

DRAFT 3 – 3/7/243

[Incorporating Executive Committee changes made on 2/15/24]

**PROPOSED BIENNIAL COUNTY BOARD RULE CHANGES FOR CHAPTER 7 IN 2024
FOR EXECUTIVE COMMITTEE DISCUSSION**

DRAFTING INSTRUCTION TO CORPORATION COUNSEL:

The following are the changes recommended by the Executive Committee at its meeting on March 7 to be made to Chapter 7—County Board Rules.

Please consider these as drafting instructions for the OA, which will be considered by the County Board at its Organizational Meeting on April 16, 2024. We will need it loaded for introduction and referral to Executive Committee for them to take action on it by their meeting on April 4th.

- General technical correction throughout Ch 7: In some places in Ch 7 “County Board chair” or “County Board chairperson” have both County and Board capitalized. In other places these terms are all lowercase. Please ensure consistency of capitalization conventions for “County” and “Board” throughout Ch 7.
- **7.03(6) Duties of the Chairperson:** The chairperson shall be an ex-officio member of all standing committees, commissions, and boards created by the board, and may meet and deliberate in their meetings, may make motions, but may not vote while acting as an ex-officio member, except as otherwise empowered to do so by section 7.11(4)(b) of this ordinance. However, the chair may be counted as a member present for the purposes of reaching a quorum and as the required board member in the room for all hybrid meetings.
- **7.11 STANDING COMMITTEES.**
 - (5)(a) Standing committees may create subcommittees composed entirely of their own members or other supervisors or may call upon the assistance of non-supervisors in examining particular issues. Appointment to subcommittees and the selection of nonsupervisory advisors shall be at the discretion of the standing committee chairperson, but shall include at least one member of the County Board.
 - (c) All committees, subcommittees, and advisory bodies that a standing committee has appointed or over which a standing committee has jurisdiction shall report on its activities to that standing committee on a regular schedule to be determined by the standing committee, but not less than once each year.

- **7.17(1) The Public Protection & Judiciary Committee.** Act as the supervisory committee for the corporation counsel, family court commissioner, family court counseling service, public safety communications center, the juvenile court program, emergency management department, medical examiner, Office for Justice Reform, and on all matters pertaining to telecommunications and emergency medical services. **[Question for Corporation Counsel: Why are some agencies and departments capitalized and others not throughout the standing committee sections? Can you make these for consistency?]**
- **7.18(10) The Public Works & Transportation Committee.** The committee shall address both the short-term and long-term space and real estate needs of the county, including leases. On major projects the committee shall meet jointly with the oversight committee for the affected department. On lesser projects, the committee chairperson may appoint a subcommittee to meet with the appropriate oversight committee
- **7.22 SCHEDULING, NOTICE AND CONDUCT OF MEETINGS.**

4)(b) Virtual – all members and the public attend via teleconferencing, video conferencing, or web conferencing without meeting at a physical location. Exclusively virtual meetings shall not be scheduled unless inclement weather, public health emergency, natural disaster, or other emergency prevents an in-person or hybrid meeting from being held safely. The chair of the body, per the guidance of the Dane County Emergency Management Department, shall make this determination for a board, commission, or committee meeting; the chair of the board, per the guidance of the Dane County Emergency Management Department, shall make this determination for the County Board and all standing committees. Virtual meetings require at least a 24-hour notice and reasonable access to the public in conformance with the Wisconsin Open Meetings Law.

(4)(c) Hybrid – simultaneously held in-person and virtually. Hybrid meetings shall be held at a physical location open to the public and a minimum of one board or committee member shall be physically present for the entire meeting. The County Board chair shall be an ex-officio member of all standing committees, commissions, and boards created by the board, and may meet and deliberate in their meetings, may make motions, but may not vote while acting as an ex-officio member, except as otherwise empowered to do so by section 7.11(4)(b) of this ordinance. However, the chair may be counted as a member present for the purposes of reaching a quorum and as the required board member in the room for

all hybrid meetings. **[Question for Corporation Counsel: Does this need to be restated since it is already stated in 7.03(6) Duties of Chairperson?]**

○ **CREATING NEW s. 7.22(9)**

(9)(a) All reports generated by county departments and county agencies pertaining to a matter on the agenda shall be included in the legislative file for the resolution or ordinance amendment.

(b) Any other written materials may be included in the legislative file pertaining to a resolution or ordinance amendment upon motion by a member of a committee or board and approval by that respective committee or board.

- **7.223 CONDUCT OF COMMITTEE MEETINGS. (2)** No committee may take action on any item that has not been posted with the agenda as specified in subsection (1) hereof (24 hours notice) unless...

- **7.24 Budgetary Review (5)** A budget amendment considered by a committee may be amended by the committee. (6) Amendments not included in the Personnel and Finance Committee's recommendations on the budget resolutions may be offered as a floor amendment at the County Board's budget meeting, but must be posted as part of the board agenda at least 24 hours prior to the meeting. **Any** budget amendment considered by the County Board may be amended by the County Board.

- **7.59 SEATING ARRANGEMENTS FOR BOARD MEETINGS. (8)** A child under the age of 18 of any parent otherwise authorized to be on the county board floor under the provisions of this section is authorized to be on the county board floor with their parent. In this case, the parent shall notify County Board staff present at the meeting of their child's presence and location prior to the start of the meeting.

○ **7.61 COUNTY BOARD AGENDA; ORDER OF BUSINESS**

7.61(B) Add a sentence in this section to explicitly state that the board chair is the only sponsor of special matter resolutions.

7.61(1)(D): Claims for Denial

**Rationale for this is that sometimes PP&J will recommend denial, other times the board moves to deny them

7.61(1)(M): Board agenda format section: Items Requiring a Two-Thirds (2/3) Majority for Passage.

Create a new section **7.61(1)(N): Items Requiring a Three-Quarters (3/4) Majority for Passage.** Add text here enumerating items that require a $\frac{3}{4}$ vote for passage.

NOTE: Re-letter current subsections N (Special order of business) through P (Adjournment) to O through Q.

- **7.63(1)(a)** Members of the general public and others who are not members of the county board may address the county board on any matter pending before the board, as printed on the calendar, except that no registrations shall be in order on Special Matters and Announcements, claims, payments over \$10,000, or procedural motions that are on the calendar. Public testimony will not be taken on the following: Special Matters and Announcements, Meeting Minutes, Motions from Previous Meetings, Claims, payment over \$10,000, Special Order of Business, and Such Other Business. Before addressing the board, such persons shall file with the clerk a registration form giving their name, address, the subject on which they wish to speak, and such other information as required.