

**CHAPTER 5
COUNTY BOARD OF SUPERVISORS**

1-5-1: COUNTY ORGANIZATION

- A. Pursuant to Wis. Stats. §59.10(3)(a) and (b), the County Board, by ordinance duly certified by the County Clerk and filed in the Clerk's office, hereby adopts the supervisory district reapportionment plan based upon most recent decennial federal census.
- B. Prior to December 1 annually, the County Board, by ordinance, shall alter the district boundaries to reflect any municipal, incorporation, annexation, detachment, or consolidation, in order to improve election administration, but only if the resulting districts would be equally apportioned as required by law. The official copy of the most recently approved reapportionment plan shall be kept on file in the office of the County Clerk.
- C. There shall be supervisory districts as nearly equal in population as practicable. Each district shall be entitled to elect one (1) Supervisor to the County Board in the manner provided in §1-5-1-2. (Ord. 01-0802, 8-14-2001)

1-5-1-1: ELECTION TO BECOME SELF-ORGANIZED COUNTY

For the purpose of improving the ability of the County Government to organize its administrative structure and to govern, Green County elects to become a self-organized County and to act under the provisions of §59.10(1), Wis. Stats.

1-5-1-2: TERMS OF OFFICE FOR AND ELECTION OF COUNTY SUPERVISORS

The term of office of Supervisors shall be two (2) years. The term of office for Supervisors shall be concurrent. Supervisors shall be elected at the election to be held on the first Tuesday in April next preceding the expiration of their respective terms and shall take office on the third Tuesday in April following their election.

1-5-1-3: METHOD FOR FILLING VACANCIES ON THE COUNTY BOARD

Vacancies in the office of County Supervisor may be filled by appointment of the County Board Chairperson, subject to confirmation by the County Board.

1-5-1-4: COMPENSATION OF COUNTY BOARD

The method of compensation for Supervisors shall be determined by the County Board. The County Board shall, at its annual meeting, by a two-thirds (2/3) vote of the members entitled to a seat, fix the compensation of the Board members to be next elected. The Board may also, at its annual meeting, by a two-thirds (2/3) vote of the members entitled to a seat, provide additional compensation for the Chairperson.

In addition to the salary, the Supervisors shall receive mileage for each days attendance at Board meetings or for attendance at Committee meetings at the rate to be established by the Board pursuant to §59.22, Wis. Stats., as the standard mileage allowance for all County employees and officers. (Ord. 90-1120, 11-13-90)

1-5-2: BOARD MEETINGS

1-5-2-1: TIME OF MEETINGS

The Board shall conduct its annual meeting on the second Tuesday of November, and it shall conduct its organizational session on the third Tuesday in April, in accordance with State Statutes §59.11. The Board shall also meet on the second Tuesday of all other months during the year to transact general business. The time and place of Board meetings shall be as designated by the Green County Board Chairman. Except for the annual session and the organization session as aforesaid, any other regular monthly Board meeting may be canceled if in the opinion of the County Board Chairperson and County Clerk insufficient business exists on the agenda to warrant convening the Board. In such cases, the Board Chairperson and Clerk shall notify all members of the Board of Supervisors in writing of the cancellation of the meeting, such notices to be mailed no later than five (5) days prior to the regularly scheduled monthly meeting. (Ord. 82-1030; amd. 83-1010, 10-20-83; 01-0304)

1-5-2-2: BUSINESS TO BE CONDUCTED

- A. The only matters that will be considered by the County Board at its session are those that have been filed with the County Clerk seven (7) days before the session and which have been placed on the agenda furnished the Board members by the Clerk.
- B. Any new business not on the agenda shall require suspension of the rules by a two-thirds (2/3) vote of the members present. Thereafter, the motions will be considered as all other motions.
- C. Motions not related to business shall be treated as resolutions and shall be referred to the proper Committee for action which will require said Committee to place the same on the agenda for action at a subsequent session if said Committee recommends bringing the matter before said Board.
- D. Resolutions not on the agenda shall be referred to the proper Committee for action which will require said Committee to place same on the agenda for action at a subsequent session if said Committee recommends bringing the matter before the Board. (R9-5-72)

1-5-2-3: RULES OF ORDER AND VOTING PROCEDURES

- A. The Chairperson shall call the Board to order at the precise hour to which the Board stands adjourned.

The Clerk shall call the roll.

The minutes of the previous meeting, a copy of which has been sent along with the notice of the current meeting, shall be corrected and approved.
- B. The Chairperson shall preserve order and decorum, and decide all questions of honor, subject always to an appeal of the Board.
- C. In the absence of or during the inability of the Chairperson to preside, the Vice-Chairperson shall act in his/her place, and have all the powers possessed by the Chair. The Second Vice-Chairperson shall preside in case of inability of the Chairperson or First Vice-Chairperson to preside. (1982 Code)

- D. (Rep. By Ord. 82-520, 1982)
- E. The Chairperson shall vote on all questions on which the “ayes” and “noes” are taken except on appeals from his/her decision.
- F. Every member, previous to speaking, shall rise and address himself/herself to and be recognized by the Chair. If two (2) or more members arise at the same time, the Chairperson shall decide who shall speak first, but in all other cases that member who arises and addresses the Chair first shall have the “preference”.
- G. No motion shall be debated unless the same shall be seconded. The same shall be stated by the Chair before the debate, and on request of any member, it shall be reduced to writing. In all cases where applicable, the rules of parliamentary practice comprised in Robert’ s Rules of Law and Order shall govern the proceedings of the Board.
- H. All questions shall be stated by the Chairperson. If the Chairperson is in doubt as to the majority or a decision be called for, those voting in the affirmative shall first rise and remain so until counted, and thereafter those voting in the negative shall arise and be counted.
- I. Every member present shall vote unless excused by the Board.
- J. No business other than receiving of petitions, remonstrances, communications or claims, and their reference to the proper Committees, or to adjourn, shall be transacted in the absence of any Committee in the performance of its duties if objected to by one-third (1/3) of the members present, unless a motion has been made at a previous meeting, and a special assignment had for its consideration.
- K. No standing rules shall be rescinded, changed or suspended except by an affirmative vote of two-thirds (2/3) of the members present.
- L. All claims, bills, reports or other papers shall be filed with the County Clerk before presentation to the Board. All reports of Committees shall be made in writing, signed by the Chairperson thereof, filed with the Clerk and by him/her handed to the Chair for action thereon.
- M. It shall always be in order for any member of the Board to call for items of an account, and no account shall be audited unless it is made out in items, according to law.
- N. All petitions shall be filed with the County Clerk ten (10) days prior to Board sessions. (1982 Code)

1-5-2-4: BOARD MEETING AGENDA

A printed copy of all resolutions to be presented at a regularly scheduled County Board meeting shall be included with the notice of such meeting which is mailed to County Board Supervisors by the County Clerk, and copies of said resolutions shall be available to the news media upon request. (R8-14-73)

1-5-3: PUBLICATION OF BOARD PROCEEDINGS

- A. Official minutes of any County Board session, along with any additions or corrections to be considered as the first order of business at the following session, shall be printed, and published in The Independent Register. (R5-13-69; amd. 1982 Code; Amd Ord. 97-0110, 1-14-97)
- B. To hold printing and publishing costs to a minimum, publication of the Green County Board minutes shall be limited to: ordinances, resolutions, reports, supplementary reports and actions of the Board. (R11-12-73, eff. 10-30-73; amd. 1982 Code; Amd. Ord. 97-0110, 1-14-97).
- C. The Independent Register is hereby designated as the official County newspaper for all election notices, legal notices or advertisements, as shall be authorized or required to be published or printed by law, the Green County Board, the Green County Code, and Departments of Green County, unless otherwise specifically required by law. (Ord. 97-0110, 1-14-97).

1-5-4: MEMBERSHIP IN COUNTY ORGANIZATIONS

- A. Wisconsin County Boards Association: Green County hereby enrolls as a member of the Wisconsin County Boards Association, as said Association is an organization which has for its purpose the promotion of good County government as well as advocating helpful and opposing harmful legislation. Said Association is nonpartisan and nonpolitical, and it is the only means whereby County Boards may express themselves collectively on timely matters of common interest and general importance to the County. (R5-5-36)
- B. National Association of Counties: The County Board hereby authorizes membership of Green County into the National Association of Counties. (R10-14-7)

1-5-5: FISCAL NOTES

All resolutions requiring a transfer of funds must be referred to the Finance and Accounting Committee for consideration prior to introduction on the Board floor. Said Committee shall insure that the amount of the fund transfer is included in the text of the resolution, and shall see that a fiscal note is attached to the resolution. Any resolutions not requiring a fund transfer, but requiring funding in future budgets shall likewise be referred to the Finance and Accounting Committee for a fiscal note prior to introduction on the Board floor. (R12-13-80)