

**DRAFT**  
**PROPOSED BIENNIAL COUNTY BOARD RULE CHANGES FOR CHAPTER 7 IN 2022**  
**FOR EXECUTIVE COMMITTEE DISCUSSION**

Submitted as of March 1, 2022

Since the last biennial amendment of Chapter 7 County Board Rules the County Board Office has kept a running list of items that have been mentioned for possible amendment of Chapter 7 for the start of the new term. In addition, several County Board supervisors recently have submitted additional amendment proposals and/or questions about Chapter 7 for Executive Committee consideration this week.

**PROPOSED AMENDMENTS AND QUESTIONS TO CONSIDER:**

**GENERAL:**

- Define what rescind means; Rescind on action taken, not resolution itself?
- Add more guidance on process and decorum for standing committees
- Make committee rules more aligned with board
- Update pronouns

**SPECIFIC SECTIONS:**

**7.02(2)(c)** Is the succession clear? Maybe reference 7.04(4)?

**7.11(10)(a)** Do we want to specify that the YGP folks can only serve for one year? Do we want to ask the Extension Committee what they think?

**7.22 (6)(b)** Update to 45 days instead of 60 days to align with 7.57 (1)

**7.24** Specify that earmark amendments should not exceed the purchasing limit when going to RFP. The amount moves with inflation, so we would cross reference to the purchasing ordinance. Right now I think it is about \$37K.

**7.52(5)** Update how copies of resolutions and OAs are placed in a member's box

**7.58(9)** Separation

**7.63 (7)** Questioning of registrants by supervisors shall occur after every 10 registrants on the particular subject have completed their appearances. The presiding officer shall have discretion to vary the intervals between questioning by supervisors.

**SUP. PALM PROPOSED AMENDMENTS TO VARIOUS SECTIONS OF CH. 7**

It seems that sometimes things are capitalized and other times they are not. I understand that it could be "county board" and "Dane County Board" but there are instances where it's also "County Board". A little confusing...

I would suggest a wholesale replacement of "he/she" to "them" or "they" based upon the language. I believe our laws and rules should be gender neutral.

**7.02 (1) (c)** - I don't understand why this is here? Employment at will for the county board officers?

**7.03 (2)** should there be any language about whether this is or is not at the consent of the body?

**7.03 (6)** does this include committees that are included in 7.20 (other committees of the board)?

**7.04 (4)** is there a mechanism for notification for absences from the county? What if a chair left the county without notification?

**7.11 (3)** should we specify that it's the chairperson of the board not the committee that determines whether the committee has five or seven members?

**7.11 (4)(a)** is one less than a quorum - is this a minimum or maximum requirement? For example, can one member (which is at least one less than the quorum) make a motion or do you need exactly this number (5 members = quorum 3 = 2 members; 7 members = quorum 4 = 3 members?)

**7.11 (11)** can we specify a more consistent time (i.e., 2 months before budget)

**7.12 (8)** regional planning bodies - elsewhere there is a modifier that it that the county is a party to...

**7.13 (9)** example of "County Board"

**7.14 (10)** the in-kind donation is to Dane County or to a supervisor?

**7.14 (14)** do we do bargaining for benefits?

**7.14 (19)** does an updated information technology strategic plan get presented by June 1?

**7.18 (2)** regional transportation planning - what about the MPO?

**7.22 (3)(a)** what is executive session?

**7.22 (6)(c)** how is an advisory vote distinguished from a non-advisory vote? Elsewhere it appears that this vote can't be taken so I'm confused.

**7.22 (11)** conspicuous written notice posted at the entrance of the location - how is this handled virtually

**7.22 (14)** I assume a blanket as opposed to a specific person is provided for with notice of virtual participation?

**7.225 - why not 7.221?**

**7.24(6)** can amendments to published amendments be introduced?

**7.51 (7)** "fall" is very non-specific given the technical nature of the document. Also, are there budget sessions at other times of the year?

**7.53 (2) see 7.22 (6)(c)**

**7.55 (1)** personally invited by the chairperson seems specifically burdensome given that staff could also make these invitations, etc.

**7.56 (2)** so if the first committee makes a “no recommendation” then do we consider the next committee’s recommendation? Isn’t “no recommendation” sort of a recommendation?

**7.56 (3)** So this says that a member of the county board who wants to adopt a resolution can do so if the first standing committee makes a non recommendation?

**7.58 (8)** Robert Rules has now said that a motion made is now at the will of the body. The idea that the maker of the motion controls the motion is now antiquated and I would recommend removal of this language.

**7.62 (1)** What committee of the board is present while the board is in session? I don’t understand the concept...

**7.63 (5)** So a member of the body is not able to ask a clarifying question of an expert, or the property owner, or something like that once the matter has begun?

**7.63 (6) (b)** double periods

**7.63 (9)** Is this saying the County Executive may speak on items?

**7.65 (2)** I would suggest allowing a longer period to move reconsideration than just the day, given our actions are generally made in the evening.

**SUP. KIEFER PROPOSED AMENDMENTS TO SECTION 7.22**

**(4)** The board and committees may conduct public meetings in the following formats:

**(a)** In-person – all members and the public attend in the same physical location.

**(b)** Virtual – all members and the public attend via teleconferencing, video conferencing, or web conferencing without meeting at a physical location. **Virtual meetings shall not be scheduled unless inclement weather, a public health emergency, a natural disaster, or other emergency prevents an in-person or hybrid meeting from being held safely.**

**(c)** Hybrid – simultaneously held in-person and virtually.

**(5)** Open meetings shall be held in public buildings or other places, including virtual venues, accessible to the general public, including individuals with disabilities.

**(a)** Board and committee members are expected to attend meetings in person: a member must notify the chair prior to an in-person or hybrid meeting of that member's intent to attend virtually.

(b) The public may participate and provide public testimony in person or virtually.

~~(c) In case of adverse weather or an emergency, the chair may declare that any board or committee meeting shall be held virtually and not at a physical location with 24 hours notice and reasonable access to the public.~~

## SUP. WEGLEITNER PROPOSED AMENDMENTS TO VARIOUS SECTIONS OF CH. 7

### **Removing Pledge of Allegiance and Prayer from County Board Agenda**

#### **7.61 COUNTY BOARD AGENDA; ORDER OF BUSINESS.**

(1) The order of business for county board meetings shall be as follows:

A. Roll Call

1. ~~Prayer~~/Inspirational message (limited to three minutes)

**2. Pledge of allegiance**

B. Special Matters and Announcements

1. Memorial resolutions, proclamations and special presentations (limited to ten minutes)

2. Appearances by the county executive

3. Announcements (limited to two minutes and to the announcement of a coming event or the introduction of an item)

4. Public hearings

C. Approval of payments The list of all bills to be presented to the board for payment shall be made available no later than forty-eight hours prior to the meeting and shall be presented to the county clerk's office and posted on the county board website.

D. Claims recommended for denial.

E. Approval of county board minutes F. Consent Agenda (items which passed all committees, boards, commissions, etc., without opposition or abstention, for which there are no amendments, and for which no requests have been made not to place on the consent agenda. Items which were reported out of committee with "no recommendation" shall not be placed on the consent agenda.)

G. Motions from previous meetings 1. Motions from previous meetings, including motions to reconsider, 7.58(11) – 7.61(1) Page 7-17 rev. 050420 rescind, place a resolution or ordinance amendment on the agenda, or override a county executive veto.

H. Reports on zoning petitions.

I. Ordinance amendments

J. Award of contracts

K. Resolutions

L. Appointments

M. Items Requiring a Two-Thirds Majority for Passage. In addition to any other items requiring a two-thirds vote, any ordinance amendment or resolution creating or changing fees charged to users of services that is considered after adoption of the annual budget shall require a two-thirds vote of the county board.

N. Special order of business. All special order items will be placed in this section except that, in the exercise of his or her discretion, the chairperson may designate a time certain for such matters.

O. Such other business as the county board is authorized to conduct by law

P. Adjournment

**Requiring registrations be read into the record and provided to the County Board prior to action on an item.**

### 7.63 COUNTY BOARD MEETINGS; REGISTRATIONS.

(4) As any particular resolution, ordinance amendment or other matter is brought before the board, the chairperson shall announce the **name, address, and position of each registrant, and the** number of registrations filed from those present at the meeting and the position of the registrants regarding the agenda item. If petitions have been filed with the county clerk prior to the meeting, the chairperson shall announce the **name, address, and position of each registrant, and the** number of petitions filed and the petitioner's positions in reference to the agenda item. Staff shall provide a list containing the **name of each registrant, their address, and their position on the item for which they registered to the County Board prior to Board action on the item.**

### Requiring Recording of Standing Committee Meetings and Online Access to Recordings

*Amend title and create new section of 7.23 as follows. Minutes **and recording** of meetings. **All meetings where any action is taken shall be recorded and posted online. A link to the recording shall be made available in an easily accessible format to the public through the county board's website and the committee's webpage in the legislative tracking system.***

*This change would require the recording of standing committee meetings where the committee is taking action. Sometimes committees meet at locations with technical limitations. This provision would prevent them from placing items for action on their agenda if the meeting is not recorded.*

### Expanding Public Comment Opportunities at County Board and Committee Meetings

*Require committee action to limit public comment based on numbers of registrants at individual meetings.*

### 7.225 PUBLIC APPEARANCES AT COMMITTEE MEETINGS.

(2) If necessary at a particular meeting to ensure public comment is received from all those interested in testifying and the committee has sufficient time to conduct all scheduled business, the committee ~~chairperson~~ may limit the time for each speaker to 3 minutes, exclusive of time allotted to questioning by committee members. **The committee shall not adopt a blanket rule to limit public comment to 3 minutes, but must approve a motion to limit time based on publicly provided information on the number of registrants for public comment at individual meetings.**

*Delete 7.225(2)(a). Remove authority to deny public comment to a member of the public if that person has already spoken on that item (e.g. an amendment).*

~~(2)(a) If a committee has taken testimony on an item and the same committee considers action on the item at a separate meeting, the public shall not have the opportunity to testify if that same item appears on subsequent agendas of the same committee. Items are not considered to be the same item if a new amendment has been posted and the public has not had the opportunity to testify on the new amendment.~~

*Delete the second sentence from 7.51(7). Remove authority to deny public comment at County Budget meetings.*

(7) During the fall budget session, the county board may designate meetings at which no matters other than the annual budget may be considered. ~~At such meetings, no public testimony or registrations shall be taken, provided a public hearing has been held on the budget prior to the budget meeting.~~

*Delete 7.63(2) to remove authority to deny public comment at meetings where an item has already been noticed for public hearing.*

~~If the county board has taken testimony on an item and considers action on the item at a separate meeting, the public shall not have the opportunity to testify when that same item appears on subsequent county board calendars.~~

**Create Opportunity for County Board Rule Change by Majority Vote at Beginning of Session (Every April)**

***Amend 7.99 as follows*** 7.99 AMENDMENT OF CHAPTER 7. Ordinances in chapter 7 may be amended or repealed by a majority vote of supervisors present at the county board's first (organizational) meeting in April of even numbered years **and the first meeting of the county board session in odd-numbered years, which is the second meeting in April**, but otherwise shall only be amended or repealed by a two-thirds vote of the quorum of supervisors present at the board meeting.

**Annual Committee Public Engagement Plans**

***Create new section as follows*** 7.235(?)

**Annual Committee Public Engagement Plans.**

**(a) Each committee shall identify at least three significant issues or items per session to include in the committee's public engagement plan. One of the items shall be the annual operating and capital budget recommendations of the committee. A significant issue could be identified by name or, if it has a budgetary impact, an issue or item could be identified as significant if it meets a certain cost threshold set forth by the committee.**

**(b) The committee's public engagement plan shall identify: (i) who is most impacted by the issue or item, (ii) the strategies for connecting with those most impacted to provide meaningful opportunities to guide the committee's policy and budget decisions on the issue or item, (iii) the need for translation and interpretation services, and (iv) how County Board funds may support the engagement.**

**(c) The committee's public engagement plan shall be provided to the Executive Committee and Equal Opportunities Commission no later than September 1.**

**(d) Meetings noticed for potential action on an issue or item identified in the public engagement plan shall be prioritized for video-recording resources and be live-streamed or video-recorded, when possible.**