2.04.190 Rule 19--Duties of the chair. The chair shall preserve order and shall decide questions of order, subject to an appeal to the board, and shall vote on all questions taken by ayes and noes except for appeals from the chair's own decision. (Ord.141-97 Sec.14, 1998; Res. (part) dated April 16, 1969).

2.04.200 Rule 20--Appointment of standing committees. The chair with the 1st vice-chair and 2nd vice-chair shall make appointments to all standing committees of the board. (Ord. 146-14, Sec. 1, 2002).

2.04.210 Rule 21--Correspondence. Correspondence sent by department heads and elected officials costing more than $500 must be approved by the finance and budget committee if not budgeted. (Ord. 152-25, Sec. 1, 2008)

(157-47, Sec. 4 2014)

2.04.220 Rule 22--Permission to address the board. Any person not a member of the board desirous of addressing the board on any subject matter shall first obtain leave by request of some member. In case of objection, such person must have the majority consent of the board members present. (Res. (part) dated April 16, 1969).

2.04.230 Rule 23--Reconsideration of the vote. It shall be in order for any member voting with the prevailing side to move for reconsideration of the vote on any question on the same or next succeeding day of the board session. (Res. (part) dated April 16, 1969).

2.04.240 Rule 24--Termination of debate.

A. Any person desirous of terminating the debate may call the previous question which, when seconded by 6 members other than the mover, shall be submitted by the chair in this form: "Shall debate be closed?"

B. If a majority of the board present shall vote in the affirmative, the next vote shall be upon the amendments and then upon the main question. A call for the previous question shall end all debate. (Ord.141-97 Sec.15, 1998; Res. (part) dated April 16, 1969).

2.04.280 Rule 28--Resolutions, ordinances and amendments.

A. Every resolution or ordinance presented to the board shall be typewritten, shall have a title expressing the essence of the resolution or ordinance, and shall be approved as to form by the corporation counsel. Resolutions which direct that an action be taken shall specify by title the official or officials so directed or authorized.

B. Except for simple amendments, each amendment to a proposed ordinance or resolution shall be typewritten, approved as to form by the corporation counsel and copied for each member prior to introduction from the floor.

1. Simple amendments, which consist of editorial changes or one or two parts of less than 50 words, may be written and read in their entirety.

2. Complex amendments, which consist of over 5 noneditorial parts or over one page, shall be delivered to the members prior to the meeting at which they are considered.

C. Resolutions and ordinances may only be introduced by a member or a committee under 2.04.120 or 2.04.150. Amendments to proposed legislation may be introduced by a member or a committee under 2.04.160. Prior to introduction or placement on the calendar, all such proposed enactments shall be subscribed as follows:

1. Legislation or amendments introduced by member(s) shall be signed by the member(s).

2. Legislation introduced by or any amendment or report from a committee shall be signed by a majority of its members, or shall include the written certification of the committee chair or vice-chair that the legislation, report or amendment correctly states the action of the committee. The date of the committee meeting and the committee vote tally shall be noted in the certificate.

3. All signatures shall be personally endorsed. No typewritten signatures shall be permitted, except when legislation is retyped and conformed to the original document, which shall be kept on file. (Ord. 159-43, Sec. 9, 2016; Ord.141-97 Sec.16, 1998; Ord. 126-73 Sec.3, 1983).

2.04.281 Rule 28.1--Fact sheets--fiscal notes.

A. Every resolution, ordinance or substitute amendment shall be accompanied by a fact sheet which shall incorporate a reliable estimate of the fiscal effect or absence thereof including an estimate of the anticipated changes in current county fiscal year liability and projected fiscal liability in future years. Estimates shall be prepared by the department administering the appropriation or collecting the revenue, under the direction of the finance director.

B. If a resolution, ordinance or substitute amendment is not accompanied by a fact sheet meeting the requirements of this section, it shall not be included in the county board agenda or in the case of a substitute amendment offered from the board floor will not be considered.

C. Every resolution, ordinance or substitute amendment having a fiscal effect exceeding the amount of funds budgeted for that purpose shall be referred to the finance and budget committee. (Ord.139-50, 1995).

2.04.290 Rule 29--Suspension of rules. No rule of the board shall be suspended or amended except by a 2/3 vote of all the members present. (Res. (part) dated April 16, 1969).

2.04.300 Rule 30--Robert's Rules of Order applicable. In all matters not especially provided for, the rules of parliamentary procedure in "Robert's Rules of Order Newly Revised" and all subsequent editions thereof shall govern the board so far as the same may be applicable. (Ord.141-97 Sec.17, 1998; Ord. 79-80/100 Sec.1, 1979: Res. (part) dated April 16, 1969).

2.04.310 Rule 31--Committee meetings.

A. It shall be the duty of the chair of each committee to give at least 2 days call notice to each member of such standing committee when they meet between sessions of the board.

B. No standing committee meeting shall be held without the majority of the members in physical attendance, except in case of extreme emergency as approved by the committee chair. Other committees, commissions, boards and councils may meet via telephone conference phone using a speaker phone or videoconferencing at the discretion of the chair, but only if all available county board members are in physical attendance at the meeting site.

C. Whenever a committee meets in closed session pursuant to Wis. Stat. § 19.85, the clerk shall record all motions made, who initiated and seconded the motions, and how each member voted on all votes taken by such committee in separate closed meeting minutes in the same manner as the regular minutes. Before being sealed, the closed session minutes shall be reviewed for accuracy and initialed by the committee chair.

1. The closed session minutes shall be kept secure in the county clerk's vault, and no persons except members of the county board, the corporation counsel, the county clerk and the county administrator shall have access thereto. No copies or notes may be made from said minutes except upon the signed order of the chair of the board.

2. Prior to the end of each session year, the corporation counsel shall examine the closed session minutes and determine what portions, if any, should be made public. The corporation counsel shall inform the county clerk. (Ord. 159-43, Sec. 10, 2016; Ord.141-97 Sec.18, 1998; Ord.141-92 Sec.6, 1998; Ord.141-82 Sec.1, 1997; Ord.139-87; Ord. 139-62, 1995; Ord. 136-10, 1992; Ord. 132-17 Sec.1, 1988, Ord. 127-61 Sec.1, 1983: Res. (part) dated April 16, 1969).

2.04.320 Rule 32--Reports to the county board.

A. Reference of communications and reports: All communications to the board, written reports of county officers, requests of department heads and employees, and communications from the county administrator shall be referred by the chair to the appropriate standing committee for a report except when such report or communication is informational only.

B.. Each department head will annually prepare and submit to the county administrator a report in a form, length and at a time prescribed by the county administrator. Department heads will orally report to the county board as determined by the county administrator.

C. The county administrator shall present his or her annual message and report to the county board at its meeting on the 3rd Tuesday of April annually and shall file the original copy thereof with the county clerk. In addition the county administrator shall report orally to the county board monthly.

D. Members appointed to represent the board on the governing bodies of independent agencies shall submit to the county administrator written reports of such agency activities or issues as may be of interest to the board by the calendar deadline in 2.04.110 A. annually at the second meeting in March. Copies of such reports shall be sent with the calendar to each board member. Discussion of and directives by the board for action by the appropriate committee on any matters so reported shall be in order.

E. Persons representing agencies funded, created by or functioning in a contractual relationship to the board may present reports to the board as authorized by the board chair.

F. Persons to whom the county board has authorized the chair to present citations or commendations for service or merit may be scheduled upon the directive of the chair to appear before the board for said presentations.

G. Reports and questions under this rule shall be limited to 15 minutes per report; provided, that the board may extend or limit the time.

H. Reports other than those authorized herein shall not be scheduled on the calendar or presented in the absence of prior approval having been given by the chair of the county board or under suspension of the rules.

I. The auditor retained by the county will annually present the prior year audit results to the county board for review and acceptance. (Ord. 159-52, Sec. 1, 2016; Ord 155-37, Sec. 2, 2012; Ord. 154-2, Sec. 5, 2010; Ord. 153-29, Sec. 1, 2010; Ord. 150-012, Sec. 1, 2006; Ord. 144-81, Sec. 1, 2001; Ord.141-97 Sec. 19, 1998; Ord.141-92 Sec.7, 1998; Ord.141-41; Ord.141-35, 1997; Ord.140-24, 1996; Ord. 128-12 Sec.1, 1984; Ord. 127-25 Sec.1, 1983; Ord. 81-82/399 Secs.1--3, 1982; Ord. 81-82/44 Secs.1--6, 1981: Ord. 79-80/6 Sec.1, 1979;).

2.04.330 Rule 33--Reports of convention delegates. All county board members serving as delegates to a state or national conference or convention shall provide a written report within 15 days of the conference or convention to the county board, which may be supplemented by an oral report under 2.04.320. (Ord. 159-43, Sec. 11; 2016; Ord. 139-14, 1995).

2.04.340 Rule 34--Consideration and confirmation of appointments.

A. Every nomination by the county administrator for appointment of the head of any department or office requiring the confirmation of the county board shall be referred to the standing committee having jurisdiction over that office or department. The committee may request the nominee to appear before the committee. A resolution recommending either that the appointment be confirmed or rejected shall be submitted by the committee to the board by at least the 2nd regular board meeting following the date of reference to committee. Confirmation or rejection of such appointment shall be by roll call vote.

B. Nominations by the chair of the county board for any appointment to any governmental body or position which requires the confirmation of the county board shall be considered prior to submittal for confirmation by the committee on administration, or such other committee or governmental body provided by ordinance. (Ord. 159-51, Sec. Ord.141-92 Sec.8, 1998; Ord. 134-04, 1990; Ord. 131-36 Sec.1, Ord. 130-56 Sec.1, 1986; Ord. 127-2 Sec.4, 1983; Ord. 126-18 Sec.2, 1982).

(Ord. 159-43, Sec. 15, 2016 Repealed 2.04.350; Ord. 143-64 Sec. 1, 1999; Ord.141-92 Sec.9, 1998; Ord. 126-18 Sec.3, 1982).

2.04.400 Rule 40--County board trust fund.

A. There is created a segregated trust fund to be known as the "Eau Claire County board of supervisors segregated trust fund," to consist of the segregated revenues deposited pursuant to 4.07.050 D. The finance director shall administer the fund, which shall be maintained in an interest-bearing or checking account in a depository authorized in 4.08.010.

B. The sole purpose of the fund shall be to finance board expressions of condolence to or special recognitions of board members, management staff or their immediate families. The committee on administration shall adopt rules governing the use of and disbursals from the fund.

C. Withdrawals and disbursals from the fund shall be made only for the purposes authorized herein and on the order of the chair of the board, countersigned by the county administrator. Donations and voluntary special assessments may be collected and deposited by the county administrator in the fund. The county administrator shall prepare a report of fund receipts and disbursals before the end of each session. (Ord.141-97 Sec.20, 1998; Ord.141-92 Sec.10, 1998; Ord.139-33, 1995; Ord. 126-1 Sec.1, 1982).

II. STANDING AND SELECT COMMITTEES-- RULES AND DUTIES THEREOF

2.04.435 Committee on administration.

A. The committee shall be responsible to the county board for the departmental policy and oversight of the offices of the county administrator, corporation counsel, information systems director, facilities director, county medical examiner, veteran services director and veterans service commission. In addition the committee shall have the following specific duties:

1. Oversee the administration of all county insurance matters, including property and casualty insurance, general liability insurance, and group health and life insurance;
2. Approve all bonds for county officers and employees as to form and sufficiency at the amounts authorized by ordinance;
3. Examine and settle on behalf of the county all insured claims and causes of action against the county, in cooperation with the appropriate insurers;
5. Exercise those powers and duties provided in Chapter 2.70 in the operation of the centralized purchasing system;
6. Develop and administer policies for the operation of the county board office, county board staff, board chambers and committee rooms;
7. Exercise the committee powers and duties under Chapter 2.07 governing the office of corporation counsel;
8. Act as the general coordination committee of the county board;
9. Oversee the management of general county business not under the jurisdiction of another committee or governmental body;
10. Resolve county board jurisdictional conflicts and general conflict issues not under the jurisdiction of another committee.
11. Advise the chair of the board on all appointments to be made by the chair to boards, councils, commissions, committees or offices where appointment is vested in the chair by law, ordinance, or resolution;
12. Advise the board on all appointments vested therein, including boards, councils, commissions, committees or county officers, except as otherwise provided by law or ordinance;
13. Advise the board on calendar changes in order to more efficiently plan the consideration of legislative matters, recommend to the board the placement on the calendar of such special orders of business as deemed proper and administer Chapter 2.10.
14. Enforce standards for the disbursal of aid under Wis. Stat. § 45.86, to needy veterans by veteran services staff under the supervision of the veterans service commission.

B. The chair and vice-chair of the county board shall be the chair and vice-chair of the committee, respectively. The chairs of all other standing committees in 2.04.120 shall be ex-officio members of the committee without voting privileges. (Ord. 160-12, Sec. 1, 2016; Ord. 159-43, Sec. 13, 2016; Ord. 159-35, Sec. 1 & 2, 2016; Ord. 157-47, Sec. 5, 2014; Ord. 154-2, Sec. 6, 2010; Ord. 146-14, Sec. 2, 2002; Ord.141-97 Sec.21, 1998; Ord.141-92 Sec.11, 1998; Ord.141-82 Sec.2; Ord.140-118, Secs.1-2, 1997; Ord. 138-19; Ord. 137-62, 1994; Ord. 130-16 Sec.1, 1986; Ord. 129-61 Secs.2-4, 1986; Ord. 127-2 Secs.5, 6, 1983; Ord. 80-81/06 Sec.7, 1980).

2.04.440 Committee on human resources.

A. The committee shall be responsible to the county board for the departmental policy and oversight of the human resources department, for the administration of those committee duties in Title 3, and for the administration of those committee duties under any county board approved collective bargaining agreements.

B. The committee shall act as the collective bargaining representative of the county board and shall oversee the corporation counsel in the conduct of collective bargaining negotiations with represented employees over hours, wages, benefits, terms and conditions of employment in county service.

D. The committee shall act as the grievance committee under Chapter 3.10, for discrimination grievance hearings under the affirmative action plan adopted pursuant to 3.10.030, and where authorized by approved collective bargaining agreements. All grievance hearings shall be conducted in accordance with due process standards and the corporation counsel, or designee, shall be present whenever possible. No grievance involving the following may be settled by the committee without the approval of the county board:

1. The alteration, amendment or termination of any contract approved or authorized by the county board;

2. The enactment, repeal or amendment of any ordinance or resolution;

3. The allowance of any claim for money damages or expenses except as provided under Chapter 4.90.

E. All members of the committee shall receive training in equal employment opportunity legal requirements and affirmative action programs.

F. The committee shall administer the civil service responsibilities for deputy sheriffs as provided in Chapter 3.85. (Ord. 158-15, Sec. 1, 2014; Ord. 151-10, Sec. 4, 2007; Ord. 151-010, Sec. 1, 2007; Ord. 147-80, Sec. 4., 2003; Ord. 143-64, Sec. 2, 1999; Ord.141-97 Sec.22, 1998; Ord. 128-22, Secs.1-2, 1984; Ord. 127-9 Sec.1, 1983).

2.04.445 Committee on judiciary and law enforcement.

A. The committee shall be responsible to the county board for the departmental policy and oversight of the sheriff's department; the offices of the district attorney, clerk of courts, register in probate, children's court services and family court commissioner; secure and nonsecure juvenile facilities; criminal justice collaborating council and law library.

B. The committee shall advise the board on all matters pertaining to criminal justice, public safety, the emergency communications and telephone number system and ordinances dealing with offenses under Title 9. (Ord. 160-12, Sec. 2, 2016: Ord. 157-020, Sec. 1, 2013; Ord. 153-25, Sec. 1, 2009; Ord. 152-26, Sec. 1, 2008; Ord. 149-57, Sec. 1, 2006; Ord.131-97 Sec.23, 1998; Ord. 134-09, Sec.1&2, 1990; Ord. 128-7 Sec.1(part), 1984; Ord. 126-62 Sec.1, 1983; Ord. 81-82/13 Secs.4, 5, 1981; Ord. 80-81/184 Sec.1, 1980; Ord. 80-81/06 Sec.8, 1980).

2.04.450 Committee on UW-Extension education.

A. The committee shall be responsible to the county board for the departmental policy and oversight of the county extension department and its board authorized functions including:

1. Eau Claire County Junior Fair Committee;
2. County 4-H youth programs.

B. The committee shall exercise those powers and duties authorized under Wis. Stat. § 59.56(3), except that the appointment of the chair of the office shall be under 3.11.042 A. All agreements under Wis. Stat. § 59.56(3)(c) 2., shall be approved by the county board. (Ord. 157-47, Sec. 6, 7 & 8, 2014; Ord. 154-2, Sec. 7, 2010; Ord. 152-39; Sec.1, 2008; Ord. 143-106, Sec. 2, 2000; Ord.141-97 Sec.24, 1998; Ord.141-03, Sec.1, 1997; Ord.140-124, Secs.1-2, 1997; Ord. 136-83, Sec. 2, 1992; Ord. 133-08, 1989; Ord. 127-1 Secs.3, 4, 5, 1983; Ord. 126-14 Sec.1, 1982; Ord. 80-81/388 Secs.2--5, 1981; Ord. 80-81/06 Sec.9, 1980).

2.04.455 Committee on planning and development.

A. The committee shall be responsible to the county board for the departmental policy and oversight of the department of planning and development and register of deeds. The committee shall:

1. Oversee the administration of authorized department functions in Chapters 2.44 and 15.01 and Titles 17 and 18, and exercise the committee duties prescribed therein;
2. Oversee enforcement of the provisions of Titles 17 and 18 and Chapter 8.12; examine and report to the board on all petitions for or proposed amendments to any of the provisions thereof;
3. Recommend to the board the approval of the annual county surveying program and oversee the execution thereof;
4. Act as the board liaison with and act on matters pertaining to the West Central Wisconsin Regional Planning Commission and any boards or commissions attached to the department for administrative purposes;
5. Report on all matters relating to town boundaries, municipal annexation studies under 2.44.015 C., and amendments to Chapter 1.08;
6. In cooperation with other committees having jurisdiction, it shall report on all matters regarding municipal annexation or detachment of county-owned lands and easements on or over county-owned lands.
7. Oversee county industrial development planning and promotion matters.
8. Oversee or report on county library service matters.
9. Oversee the county recycling program and the administration of Subtitle III of Title 12 of the code and shall seek federal and state funding for recycling.

B. The committee shall formulate, in cooperation with the State Bureau of Aeronautics, all airport approach protection ordinances under Wis. Stat. § 114.136.

C. The committee shall be responsible for the policy oversight of all boards and commissions attached to the department of planning and development under 2.44.020 B. These boards and commissions and the industrial development agency shall report to the county board through the committee. The committee shall advise the board of all matters pertaining to emergency medical services and perform the duties of the emergency management committee as set forth in Chapter 2.40. This subsection does not apply to the land conservation commission.(Ord. 152-26, Sec. 2, 2008)

D. The chair of the county board shall appoint a minimum of 3 members of the committee to represent supervisory districts outside the incorporated city limits of Eau Claire. (Ord 149-57, Sec. 2 & 3, 2006; Ord.142-103 Sec.1, 1999; Ord.141-97 Sec.25, 1998; Ord.140-124, Sec.3, 1997; Ord.140-120, Sec.1-2, 1997; Ord. 137-61, Sec. 1, 1993; Ord.137-33, Sec.1, 1993; Ord. 134-45 Sec.2, 1990; Ord. 130-16 Sec.2, 1986; Ord. 127-89 Secs.2 and 3, 1984; Ord. 128-7 Sec.1, 1984; Ord. 81-82/421 Secs.1 and 2, 1982; Ord. 80-81/46 Sec.1, 1980; Ord. 80-81/06 Sec.11, 1980).

2.04.465 Highway committee

A. The committee shall be responsible to the county board for the departmental policy and oversight of the county highway department and shall exercise such of those powers and duties under 83.015(2) and Wis. Stat. ch. 83 and 84, as may be consistent with the code of general ordinances. In such capacity, the committee shall:

1. Oversee the construction and maintenance of all county trunk roads and bridges and the construction, improvement, equipment, maintenance and operation of the highway department and grounds;

2. Report to the board on all matters under the jurisdiction of the department including highways, county highway speed limits and traffic control devices;

3. Exercise those powers and duties as authorized in Chapter 2.70 and recommend to the board for approval all leases, contracts or agreements not covered therein.

B. No transfers between line items of the adopted county budget shall be made except with the approval of the committee on finance and budget or the county board as provided in Wis. Stat. §§ 65.90(5)(b), and Chapter 4.04.

C. The chair of the county board shall select one member from and residing in each of three areas:

1. The city of Eau Claire;

2. The towns of Bridge Creek, Clear Creek, Fairchild, Lincoln, Ludington, Otter Creek and Wilson; the Villages of Fairchild and Fall Creek; and the city of Augusta;

3. The towns of Brunswick, Drammen, Pleasant Valley, Seymour, Union and Washington; and the city of Altoona.

The remaining 2 members shall be appointed at large. The provisions of Wis. Stat. § 83.015(1)(d), shall not apply.

D. The highway department and the committee shall use the system of cost accounting devised by the State Department of Revenue, as required by Wis. Stat. § 83.015(3). (Ord.141-97 Sec.26, 1998; Ord.141-26, Sec.2, 1997; Ord.136-40, 1994; Ord. 136-101, Sec.1, 1993; Ord. 131-43. Secs.1 & 2, 1987, Ord. 81-82/429 Secs.1 and 2, 1982; Ord. 126-2 Secs.3--8 and 10, 1982; Ord. 81-82/13 Sec.9m, 1981; Ord. 80-81/265 Sec.2, 1981; Ord. 80-81/06 Sec.13, 1980).

2.04.475 Committee on parks and forest.

A. The committee shall be responsible to the county board for the departmental policy and oversight of the parks and forest department and of all county parks, parkways, waysides, special use areas, the Exposition Center including county owned lands and facilities and the county forest.

B. The committee shall have the following powers and duties:

1. To annually propose making reservations and acquisitions of lands and improvements thereof for park related functions. The county board reserves the authority to adopt, modify, change or extend plans proposed by them as provided in Wis. Stat. § 27.04(2);

2. To enter into agreements for timber sales from the county forest, pursuant to Wis. Stat. § 28.11(6);

3. To insure that the parks and forest director utilizes the concept of multiple-use management, pursuant to Wis. Stat. § 28.11, reserving to the county board the authority vested therein in Wis. Stat. § 28.11(3)(a) to (e) and (i) thereunder;

4. To take options for purchase of lands in the county for authorized parks or forest purposes, such options not to exceed in the aggregate more than 5% of the total land acquisition line item in the departmental budget in any year;

C. The committee shall appoint an advisory committee, approved by the county board chair, whose function it shall be to actively participate in the formulation of the yearly and long range plans for the Eau Claire County parks and forest including the exposition facility. It shall be composed of 11 members experienced or interested in the management and development of the county parks and forest and broadly representative of the county population. No members of the county board shall be appointed thereto.

(Ord. 160-13, Sec. 1 & 2., 2016; Ord. 157-47, Sec. 9, 2014; Ord. 157-040, Sec. 1 & 2, 2014; Ord. 156-004, Sec. 1, 2012; Ord. 154-2, Sec. 8, 2010; Ord. 154-2, Sec. 2, 2010; Ord. 145-22, 2001; Ord. 129-30 Sec.1, 1985; Ord. 80-81/432 Sec.1, 1981; Ord. 80-81/06 Sec.14(part), 1980; Ord. 52-79 Sec.1, 1979; Ord. 313-78 Sec.1, 1978).