute a committee/board/commission preference form to all County Board candidates and members-elect to assist with committee/board/commission member-assignments.

(B) An orientation session is customarily held for all newly elected Supervisors after the even-year April elections and prior to the Organizational Meeting. The orientation session provides an explanation of the work of the Board and the manner

in which it functions, committee membership, the projects of various departments, long-range planning, and the status of various projects of the Board. No County business is taken up at this session. Newly elected Supervisors are entitled to per diem and mileage for this session.

2.11 Board Relationship with Administrative Coordinator and Department Heads

The County Board serves as the legislative body in County government. As such, the County Board's role is to enact policy. To implement the policy the County Board establishes, the County Board shall designate a person as the Administrative Coordinator according to Wis. Stat. § 59.19. The Administrative Coordinator shall perform all duties and have such authority as specified in Wis. Stat. § *59.19*, the Position Description, these Board Rules and as otherwise may be authorized and directed by the County Board from time to time. Department Heads are responsible, and shall report, to their oversight committee. County Board Members desiring information or a report from a Department Head or other County staff shall request such information or report either in the context of a County Board or Committee meeting.

2.12 Vacancies in Office of County Board Member

(A) Vacancies – How Caused. Vacancies in the office of County Board Supervisor shall be determined according to Wis. Stat. § 17.03.

(B) Vacancies – How Filled. Vacancies in the office of County Board Supervisor shall be filled according to Wis. Stat. § 59.10(3)(e).

2.13 Misconduct in Office

No member of the County Board of Supervisors shall engage in any activity contrary to s. 946.12 (Misconduct in office) or 946.13 (Private interest in public contract prohibited), Wis. Stats.

[**History**: Adopted by the County Board of Wood County as Rule 6 of the August 2022 Board Rules (prior Rules)]

SECTION 3 COUNTY BOARD OFFICERS

3.01 County Board Chair

(A) The Board Chair shall perform all duties of the chairperson as specified in Wis. Stat. § 59.12(1) and perform such other duties as specified in these Board Rules. In addition, the Board Chair shall perform such other duties as the County Board may authorize from time to time. In presiding over meetings of the County Board, the Board Chair shall decide all questions of order or procedure, subject to appeal to the Board, and at all times preserve order and decorum. The County Board Chairperson shall be an ex officio member of every committee of the Board and may attend the meetings of the committees. The County Board Chairperson

shall be a voting member at any committee meeting at which the Board Chairperson's presence is necessary to provide a quorum for the meeting. Where the Board Chairperson is named as an official member of a committee, the Board Chairperson shall have the right to vote.

(B) The Board Chair shall serve as the spokesperson for the County Board and is authorized to comment to the public or press on any matter of County business provided any such comments are consistent with the County Board's policies or expressed positions. The Board Chair may appoint a board member or members to represent the interests of Wood County at any meeting held within the state.

(C) The Board Chair shall be a member of the Operations Committee. The Board Chair shall be the Chair of the Operations Committee, or may designate a member of the committee as Chair.

(D) Whenever, in the opinion of the County Board Chairperson, an occasion arises which in the Chairperson's judgment is of sufficient importance to require certain county offices to be closed, the Chairperson may so order.

(E) In the event of a permanent vacancy in the position of Board Chair, the County Board shall hold an election for the position according to the procedure set forth in Section 2.01(A).

[**History**: Adopted by the County Board of Wood County as Rule 4 & 38 of the August 2022 Board Rules (prior Rules)]

3.02 County Board Vice Chair and 2nd Vice Chair

(A) The Vice Chair shall perform all duties of the Board Chair in the absence or disability of the Board Chair and perform such other duties as specified in these Board Rules. In addition, the Vice Chair shall perform such other duties as the County Board may authorize from time to time.

(B) The Vice Chair shall be a member of the Operations Committee.

(C) The 2nd Vice Chair shall perform the duties of the Board Chair in the absence or disability of the Chair and Vice Chair and shall perform such other duties as specified in these Board Rules.

(D) In the event of a permanent vacancy in the position of Vice Chair or 2nd Vice Chair, the County Board shall hold an election for the position according to the procedure set forth in Section 2.01(A).

3.03 Chairs and Vice Chairs of Committees.

The Chair of a Committee shall preside at Committee meetings. The Committee vice chair shall assume the responsibilities of the Committee chair in the Chair's absence.

SECTION 4 RULES OF PROCEDURE

4.01 Parliamentary Authority and Code of Ethics

The latest edition of *Robert's Rules of Order, Newly Revised* ("RONR") shall govern the proceedings at all meetings of the County Board and the Committees. The Corporation Counsel shall serve as parliamentarian for all meetings of the County Board and shall consult with the Board Chair on all questions of parliamentary procedure. The Wood County Code of Ethics is incorporated into these rules.

[**History**: Adopted by the County Board of Wood County as Rule 1 of the August 2022 Board Rules (prior Rules)]

4.02 Remote Attendance at Meetings

Board Members shall make every attempt to attend County Board and Committee meetings in-person. A supervisor may participate in a County Board or Committee meeting via telephonic or audio-visual means and may vote on those matters presented for consideration. A supervisor participating in the meeting via telephonic or audio-visual means shall participate in the vote unless they have properly abstained. No person may serve as Chair of a County Board meeting if the person is attending the meeting by remote communication. In the physical absence of the Board Chair, Vice Chair and 2nd Vice Chair, the County Board shall appoint a Board Member to serve as Chair pro tempore of the meeting.

[**History**: Adopted by the County Board of Wood County as Rule 13(D) of the August 2022 Board Rules (prior Rules)]

4.03 Personal Electronic Devices

(A) County Board Members. All County Board Members shall silence their mobile phones and all other non-county issued personal electronic devices during a meeting of the County Board and of any Committee on which the Board Member serves. Such devices may not be used during any such meeting except in the event of an emergency or with permission of the Chair of the meeting. This Section 4.05(A) does not preclude the recording of open session portions of any meeting by any person.

(B) Other Meeting Attendees. All other meeting attendees shall silence their mobile phones and other personal electronic devices during a meeting of the County Board and of any Committee. This Section 4.05(B) does not preclude the recording of open session portions of any meeting by any person.

4.04 Recognition, Debate and Voting at County Board Meetings

(A) Recognition. A Board Member must be recognized by the Board Chair prior to speaking and shall do so by rising, if able, and waiting to be recognized

by the Chairperson. All members shall stand, if able, when speaking, unless excused by the County Board Chairperson, and shall use the microphone. When recognized, a member shall state "Thank you Mr./Madam Chairperson." The Board Chair is responsible for determining recognition. If two or more members rise at the same time, the Chairperson shall decide who is entitled to speak first.

(B) Debate. Each Board Member shall be entitled to speak twice for a total of not to exceed 10 minutes per instance on any matter pending before the Board and open for discussion unless by permission of the Chairperson. Any member may move to limit or extend the floor time of any speaker and such motion shall require 2/3 vote and is not debatable. Discussion and comments should be directed to the Board Chair and not to any individual Board Member, county staff or member of the public. Cross-floor discussion must be approved by the Chairperson and the Chairperson has authority to call the discussion to a halt. All Board Member comments shall be germane to the business currently pending before the Board. Board Members shall maintain and exercise proper decorum at all times when discussing any matter before the Board.

[**History**: Adopted by the County Board of Wood County as Rule 10 & 11 of the August 2022 Board Rules (prior Rules)]

(C) Voting. All questions presented to the County Board shall be determined by a majority of the supervisors present, unless otherwise required by law or these Board Rules. Unless secret ballot voting is required by the Wisconsin Statutes or these Board Rules, when a question is put to the County Board, the use of the electronic voting board shall be utilized where possible. When conducting roll call votes, if the electronic voting board cannot be used, the County Clerk shall call the roll in numeric order according to supervisory district and each succeeding roll call vote at the same meeting shall start with the next succeeding name that completed the last preceding roll call vote. When the Board is equally divided on a question, the question is lost. No general subject matter shall be voted upon at more than two Board meetings in the Board year, unless by permission of a two-thirds vote of the members present.

[**History**: Adopted by the County Board of Wood County as Rule 13 & 15 of the August 2022 Board Rules (prior Rules)]

(D) Abstention. All County Board Members are expected to represent their constituents and fully participate in meetings of the County Board, including voting. Nonetheless, there are recognized circumstances where participation in discussion, voting, or both would be inappropriate. A Board Member may abstain from participating in discussion, voting or both. When a Board Member abstains, the Board Chair shall provide the Board Member with the opportunity to explain the reason for the abstention and, if a reason is provided, the County Clerk shall record the reason in the meeting minutes. A Member excused from voting because of an announced conflict of interest on any matter shall not participate in discussion of the matter.

[**History**: Adopted by the County Board of Wood County as Rule 13(E) of the August 2022 Board Rules (prior Rules)]

(E) With the exception of subsection (D), this Section 4.06 does not apply to Committee meetings. Unless otherwise required by the Wisconsin Statutes or these Board Rules, Committee meeting procedure shall be governed by parlimentary procedure pursuant to Section 4.01.

4.05 Public Decorum and Comment

(A) Public Comment at Meetings. Individuals or groups wishing to inform the County Board on matters are encouraged to express their views. Consent for a non-Board member to speak up to three minutes on an agenda item at a Board meeting shall be authorized by the Chairperson. Committees shall open part of their meetings for the public to speak to issues. Committees may also hold public hearings on issues of importance. Committees may also be required by statute or direction of the full Board of Supervisors to hold public hearings. The Chairperson, subject to consent of the Board/committee, may set forth guidelines for speakers to comply with. This Section 4.05(A) shall not be construed to prohibit County staff from providing information and reports to the County Board or a Committee consistent with the meeting agenda or practice of the County Board or Committee.

(B) Correspondence Received at County Board Meetings. No report or communication shall be received for consideration from any person or persons unless it is signed by such person or persons. A statement offering an explanation or justification for or against an issue should accompany any correspondence directed to the Board.

(C) Rules of Decorum. All attendees at County Board and Committee meetings are expected to maintain appropriate decorum during the meeting. Talking, shouting, outbursts, clapping and similar gestures are prohibited. Any attendee may be requested to cease any activities, including the use of signs, banners or displays, that unduly disrupt a meeting consistent with applicable law. Citizens in the audience are not to audibly respond to comments being made during a meeting or to make demonstrations either in support of or in opposition to a speaker or idea. The Chair of the meeting is responsible for enforcing meeting decorum.

(D) Rules for Public Comment. The following rules apply to all periods of public comment at County Board and Committee meetings:

1. Public comments are restricted to residents of Wood County unless the Board/committee approves in advance waiving this restriction. An individual speaking on an agenda item, under public comments or at a hearing shall provide their name and address.

2. Unless arranged with the Chairperson in advance, public comments require personal attendance by the speaker. If a person desiring to make a public comment is unable to attend a meeting in

person, they may submit a written statement to the Chairperson or a Board/committee member in advance of the meeting and the written statement can then be read at the meeting, subject to the same rules applicable to those speaking in person. Such written comments to the Board/committee do not become a part of a record nor are they to be included in the committee's minutes unless specifically directed by the committee via motion made and passed.

3. Consent for the public to speak up to three minutes on an agenda item at a Board/committee meeting shall be authorized by the Chairperson of that Board/committee. No individual Board Member or member of a Committee may cede additional time during discussion of a pending question to a member of the public. An individual is permitted to speak once per agenda item unless the Board/committee grants permission. All comments must be germane to the specific item on the meeting agenda.

4. During any public comment portion of an agenda, The Chairperson by consensus or the Board/committee by vote may set time limits for public comments per individual. The Chairperson may also set a total time limit on the public comments portion of the agenda. The Chairperson may appoint a timekeeper. Time limits may be extended by consensus or vote of the Board/committee. Comments or questions by Board/committee members will not count against allotted time given for public comment. "Public comments" as an agenda item may be closed at any time by a motion and majority vote of the Board/committee.

5. Board/committee members are not required to participate in discussion or answer questions from individuals during public comments. In general, they are to use public comments to gather information or gauge public opinion. However, Board/committee members may comment, or ask questions if they choose.

6. Comments should be directed to the Board as a whole and not addressed to individual Board Members. A commenter should refrain from asking questions of the Board or any individual Board Member.

7. The Chairperson will not tolerate abusive language or disruptive behavior. Commenters should be courteous in their language, avoid personalized remarks and refrain from comments that are rude, obscene, profane, personally attacking, and which demonstrate a lack of respect for others.

8. The Board Chair reserves the right to terminate an individual's

public comments if these rules are violated. As well, the Board Chair has the authority to rule speakers out of order and may call a short recess in disorderly situations.

9. When the Board or a committee is presented with a controversial issue or in any instance where there are a large number of residents who are likely to want to provide public comment, the Chairperson is encouraged to prepare in advance for the public comment session. This may include arranging with law enforcement to be present and reviewing in advance with law enforcement what is and is not acceptable behavior and what the Chairperson's expectations are. The Chairperson should be prepared to have a written handout on rules pertaining to the public's participation at the meeting and to give a short presentation on how public comments work in advance of opening the floor for public comments. This presentation may include the following: "We thank the citizens of Wood County for their participation in the democratic process. If you have not already done so, please sign in and when it is your turn to speak, identify yourself and follow the rules of civil discourse, which include:
    - Listening quietly and not interrupting others' remarks.
    - Refraining from derogatory comments, inappropriate gesturing, or applause.
    - Staying within the time limits provided.
    - Making use of a group spokesperson and not repeating what has already been said.
    - You are encouraged to read from a signed, prepared text, which can be shared with the Board or committee

(D) Board Member Participation at Committee Meetings of Which They Are Not a Member. Board Members are allowed to attend any meeting of a Committee. A Board Member may not speak at a Committee meeting except during public comment or upon permission of the Chair of the Committee.

[**History**: Adopted by the County Board of Wood County as Rule 2, 23 & 34 of the August 2022 Board Rules (prior Rules)]

4.06 Reconsideration

Any County Board Member on the prevailing side of any question determined by the County Board may make a motion to reconsider the question at the same meeting as the initial vote. When the County Board is equally divided on any question before it, the question shall be considered lost, but in that case any County Board Member present at the meeting where the question was considered may move for reconsideration at the same meeting. If a reconsidered question is again voted upon and is lost, a second motion to reconsider cannot be made except by unanimous consent.

[**History**: Adopted by the County Board of Wood County as Rule 14 of the August 2022 Board

Rules (prior Rules)]

4.07 Resolutions – Form and Introduction

(A) Form and Introduction of Resolutions. Every resolution shall be in writing and have affixed thereto the name of the supervisor or committee introducing it. All resolutions shall carry a preamble setting forth intent and synopsis and fiscal note, and shall also contain within the "now, therefore" section of the resolution any pertinent information contained in the fiscal note. In addition to any other form requirements, the following additional requirements shall apply to Resolutions:

1. Resolutions with Money Appropriations - Resolutions carrying money appropriations shall be introduced by committees only.

2. Resolutions Involving Wages - Any Resolution involving wages must also include fringe benefits.

3. Appropriations and Budget Changes - All budget changes or appropriations of money shall be made only by the adoption of a resolution passed in accordance with the laws of the State of Wisconsin.

[**History**: Adopted by the County Board of Wood County as Rule 23, 24, 25 & 27 of the August 2022 Board Rules (prior Rules)]

4.08 Suspension, Amendment and Interpretating Rules

(A) Suspension of Rules. No rule shall be suspended except by an affirmative vote of that number of supervisors needed to authorize a motion or resolution governed by the rule, and provided any such suspension does not cause a violation of the Wisconsin Statutes.

(B) Amendment to Rules. No rule shall be changed or amended except by an affirmative vote of that number of supervisors needed to authorize a motion or resolution governed by the rule, and provided any proposed amendment is provided in writing to all Board Members in the meeting packet distributed by the County Clerk under Rule 2.02(D). Appendix A relating to committees may be amended at any time by majority vote.

(C) Interpreting Rules. Nothing in these rules shall be construed to conflict with any statute. If any rule is held invalid by operation of law or by any court of competent jurisdiction, the remainder of the rules shall not be affected thereby.

(D) Rescinding Conflicting Rules. All rules and regulations previously adopted conflicting with the provisions of this Code of Rules are hereby rescinded.

[**History**: Adopted by the County Board of Wood County as Rule 2, 23 & 34 of the August 2022

Board Rules (prior Rules)]

4.09 Creating New Employment Positions

A majority of County Board members present is required to authorize the creation of any new position in county employment except that an oversight committee may authorize transitioning a contract position into a county position if there will be a savings in doing so and a transfer of funds from one function to another is not necessary.

[**History**: Adopted by the County Board of Wood County as Rule 28 of the August 2022 Board Rules (prior Rules)]

SECTION 5 FINANCE AND BUDGETING

5.01 Payment of Bills

(A) Vendors shall be instructed to send invoices payable by Wood County to the department requesting and receiving the goods or services.

(B) Department Heads or their designee(s) shall review all vouchers received by their department and prepare a voucher jacket when a voucher is ready to be processed for payment.

(C) The Finance Department processes checks for vendor payments once a week on Thursday mornings. The deadline to enter the voucher into the ERP system for a Thursday check run is the preceding Wednesday at 3:30pm. If a check run needs to be processed on a different day other than Thursday due to the holidays, communication from the Finance Department will be sent out to Department Heads and ERP users ahead of time.

1. If a Department Head determines that a payment cannot wait until the next regular check run and a special check run is necessary to mail out payment in a timely manner, either the Finance Director or Deputy Finance Director will review and give approval as appropriate for payment processing.

(D) Department Heads will provide a voucher listing of payments to their oversight committee to be reviewed and audited on a monthly basis. If a committee chairperson determines that there is not enough pending business to justify a full committee meeting that month, either the committee chairperson or their designee will review and audit the voucher listing of payments and may provide any approval needed for those bills that are appropriate for payment.

(E) Copies of departments' narratives, as presented to the oversight committee shall be included in the monthly County Board packet. Inclusion of other reports will be at the discretion of the oversight committee.

[**History**: Adopted by the County Board of Wood County as Rule 18 of the August 2022 Board Rules (prior Rules)]

5.02 Exceeding Budgeted Expenses

When any board or county department anticipates its expenses will exceed its annual appropriation, the directing officer of such board or county department shall first inform its oversight committee and together they shall meet at the first opportunity with the Operations Committee and explain the reason for the anticipated deficit. No payment from a departmental account which would result in a deficit of the total department budget shall be passed on for payment to the County Clerk until such deficit and a source of funds for payment of the deficit have been properly approved and provided for by the Board. This shall in no way interfere with deficits or overdrafts made legal by the Wisconsin Statutes.

[**History**: Adopted by the County Board of Wood County as Rule 22 of the August 2022 Board Rules (prior Rules)]

5.03 Budget Amendments

(A) An amendment to the budget, including use of contingency funds, is required any time the actual costs will exceed the budget at the function level. The budget may be amended and contingency funds authorized only by a two-thirds vote of the entire county board.

(B) The county board recognizes that unanticipated emergencies that require the commitment of funds may arise from time to time and that in those situations the respective department head shall work with the Finance Director and the Administrative Coordinator to resolve the matter and that the county board will address the matter after the fact and either ratify the action taken or amend it.

(C) All budget amendments described herein shall require the publication of a class 1 notice thereof within 10 days of the transfer or amendment.

[**History**: Adopted by the County Board of Wood County as Rule 26 of the August 2022 Board Rules (prior Rules)]

5.04 Soliciting

No person shall solicit funds on behalf of the County without approval of their oversight committee.

[**History**: Adopted by the County Board of Wood County as Rule 32 of the August 2022 Board Rules (prior Rules)]

SECTION 6 ACQUISITION & SALE OF REAL AND PERSONAL PROPERTY

6.01 Real Property

(A) Definitions. For the purposes of this rule, the following shall apply:

1. Real Property means land and anything growing on, attached to, or erected on it, excluding anything that may be severed without injury to the land.

2. Lease means any contract or conveyance or understanding by which the rightful possessor of real property conveys the right to use that property in exchange for consideration.

3. Committee means any duly appointed subordinate group of the Wood County Board of Supervisors, or any of its agencies, commissions or authorities.

4. Negotiate means to propose final terms for the conveyance of an interest in Real Property to the County. Negotiate does not include the sharing of ideas at the conceptual level.

(B) Resolution Required. A resolution of the Board is required before the purchase, lease, rental or any other interest in real property is acquired on the county's behalf.

1. No county supervisor, committee, or employee, elected or appointed, may negotiate for the purchase, lease, rental, or any other instrument conveying an interest in Real Property to Wood County without prior consent of the Property and Information Technology Committee.

2. Before a lease, purchase or any other instrument of conveyance to acquire an interest in real property can be executed on behalf of the County, the supervisor, employee, agency, committee, commission or authority shall obtain an approval via resolution of authorization from the Wood County Board of Supervisors.

3. The County Board may by resolution authorize an employee or a committee to negotiate and enter into an agreement for the acquisition of Real Property by means of one resolution or the Board may require a two-step process, with the first step authorizing the negotiations and the second step authorizing the terms of the deal.

4. Wood County shall not be bound by the provisions of any document negotiated or settled without the resolutions required in this Section.

(C) Exemption. This rule will not apply when the state statutes, Wisconsin Administrative Code, or a county ordinance or policy approved via resolution give specific authority to a position in county employment, such

as the Highway Commissioner, to acquire interests in real property for specific purposes.

(D) Penalties. Any person who violates this rule shall be subject to such penalties as prescribed for supervisors or employees under existing county disciplinary policies, rules or ordinances.

[**History**: Adopted by the County Board of Wood County as Rule 42 of the August 2022 Board Rules (prior Rules)]

6.02 Guidance on Acquisition and Disposition of Personal Property by County Staff

(A) Definition. Personal property means all furniture, fixtures and equipment that had an original value of $50 or more but does not include consumables.

(B) Acquisition of Personal Property. Department heads and their staff, to the extent it is within their position description, have the authority to acquire personal property for departmental use if the necessary funds have been budgeted. Acquisition of personal property is subject to procedures established by the Purchasing Department and approved by its oversight committee.

(C) Use of Personal Property. Department heads are responsible for county-owned personal property used by their staff. As set forth in the Ethics Code and Employee Policy Handbook, within reason, personal use of county property is prohibited. This does not mean that all incidental use of county property is barred, instead employee supervisors or department heads must approve of such incidental uses.

(D) Disposition of Personal Property. When there is no longer a need to retain personal property, a department head or their authorized designee has the following options:

1. If the personal property has little or no value (or the value of the property is exceeded by the cost of exercising one of the other options) it shall be properly recycled if appropriate, otherwise it may be placed in the garbage. A county employee may not retrieve items placed in the garbage or arrange for a third person to do so.

2. If the personal property has sufficient value, it may be:

    - Transferred to the Emergency Management Department for disposition pursuant to the policies of that department.
    - Turned over to a vendor for a credit on the acquisition of new personal property.
    - Transferred to a different county department.

3. The proceeds of the sale of personal property of the county shall be remitted to the county's General Fund, except for:

- When the oversight committee and the Operations Committee approve via motion that the sale proceeds go to another account.
- When the purchase price of personal property was primarily paid for from a Special Revenue Fund, the sale proceeds shall revert back to that fund, if it still exists and if it doesn't, then to the county's General Fund.
- Sales proceeds of Highway Department personal property shall go to the Highway Department's non-lapsing fund.
- Sales proceeds of Maintenance Department personal property shall go to the Maintenance Department's non-lapsing fund.
- Sales proceeds of Park and Forestry Department personal property shall go to the Park and Forestry Department's non-lapsing fund.

[**History**: Adopted by the County Board of Wood County as Rule 43 of the August 2022 Board Rules (prior Rules)]