

Sawyer County Board of Supervisors
Policy and Procedure Manual



Adopted June 16, 2016

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Amendment/Addition Log:

- Adopted June 16, 2016
- Approved April 2018
- Approved May 2018
- Approved July 2018
- March 21, 2019
 - Added Part I Section C. 3.
- Approved April 21, 2020
- Amended February 18, 2021
 - Added Mission Statement
 - Amend Rule 1(3)
 - Amend Rule 2(9) and 2(10)
 - Added Part I, No.'s 21-22
- Amended March 16, 2021
 - Added Appendix A and identified Appendix B
- Amended April 22, 2021
 - Added Part I Section C.2. Public Safety/Court Systems (approved at 4/20/21 Board meeting)
 - Expanded Table of Contents
 - Added an Amendment/Addition Log
 - Added PACE Commission to list on Page 19
- Amended June 17, 2021
 - Added Part I Section D. Economic Development and UW Extension and Agriculture Committee (approved at 6/17/21 Board meeting)
 - Expanded Table of Contents
- Amended July 15, 2021
 - Amended Board Rule 2(10) to read September 16, 2021, instead of July 1, 2021, per extension approved
 - Amended Committee Section A(22) to read September 16, 2021, instead of July 1, 2021, per extension approved
- Amended October 21, 2021
 - Amended Virtual Meeting policies - deleted Rule 2(8)-2(10) and created Rule 2(8) a-f of County Board meetings
 - Amended Virtual Meeting policies – deleted Part I, Section A No. 20-22 and created new No. 20 a-f of Committee meetings
- Amended April 21, 2022
 - Remove bullet point in Rule 5: Organizational Meeting: “Election of members of the committee which has jurisdiction over the Highway Department”

Mission Statement: The Sawyer County Board of Supervisors will strive to provide excellent services and responsible leadership to protect and enhance Sawyer County citizens, businesses, and resources, while preserving our unique heritage.

Sawyer County, Wisconsin Self-Organized County

Section A: Authority.

This ordinance is adopted under authority granted by Section 59.10, Wisconsin State Statutes. To give Sawyer County the largest measure of self-government under that Statute, the contents of the Sawyer County Board of Supervisors Policy and Procedure Manual shall be liberally construed in favor of the rights, powers, and privileges of the County to exercise any organizational or administrative power not contrary to the State of Wisconsin Constitution or to any enactment of the State Legislature that is of statewide concern and which uniformly affects every County.

Section B: Title.

This ordinance shall be known as the Sawyer County Self-Organized County Ordinance.

Section C: General Provisions.

1. For the purpose of improving the ability of the county government to organize its administrative structure, Sawyer County elects to become a self-organized county and to act under the provisions of Section 59.10 (1), Wisconsin State Statutes.
 - a) Terms of office for election of County Board of Supervisors. Supervisors are county officers and shall be elected for two-year terms in the election to be held on the first Tuesday in April in even numbered years and shall take office the third Tuesday in April of that year.
 - b) Methods for filling vacancies on the County Board. Vacancies shall be filled by procedures determined by the County Board and defined in the Sawyer County Board of Supervisors Policy and Procedure Manual.
 - c) Compensation of County Board Members. The method of compensation for County Board Supervisors shall be determined by the County Board. The County Board shall at or before its annual meeting in odd numbered years by a two-thirds vote of members entitled to a seat, fix the compensation of the board members to be next elected. The Board may also at or before its annual meeting in odd numbered years by a two-thirds vote of members entitled to a seat, provide additional compensation for the County Board Chairperson. In addition to the per diem, the County Board Supervisors shall receive mileage for attending Board meetings and other official meetings in accordance with the Sawyer County Board of Supervisors Policy and Procedure Manual.
2. The County Clerk shall file a certified copy of the Self- Organized County ordinance with the Wisconsin Secretary of State upon passage by the Sawyer County Board.

Section D: Conflicting Ordinances.

Any prior Sawyer County ordinances or parts thereof in conflict with the provision of this ordinance insofar as they regulate the establishment of Sawyer County as a self-organizing county are hereby repealed and rescinded effective the effective date of this ordinance.

Section E: Severability.

The provisions of this ordinance shall be deemed severable and it is expressly declared that the Sawyer County Board of Supervisors would have passed the other provision of this ordinance irrespective of whether one or more provisions may be declared invalid and if any provisions of this ordinance, the application thereof to any person or circumstances is held invalid the remainder of the ordinance and the application of such provision to other persons or circumstance shall not be affected thereby.

Section F: Effective Date

This ordinance shall take effect upon passage and publication as provided by law.

Sawyer County Board of Supervisors Governing Rules of the County Board

Role of a County Board Member

Service as a Board Member is an honor and a trust requiring the holder to serve the public through use of judgement for the benefit of the public. A Board Member is sworn to uphold the Constitution of the United States of America and the State of Wisconsin. A Board Member is responsible to impartially carryout the laws of our nation, our state, and the county.

County Board Members come from society at large. It is probable that Board Members will hold different views, have different perspectives and see things differently. However, it is not these individual traits that must prevail. It is the collective action of the Board that must prevail. Board Members are required to courteously work together for the public good of the whole county.

Board Members are expected to individually contribute to a collaborative effort to set the county's mission and advance the county's priorities. Examples of such activity include:

1. Participating in the process of debate and voting on proposed ordinances, resolutions and motions at the county board and committee meetings.
2. Serving on one or more standing committee(s) or other committee(s), boards and commissions
3. Spending the time needed to understand the issues that come before the board and their committees by preparing for such discussion in advance of the meetings.
4. Setting policy for the county, accepting that the County Administrator and county employees are responsible to carry out the policy. As such, a board member should not interfere with the County Administrator's duties to oversee the daily operations of the county.
5. Being responsive to the issues raised by their constituents.
6. Conducting themselves so that all aspects of their public life reflect positively on the board and its members.
7. Avoiding the appearance of a conflict of interest, bring to the Ethics Board attention any potential conflict.

Rule 1: Board Members

1. The County Board shall consist of fifteen (15) board districts.
2. Board Members shall serve a two-year term beginning and expiring at the convening of the organizational meeting on the third Tuesday in April in the even numbered years.
3. If a vacancy occurs on the Board, the Chair shall, within 30 days of the vacancy, appoint a person who is a qualified elector and resident of the Board district to fill the vacancy subject to confirmation by majority vote of those Board members voting. The appointed person shall serve for the unexpired portion of the term to which the person is appointed. In the event a successor is appointed prior to April 1st of the year preceding the next scheduled County Board Supervisor election, the Board shall order a special election to fill the vacancy, and the person appointed shall serve until their successor is elected and qualified. A person so elected shall serve for the remainder of the unexpired term. Vacancy occurs upon the death of an incumbent, written resignation, removal or ceasing to be a resident of the district or for any other reason set forth in state statute.
4. No county officer or employee is eligible to hold the office of County Board Supervisor, but a

- Supervisor may be a member of a town board, city council or village board of trustees.
5. The Chair and Vice Chair may be removed by a majority vote of those members voting.

Rule 2: Meetings and Quorum

1. The Annual Meeting of the County Board will be on the Tuesday after the second Monday in November, unless that date falls on November 11 in which case the meeting will be held the following day.
2. The Organizational Meeting of the County Board will be on the third Tuesday in April and the November meeting will be on the first Tuesday after the second Monday. Other regular meetings of the County Board shall be on the third Thursday of each month starting at 6:30 pm. Such meeting dates and times may be changed by a majority vote of the county board.
3. A special meeting, which is not an emergency meeting, may be called by a written request of a majority of board members by delivering such request to the County Clerk. The special meeting will be held within seven calendar days from the delivery of the request.
4. A special meeting may be called in the event of an emergency. Upon determining that an emergency exists, the Chair may call an emergency meeting in any manner reasonably designed to give notice to supervisors and the public including by electronic means. Notice must precede meeting time by at least two hours. An emergency is defined as a situation which requires immediate Board action without which the county government or its citizens will suffer risk of physical, financial, or other harm.
5. In the event of inclement weather, the Chair may cancel a meeting at least three hours before the meeting. Any meeting so cancelled shall be held within the next succeeding week.
6. Board members not able to attend a Board Meeting shall contact the Chair, County Administrator or County Clerk before the meeting giving an explanation for the anticipated absence. The Board Member will be entered in the Board minutes as excused.
7. A majority of Board Members who are entitled to a seat shall constitute a quorum.
8. Virtual Meetings and Attendance at County Board Meetings. All County Board meetings shall be held in person and there is a presumption that all County Board members shall attend County Board meetings in person. However, the County Board recognizes that some circumstances may require virtual attendance. County Board meetings may be held virtually, and County Board Members may virtually attend in-person County Board meetings, pursuant to the following rules:
 - a) All virtual County Board meetings, attendance and participation shall be subject to and shall comply with all applicable laws, including, but not limited to, Wisconsin's open meetings laws set forth in Wis. Stat. Ch. 19. All County Board meeting notices and agendas shall have instructions for virtual access.
 - b) The County Board Chair may authorize a fully-virtual County Board meeting if deemed necessary, within the County Board Chair's discretion. A County Board Member may still attend a fully-virtual meeting in person so long as the County's meeting premises are accessible.
 - c) A County Board Member may virtually attend a County Board meeting if the County Board Member provides notice to the County Board Chair and County Clerk no later than 24 hours prior to the County Board meeting, except in emergency circumstances.
 - d) The County Board Chair shall attend any County Board meeting in person unless a fully-virtual meeting is called pursuant to (a) above, or in the event of emergency or other extraordinary circumstance.
 - e) Any County Board Member virtually attending a meeting shall comply with all rules of

- conduct, etiquette and ethics as required by these Rules and other applicable laws.
- f) In the event of a County Board Member's non-compliance or abuse of this Rule 2(8), the County Board Chair shall review these Rules and expectations with the County Board Member. If non-compliance continues, the matter shall be reviewed by the County Ethics Committee.

Rule 3: Organizational Meeting

1. At its Organizational Meeting, the Board shall elect a Chair and Vice Chair.
2. Following nominations (including self-nominations), which need not be seconded, each nominee may address the board for three minutes.
3. Secret ballots will be used to elect the Chair and Vice Chair by separate votes for each. Only persons nominated may be voted for.
4. A person receiving a majority vote of Members entitled to a seat shall be declared elected. If no majority is reached, balloting shall continue, including all nominees, until a majority is reached.

Rule 4: Chairperson Powers and Duties

1. The Chair, or in their absence, the Vice Chair shall call the meeting to order and preside over the meeting.
2. In the absence of the Chair and Vice Chair, the County Clerk will preside until the Board elects a Chair Pro-Tem.
3. If the office of the Chair is vacated, new elections for Chair and Vice Chair will be held. Following nominations, which need not be seconded, each nominee may address the Board for three minutes. Secret ballot will be used to elect the Chair and Vice Chair by separate votes for each. Only persons nominated shall be voted for. A person receiving a majority of votes cast on the primary ballot shall be declared elected. If no majority is reached, balloting shall continue, including all nominees, until a majority is reached.
4. The Chair shall preserve the order of the Board and decide the questions of order and procedure subject to an appeal to the Board. The Chair will ensure the Board and individual Board Members act consistent with the rules of order. The Chair shall preside at Board Meetings in an efficient and effective manner and shall set the general tone for each meeting through positive leadership. Board deliberations will be fair, open and thorough, with all Members wishing to speak given a chance to do so.
5. The Chair, working with the County Administrator, will be responsible for the preparation of the written agenda. The Board agenda, related resolutions, ordinances and other attachments and minutes from the preceding meeting will be distributed to the board members at least five calendar days before the scheduled board meeting.
6. The Chair can be a member of standing committees and will be an ex officio member of all other committees of the County Board.
7. The Chair shall have the power to vote at committee meetings when requested by that committee chair to fill a position caused by the absence of a Member of that committee.
8. The Chair shall appoint all Members of the standing committees of the Board with approval by the majority of the Board so voting, with the exception of elected committees. The full Board shall elect by a majority of those voting, members of the elected committees.
9. The Chair shall remove appointed committee members with approval by majority of those Board Members voting. The full Board can replace a member of elected committees by a

majority of those Board Members voting. The Chair shall be entitled to vote on all questions coming before the Board. The Chair shall sign all ordinances and resolutions approved by the County Board and where required to do so by Board action counter sign orders, contracts, and the like. The Chair shall transact all necessary County Board business with others and represent Sawyer County at legislative hearings, conventions or other matters pertaining to the county. The Chair may delegate to department heads, County Administrator, other elected and appointed officers and other Board Members such roles and responsibilities.

Rule 5: Order of Business

2. Organizational Meeting
 - Call to order
 - Administration of oath of office
 - Roll call by the County Clerk
 - Pledge of allegiance
 - Certification of compliance with the open meeting law
 - Approval of agenda
 - Approval of minutes of last meeting
 - Election of Chairperson and Vice Chairperson
 - Adoption of Rules of Order
 - Follow order of business as established for other meetings

3. Other meetings
 - Call to order
 - Roll call by County Clerk
 - Pledge of allegiance
 - Certification of compliance with the open meetings law
 - Approval of agenda
 - Public comment See Rule 8
 - Approval of minutes of last meeting
 - Presentations when appropriate
 - Public hearing when needed
 - Committee reports, resolutions and ordinances
 - Election and appointments as needed
 - Correspondence, reports from conferences and meetings, other matters for discussion
 - Adjourn

Rule 6: Resolutions and Ordinances

1. All resolutions or ordinances must be in writing.
2. Resolutions or ordinances sponsored by committees, or by at least two Board Members, shall be delivered to the County Administrator 6 calendar days before the Board meeting.
3. Resolutions or ordinances sponsored by at least two Board Members and not previously considered by a committee of the Board shall, without motion to adopt or discussion, be referred by the Chair to the appropriate committee. This rule may be waived by a two-third vote of those members voting.
4. Any resolution or ordinance presented for consideration must bear the signature of the

Members offering the resolution or ordinance, or if being presented by a committee, the signatures of those committee members approving the resolution or ordinance.

Rule 7: Voting and Procedure

1. Unless provided for elsewhere, Robert’s Rules of Order shall govern the procedures of the Board.
2. When a Board Member wishes to speak, they will activate the red light on their speaker, wait to be recognized by the chair, and address the chair. When two or more Members activate the red light at the same time, the Chair shall designate the Member who is to speak first. In all cases, a Member who activates the red light first shall speak first after being recognized by the Chair. Members speaking to the Board shall confine their remarks to the subject at hand and shall not deal in personalities. When called to order, the Member speaking will not proceed further without express permission of the Chair.
3. Any unanimous vote shall be considered and recorded as an affirmative unanimous roll call vote when so directed by the Chair.
4. Any Board Member can request a roll call vote. Whenever there is a roll call vote, the County Clerk shall call the roll by name. The County Clerk shall take roll call votes in rotating fashion.
5. No vote shall be taken on any orally presented motion or amendment to a resolution or ordinance until the County Clerk has written it out in full and read it back to the Board.
6. When a motion is made and seconded, it shall be stated by the Chair or designee prior to debate (except for motions to adjourn, postpone, table or commit). Thereafter, it is in the possession of the Board for debate. If agreed to by all the sponsors, the motion may be withdrawn at any time before amendment or decision. If withdrawn, it shall not be entered into the minutes.
7. Each Board Member will be allotted two opportunities to speak on an action being discussed by the Board.
8. If a motion before the Board contains several points, any Member may have it divided so that each point may be voted upon separately.
9. Any Member wanting to terminate the debate may call for the previous question (“call the question”). The Chair will ask if there is an objection to closing debate. If a Member objects to calling the question, the Chair may call for a motion to end debate. If the motion is made and seconded, the Chair should immediately call for a vote on the motion to close debate. Such a motion requires a two-thirds vote of Members attending to pass.
10. Once debate on a motion has begun, no other motions are permitted except the following, all of which need a second:

	<u>Debatable</u>	<u>Votes to Pass</u>
To adjourn	No	Majority
To table	No	Majority
Call the question	No	2/3rds
Postpone to certain day	Yes	Majority
To refer to a committee	Yes	Majority
To amend	Yes	Majority
To postpone indefinitely	Yes	Majority
To consider	Yes	Majority

Majority shall mean the majority of those voting.
Two-thirds shall mean two-thirds of members voting.

See appendix A for a more complete list of resolutions requiring a supermajority vote of the

Board.

11. A motion to adjourn or to table does not authorize a Member to move for adjournment or to table when another Member has the floor or when the Board is voting.
12. All motions amending or changing the current year budget as approved by the Board shall clearly state the reason for the amendment or change, the dollar amounts involved and the source of funding. Such motions require a two-thirds vote of the board membership to pass (10). Voting shall be by roll call.
13. It is in order for a Member who voted on the prevailing side, or a member excused from the previous board meeting, to move for reconsideration of the vote on any question in the same or next regular meeting of the Board.
14. If the Chair is participating in debate, the Chair shall upon the request of any Member, relinquish the gavel to the Vice Chair who shall not participate in the debate.
15. Other than election of Board officers, all votes will be public by voice (ayes and nays), show of hands, paper if the Board Members name is on the ballot, or by electronic voting if implemented.
16. All Members are required to vote unless there is a conflict or excused by the Chair.
17. A Member with a conflict of interest shall not vote, and prior to the matter being debated, seek authority form the Chair to abstain.

Rule 8: Public Participation in Board Meetings

The public is encouraged to attend Board meetings and participate in its proceedings. Such participation must be balanced with the orderly and efficient proceeding to the Board meetings. Members of the public will be given the opportunity to address the Board during public comment for items not on the agenda or at the time of consideration for items on the agenda.

Those wishing to speak will sign up before the Board meeting indicating their name and topic they wish to address. They will be recognized by the Chair at the appropriate time. Once recognized, the person wishing to speak will approach the podium and state their name and subject upon which they will speak. The time allocated to any person addressing the board will be 3 minutes or less at the discretion of the Chair, with all public comment limited to a maximum of 30 minutes.

Rule 10: Suspension of the Rules

These rules may be amended by resolution at any regular session of the Board by a two-thirds vote of those Members voting.

Sawyer County Board of Supervisors Board Compensation

Section A: Per Diem

1. Compensation of County Board Members shall be determined by the County Board at or before its annual meeting in odd numbered years by a two-thirds vote of members entitled to a seat, fix the compensation of the board members to be next elected. Compensation will be paid to committee members, a substitute for an absent committee member, or if requested to attend the committee meeting by the committee chair or Board Chair.
 - a. All Board and County Board committee meetings.
 - b. Meetings of other entities or committees to which the board member has been appointed.
 - c. Formally schedule meetings such as the interviewing candidates to fill an open position or to provide guidance.
2. Travel time is not counted as meeting time except to attend the Wisconsin Counties Convention, other conventions and training sessions that involves a significant commute. Per diem / compensation will be calculated as in Section A 1. Above.

Section B: Mileage and Other Travel Expenses

A Board Member may charge mileage for travel to drive from their homes to any meeting, convention or training session for which they are eligible to receive a per diem. The mileage rate will be the same as that paid to county employees who drive their own car when no county car is available. When traveling to events involving a significant commute, board members are encouraged to car pool.

All other travel related expenses will be reimbursed according to what is set forth in the Personnel – Administrative Manual.

Section C: Board Chairperson Compensation

Board at or before its annual meeting in odd numbered years by a two-thirds vote of members entitled to a seat, fix the compensation of the County Board Chairperson.

Section D: Change in Board Compensation

Wisconsin State Statutes Section 59.10 (3)(f) provides that the County Board at its Annual Meeting may, with a two-thirds vote of all members, fix the per diem of the Board Members to be next elected.

Sawyer County Board of Supervisors Committees, Boards and Commissions

Part I Standing and Ad hoc Committees of the Board

Section A: General Rules for All Committees

1. At its first meeting, a committee shall elect a chair and a vice chair. Following nominations, which need not be seconded each nominee may address the committee for three minutes. Secret ballots will be used to elect the committee chair and vice chair by separate votes on each. Only persons nominated may be voted for. A person receiving a majority vote of Members entitled to a seat shall be declared elected. If no majority is reached, balloting shall continue, including all nominees, until a majority is reached.
2. When approved by the County Clerk, the committee may appoint a recording secretary. The recording secretary shall submit all agendas, minutes, and other records of all committee meetings to the County Clerk.
3. The committee chair, or in their absence, the vice chair shall call the meeting to order and preside over the meeting following the order of business as prescribed in Board Rule 5.
4. If the office of committee chair is vacated a new committee chair and vice chair will be elected as in item 1 above.
5. If the committee does not have a quorum, the meeting can take place for discussion only or the chair of the committee can reschedule the meeting. If a makeup meeting is to be scheduled, the time required to properly notice the meeting should be considered when setting the new meeting date.
6. Board Rule 7 shall apply to committee meetings.
7. No board member may serve on more than three standing committees nor less than two standing committees unless the board member requests to be on fewer than two.
8. Ex officio members are excluded from the quorum count, unless a quorum would not otherwise be present, in which case ex officio members or other County Board Members shall be deemed regular members.
9. Each committee shall approve goals and objectives for all programs and activities of the departments the committee oversees.
10. After approval by the Board as to purpose and members, each committee may create ad hoc subcommittees.
11. The committee chair working with the County Administrator will be responsible for the preparation of the written agenda. The agenda, related resolutions, ordinances and other attachments and minutes from the preceding meeting will be distributed to the committee members at least five calendar days before the scheduled meeting. In rare instances it may be necessary to add items to the committee agenda subsequent to the agenda being distributed. In such case, the documentation concerning that agenda item will be distributed to committee members as soon as possible.
12. The County Clerk is responsible for publishing committee agendas and proceedings in compliance with the open meeting policy.
13. Board Members not on the committee will be considered as part of the public and have the right to speak when called on by the committee chair. If the Board Member is attending at the

invitation of the committee chair, they may participate in the discussion on the relative agenda item.

14. Each committee shall act on all resolutions and ordinances which come before it that affect any department or agency that reports to it.
15. Resolution and ordinances presented for consideration at any meeting must be in writing. If approved by the committee, to be forwarded to the County Board they should bear the signatures of committee members voting for the resolution or ordinance.
16. Approved resolutions and ordinances must be forwarded to the County Administrator within two days of the committee meeting.
17. The chair of each committee shall present that committee's resolutions and ordinances to the Board.
18. Members of the public will be given the opportunity to address the Board during public comment for items not on the agenda, or at the time of consideration for items on the agenda. The committee chair will call on the member of the public at the appropriate time. The committee chair has the discretion to limit the amount of time each person may speak and the total amount of time devoted to public comment.
19. A member with a conflict shall not vote and prior to the matter being debated, seek authority from the chair (vice chair in the case of the committee chair) to abstain. It is the State Attorney General's opinion that such member shall leave the meeting room during debate and voting.
20. Virtual Meetings and Attendance at Committee Meetings. All Committee meetings shall be held in person and there is a presumption that all Committee members shall attend Committee meetings in person. However, the County Board recognizes that some circumstances may require virtual attendance. Committee meetings may be held virtually, and Committee Members may virtually attend in-person Committee meetings, pursuant to the following rules:
 - a) All virtual Committee meetings, attendance and participation shall be subject to and shall comply with all applicable laws, including, but not limited to, Wisconsin's open meetings laws set forth in Wis. Stat. Ch. 19. All County Board meeting notices and agendas shall have instructions for virtual access.
 - b) The Committee Chair may authorize a fully-virtual Committee meeting if deemed necessary, within the Committee Chair's discretion. A County Board Member may still attend a fully-virtual meeting in person so long as the County's meeting premises are accessible.
 - c) A Committee Member may virtually attend a Committee meeting if the Committee Member provides notice to the Committee Chair and County Clerk no later than 24 hours prior to the Committee meeting, except in emergency circumstances.
 - d) The Committee Chair shall attend any Committee meeting in person unless a fully-virtual meeting is called pursuant to (a) above, or in the event of emergency or other extraordinary circumstance.
 - e) Any Committee Member virtually attending a meeting shall comply with all rules of conduct, etiquette and ethics as required by these Rules and other applicable laws.
 - f) In the event of a Committee Member's non-compliance or abuse of this Rule No. 20, the Committee Chair and County Board Chair shall review these Rules and expectations with the Committee Member. If non-compliance continues, the matter shall be reviewed by the County Ethics Committee.

Section B: Standing Committees

1. Except for the Health and Human Services committee, Members shall be appointed for two-year terms by the Chair after spring election, and prior to the May meeting. The Chair's appointment shall be confirmed by a majority of the Board voting. The standing committees are:
 - a. Administration consisting of the County Board Chair and Vice Chair sitting as Chair and Vice Chair of the committee plus three appointed members.
 - b. Public Safety/Court System consisting of five appointed members.
 - c. Zoning, Forestry, Land Records, Survey and Register of Deeds consisting of six members five of which will be members of the Sawyer County Board and one representative of the Sawyer County farm service agency (Wisconsin statute s. 59.56 (3) (b).).
 - d. Health and Human Services Board consisting of nine members, five of which will be County Board Members, shall be appointed by the County Administrator with confirmation by the majority of the Board voting. See the Health and Human Services Board section for more details about board selection and board terms.
 - e. Public Works consisting of five appointed members.
 - f. Economic Development/UW-Extension Committee consisting of five appointed members.
 - g. Zoning Committee consisting of five appointed members.
 - h. Finance Committee consisting of five appointed members.

Roles and responsibilities of the standing committees are as follows:

This section will be drafted by the standing committees and approved by the majority of board members voting.

- **Part I Section C. 2. Public Safety/Court Systems**
- **Part I Section C. 3. Land, Water, Forestry, Surveyor, Land Records and Register of Deeds**

Part I Section C. 2. Public Safety/Court Systems

Mission / Purpose: Provide leadership for Sawyer County by coordinating with the Public Safety and Justice Departments for the County, which provide for the safety of the citizens and guests of Sawyer County; monitoring outcomes, reviewing, and recommending to the County Board policies related to the public safety initiatives of the County.

Membership: The Public Safety Committee shall be comprised of five (5) County Board Supervisors appointed by the Chair of the Sawyer County Board of Supervisors at the April meeting of the full county board in even numbered years.

Term: Members shall serve for a two-year term concurrent with their terms of office as County Board Supervisors.

Officers: The committee will elect amongst itself a chair to conduct meetings consistent with published agendas and a vice-chair to assist in the absence of a chair.

Reporting Relationship: The Public Safety Committee shall be accountable to the County Board.

Committees of Jurisdiction: The Public Safety Committee shall serve as the County liaison and have the primary responsibility of conferring with and providing guidance, including review of policies and developing budgets, to the following County departments:

- Sheriff
- Ambulance
- Coroner
- Emergency Services
- Clerk of Courts
- District Attorney
- Circuit Court
- Child Support

The duties and responsibilities of the Public Safety Committee include but are not limited to:

1. Identify the need for and recommend to the County Board policies related to the public safety of the County.
2. Review programs and associated budget requirements prior to their being considered for inclusion in the County budget.
3. Facilitate broad based discussion of issues and policies encouraging public involvement and communications with the public.
4. Serve as the initial contact point for individuals and/or organizations who wish to introduce or review County Board policy regarding County public safety.
5. Initiate a study to determine future criminal justice issues.
6. Fulfill all statutory requirements assigned by the County Board.

Part I Section C. 3. Land, Water, Forestry, Surveyor, Land Records and Register of Deeds

Mission: Develop, guide and implement policies that protect and ensure the sustainability of our bio-diverse community.

Composition: Six members appointed by the Chair with approval of the board.

Five members will be members of the Sawyer County Board. Two of which are to be members of the Committee of jurisdiction for agriculture and extension education (Sawyer County Economic Development Committee) and a representative of the Sawyer County farm service agency (Wisconsin statute s. 92.06 (1)(b) 1. & 2)

Committee of Jurisdiction for: Land, Water, Forestry, Land Records, Land Information, Surveyor and Register of Deeds

Primary Responsibilities:

- Approve the sale of property acquired by tax foreclosure.
- Approve semiannual forestry stumpage bids.
- Approve bids for trail work on trails overseen by the Forestry Department.
- Approve events to be held on County forest land
- Approve Forestry, Land and Water Conservation and Land Information plans that are required by governmental bodies.
- Hear reports from Sawyer County Trails Alliance, LCO Conservation, Wisconsin DNR Forestry and National Resources Conservation Services.
- Receive monthly reports from departments subject to the committee's jurisdiction.
- Approve annual goals and objectives and long-range plans for departments subject to the committee's jurisdiction.
- Approve grant requests for departments subject to the committee's jurisdiction where such approval is required by the grantor. Such approvals are forwarded to the County Board for approval
- Approve contracts and agreements, and where the counter party requires board approval, forward to the County Board for approval.
- Review budgets for the departments subject to the committee's jurisdiction. Provide recommendations to the County Administrator about his/her proposed changes to the budgets submitted by the departments
- Approve changes or amendments to the previously adopted annual budget (excluding line item transfers) for departments subject to the committee's jurisdiction. This action will be passed on to the Finance Committee and then the County Board.
- Deal with all other issues of policy raised by the departments subject to the committee's jurisdiction while avoiding interfering the day to operations of county government.

Part I Section D: Economic Development and UW Extension and Agriculture Committee

The following provisions shall apply to the Sawyer County Board of Supervisor's ("County Board") standing committee entitled the Economic Development and UW Extension and Agriculture Committee (the "Committee"):

Mission/Purpose: Provide the leadership for implementation of the Education and Economic Development for Sawyer County. To provide leadership in monitoring outcomes, reviewing, and recommending to the County Board all policies related to educational and economic development initiatives of Sawyer County.

Statutory Authority and Responsibilities: Wis. Stat. § 59.56(3).; Wis. Stat. § 92.06(1)(b)1.

Membership: Shall be comprised of five (5) elected County Board Supervisors appointed by the Chair of the County Board at the April meeting of the County Board in even numbered years and approved as required by the County Board Policy and Procedure Manual (as may be amended). Pursuant to Wis. Stat. § 92.06(1)(b)1, at least two (2) members of the Committee shall also be members of the County Land, Water & Forest Resources Committee.

Term: Committee members shall serve for a two (2) year term concurrent with their terms of office as County Board Supervisors.

Reporting Relationship: The Committee shall have responsibility for outcome, monitoring and oversight of the performance of economic development initiatives supported by Sawyer County. The Committee shall have the primary responsibility of conferring with and acting as liaison for the following organizations for purposes of economic development:

- Northwest Regional Planning Commission
- Hayward Lakes Visitor and Convention Bureau
- Sawyer County Snowmobile/ATV Alliance
- Silent Sports
- American Birkebeiner
- UW Extension
- Sawyer County Fair Association
- SC/LCO Economic Development Corporation

Duties and Responsibilities of the Committee include but are not limited to:

1. Foster the implementation of Sawyer County's initiatives related to economic development.
2. Identify the need for, and recommend to the County Board, policies related to education and economic development initiatives appropriately supported by Sawyer County.
3. Review new programs and associated budget requirements prior to their being considered for inclusion in Sawyer County's annual budget.
4. Facilitate broad-based discussion of issues and policies relating to education and economic development by encouraging public involvement.
5. Serve as the initial contact point for individuals and/or organizations who wish to influence County Board policy regarding Sawyer County's economic development.

6. Review and recommend operational procedures and practices to appropriate administrative committee(s) and department(s) of the County.
7. Review and recommend to the County Board programmatic and facility plans consistent with the community's expectations for the University of Wisconsin-Extension.
8. Serve as Sawyer County's Extension and Education Committee, as defined in Wis. Stat. § 59.56(3)(b) by performing the following responsibilities:
 - Establish UW/ Sawyer County based extension policy; and
 - Provide budget oversight of UW/Sawyer County based extension department; and
 - Provide input and monitor the performance of the UW Extension programming; and
 - Create policies and strategies that accomplish educational needs in an efficient and cost-effective manner; and
 - Provide a leadership role with the County Board and other community partners to preserve and enhance access to the resources of the public university; and
 - Assess future community educational needs; and
 - Facilitate a partnership between Sawyer County and the University of Wisconsin.
9. Additional duties as assigned by the County Board.

Part I Section E: Sawyer County Finance Committee Roles and Responsibilities of the Finance Committee

Budget

1. Approves budget guidelines departments should follow when preparing the budget as proposed by the County Administrator
2. Acts as a sounding board for the County Administrator when determining modifications to service levels are needed to balance the budget.
3. Reviews and approves balanced budget submitted by the County Administrator forwarding it to the Board for approval. All major budget decisions noted for Board approval.
4. Reviews projected large (the greater of \$25,000 or 20% of budget annualized) adverse (lower revenue or higher expenses) impacts to the approved budget as submitted by the County Administrator. Projected large adverse budgeted items noted for the Finance Committee will be reviewed with the appropriate committee by the County Administrator These items will be included in the Finance Committee's report to the Board if not included in the report of the responsible committee.
5. Approves unbudgeted items (other than line-item transfers) including transfers from the contingency account. Resolution forwarded to Board for approval

Internal Controls

1. Approves selection of independent auditor as recommended by the County Administrator
2. Reviews with the independent auditor the final draft audit and approves such audit report.
3. Reviews the County Administrators proposed corrective action on internal control and other weakness noted by the independent auditor and monitors the progress towards correcting these deficiencies.
4. Reviews significant internal control breaches. Breaches would include duplicate payments, errors in recording transactions or any other events where the assets of the county are not safeguarded or the financial statements do not accurately reflect the county's operations

Policies:

1. Approves policies and changes there to as submitted by the County Administrator in the areas of finance, treasury and other elements of asset protection forwarding them to the Board for approval.

Other Actives:

1. Reviews and approves requests for borrowing forwarding them to the Board for approval.

Section C: Ad Hoc Committees

The Chair will recommend creation of an ad hoc committee and shall appoint members of that committee with the approval of the majority of those board members voting. Prior to voting, the purpose of the ad hoc committee will be clearly stated. Once that purpose has been accomplished, the committee will automatically disband.

Part II Boards, Commission and other Committees

Section A: Other Boards and Commissions

County board members and/or other members where indicated will be appointed by the County Administrator, confirmed by a majority of the board members voting to the following committees and boards:

- Aging and Disability Resource Center of the North - one appointed board member
- American Birkebeiner Foundation - one appointed board member
- Criminal Justice Coordinating Committee – two appointed board members
- Ethics Board – three appointed board members and two Sawyer County citizens
- Hayward Lakes Visitor/Convention Bureau - two appointed members of which one must be a board member
- Indianhead Community Action Program - one appointed board member
- Labor Negotiations – two appointed board members
- Land Information Council – one appointed board member
- LCO Library - one appointed board member
- Local Emergency Planning Committee - one appointed board member
- Northern Regional Trail Advisory Committee-NoRTAC – one appointed board member
- Northern Waters Library Service - one appointed board member
- Northwest Regional Community Development Block Grant Housing Program – one appointed board member
- Northwest Regional Planning Commission two appointed board members of which second member is an alternate.
- NW Wisconsin CEP - one appointed board member
- PACE Commission – one appointed board member
- Sawyer County Fair - one appointed board member
- Sawyer County Housing Authority Commission - two board members. By State Statute all members appointed to the commission must be approved by the County Board
- Sawyer County/LCO Economic Development Corporation – two appointed board members
- Sawyer County/LCO Joint Committee – two appointed board members
- Sawyer County /LCO Transit - three appointed members
- Senior Resource Center (Aging unit) – two appointed board members
- Traffic Safety Committee – one appointed board member
- Visions Northwest – one appointed member
- Weiss Community Library Board - one appointed board member
- Winter Library Board - one appointed board member
- Zoning Board of Appeals - no board members

Sawyer County Board Open/Closed Meetings

Section A: Policy

It is the policy of the Sawyer County that the public is entitled to the fullest and most complete information regarding the affairs of county government as is compatible with conduct of county affairs and the transaction of county business. All meetings of the Board, committees, boards and commissions shall be held in public buildings or any place accessible to members of the public and shall be "open sessions" as provided by s. 19.83, Wis. Stats. To that end:

1. The Board of Supervisors, committees, boards and commissions shall comply with the Open Meeting Law. Every meeting shall be preceded by a public notice. Discussion shall be held and action shall be initiated, deliberated upon and acted upon only in open session.
2. Every public notice of a meeting of board meeting, standing or ad hoc committees shall set forth the time, date, place and subject matter of the meeting, including the intended consideration at any contemplated closed session. The notice must be in enough detail so that it is reasonably clear to members of the public and the news media the business to be transacted. Public notice of every meeting shall be given at least 24 hours prior to commencement of such meeting, unless for good cause such notice is impossible or impractical, in which case shorted notice can be given, but no less than 2 hours prior to the meeting. The "good cause" provision should be used sparingly and only when truly necessary.

Section B: Closed Session

The County Board or any committees, upon motion duly made and carried by roll call vote may convene in closed session. This motion may not be adopted unless the Chair announces to those present at the meeting the nature of the business to be considered in closed session and the specific statutory exemption by which such closed session is claimed. Such announcement will be recorded in the minutes. No business may be taken up at any closed session except that which relates to matters germane to the closed session. If the agenda does not give notice of a closed session a member who believes that the agenda item under discussion in an open session should be discussed in closed session may make a motion to convene in closed session. In such case, the closed session will be placed at the end of the agenda. This provision should be used sparingly.

The Chair will state which, if any, non-board members may attend a closed session.

A closed session may be held for any of the following purposes:

1. Deliberating after any judicial or quasi-judicial trial or hearing.
2. Considering dismissal, demotion, licensing, or discipline of any county employee, unless an open session is requested by the person charged or otherwise under discussion.
3. Considering employment, promotion, and compensation or performance evaluation of any county employee.
4. Considering strategy for crime detection or prevention.

5. Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specific public business, whenever competitive or bargaining reasons require a closed session.
6. Considering financial, medical, social or personal histories or disciplinary action of specific persons, which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of such person.
7. Conferring with county legal counsel who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation.
8. Consideration of requests for confidential written advice from the government accountability board or from any county or municipal ethics board.

If the Board or committee intends to meet in open session after a closed session, the public notice must indicate this intent. If not, the Board or committee cannot convene within 12 hours of recess of the closed session.

No member of the county board shall be excluded from any closed session of the County Board or any standing committee of the Board. No person attending a closed session shall divulge any information pertaining to such closed session without specific authorization to do so. Penalties for violation of the secrecy of a legal closed session include censure and payment of damages the Board suffers by reason of the unlawful breach of secrecy.

The minutes, records, proceedings and papers of a closed session shall be privileged and shall not be made available to the public unless authorized by the County Board, committee, board, or commission involved until such time as the purpose necessitating such closed session no longer exists.

APPENDIX A

Supermajority Votes of the County Board

Copied on 3/16/21 from: <https://localgovernment.extension.wisc.edu/counties-in-wisconsin/>

In most cases, adoption of a motion on the floor of the county board requires a simple majority vote, i.e. more than half. From time to time, though, state statutes and parliamentary authorities subject the county board to a higher threshold. Rather than a simple majority, these motions require at least a two-thirds (2/3) vote or even a three-fourths (3/4) vote for approval.

The following tables list the actions requiring a supermajority vote. There is no attempt to describe any procedures that need to be followed prior to these actions being taken. It often takes more than simply adopting a motion at a county board meeting for board action to be legal. For example, while it is true that the vote requirement for removing certain county officers is two-thirds, the board would first need to comply with section 17.16 of the Wisconsin statutes which contains the procedures that must be followed.

Motion before the County Board	Statute	Vote Required
Removal from office of the county clerk, county treasurer, county surveyor, or county board supervisor	17.09(1)	Not less than 2/3 of all supervisors entitled to a seat on the county board.
Removal from office of county officers appointed by the county board.	17.10(2)	Not less than 2/3 of the supervisors entitled to seats on the county board.
Make application to withdraw land from county forest program Also, if application is denied county board may appeal to a review committee. And, if application is approved, county board must approve resolution to withdraw the land.	28.11(11)(a)1 28.11(11)(a)4 28.11(11)(a)6	Not less than 2/3 of county board membership. Not less than 2/3 of county board membership. Not less than 2/3 of county board membership.
Financing harbor improvements..... assume the obligation of paying the principal and interest of such evidences of indebtedness as are then outstanding.	30.34(3)(b)	Not less than 2/3 of county board membership.
Withdrawal from a public library system.	43.18(1)(am)	Not less than 2/3 of county board membership.
Removal for misconduct or neglect of a trustee of a county institution.	46.18(3)	Not less than 2/3 of county board membership.
Removal of a county social services board member appointed by the county board.	46.22(1m)(c)2	Not less than 2/3 of county board membership.
Removal of a member of a county human services board.	46.23(4)(c)1	Not less than 2/3 of county board membership.

Motion before the County Board	Statute	Vote Required
Removal of a member of a county community programs board.	51.42(4)(a)1.a	Not less than 2/3 of county board membership.
Removal of a member of a county developmental disabilities services board.	51.437(7)(a)1	Not less than 2/3 of appointing authority.
Fix the compensation of the board members to be next elected.	59.10(3)(f)	Not less than 2/3 of county board membership.
Override a veto of the county executive.	59.17(6)	Not less than 2/3 of the members-elect of the board.
Discontinue furnishing abstracts.	59.44(5)	Not less than 2/3 of county board membership.
Purchase membership in an association of county boards.	59.52(22)	Not less than 2/3 vote.
Authorization to take certain actions related to public transit in counties.	59.58(3)(i)	Not less than 2/3 vote of county board membership
Amending a zoning ordinance in an airport affected area.	59.69(5)(e)5m	Not less than 2/3 of the members of the board present and voting.
Removal of a member of a solid waste management board.	59.70(2)	Not less than 2/3 vote of the appointing authority.
Changes or amendments to a previously adopted budget.	65.90(5)(a)	Not less than 2/3 of county board membership.
Withdrawal from a regional planning commission.	66.0309(16)	Not less than 2/3 vote of the members elect.
Authorization to expend in excess of funds available or appropriated.	66.0607(7)	Not less than 2/3 of county board membership.
Relief from conditions of gifts and dedications.	66.1025(1)	Not less than 2/3 vote of the members elect.
Declaration as premier resort area.	66.1113(2)(a)	Not less than 2/3 of the members of the county board who are present when the vote is taken.
Motions requiring a 3/4s vote		
Change in restricted use of land.	27.065(15)	Not less than 3/4 of the county board.
Financing harbor improvements through bonds or notes.	30.35(1)	Not less than 3/4 of the county board.
Amendment or repeal of previously adopted ordinance related to fixing the number of deputy sheriffs and their salaries	59.26(8)(d)	Not less than 3/4 of the members elect.
Bypassing bidding requirements for certain public works projects done directly by the county.	59.52(29)(a)	Not less than 3/4 of the county board.
When protest filed against a proposed zoning ordinance amendment.	59.69(5)(e)5g	Not less than 3/4 of the members present and voting.
One of the ways that a county can meet the conditions to issue debt	67.045(1)(f)	Not less than 3/4 of the members elect

This table includes some of the common motions under Robert’s Rules of order, Newly Revised that require more than a majority for approval.

Motion before the County Board	Robert’s Rules of Order	Vote Required
Limit or extend the limits of debate on a pending question	Chapter 15	2/3 of members voting
Limit or extend the limits of debate for the duration of the meeting.	Chapter 15	2/3 of members voting
Objection to consideration of a question	Chapter 26	2/3 of members voting
Previous question (end debate and vote on the pending question)	Chapter 16	2/3 of members voting
Suspend the rules	Chapter 25	2/3 of members voting

Compiled by Dan Hill, Local Government Specialist.
 Reviewed by Philip Freeburg, Local Government Law Educator.

Appendix B

Sawyer County Board of Supervisors

Code of Ethics

It is in the best interests of the members of the Sawyer County Board of Supervisors to be aware of and properly disclose all conflicts of interests and appearance of conflict of interests. Such action will improve the standards of public service. Such action will straighten the faith and confidence of the citizens of Sawyer County in their county board members.

Wisconsin State Statute Section 946.13 sets forth conduct which is deemed unlawful. This code is not a criminal code. This code covers acts which may not be illegal but which might cast doubt on the integrity of the Board and on County Board Members.

Generally, a conflict of interest may occur if:

1. The Board Member or any member of their family may receive a financial or other significant benefit as a result of their position on the county board. Significant benefit is anything of value that could reasonably be expected to influence a board members official action or judgement, or could reasonably be considered as a reward for any official action or inaction.
2. The Board Member has the ability to influence a decision for personal gain or advantage.
3. The Board Member has a financial or other significant interest, which impairs or might appear to impair the individual's independence in the discharge of their responsibilities as a Board Member.

Although each circumstance will be different, some examples of conflict of interests include:

1. Self-benefit. Using your position or relationship as a board member to promote your own interests or those of your family.
2. Influence peddling. Soliciting or receiving benefits for yourself or your family from outside entities in exchange for using your influence to advance the interests of that entity within the County operations.
3. Other business relationships and dealings. Voting for purchases or contracts with entities in which you or your family have a significant financial or other interest or relationship.
4. Outside commitments. Participating in social or political activities is not restricted as long as you participate as an individual or as requested by the Chair or board.
5. Use of Sawyer County property for personal advantage. Using or taking Sawyer County resources, including facilities, equipment, personnel and supplies for private use or other unauthorized use
6. Recording or reporting false information. Misrepresenting, withholding or falsifying relevant information required to be reported to external parties or used internally for decision-making purposes in order to derive personal benefit
7. Using inside information. Using information obtained as a board member to promote your own interests or those of your family
8. Closed session proceedings. Disclosing information discussed in closed sessions to others not part of the closed session.

Real or potential conflicts of interest should be disclosed to the Ethics Board. When deciding what kind of relationships should be disclosed consider the situation from the perspective of an outsider and

whether the relationship is of such a nature that it could raise an allegation of an apparent or actual conflict of interest. When making the decision about disclosure, err on the side of transparency. This will alleviate or avoid future misunderstandings.

Any county board member having a conflict of interest in any matter before the board should disclose that conflict and refrain from voting. Any Board Member who has reason to believe that the vote of another Board Member would be a conflict of interest shall request that board member to abstain from voting.

The recourse of the Board Member requested to abstain from voting is to request a ruling from the Chair. Any Board Member dissatisfied with the Chair's decision has the right to apply for a hearing before the Ethics Board.

Each Board Member will be required to annually sign a Conflict of Interest Statement. Each Board Member is required to disclose to the Ethics Board real or perceived conflicts that arise after the Conflict of Interest Statement is submitted.

The Ethics Board will be appointed by the County Administrator with confirmation by a majority of Board Members voting.

Since the Ethics Board deliberations deal with personnel matters, the Ethic Committee shall deliberate in closed session. All deliberations of the Ethics Board will be documented. This documentation and the Conflict of Interest Statements are open for inspection by any Board Member on the condition items contained therein will not be disclosed to any person not on the Board.

Each year, all Board Members will be required to sign a Conflict of Interest Statement similar to Appendix B.

