

This document is up to date with all Resolutions passed through March 17, 2009 (see last page). Questions regarding the Rules of Order may be directed to the County Administrator's Office.

RULES OF ORDER OF THE CALUMET COUNTY BOARD OF SUPERVISORS

CALUMET COUNTY MISSION STATEMENT:

The mission of Calumet County is to deliver courteous, effective, efficient, and responsive services to the citizens of Calumet County, while maintaining accountability to the taxpayers.

RULE I: COUNTY BOARD OF SUPERVISORS

The governing body shall be known as "Calumet County Board of Supervisors". The Board shall consist of twenty-one (21) Supervisors representing twenty-one (21) Districts.

RULE II: TERM OF OFFICE

The Calumet County Board of Supervisors shall serve a two (2) year term expiring on the third (3rd) Tuesday in April in the even numbered years.

RULE III: ELECTION OF OFFICERS

The Board shall, on the third (3rd) Tuesday of April, in the even numbered years, elect, by secret ballot according to Wisconsin State Statute 19.88(1), a Chair and a Vice Chair who serve a two (2) year term. The manner in which the County Board Chair and Vice Chair are elected shall be as follows:

Secret ballots shall be used to elect the Chair and Vice Chair with a nominating ballot followed by formal ballots until a majority vote of the members present elects such officers. Only persons named on a nominating ballot shall be considered during a formal ballot and any ballot cast in violation of this rule shall be considered void. Each position shall be voted by separate ballot. Each nominee may speak for three (3) minutes. In the event a candidate does not obtain a majority vote, then the candidate receiving the lowest number of votes shall be eliminated from consideration, and the election continue until a majority vote is obtained.

RULE IV: DUTIES OF THE CHAIR OF THE BOARD

The Chair preserves the order of the Board, and should decide all the questions of order, subject to an appeal of the Board. The Chair may excuse the attendance of members and the excuse shall be entered into the minutes of the Board. The Chair shall preserve and may speak on points of order in preference to other Supervisors and shall be required to vote on all questions and matters pertaining to the Board except questions on appeal from his decisions and his vote shall be recorded with the rest. The Board Chair shall only be a member of the Protection of Persons and Property Committee, the Committee on Appointments Committee, and the Wisconsin East Central Regional Planning Commission (WECRPC). The Chair shall be an ex officio member of all Committees, Boards and Commissions, but may vote only in the absence

of a member of the Committee. The Chair shall ensure the Board and individual Board members act consistently with the Board's own Rules and Policies. 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. Deliberation will be fair, open, and thorough, but also efficient, timely, orderly, and to the point. The Chair shall ensure the other Board members are informed of current and pending Board issues and processes. The County Board Chair, or designee, shall represent the County at all ceremonial events or functions, when requested, and shall represent the County upon request of groups or organizations to present County positions or programs.

The Chair of the Board is a member of the Board, and has the same rights in debate as any other member. However, the Chair is also obligated to maintain impartiality when presiding over the assembly. If the Chair believes that a crucial factor relating to a question before the assembly has been overlooked, the Chair must relinquish his seat before addressing the Board. The Vice Chair will then assume the Chair for the duration of the discussion and action on the agenda item.

RULE V: DUTIES OF THE VICE CHAIR

The Vice Chair shall assume the duties of the Chair in the event of the Chair's temporary absence. A temporary absence is deemed to mean that the Chair is unable to carry out the duties of his office for a period of time that is for ninety (90) days or less.

The Vice Chair shall assume the duties of the Chair in the event the Chair relinquishes his seat to address the assembly. At the conclusion of the discussion and action of the agenda item in which the Chair addressed the assembly, the Chair may resume his seat.

The Vice Chair shall assume the duties of the Chair in the event of a permanent absence due to disability, incapacity, death, resignation or removal. A permanent absence is deemed to mean that the Chair is unable to carry out the duties of his office for a period of time that exceeds ninety (90) days. An election, as provided in Rule III, shall be held to elect a new Vice Chair for the remaining term.

RULE VI: ABSENCE OF THE CHAIR, VICE CHAIR AND VACANCIES

In the absence of both the Chair and the Vice Chair, the County Clerk shall call the Board to order, and the Board shall then elect, as provided in Rule III, one of its Supervisors as temporary Chair.

If a vacancy occurs on the Board, the Chair, with the approval of the Board, shall appoint a person who is a qualified elector and resident of the Supervisory District to fill the vacancy for the unexpired portion of the term to which the person is appointed and until his successor is elected and qualified.

RULE VII: TIME AND PLACE OF MEETINGS

The Board shall meet in Regular Session on the following dates: (1) the third (3rd) Tuesday in April in the even numbered years shall be the Organizational Meeting, (2) the Annual Meeting shall be held on the last Monday of October or the first (1st) Monday of November of each year, (3) the third (3rd) Tuesday in each month that the Board shall meet unless otherwise designated by a two thirds (2/3rds) majority vote of the Board.

All meetings shall begin at 8:30 a.m. October through April, and 7:00 p.m., May through September, unless a different hour shall be specified by a two-thirds (2/3rds) majority vote of the Board. The place of the meetings shall be in the County Board Room of the Courthouse in the City of Chilton, Wisconsin, or some other place as designated by a two-thirds (2/3rds) majority vote of the Board.

The Board may cancel, postpone or set Special Meetings, except those expressly required by law, upon the written request of a majority of the Supervisors. The request must specify the time and date of the meeting, and must be delivered to the County Clerk at least forty-eight (48) hours before the meeting. The request shall also list the reason(s) for canceling, postponing, or the purpose of the Special Meeting. The County Clerk shall notify each Supervisor by mail, fax, email or telephone of the time and date of the meeting. A Special Meeting may be adjourned by a majority vote of all Supervisors.

In the case of an emergency, the County Board Chair and Vice Chair may call a Special Meeting. The calling of the meeting must be in writing, specify the time, date and place and be delivered to the County Clerk at least forty-eight (48) hours before the meeting. The County Clerk shall prepare an agenda and notify each Supervisor by mail, fax, e-mail or telephone of the time and date of the meeting.

If a Board member cannot attend a regularly scheduled meeting for any reason, the Supervisor shall contact the Board Chair or County Clerk at least two (2) days before the meeting in question with an explanation of the anticipated absence. The Supervisor shall be entered in the Board minutes as excused. If circumstances render advance notice of absence impossible, the Supervisor shall contact the Chair within one (1) week of the absence. At the next Regular Meeting, the Chair shall enter the excused statement in the Board minutes.

RULE VIII: QUORUM

A majority of the Supervisors who are entitled to a seat on the Board shall constitute a quorum.

RULE IX: REIMBURSEMENT FOR SERVICES

Supervisors and Committee members shall receive compensation as follows:

- a. They are members of a Committee and have received an agenda. This includes telephonic meetings.
- b. They have been requested to attend the meeting by either the Board Chair or the Chair of the Committee. If possible, this request shall be included in the minutes of the meeting and the Supervisor shall indicate on their voucher that they were requested to attend said meeting.
- c. If a Supervisor or Committee member inadvertently receives an agenda from another Committee they are not a member of, and they have not been requested to attend the meeting by either the Board Chair or the Chair of the Committee, they are not entitled to compensation.
- d. If the County Administrator or Department Head requests to meet with a Chair of a Committee, the Chair shall be entitled to compensation for the meeting.
- e. Supervisors shall receive reimbursement for mileage for each mile traveled in going to and returning from meetings of the Board or Committee meetings by the most usual and direct route.

- f. Committee members shall receive reimbursement for mileage for each mile traveled in going to and returning from Committee meetings by the most usual and direct route.
- g. A Supervisor or Committee member may seek overnight lodging and other allowed expenses for meetings attended if there is need to stay overnight with the approval of the County Board Chair. All lodging arrangements shall be made through the Department Head in order to save paying the tax. If a Supervisor or Committee member charges a room to their personal credit card, the County will not reimburse the Supervisor for the unnecessary tax paid.
- h. Supervisors and Committee members are not entitled to compensation and mileage if they are reimbursed from another source for attending the meeting.
- i. The compensation for all Board meetings shall be sixty dollars (\$60.00). Board members shall receive sixty dollars (\$60.00) per meeting plus mileage for all Committee meetings in excess of four (4) hours, excluding any luncheon break, and all meetings, seminars and conventions held outside of the County. The Committee Chair shall instruct the recording secretary to enter into the minutes indicating the meeting exceeded four (4) hours. All other Committee meetings (four (4) hours or less) shall receive compensation at the rate of fifty dollars (\$50.00) per meeting plus mileage.
- j. Supervisors who attend programs when not a member of the related Committee, Board, or Commission, in order to gain knowledge of a subject pertaining to County Government, may be reimbursed for the program costs only. Prior to attending the program, the Supervisor seeking reimbursement of the program costs shall seek the permission of the County Board Chair. After discussion with the County Administrator, the County Board Chair may grant approval. This reimbursement does not include compensation or mileage for the training.
- k. All mileage shall be reimbursed at the rate set by the Internal Revenue Service, as set forth in the Calumet County Personnel and General Administrative Policies.
- l. Reimbursement for meals and lodging must follow the same procedures as set forth in the Calumet County Policies and Procedures Manual.
- m. Expense vouchers for Committee meetings filed by the Supervisors shall include only expenses incurred prior to the end of the preceding month and shall be submitted monthly.
- n. Pursuant to Wisconsin State Statute 59.70(21) reimbursement of up to \$250 will be provided to a member of the Conservation Congress to attend the Annual Conservation Congress Convention. If any part of the reimbursement is for mileage, the individual must provide proof of appropriate limits of insurance coverage to the Personnel Department, as set forth in the Calumet County Personnel and General Administrative Policies.
- o. All Supervisors, Board, Commission, and Committee members shall participate in direct deposit for all of their pay through up to three (3) banking institutions of their choosing. Direct Deposit Authorization Forms are available at the Personnel Department.

RULE X: ORDER OF BUSINESS

For the Organizational Meeting, the order of business shall be:

- a. Reading of Certificate of Membership
- b. Administration of Oath of Office

- c. Call of the Roll
- d. Pledge of Allegiance
- e. Adoption of Rules of Order of the Calumet County Board of Supervisors
- f. Election of Chair (two (2) year term)
- g. Approval of Agenda
- h. Election of Vice-Chair (two (2) year term)
- i. Election of the Committee on Appointments
- j. The order of business for all other meetings

The order of business for all other meetings may be as follows:

- a. Roll Call
- b. Pledge of Allegiance
- c. Approval of agenda
- d. Approval of minutes
- e. Reception of petitions, memorials and communications
- f. Public participation
- g. Resolutions and Ordinances
- h. Supervisors' reports
- i. County Administrator appointments and report
- j. Special Business
- k. Reading of minutes if directed by the Board
- l. Set next meeting date
- m. Closed Session, pursuant to Wisconsin State Statute, Chapter 19
- n. Adjournment

RULE XI: COUNTY BOARD AND COMMITTEE AGENDAS AND MINUTES

A. County Board Agenda

All Resolutions and Ordinances shall be delivered to the County Clerk seven (7) days prior to the Board meeting or a shorter time period if approved by the Chair for good cause. The County Clerk shall, at least four (4) days before each meeting of the Board, present to each Board Supervisor written minutes of the previous County Board meeting and an itemized agenda of the matters to be considered by the Board. The Chair, in conjunction with the County Clerk, shall prepare the agenda. Copies of all Resolutions and Ordinances shall be submitted to the Board of Supervisors along with the agenda and written minutes of the previous meeting. At the beginning of the meeting, the Board shall review and approve the minutes of the previous meeting. On the last day of the Session, the minutes for that day shall be read by the Clerk and, before the final adjournment, corrected by the Board.

B. Committee Agenda

The Home Committee Chair shall be responsible for preparing their meeting agendas and shall follow this format:

The Committee Chair shall approve the agenda before it is sent to the Committee Members. Agenda items generally listed as: “ Any other business”, “Any unfinished business”, “ Any new business”, “Miscellaneous Reports” or “For the good of the Department” shall not be included. Items to be discussed shall identify the topic to be discussed with enough specificity so the members of the Committee and the public will know what will be discussed. If the item is not clearly identified, the Committee may not take any action on the issue. At the last Committee

meeting of the Session, the minutes of that day shall be read by the Recording Secretary and, before the final adjournment, corrected by the Committee.

Date:

Time:

Place:

Agenda:

1. Was the meeting properly announced?
2. Roll Call.
3. Pledge of Allegiance.
4. Approve the agenda.
5. Approve minutes (list date(s) of meeting(s)).
6. Public Participation (if requested by the Committee Chair).
7. Communications.
8. List items for action or discussion.
9. Report of Departments (List items for action).
 - a.
10. Report of Committee Members (List items for action).
 - a.
11. Set next meeting date.
12. Closed Session, pursuant to Wisconsin State Statute, Chapter 19. (This shall have the approval of the Corporation Counsel as to contents.)
13. Adjournment.

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the (name of Department and phone number where they may call) at least twenty-four (24) hours before the scheduled meeting time so appropriate arrangements can be made.

This is a public meeting. As such, all members or a majority of the members of the County Board may be in attendance. While a majority of the County Board members, or the majority of any given County Board Committee may be present, only the above committee will take official action based on the above agenda.

C. Rescheduling Committee Meetings

When it is necessary to reschedule a committee meeting, the Chair of the committee shall direct the preparer of the agenda to contact all committee members to inform them of the need to reschedule. The preparer of the agenda will then choose the meeting date and time when a majority of the committee members can attend. The preparer of the agenda shall contact all committee members to inform them of the new meeting date and time and proceed with preparing and distributing an amended agenda.

D. Agendas and Minutes for Joint Committee Meetings

The Chairs of the Committees that have requested a joint meeting(s) shall agree to the agenda items relating to the Joint Committee Meeting and relay that information to the appropriate Department Head. For all joint committee meetings, there shall be one agenda and one set of minutes for the joint meeting. The minutes shall be read and approved before the adjournment of the joint meeting. The Chairs of the Committees involved in a joint meeting(s) shall determine

who shall chair the meeting(s). The members of all committees involved in a Joint Committee Meeting may make motions and vote on all agenda items.

E. Electronic Mail (E-Mail)

Each supervisor will be provided with a county email account. While no supervisor is required to conduct county business by email, a supervisor who does so is required to use the county email account for all communications that pertain to county business.

Meeting notices and other information shall be provided to each supervisor by email at the same time that meeting notices and other information are distributed to the news media.

A supervisor shall be provided with a hard copy of email distributed information upon supervisor request.

A supervisor may communicate with other supervisors by email for the purpose of setting a meeting time, place, and agenda; but a supervisor should not engage in any substantive discussion of county business with any other supervisor by email.

A supervisor may communicate with his or her constituents by email.

These standards apply to all members of county governmental bodies.

RULE XII: VOTING

It is expected that every Supervisor present at any meeting of the Board, express his opinion on a question by his vote, unless the Supervisor abstains from voting. Voting may be done by paper ballot with the Supervisor writing his name on the ballot and by marking the ballot indicating his vote. A vote on any question shall be taken by roll call when called for by any member of the Board.

RULE XIII: COMMITTEES, BOARDS AND COMMISSIONS

- A. Committee on Appointments shall make recommendations to the County Administrator and the County Board Chair for all Committees, Boards and Commissions. The County Administrator shall appoint all members of Boards and Commissions, subject to confirmation of the County Board. The County Board Chair shall appoint all members of Committees, subject to confirmation of the County Board. These initial appointments shall occur at the first meeting of the County Board following the Organizational Meeting held in April of even numbered years.
- B. After the initial appointment to the Committees, Boards and Commissions, all future appointments shall be made by the County Administrator or County Board Chair and confirmed by the Board.
- C. Opportunities may arise where County Board Supervisors may apply for appointments to committees, boards and commissions outside those identified in the Rules of Order of the Calumet County Board. If practical, these applications shall be submitted to the County Board for approval before the application deadline. If the timing is such that the Board will not meet before the application deadline, the County Board Chair will act on the application

and submit the recommendation for appointment to the County Board at their next meeting for approval.

**AGING AND DISABILITY RESOURCE CENTER/LONG TERM SUPPORT
ADVISORY COMMITTEE**

- 1.) Membership. The ADRC/LTS Advisory Committee shall be comprised of twelve (12) members of whom at least fifty-one percent (51%) of the members shall be sixty (60) years of age or over, at least five (5) persons receiving long term community support services, each of whom represents one of the following groups; elderly persons, physically disabled persons, developmentally disabled persons, chronically mentally ill persons, chemically dependent persons and four (4) members shall be County Board Supervisors, one (1) Health representative, one (1) representative of the Human Services Department as provided by Wisconsin Statutes 46.23. The County Board Chair shall appointment members to the Committee for two (2) year terms, subject to confirmation of the Board. Membership on this committee is subject to a term limit of 6 consecutive years or 3 consecutive two-year terms.
- 2.) Duties & Responsibilities
 - a) At the organizational meeting, the members shall elect a Chair, who shall be a County Board Supervisor, Vice Chair, and a Secretary from members of the Committee. The Committee may also approve a Recording Secretary.
 - b) Responsible for advising the Human Services Board on policy-making of the programs pursuant to Wisconsin Statutes 46.23(3)(b) 2c and 46.23(5).
 - c) Compile and distribute information about older adults.
 - d) Review annual plan.
 - e) Advocate on behalf of older adults.
 - f) Serve as a point of contact for information, assistance, and referral.
 - g) Review proposals relating to matters affecting older adults.
 - h) Monitor the nutrition, transportation, and other programs provided by the Department.
 - i) Review Department annual budget and confer with the County Administrator for further action and review of financial reports.
 - j) The Committee shall confer and have advisory responsibility to the Human Services Board for the Aging and Disability Resource Center and Long Term Support within Human Services.
 - k) The Committee shall recommend a plan for participation in the Community Options Program provided by Wisconsin Statutes 46.27.

**AGING AND DISABILITY RESOURCE CENTER SERVING CALUMET,
OUTAGAMIE AND WAUPACA COUNTIES ADVISORY COMMITTEE**

ARTICLE I - NAME

The name of this Committee shall be called the Aging and Disability Resource Center Serving Calumet, Outagamie and Waupaca Counties Advisory Committee. It will be referred to as the Advisory Committee henceforth in this document.

ARTICLE II - PURPOSE

The Advisory Committee shall be accountable for the oversight of the Aging and Disability Resource Center Serving Calumet, Outagamie and Waupaca Counties.

ARTICLE III - DUTIES AND POWERS

The powers and duties of the Advisory Committee shall be exercised and performed in conformity with the laws, ordinances and resolutions of Calumet, Outagamie, and Waupaca Counties. Duties of the Advisory Committee shall include the following:

- Develop a mission statement for the Aging and Disability Resource Center (ADRC) that is consistent with the goals of the statewide redesign long term care system;
- Determine the structure, policies and procedures of the ADRC within the guidelines and local governance structures of the three collaborating partners;
- Ensure that the ADRC collaborative has a viable plan for implementation and operation;
- Oversee the operation of the ADRC collaborative;
- Identify unmet needs and prepare plans to meet them;
- Ensure input from consumers, service providers and local constituents in general in the policies, practice and goals of the ADRC;
- Provide financial oversight for the ADRC budget, including developing a budget and monitoring expenditures; and
- Ensure that the terms of the State/County ADRC contract are fulfilled.

ARTICLE IV - MEMBERSHIP

Section I Appointing Authority

Each County shall have 4 representatives on the Advisory Committee. Appointment of the counties' four representatives will follow that County's policy on committee appointments.

Section II Membership

The Advisory Committee shall consist of twelve (12) members. Three (3) members, one from each County, shall be County Board Supervisors, or appointed members to the County Human or Health and Human Services Committee and/or Board. Six (6) members will be consumers of services, family members or guardians from one of the following target groups: Elderly (age 60 and above), people with physical disabilities, developmental disabilities and persistent or chronic mental illness; one member representative from a community agency; one member representative from an advocacy organization and one member representative from the Business Community. Composition of the membership shall strive to represent the ethnic, economic and geographic diversity of Calumet, Outagamie, and Waupaca Counties. An equal number of representatives from each County will be selected unless there are compelling reasons to vary from this practice.

The membership does not include individuals with a real or potential conflict of interest.

Section III Initial Terms

Initially, four (4) members will be appointed for three (3) year terms; four (4) members will be appointed for two (2) year terms, and four (4) members will be appointed for a one (1) year term. Each County will divide their representatives into the initial term categories.

Section IV Tenures

All members appointed from Outagamie and Waupaca counties shall serve for three (3) year terms following the initial term. Members appointed from Calumet County shall serve two (2) year terms following the initial term. No Advisory Committee member may serve more than six consecutive years on the Advisory Committee.

Section V Absences

Any member that has more than three (3) unexcused absences in a twelve (12) month period, from regular Advisory Committee meetings, shall resign his/her position on the Advisory Committee. An unexcused absence means that the absentee did not notify the Chairperson or the appointed agent that he/she would be unable to attend the meeting.

ARTICLE V - OFFICERS

Section I Officers

The Officers shall consist of a Chairperson, Vice-Chairperson and Secretary.

Section II Election

The Officers shall be elected each year in May by a majority vote of the members present. If the election of Officers is not held at such meeting, the election shall be held as soon thereafter as possible. Each Officer shall hold his/her office until his/her successor has been duly elected.

Section III Term of Office

The Officers shall be elected for a term of one (1) year. Officers shall assume duties at the next Advisory Committee meeting following their election at the Annual Meeting in May.

Section IV Vacancies

A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled for the unexpired portion of the term by Chairperson appointment. The Chairperson's appointment shall maintain the membership balances as specified in Article IV, Section II, "Memberships".

Section V Chairperson

The Chairperson shall be the principal Executive Officer of the Advisory Committee and shall preside over all Advisory Committee business. The Chairperson shall appoint all subcommittees.

Section VI Vice-Chairperson

In the absence of the Chairperson, the Vice-Chairperson shall perform all the duties of the Chairperson, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chairperson. The Vice-Chairperson shall perform other duties that may be assigned to him/her by the Chairperson of the Advisory Committee. If both Chairperson and Vice-Chairperson are absent, the Secretary will chair the meeting.

Section VII Training

All Advisory Committee members must receive an orientation and other appropriate education and training.

ARTICLE VI - MEETINGS

Section I Meeting Place

The meeting place of the Advisory Committee shall rotate between Calumet, Outagamie and Waupaca Counties. The host County shall determine the location of meetings in its County and provide a recording secretary.

Section II Annual Meeting

An Annual Meeting shall be held each year in May for the purpose of electing officers and transacting other business as may come before the Advisory Committee.

Section III Regular Meetings

Regular meetings of the Advisory Committee shall be held at least bi-monthly or as needed by the Advisory Committee on a date selected by the Advisory Committee.

Section IV Special Meetings

Special meetings of the Advisory Committee may be called by, or at the request of, the Chairperson. A request for a Special meeting by other Advisory Committee members should be placed in writing to the Chairperson.

Section V Notice

Notice of any special meeting of the Advisory Committee shall be given at least three (3) days prior thereto by written notice sent by mail or oral notice to each member.

Section VI Quorum and Voting Rights

1. A minimum of one-half (50%) of the appointed membership shall constitute a quorum for the transaction of business.
2. A member shall not be qualified to vote upon any issue directly affecting the interest of an organization or agency of which he/she is an employee or officer.
3. A majority (51%) of the Advisory Committee members present who are qualified to vote shall constitute a quorum sufficient to approve any motion.

Section VII Manner of Acting

The act of a majority of the Advisory Committee members present at a meeting at which a quorum is present shall be the act of the Advisory Committee unless the act of a greater number is required by law or by these By-Laws.

Section VIII Payment of Per Diems to Advisory Committee Members

The current policies on payment of per diems for attending meetings from each County shall be applied to representatives appointed by each County to serve on the Advisory Committee

Section XI Posting of Public Meetings

Each County partner will ensure that public posting requirements are met within its County for Advisory Committee Meetings.

ARTICLE VII - FISCAL YEAR

The fiscal year of the Advisory Committee shall begin on the first day of January and end on the last day of December.

ARTICLE VIII - AMENDMENTS TO BY-LAWS

The Advisory Committee, if at least ten (10) days written notice is given to each member, may recommend that these or new By-Laws be altered, amended, repealed or created, by a 2/3 majority vote, at any regular or special meeting.

AGRICULTURAL AND EXTENSION EDUCATION COMMITTEE

1) Membership. The Agricultural and Extension Education Committee shall be comprised of five (5) County Board Supervisors, who may be members of the Land and Water Conservation Committee. The County Board Chair shall appoint members to the Committee for a two (2) year term, subject to confirmation of the County Board.

2) Duties and Responsibilities.

- a) At the organizational meeting, the members shall elect a Chair, Vice Chair and a Secretary from members of the Committee. The Committee may also approve a Recording Secretary.
- b) Work with the University Extension and the U.S. Department of Agriculture.
- c) Review County dog damage claims and establish fair market values.
- d) Review Department annual budget and refer to the County Administrator for further action and review financial reports.
- e) The Committee shall confer and have policy making responsibilities for the Department.

BAY AREA AGENCY ON AGING ADVISORY COMMITTEE

1) Membership. The Bay Area Agency on Aging Advisory Committee shall consist of nineteen (19) members, one from each of the nineteen (19) counties/tribes within their planning and service area. The County Board Chair shall appoint one (1) member to the Committee for a two (2) year term, subject to confirmation of the County Board.

2) Duties and Responsibilities.

- a) Provides counsel to the AAA Board of Directors via reports, study summaries, and joint meetings.
- b) Reviews the Area Agency's 3-Year Plan; gives input into the goals and objectives; and participates in activities as stated in the Plan.
- c) Engages in studies of specific problems/tasks, concerns of the elderly; then provides information, advice, and focus to the Board of Directors with regard to the activities of the Area Agency and goals of the 3-Year Plan.
- d) Members serve as liaisons for AAA by promoting awareness of Agency activities in their own communities, as well as collecting information related to concerns of the elderly.
- e) Members report activities to their own county/tribal Commission on Aging.
- f) Reviews the Aging Unit's 3-Year Plans.

BAY AREA AGENCY ON AGING BOARD OF DIRECTORS

1) Membership. The Bay Area Agency on Aging Board of Directors shall consist of nineteen (19) members, one from each of the nineteen (19) counties/tribes within their planning and service area. The County Administrator shall appoint one (1) member, who shall be a member of the Aging and Disability Resource Center/Long Term Support Advisory Committee, to the Board for a two (2) year term, subject to confirmation of the County Board.

2) Duties and Responsibilities.

- a) Attend monthly Board meetings, establish policy, and participate in discussions.
- b) Attend annual Board Training.
- c) Participate in annual review of Executive Director.
- d) Serve as an active member of a Board sub-committee.

- e) Serve as a liaison for the Area Agency on Aging in their own county/tribe by promoting awareness of Area Agency on Aging activities in other committees and groups, as well as collecting information related to the concerns of older persons.
- f) Support Agency goals, staff and activities.
- g) Possess a willingness to participate in advocacy efforts as advocacy is an essential component of the Area Agency on Aging.

BOARD OF HEALTH

- 1) Membership. The Board of Health shall be comprised of seven (7) members of which at least three (3) shall be persons who are not elected officials or employees of the County, and who have demonstrated interest or competence in the field of public or community health. A good faith effort shall be made to appoint a physician and a registered nurse. The County Administrator shall appoint members to the Board for a two (2) year term, subject to confirmation of the County Board.
- 2) Duties and Responsibilities.
 - a) At the organizational meeting, the members shall elect a Chair, who shall be a County Board Supervisor, Vice Chair and a Secretary from members of the Board. The Board may also approve a Recording Secretary.
 - b) Oversee the Department and assure enforcement of the Public Health and Home Health and Hospice Statutes Rules and Regulations.
 - c) Assess public health needs and advocate for the provision of reasonable and necessary public health services.
 - d) Develop policy and provide leadership that fosters local involvement and commitment.
 - e) Assure that measures are taken to provide an environment in which individuals can be healthy.
 - f) Assume full legal responsibility and authority for the operation of the Home Health Care and Hospice Program.
 - g) Review Department annual budget and refer to the County Administrator for further action and review financial reports.
 - h) The Board shall confer and have policy making responsibilities for the Department.

BRILLION LIBRARY BOARD

- 1) Membership. The County Administrator shall appoint one (1) member, who is a County Board Supervisor at the time of the appointment, to the Brillion Library Board for a three (3) year term, subject to confirmation of the County Board.
- 2) Duties and Responsibilities.
 - a) Duties of the Board include maintaining and operating a public library. The Board's role is policy making only as it relates to use, management, regulation, budgeting and preservation of the public library as provided in Wisconsin Statutes, Chapter 43.

CALUMET COUNTY TRAFFIC SAFETY COMMISSION

- 1) Membership. The Calumet County Traffic Safety Commission shall be comprised of ten (10) members. The County Administrator shall appoint members from the following areas: County Law Enforcement, County Highway Commissioner, Education Profession Representative, two (2) Citizen Representatives, Medical Profession Representative, Legal Profession Representative. The Wisconsin Department of Transportation assigns the

following three (3) appointments to the Commission; State Patrol Trooper, State Traffic Engineer, and State Traffic Safety Representative. The County Administrator shall appoint members to the Commission for a two (2) year term, subject to confirmation of the County Board.

- 2) Duties and Responsibilities.
 - a) This Commission is an advisory Commission and not a policy making Commission.
 - b) At the organizational meeting, the members shall elect a Chair, Vice Chair and a Secretary from members of the Commission. The Commission may also approve a Recording Secretary.
 - c) Act as an advisory Commission to the County Highway Safety Coordinator.
 - d) Secure voluntary coordination and reinforcement of highway safety activities conducted by the political subdivisions of the County in matters pertaining to driver education, codes and laws, traffic laws, alcohol in relation to highway safety, identification and surveillance of accident locations, traffic records, emergency medical services, highway design, construction and maintenance, traffic control devices, pedestrian safety, police traffic services, debris hazard control and clean up and school bus safety.

CHILD CARE RESOURCE & REFERRAL, INC. BOARD

- 1) Membership. The County Administrator shall appoint the Family Living Educator to the Child Care Resource & Referral, Inc., Board for a two (2) year term, subject to confirmation of the County Board.
- 2) Duties and Responsibilities.
 - a) A not-for-profit agency dedicated to linking parents, childcare providers, employers and communities in Calumet Outagamie and Waupaca Counties. Their mission is to provide services to increase community awareness and to enhance the quality and availability of childcare.
 - b) Determine agency policy in the following areas: Human Resources, Planning, Finance, Community Relations, and Organizational Operations.

CHILTON LIBRARY BOARD

- 1) Membership. The County Administrator shall appoint four (4) members, of which one (1) shall be a County Board Supervisor at the time of the appointment, to the Chilton Library Board for a three (3) year term, subject to confirmation of the County Board.
- 2) Duties and Responsibilities.
 - a) Duties of the Board include maintaining and operating a public library. The Board's role is policy making only as it relates to use, management, regulation, budgeting and preservation of the public library as provided in Wisconsin Statutes, Chapter 43.

CIVIL RIGHTS COMPLIANCE COMMITTEE

- 1) Membership. The Civil Rights Compliance Committee shall be comprised of nine (9) interested persons, including persons representing minorities, females and persons with disabilities. The County Board Chair shall appoint members to the Committee for a two (2) year term, subject to confirmation of the County Board.
- 2) Duties and Responsibilities.

- a) This Committee is an advisory Committee and not a policy making Committee.
- b) At the organizational meeting, the members shall elect a Chair, Vice Chair and a Secretary from members of the Committee. The Committee may also approve a Recording Secretary.
- c) The Civil Rights Compliance Committee's responsibilities include an annual evaluation of the County's service delivery and employment practices according to the following procedures:
 - i) Review the Civil Rights Compliance Plan.
 - ii) Review the client service data to determine whether any person is excluded from participation, denied any benefits, or subjected to discrimination.
 - iii) Review the current agency workforce statistics in proportion to their representation in the local labor market.
- d) Review policies and practices to determine that the standards for equal opportunity in service delivery and employment are met and in compliance with all applicable State and Federal Statutes and regulations relating to nondiscrimination in employment and service delivery.
 - i) Review the necessity to eliminate the effects of any discrimination or adverse impact that resulted from past policies or practices.
 - ii) Review reasonable accommodation procedures for qualified applicants with disabilities and existing employees with disabilities.
 - iii) Review the needs of members of protected group and measures the extent to which services are actually delivered to members of the protected classes in a culturally relevant and accessible manner.
 - iv) Review the need for improvements to physical facilities to provide accessibility to persons with disabilities.
 - v) Review representation by members of protected classes on boards, committees, and volunteers.

COMMITTEE ON APPOINTMENTS

- 1) Membership. The Committee on Appointments shall consist of the County Board Chair, Vice Chair, the County Administrator and three (3) County Board Supervisors who shall not serve more than one (1) consecutive term elected at the Organizational Meeting in the April of even numbered years.
- 2) Duties and Responsibilities.
 - a) The Committee shall make recommendations to the County Administrator and the County Board Chair for all Committees, Boards and Commissions.

COMMITTEE ON THE RULES OF ORDER OF THE CALUMET COUNTY BOARD OF SUPERVISORS

- 1) Membership. The Committee on Committees shall be comprised of five (5) County Board Supervisors. The County Board Chair shall appoint members to the Committee for a two (2) year term, subject to confirmation of the County Board.
- 2) Duties and Responsibilities.
 - a) At the organizational meeting, the members shall elect a Chair, Vice Chair and a Secretary from members of the Committee. The Committee may also approve a Recording Secretary.

- b) Recommend changes to the Rules of Order of the Board to the Calumet County Board for adoption.

COMMITTEE TO INSPECT THE JAIL AND JAIL REGISTER

- 1) Membership. The Committee to Inspect the Jail and Jail Register shall be comprised of three (3) County Board Supervisors, one (1) from the Public Grounds and Property Committee and one (1) from the Protection of Persons and Property Committee. The County Board Chair shall appoint members to the Committee for a two (2) year term, subject to confirmation of the County Board.
- 2) Duties and Responsibilities.
 - a) At the organizational meeting, the members shall elect a Chair, Vice Chair and a Secretary from members of the Committee. The Committee may also approve a Recording Secretary.
 - b) Inspect the Jail and Jail Register and make recommendations to the Board and Sheriff.

COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD

- 1) Membership. The Children with Disabilities Education Board shall be comprised of five (5) members, of whom three (3) members are to be County Board Supervisors and shall be representatives of that part of the County participating in the program. The County Administrator shall appoint members to the Board for a two (2) year term, subject to confirmation of the County Board.
- 2) Duties and Responsibilities.
 - a) At the organizational meeting, the members shall elect a Chair, who shall be a County Board Supervisor, Vice Chair and a Secretary from members of the Board. The Board may also approve a Recording Secretary.
 - b) Provide the duties as provided in Wisconsin Statutes 115.817 (5).
 - c) Approve the annual budget and present it to the Board and review financial reports.

COUNTY PARKS COMMISSION

- 1) Membership. The County Parks Commission shall be comprised of seven (7) members, of which at least four (4) members are to be County Board Supervisors. The County Administrator shall appoint members to the Commission for a two (2) year term, subject to confirmation of the County Board.
- 2) Duties and Responsibilities.
 - a) At the organizational meeting, the members shall elect a Chair, who shall be a County Board Supervisor, Vice Chair and a Secretary from members of the Commission. The Commission may also approve a Recording Secretary.
 - b) Have general policy making responsibility for parks and recreation property operated, maintained and developed by the County.
 - c) Set policies and recommend funding levels for establishing and implementing Park programs and activities in the Parks and recreation properties.
 - d) Review Department annual budget and refer to the County Administrator for further action and review financial reports.

- e) The Commission shall confer and have policy making responsibilities for the Department.

CRIMINAL JUSTICE STAKEHOLDERS COMMITTEE

- 1) Membership. The Criminal Justice Stakeholders Committee shall be comprised of seventeen (17) members. The County Board Chair shall appoint the following Calumet County officials to serve on the Committee: County Administrator, Corporation Counsel, Circuit Court Judge, District Attorney, Assistant District Attorney, Family Court Commissioner, Sheriff, Jail Administrator, Clerk of Courts, Register in Probate, Chairman of the Protection of Persons & Property Committee, Chairman of the Public Grounds & Property Committee, two (2) County Board Supervisors, a Chief of Police, a Public Defender, and the Probation and Parole Supervisor. The appointment is for a two (2) year term, subject to confirmation of the County Board.
- 2) Duties and Responsibilities.
 - a) This Committee is an advisory Committee and not a policy making Committee.
 - b) Study the possibility of building a joint Huber facility with Outagamie and Winnebago Counties.
 - c) Study alternatives to incarceration (e.g., GPS Monitoring System, Day Reporting Center).
 - d) Study programs for rehabilitation and ways to reduce recidivism.

ETHICS INQUIRY COMMITTEE

- 1) Membership. The Ethics Committee shall be comprised of five (5) most junior members of the County Board Supervisors excluding those who would be the subject of that investigation, or those who would request an exemption from selection for extenuating circumstances. Junior members are defined as those having the least number of years of service on the Calumet County Board of Supervisors. Confirmation of the Ethics Inquiry Committee selection will be dictated by a majority vote of the member serving on the County Board.
- 2) Duties and Responsibilities.
 - a) At the organizational meeting, the members shall elect a Chair, Vice Chair and a Secretary from members of the Committee. The Committee may also approve a Recording Secretary.
 - b) Responsible for investigation of complaints and conducting a fact finding hearing pursuant to the Ethics Code.

FINANCE AND AUDIT / INFORMATION SERVICES COMMITTEE

- 1) Membership. The Finance and Audit / Information Services Committee shall be comprised of five (5) County Board Supervisors. The County Board Chair shall appoint members to the Committee for a two (2) year term, subject to confirmation of the County Board.
- 2) Duties and Responsibilities.
 - a) At the organizational meeting, the members shall elect a Chair, Vice Chair and a Secretary from members of the Committee. The Committee may also approve a Recording Secretary.
 - b) Review the annual budget and tax levy.
 - c) Monitor the operating and capital budgets and approve and recommend adjustments.

- d) Review and establish financial and investment policies.
- e) Discuss and review the TIF District activities with the Finance Director.
- f) Recommend resolutions for appropriations to the Board for adoption.
- g) Have general supervision of all fiscal policies.
- h) Review and approve property and general liability insurance policies and review claims filed against the County, with the assistance of the Corporation Counsel.
- i) Review the delinquent property taxes, tax foreclosures and the subsequent sale of foreclosed property.
- j) Review the use of technology within Departments.
- k) Review Department goals and objectives.
- l) Review grants and Department programs and projects.
- m) Review procedures for maintenance of county records, use, archive, and storage.
- n) Share information presented at other committee meetings that is pertinent to Department operations.
- o) Review Departments annual budgets and refer to the County Administrator for further action and review financial reports.
- p) The Committee shall confer and have policy making responsibilities for the County Clerk, Finance Director, Treasurer, Real Property Lister, Register of Deeds, and Information Services.

FOXCOMM FISCAL ADVISORY BOARD

- 1) Membership. The FoxComm Fiscal Advisory Board shall be comprised of three (3) Calumet County members, including the County Administrator or designee, the Sheriff or designee, and one (1) County Board Supervisor. The County Administrator shall appoint members to the Board for a two (2) year term, subject to confirmation of the County Board.
- 2) Duties and Responsibilities.
 - a) Shall establish the cost-sharing formula and the proportionate share of each County based on percentage of population when compared to the aggregate population of all four participating counties. Population shall be based upon the most recent United States census data.
 - b) Shall be responsible for resolution of any questions, disputes, controls, or cooperative agreements that may arise regarding the operation of the FoxComm system. It shall also be charged with making all on-going policy decisions of the use of the FoxComm system, and shall be the final arbiter of all disputes regarding FoxComm.
 - c) Shall establish a policy and procedure manual for operation of the FoxComm system.
 - d) Shall establish a training program including minimum standards.
 - e) Shall establish a listing of appropriate equipment and upgrades that each County must purchase including compatible network equipment, and system connections.
 - f) Shall establish a listing of all required licensure and maintenance agreements with vendors for the FoxComm Group.
 - g) Shall approve all ongoing shared costs including new versions of software and new equipment, when needed and shall make all recommendations for approved shared expenses on an annual basis to the Counties not later than June 30th of each year for the following year's budget.

FOX COMM USER TECHNICAL COMMITTEE

- 1) Membership. The Fox Comm User Technical Committee shall be comprised of three (3) Calumet County members, including the Sheriff, or designee, the IS director or designee; and, one representative on behalf of local law enforcement, fire protection and emergency medical. The County Board Chair shall appoint members to the Committee for a two (2) year term, subject to confirmation of the County Board.
- 2) Duties and Responsibilities.
 - a) Shall serve as the technical advisory body to the Fiscal/Advisory Board.
 - b) Shall be responsible for establishing guidelines for data entry and retrieval.
 - c) Shall be responsible for establishing guidelines to maintain GIS mapping, CAD and RMS necessary for the operation of the Fox Comm system.

GLACIERLAND RESOURCE AND CONSERVATION DEVELOPMENT COUNCIL

- 1) Membership. The Glacierland Resource and Conservation Development Council is comprised of the Counties of Brown, Calumet, Door, Fond du Lac, Kewaunee, Manitowoc, Oneida Indian Nation, Outagamie, Sheboygan and Winnebago. Each will appoint three (3) members and one (1) alternate. One (1) member shall be a County Board Supervisor and two (2) members will not be affiliated with County Government. The County Board Chair shall appoint members to the Council for a two (2) year term, subject to confirmation of the County Board.
- 2) Duties and Responsibilities.
 - a) This Council is an advisory Council and not a policy making Council.
 - b) An independent, non-profit, non-partisan incorporated group having, as its primary concern the social, environmental and economic needs of the area. To address these concerns and needs, this Council will key on the development and conservation of all natural resources to promote economic development and improve the quality of life. The Council is organized within the meaning of Section 501 (c) (3) of the Internal Revenue Code.

HIGHWAY COMMITTEE

- 1) Membership. The Highway Committee shall be comprised of five (5) County Board Supervisors. The County Board Chair shall appoint members to the Committee for a two (2) year term, subject to confirmation of the County Board.
- 2) Duties and Responsibilities.
 - a) At the organizational meeting, the members shall elect a Chair, Vice Chair and a Secretary from members of the Committee. The Committee may also approve a Recording Secretary.
 - b) Purchase and sell county road machinery as authorized by the Board.
 - c) Determine if county construction and maintenance should be done by the Highway Department or by private contract.
 - d) Direct the expenditure of highway maintenance funds received from the State and the County.
 - e) Review Department annual budget and refer to the County Administrator for further action and review financial reports.

- f) The Committee shall confer and have policy making responsibilities for the Department.

HUMAN SERVICES BOARD

- 1) Membership. The Human Services Board shall be comprised of nine (9) members, of which at least six (6) members are to be County Board Supervisors. The County Administrator shall appoint members to the Board for a two (2) year term, subject to confirmation of the County Board.
- 2) Duties and Responsibilities.
 - a) At the organizational meeting, the members shall elect a Chair, who shall be a County Board Supervisor, Vice Chair and a Secretary from members of the Board. The Board may also approve a Recording Secretary.
 - b) Responsible for the policy making of the programs pursuant to Wisconsin Statutes 46.23, 46.25, 46.27, 46.82, and 42 USC 651-658 and 45 CFR 300-399.
 - c) Review Department annual budget and refer to the County Administrator for further action and review financial reports.
 - d) The Board shall confer and have policy making responsibilities for the Human Services and Veterans Service Departments.

INTERNATIONAL TRADE, BUSINESS & ECONOMIC DEVELOPMENT COUNCIL (ITBEC)

- 1) Membership. ITBEC is comprised of five (5) Regions in Wisconsin and Calumet County is in the East Central Region comprised of Brown, Calumet, Door, Fond du Lac, Kewaunee, Manitowoc, Outagamie, Ozaukee, Sheboygan and Winnebago Counties. Each County shall appoint two (2) members to represent their County, one (1) shall be a County Board Supervisor, and the other shall be the Economic Development Specialist. The County Board Chair shall appoint members to the Council for a two (2) year term, subject to confirmation of the County Board.
- 2) Duties and Responsibilities.
 - a) This Council is an advisory Council and not a policy making Council.
 - b) The purpose of the Council is to promote and seek grants for Economic and Tourism activity in the Region.

ITBEC ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

- 1) Membership. ITBEC is comprised of five (5) Regions in Wisconsin and Calumet County is in the East Central Region comprised of Brown, Calumet, Door, Fond du Lac, Kewaunee, Manitowoc, Outagamie, Ozaukee, Sheboygan and Winnebago Counties. Each County shall appoint one (1) member to represent their County. The County Board Chair shall appoint the Economic Development Specialist to the Committee for a two (2) year term, subject to confirmation of the County Board.
- 2) Duties and Responsibilities.
 - a) This Committee is an advisory Committee and not a policy making Committee.
 - b) Promote economic development within the region.

ITBEC TOURISM ADVISORY COMMITTEE

- 1) Membership. ITBEC is comprised of five (5) Regions in Wisconsin and Calumet County is in the East Central Region comprised of Brown, Calumet, Door, Fond du Lac, Kewaunee, Manitowoc, Outagamie, Ozaukee, Sheboygan and Winnebago Counties. Each County shall appoint one (1) member to represent their County. The County Board Chair shall appoint the Economic Development Specialist to the Committee for a two (2) year term, subject to confirmation of the County Board.
- 2) Duties and Responsibilities.
 - a) This Committee is an advisory Committee and not a policy making Committee.
 - b) Promote tourism within the region.

LAND AND WATER CONSERVATION COMMITTEE

- 1) Membership. The Land and Water Conservation Committee shall be comprised of six (6) members of whom five (5) shall be County Board Supervisors, and one (1) member of the Consolidated Farm Service Agency Committee. The County Board Chair shall appoint members to the Committee for a two (2) year term, subject to confirmation of the County Board.
- 2) Duties and Responsibilities.
 - a) At the organizational meeting, the members shall elect a Chair, who shall be a County Board Supervisor, Vice Chair and a Secretary from members of the Committee. The Committee may also approve a Recording Secretary.
 - b) Shall have the powers and duties pursuant to Wisconsin Statutes 92.07 through 92.17.
 - c) Develop and adopt standards and specifications for management practices to control erosion, sedimentation and non-point source water pollution.
 - d) Distribute funds, encourage research and education, carry out preventative and control measures for flood prevention and conservation, enter into agreements, obtain property, make agricultural and engineering machinery available, construct structures necessary for performance of duties, administer projects and programs, make and execute contracts, require monetary or service contributions, enter upon lands for planning or surveying purposes without being liable for trespass, and administer and enforce Ordinances.
 - e) Submit findings and comments on notices of non compliance for Farmland Preservation Certificates to the Zoning and Land Information Committee.
 - f) Review Department annual budget and refer to the County Administrator for further action and review financial reports.
 - g) The Committee shall confer and have policy making responsibilities for the Departments.

LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)

- 1) Membership. Superfund Amendments and Re-authorization Act (SARA) Title III (Section 301 (c)) requires that the Committee consist of at least one (1) representative from each of the following groups; Elected State and Local Officials, Law Enforcement, Fire, Emergency Management, Health Professionals, Environmental, as well as representatives of facilities subject to the Emergency Planning requirements, and the Media. The County Board Chair shall appoint members to the Committee for a two (2) year term, subject to confirmation of the County Board.

- 2) Duties and Responsibilities.
 - a) This Committee is an advisory Committee and not a policy making Committee.
 - b) At the organizational meeting, the members shall elect a Chair, Vice Chair and a Secretary from members of the Committee. The Committee may also approve a Recording Secretary.
 - c) The LEPC's primary responsibility is to develop and review annually an emergency response plan for hazardous and toxic spills. The LEPC plan must evaluate resources for preparing for and responding to a potential chemical accident.

LOSS CONTROL COMMITTEE

- 1) Membership. The Loss Control Committee shall consist of one (1) County Board Supervisor and a member of each of the following Departments; Emergency Management Director, County Administrator, Corporation Counsel, Finance, Health, Highway, Maintenance, Park, Personnel, Senior Resource Center, and Sheriff. The County Board Chair shall appoint members to the Committee for a two (2) year term, subject to confirmation of the County Board.
- 2) Duties and Responsibilities.
 - a) This Committee is an advisory Committee and not a policy making Committee.
 - b) The Emergency Management Director conducts the meetings and is responsible to present agendas for the purpose of discussing safety concerns for County employees and the citizens.

MANITOWOC-CALUMET COUNTIES LIBRARY SYSTEMS BOARD

- 1) Membership. The Manitowoc-Calumet Counties Library Systems Board shall be comprised of four (4) members, of which at least one (1) is to be a County Board Supervisor. The County Administrator shall appoint the members to the Board for three (3) year terms, staggered, beginning on January 1, subject to confirmation of the County Board.
- 2) Duties and Responsibilities.
 - a) This Committee is an advisory Committee and not a policy making Committee.
 - b) Duties of the Board include maintaining, operating a public library in conjunction with Manitowoc County. The Committee's role is policy making only as it relates to use, management, regulation, budgeting and preservation of the public library system as provided in Wisconsin Statutes, Chapter 43.

NEW HOLSTEIN LIBRARY BOARD

- 1) Membership. The County Administrator shall appoint one (1) member, who is a County Board Supervisor at the time of the appointment, to the New Holstein Library Board for a three (3) year term, subject to confirmation of the County Board.
- 2) Duties and Responsibilities.
 - a) Duties of the Board include maintaining and operating a public library. The Board's role is policy making only as it relates to use, management, regulation, budgeting and preservation of the public library as provided in Wisconsin Statutes, Chapter 43.

NORTHEAST WISCONSIN REGIONAL ECONOMIC PARTNERSHIP (NEWREP)

- 1) Membership. NEWREP shall be comprised of a representative and an alternate member from each of the following counties: Brown, Calumet, Door, Florence, Fond du Lac, Kewaunee, Manitowoc, Marinette, Menominee, Oconto, Outagamie, Shawano, Sheboygan, Winnebago, Waupaca, and Waushara. The County Board Chair shall appoint a Calumet County representative and an alternate to NEWREP for a two (2) year term, subject to confirmation of the County Board.
- 2) Duties and Responsibilities.
 - a) Promote economic development/education in the NEWREP Technology Zone.
 - b) Review applications and allocate tech-zone credits to businesses.

PLANNING, ZONING AND FARMLAND PRESERVATION COMMITTEE

- 1) Membership. The Planning, Zoning and Farmland Preservation Committee shall be comprised of seven (7) members of whom four (4) shall be County Board Supervisors. The County Board Chair shall appoint members to the Committee for a two (2) year term, subject to confirmation of the County Board.
- 2) Duties and Responsibilities.
 - a) At the organizational meeting, the members shall elect a Chair, who shall be a County Board Supervisor, Vice Chair and a Secretary from members of the Committee. The Committee may also approve a Recording Secretary.
 - b) Review Department annual budget and refer to the County Administrator for further action and review financial reports.
 - c) The Committee shall oversee the following ordinances:
 - i) Wisconsin Statutes 59.69 Zoning Ordinance.
 - ii) Wisconsin Statutes 59.692 Shoreland Zoning Ordinance.
 - iii) Wisconsin Statutes Chapter, 59 Floodplain Zoning Ordinance.
 - iv) Wisconsin Statutes 145.20 Private Sewage Septic Ordinance.
 - v) Wisconsin Statutes 236.45 Land Subdivision Regulations.
 - vi) Wisconsin Statutes Chapter, 280 Private Water System Ordinance.
 - vii) Wisconsin Statutes 59.69 Solid and Hazardous Waste Siting Ordinance.
 - viii) Rural Numbering Ordinance.
 - ix) Wisconsin Statutes 59.69 Uniform Citation Ordinance.
 - x) Wisconsin Statutes Chapter, 295 Non-Metallic Mining Reclamation Ordinance.
 - xi) Wisconsin Statutes 59, 83 and 86, Calumet County Ordinance 32-6 et. seq.
 - d) Review and recommend approval to the Board of all Planning Documents formulated by the Planning Department including the Farmland Preservation Plans, Outdoor Recreation Plans, Comprehensive Plans, Land Use Plans, from Wisconsin Statutes 59.69.
 - e) Adopt policies used in the implementation of the Ordinances identified above.
 - f) Responsible for matters relating to recreation, community facilities and utilities, transportation, economic development, natural resources, and housing.
 - g) Promote activities needed to establish a GIS/LIS program that meets the needs of the County as well as the public.
 - h) The Committee shall confer and have policy making responsibilities for the Department.

PROTECTION OF PERSONS AND PROPERTY COMMITTEE

- 1) Membership. The Protection of Persons and Property Committee shall be comprised of five (5) County Board Supervisors; one (1) shall be the County Board Chair. The County Board Chair shall appoint members to the Committee for a two (2) year term, subject to confirmation of the County Board.
- 2) Duties and Responsibilities.
 - a) At the organizational meeting, the members shall elect a Chair, Vice Chair and a Secretary from members of the Committee. The Committee may also approve a Recording Secretary.
 - b) Review Departments' annual budgets and refer to the County Administrator for further action and review financial reports.
 - c) Except as provided by law, the Committee shall confer and have policy making responsibilities for the Clerk of Circuit Court, District Attorney, Emergency Management, Family Court Commissioner, Medical Examiner, Register in Probate and the Sheriff.

PUBLIC GROUNDS AND PROPERTY COMMITTEE

- 1) Membership. The Public Grounds and Property Committee shall be comprised of five (5) County Board Supervisors. The County Board Chair shall appoint members to the Committee for a two (2) year term, subject to confirmation of the County Board.
- 2) Duties and Responsibilities.
 - a) At the organizational meeting, the members shall elect a Chair, Vice Chair and a Secretary from members of the Committee. The Committee may also approve a Recording Secretary.
 - b) General policy making responsibilities for all building, remodeling, improvements or fixtures on County property, personal property and real estate, whether owned or leased, and operations, repairs and upkeep of such real estate.
 - c) Responsibility for the purchase and sale of all County land except for Highway right-of-way and in rem property.
 - d) Work with the Department Head and Home Committee on projects effecting the Department.
 - e) Review Departments' annual budget and refer to the County Administrator for further action and review financial reports.
 - f) The Committee shall confer and have policy making responsibilities for the Maintenance Department.

REGIONAL AD-HOC COMMITTEE

- 1) Membership. The Regional Ad-Hoc Committee shall be comprised of key local officials from the Counties of Calumet, Outagamie and Winnebago. Calumet County shall be represented by four (4) members, including the County Board Chair, Chair of the Protection of Persons and Property Committee, Chair of the Highway Committee, and the County Administrator. The County Board Chair shall appoint members to the Committee for a two (2) year term, subject to confirmation of the County Board.
- 2) Duties and Responsibilities.

- a) This Committee is an advisory Committee and not a policy making Committee.
- b) Explore and evaluate potential operational efficiency and cost savings that may be achieved through consolidation and or sharing of services amongst Calumet, Outagamie and Winnebago Counties.

REVOLVING LOAN FUND COMMITTEE

- 1) Membership. The Revolving Loan Fund Committee shall be comprised of five (5) members of which there shall be two (2) County Board Supervisors, and one (1) representative from any of the following groups: Accounting Professional, Banking Professional, Attorney, Business person. The County Board Chair shall appoint members to the Committee for a two (2) year term, subject to confirmation of the County Board.
- 2) Duties and Responsibilities.
 - a) At the organizational meeting, the members shall elect a Chair, who shall be a County Board Supervisor, Vice Chair and a Secretary from members of the Committee. The Committee may also approve a Recording Secretary.
 - b) Responsible for the management of the revolving loan fund program.
 - c) Develop criteria for evaluating business loan applications that will promote economic development and job creation and retention.

SALARY AND PERSONNEL COMMITTEE

- 1) Membership. The Salary and Personnel Committee shall be comprised of five (5) County Board Supervisors.
- 2) Duties and Responsibilities.
 - a) At the organizational meeting, the members shall elect a Chair, Vice Chair and a Secretary from members of the Committee. The Committee may also approve a Recording Secretary.
 - b) Provide leadership for setting policy pertaining to wages, benefits, hours, and other conditions of employment for all county employees including jurisdiction for the Personnel and General Administrative Policies.
 - c) Administer the disciplinary procedure as outlined in the Personnel and General Administrative Policies.
 - d) Review new position requests that have not been budgeted and make recommendations to the Board for final approval.
 - e) Hears appeals on filling existing budgeted positions when denied by the County Administrator.
 - f) Review all new and updated job descriptions.
 - g) Review all employee reclassification requests.
 - h) Establish parameters for the negotiation of wages, benefits, and other conditions of employment for the county's collective bargaining agreements.
 - i) Hears employee grievances in an attempt to resolve employee issues and contractual disputes with the unions.
 - j) Responsible for periodic performance appraisals of the County Administrator and in conjunction with the Board.
 - k) Review Department annual budget and refer to the County Administrator for further action and review financial reports.

- l) The Committee shall confer and have policy making responsibilities for the Corporation Counsel, County Administrator and the Personnel Department.

USDA LOCAL WORK GROUP

- 1) Membership. The USDA Local Work Group shall be comprised of the County Conservationist, one (1) member of the Farm Service Agency County Office Committee, the County Executive Director of the Farm Service Agency, the UWEX Agricultural Agent, the District Conservationist-Natural Resources Conservation Service, and one (1) member of the Land and Water Conservation Committee. The County Board Chair shall appoint one (1) member of the Land and Water Conservation Committee to the USDA Local Work Group for a two (2) year term, subject to confirmation of the County Board.
- 2) Duties and Responsibilities.
 - a) Assist in locally led conservation measures.

VEOLIA HICKORY MEADOWS LANDFILL STANDING COMMITTEE

- 1) Membership. The Landfill Siting Committee shall be comprised of five (5) members, of which, one shall be a County Board Supervisor appointed by the County Board Chair. The County Board Chair shall appoint the member to the Committee for a two (2) year term, subject to confirmation of the County Board.
- 2) Duties and Responsibilities.
 - a) This Committee is an advisory Committee and not a policy making Committee.
 - b) Establish fire department/explosion procedures.
 - c) Review all communications.
 - d) Discuss construction progress.
 - e) Discuss issues or concerns concerning the landfill.

VETERANS SERVICE COMMISSION

- 1) Membership. The Veterans Service Commission shall be comprised of three (3) Veterans. The County Administrator shall appoint members to the Commission for a two (2) year term, subject to confirmation of the County Board.
- 2) Duties and Responsibilities.
 - a) At the organizational meeting, the members shall elect a Chair, Vice Chair and a Secretary from members of the Commission. The Commission may also approve a Recording Secretary.
 - b) Provide aid to needy veterans, or to spouses, surviving spouses, minor and dependent children of veterans, and the needy parents of veterans pursuant to Wisconsin Statutes 45.10 through 45.15.

WISCONSIN EAST CENTRAL REGIONAL PLANNING COMMISSION (WECRPC)

- 1) Membership. The Wisconsin East Central Regional Planning Commission shall be comprised of two (2) County Board Supervisors: the County Board Chair, and one (1)

Elected Official. The County Administrator shall appoint a member to the Commission for a two (2) year term, subject to confirmation of the County Board.

- 2) Duties and Responsibilities.
 - a) This Committee is an advisory Committee and not a policy making Committee.
 - b) The WECRPC was created to engage in activities within the purposes for which Regional Planning Commissions were created under Wisconsin Statutes 66.0309. It brings together representatives from eight (8) Counties who besides serving as Commissioners who meet as a group on a bimonthly basis, also serve, individually, on various sub-committees. The primary purpose is to engage in regional planning. As such, its functions are to conduct all types of research studies, collect and analyze data, prepare maps, charts and tables. It has the function and duty of making and adopting a master plan for the eight (8) County Regions. The master plan, with its accompanying maps, plats, charts, programs and descriptive and explanatory matter, shall show the Commission's recommendations for the physical development of the region, including traffic arteries, bridges, public places, parks, recreational areas, airports, sewer and water lines as well as areas for industrial, commercial, residential, agricultural and recreational development. It is through the work of the Commission and its Committees that the planning is constantly being attended to. It is a dynamic process and it is solely advisory to the local governments.

ZONING BOARD OF ADJUSTMENTS

- 1) Membership. The Zoning Board of Adjustments shall be comprised of five (5) members and two (2) alternates, and all must reside outside of the limits of incorporated cities and villages. No two (2) members may reside in the same town. The County Administrator shall appoint members and alternates to the Zoning Board of Adjustments for a two (2) year term, subject to confirmation of the County Board.
- 2) Duties and Responsibilities.
 - a) At the organizational meeting, the members shall elect a Chair, Vice Chair and a Secretary from members of the Board. The Board may also approve a Recording Secretary. The first alternate shall act, with full power, only when a member of the Board of Adjustments refuses to vote because of a conflict of interest or when a member is absent. The second alternate shall act only when the first alternate refuses to vote because of a conflict of interest or is absent, or if more than one member of the Board of Adjustments refuses to vote because of a conflict of interest or is absent.
 - b) Hear and decide appeals where it is alleged there is error in any order, requirement, decision or determination made by an administrative officer.
 - c) Hear and decide special exceptions to the terms of an Ordinance upon which the Board of Adjustments is required to pass.
 - d) Authorize, upon appeal in specific cases, such variance from the terms of an Ordinance, as will not be contrary to the public interest, where owing to special conditions, a literal enforcement will result in practical difficulty or unnecessary hardship, so that the spirit of the Ordinance shall be observed, public safety and welfare secured and substantial justice done.

RULE XIV: COMMITTEE ORGANIZATION

The County Administrator and the County Board Chair shall appoint all members of all Committees, Boards, and Commissions after receiving recommendations from the Committee on Appointments. The appointments are subject to County Board approval.

- A. Committees shall as its first Order of Business, elect a County Board Supervisor Chair, a Vice Chair and Secretary. The Secretary shall keep records and minutes of all Committee meetings. Committees may appoint a Recording Secretary. In the election of the Chair and Vice Chair by the Committee, the first (1st) ballot shall be a Nominating Ballot, to be followed by succeeding Formal Ballots until a majority vote of the members present elects such officer. Only persons named on a Nominating Ballot shall be considered during a Formal Ballot and any ballot cast in violation of this Rule shall be considered void. Each position shall be voted by separate ballot. Each nominee may speak for three (3) minutes. In the event a majority vote is not obtained by a candidate, then the candidate receiving the lowest number of votes shall be eliminated from consideration, and the election continue until a majority vote is obtained.
- B. In the event the Chair leaves the position of Chair during the term of office, the Vice Chair shall assume the Chair position and an election shall be held to elect a Vice Chair for the remaining term.
- C. A majority of the members of any Committee shall constitute a quorum for the transaction of business.
- D. Each Committee shall set policy for all programs and activities of the Departments that report to them.
- E. Shall act on all requests from Departments that report to them.
- F. Monitor the expenditure of County funds committed to the Department or agency in terms of its stated goals and objectives.
- G. Set and evaluate policies for the Department or agency.
- H. Act on all Resolutions and Ordinances affecting any Department or agency that reports to it.
- I. At least annually, review the expenditures of County funds committed to the Department in terms of the state goals and objectives sought to be accomplished.
- J. The Chair of each Committee shall report to the Board of their Committee activities on a regular basis at Board meetings.

RULE XV: RESOLUTIONS AND ORDINANCES

- A. Resolutions and Ordinances presented by a Committee of the County Board may be acted on upon their first (1st) presentation at a County Board meeting. Resolutions and Ordinances not presented by a Committee, may be referred by the Chair to a Committee of the Board. Ordinances shall be submitted to the Corporation Counsel for drafting comments and opinions.
- B. Resolutions and Ordinances presented for consideration at any meeting must be in writing and bear the signature of at least two (2) Supervisors offering the same, or if by a Committee, the signatures of a majority of that Committee. The exception to this is the Budget Resolution, which shall be presented by the County Administrator.
- C. Beginning with the April meeting, Resolutions and Ordinances shall be designated by their number, which number shall be the year of the Organizational Meeting of the County Board

then in session followed by the sequential number of the Resolution or Ordinance introduced in that Session. For example: Resolution 2004-1 or Ordinance 2004-1.

- D. When a Resolution or Ordinance is presented to the Board for action, the County Clerk shall read the title and the Board members who signed the document.

RULE XVI: HOME RULE

To give the County the largest measure of self government under the Administrative Home Rule authority granted to Counties in Section 59.03(1), these Rules 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 Constitution or to any enactment of the Legislature that is of statewide concern and which uniformly affects every County.

RULE XVII: PARLIAMENTARY PROCEDURE

- A. Except as modified by these Rules and in all matters not specifically provided for, the Rules of Parliamentary Procedure contained in the latest edition of Robert's Rules of Order shall govern the Board in all cases where applicable.
- B. Each member of the Board shall be issued a current edition of Robert's Rules of Order, or a condensed version, upon request of the County Clerk following the Organizational Meeting.
- C. The Chair shall preserve order and shall decide questions of order, subject to an appeal to the whole Board, and shall vote on all questions taken by ayes and nays except an appeal from their own decisions.
- D. Every matter that comes before the Board, may without motion, be referred to its appropriate Committee by the Chair.
- E. When a motion is made and seconded, it shall be stated by the Chair previous to debate. If a majority of the Supervisors present require it, the motion (except to adjourn, postpone, table or commit), shall be reduced to writing and if a motion contains several points, any Supervisor may require it to be divided.
- F. On all questions, it shall be proper to call for a division or for the ayes and nays if made previous to the decision of the Chair. A motion, Resolution or Ordinances may be withdrawn at any time before an amendment or decision, but all motions, amendments, Resolutions or Ordinances shall be entered at large upon the minutes unless withdrawn.
- G. It is expected that every Supervisor shall vote when a question is put to vote, unless the Supervisor abstains from voting.
- H. Whenever any Supervisor is to speak in debate or deliver any remarks to the Board, he shall address the Chair, confine his remarks to the question under debate, and avoid personality. No Supervisor shall speak more than thrice on the same subject without leave of the Board except to answer questions from the Chair or the Board.

- I. In all cases, the Supervisor who shall first address the Chair shall speak first (1st); where two (2) Supervisors address the Chair at the same time, the Chair shall name the Supervisor who is to speak first (1st).
- J. Any Supervisor called to order shall immediately cease debate, unless permitted to explain. The Board, if appealed to, shall decide the case. If there is no appeal, the decision of the Chair shall be submitted to.
- K. All questions shall be put in the order in which they were moved except privileged questions.
- L. When a question is under debate no motion shall be received except:

	Need a Second?	Vote Debatable?	Required for Passage?
1. To adjourn	Y	N	Majority
2. To lay on the table	Y	N	Majority
3. For the previous question	Y	N	2/3rds
4. To postpone to a certain day	Y	Y	Majority
5. To commit to a standing Committee	Y	Y	Majority
6. To commit to a Committee	Y	Y	Majority
7. To amend	Y	Y, if motion to be amended is debatable.	Majority
8. To amend something previously adopted	Y	Y	2/3rds
9. To postpone indefinitely	Y	Y	Majority
10. To reconsider or rescind with notice	Y	Y	Majority
11. To reconsider or rescind without notice	Y	Y	2/3rds

All other separate motions shall have precedence in order in which they are named.

- M. Any Supervisor desirous of terminating the debate may call the previous question. The Chair shall ask if there is any objection to closing the debate. If a member objects to the call of the previous question, the Chair may call for a motion to end the debate. If the motion has been seconded (2nd), the Chair must immediately take a vote as to whether to order the previous question. To close the debate requires a two thirds (2/3rds) vote of the Board.
- N. A motion to adjourn shall always be in order; a motion to lay on the table shall be decided without debate; but this rule shall not authorize any Supervisor to move an adjournment when another Supervisor has the floor or when the Board is voting.

- O. It shall be in order for any Supervisor who voted on the prevailing side, or a Supervisor who has been excused from the previous Board meeting, to move for reconsideration of the vote on any question on the same or next regular meeting of the Board.
- P. The Chair may, without suspension of the rules, call upon any County employee for remarks on matters pertaining to their Office or Department.
- Q. Any person not a Supervisor, desirous of addressing the Board on any subject, shall first (1st) obtain permission from the Chair prior to the meeting so the item can be placed on the agenda.
- R. The public may address the Board at the portion of the agenda listed as Public Participation. The person shall sign their name, address, and the topic they will speak on. The guidelines for Public Participation shall be followed:
 - 1. The topic may pertain to any item they wish to present with the exception of political candidate endorsement.
 - 2. Identify themselves and if representing a group, identify the group.
 - 3. State clearly and concisely the issue, limiting comments to a maximum of THREE (3) MINUTES. Written material may be provided. It is not necessary to read an entire document.
 - 4. Avoid speaking at length to a previously presented issue by briefly expressing support for that issue.
 - 5. Plan group representation by appointing one (1) or two (2) members to present an issue.
- S. In general, new positions shall be approved through budget process pursuant to law. However, when the County Administrator determines that an unbudgeted position is necessary, the position shall be approved by a majority vote of the Salary and Personnel Committee, a majority vote of the Finance and Audit Committee, and a two-thirds (2/3rds) vote of the full County Board.
- T. To the extent applicable, the procedures set forth in this Rule shall also apply to all committees, boards and commissions established (solely) by the Calumet County Board of Supervisors.

RULE XVIII: RULE CHANGES

- A. These Rules may be suspended by a two-thirds (2/3rds) majority vote of the Supervisors present. The vote on any motion to suspend the Rules may be taken by paper ballots of ayes and nays.
- B. These Rules may be amended by Resolution at any Regular Session of the Board by a two-thirds (2/3rds) majority vote of all Supervisors of the Board then present.

RULE XIX: DEFINITIONS

Pronouns of masculine gender used herein refer to persons of either sex.

Majority shall mean the majority of the elected or appointed Supervisors in attendance.

The term “Committee” shall be used herein to refer to Committees, Boards, Commissions, Councils, Partnerships, and Groups unless otherwise specifically noted.

RULE XX: CODE OF ETHICS

- A. Declaration of Policy. To ensure that the public can have complete confidence in the integrity of Calumet County Government, County Board members, and appointed members of Committees, Boards and Commissions, hereinafter referred to as “Officials”, shall respect and adhere to the fundamental principals of ethical service. The proper operation of County Government demands that:
1. Officials be independent, impartial and responsible to the people;
 2. Decisions are made in the proper channels of the County Government structure;
 3. County offices shall not be used for personal gain;
 4. County business shall be conducted in such a way so as to re-enforce the public’s confidence in its integrity.

In recognition of those fundamental principles, there is hereby created a Code of Ethics.

- B. Purpose. The purpose of this Code is to establish ethical standards of conduct for all Officials by identifying those acts or actions that are not compatible with the best interest of the County. Citizens who serve as Officials, retain their rights as citizens to personal and economic interests. Therefore, the standards of ethical conduct for Officials must distinguish between minor and inconsequential conflicts which are unavoidable and those conflicts, which are substantial and material. The provisions of the Code, and such rules and regulations, which may be established, are to be interpreted in the context of the above principles and are deemed to be in the best interest of the public.
- C. Responsibility of Public Office. Officials hold office to serve the public interest. They are bound to uphold the Constitution of the United States, the Constitution of the State of Wisconsin, and to carry out efficiently and impartially all laws of the United States and the State of Wisconsin and the Ordinances of Calumet County. Further, they are bound to the standards of ethics set forth in this Code and to faithfully discharge the duties of their office. The public interest must be their primary concern.
- D. Coverage. This Code governs all, County Board members and appointed members of Committees, Boards and Commissions.
- E. Exemptions. Political contributions, which are reported under Wisconsin Statutes, Chapter 11, are exempt from the provisions of this Code.
- F. Definitions.
1. Person: Any individual, corporation, partnership, joint venture, association or organization.
 2. Financial Interest: Any interest which yields, directly or indirectly, a monetary or other material benefit to the Official or to any person employing or retaining services of the Official.
 3. Anything of Value: Any property, favor, service, payment, advance, forbearance, loan or promise of future employment. County offices shall not be used to obtain anything of value. This does not include door prizes, compensation and expenses paid by the County, fees and expenses which are permitted by Wisconsin Statute 19.56, political

contributions which are reported under Wisconsin Statutes, Chapter 11, or hospitality extended for a purpose unrelated to the County business.

4. Anything of Insignificant Value: Includes such things as unsolicited advertising or promotional material such as pens, pencils, notepads, calendars, informational or educational materials of insignificant value, (an item from a vendor that costs less than \$25.00 on a one time basis, but not more than \$50.00 worth of items in a calendar year from a vendor), plaques, other advertising giveaways or any other thing which is not likely to influence the judgment of individuals covered by this Code.
5. Privileged Information: Any written or oral material related to County government which has not become part of the body of public information and which is designated by statute, court decision, lawful orders, Ordinances or Resolutions as privileged.
6. Officials: All County Board members and appointed members of Committees, Boards and Commissions.
7. Immediate Family: An Official's spouse, children, stepchildren, parents, stepparents, or other legal relation who contributes more than one-half of the support of the Official or receives that level of support from the Official.

G. Fair and Equal Treatment.

1. Use of Public Property: An Official shall not knowingly permit the use of County services or County owned vehicles, equipment, materials for unauthorized non-governmental purposes or for unauthorized personal convenience or for profit, unless approved by the County Administrator.
2. Obligations to Citizens: An Official shall not grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen. This section does not affect the duty of County Supervisors to diligently represent their constituency.

H. Conflicts of Interest.

1. Receipt of Gifts and Gratuities Prohibited: An Official shall comply with the Personnel and General Administrative Policy as it relates to conflict of interest.
2. Exception: It is not a conflict of interest for an Official to receive a gift or gratuity that is an unsolicited item of insignificant value or anything which is given to them independent of their position as an Official.
3. Business Interest: An Official shall not engage in any business or transaction or act in regard to any financial interest, direct or indirect, which:
 - a.) is incompatible with the proper discharge of their official duties for the benefit of the public;
 - b.) is contrary to the provisions of this Code; or
 - c.) may impair their independence of judgment or action in the performance of their official duties.
4. Employment: An Official shall not engage in or accept any private employment or render any service for a private interest when such employment or service is incompatible with the proper discharge of their Official duties or which may impair their independence of

judgment or action in the performance of their official duties unless otherwise permitted by law or unless disclosure is made as hereinafter provided.

5. Contracting: An Official or a business in which an Official holds a ten percent (10%) or greater interest, may not enter into a contract with the County involving a payment or payments of more than three thousand dollars (\$3,000) amount within a twelve (12) month period unless the Official has made a written disclosure of the nature and extent of such relationship or interest to the County Administrator and reported such interest to the County Board. Further, pursuant to Wisconsin Statutes 946.13, an Official is prohibited from participating in the formation of a contract or contracts with Calumet County involving the receipts or disbursements of more than fifteen thousand dollars (\$15,000) in any year.
- I. Financial Interest in Legislation. A member of the County Board, who has a financial interest in any proposed action before the County Board, shall disclose the nature and extent of such interest to the County Board Chair prior to or during the initial discussion of such action and shall refrain from participating in the discussion of, and voting on, such action. A member of the County Board shall request to be excused by the Board or Committee Chair for the duration of any deliberations concerning such action in which the member has a financial interest. Any other Official who has a financial interest in any proposed action before the County Board, and who participates in discussion with or gives an official opinion or recommendation to the County Board, shall first disclose the nature and extent of such interest to the County Board.
- J. Disclosure of Privileged Information. An Official shall not knowingly disclose or permit the disclosure of privileged information to any person not lawfully authorized to receive such privileged information. An Official shall not use privileged information to advance their personal financial interest or that of their immediate family.
- K. Gifts and Favors. An Official shall not accept, from any person or organization directly or indirectly, anything of value without full payment, if it could reasonably be expected to influence their vote, governmental actions or judgments or is provided to such Official because of their position or office and could reasonably be considered as a reward for any governmental action or inaction.
- L. Violation of County Board Rules and Personnel and General Administrative Policy. County Board Supervisors, and appointed members of Committees, Boards and Commissions shall not violate Rules or Policy as appropriate.
- M. Wisconsin Statutes Incorporated.
 1. Wisconsin Statutes Incorporated by Reference: The following Sections of the Wisconsin Statutes are hereby incorporated by reference and made a part of the Code of Ethics:
 - 19.01 Oaths and Bonds;
 - 19.21 Custody and Delivery of Official Property and Records;
 - 19.81-19.89 Open Meetings of Governmental Bodies, Officials, Employees and Candidates.
 2. Violation of Incorporated Statutes: Officials shall comply with the Sections of Wisconsin Statutes incorporated in this Code and failure to do so shall constitute a violation of the Code of Ethics.

N. Investigations and Enforcement.

1. **Advisory Opinions:** Any person governed by this Code of Ethics may apply in writing to the Corporation Counsel for an advisory opinion and shall be guided by any opinion rendered. The applicant shall present their interpretation of the facts at issue and of the applicability of provisions of this Code before the advisory opinion is rendered. All requests for opinion and opinions rendered shall be in writing. Records of the Corporation Counsel's opinion requests and investigations of violations shall be closed to public inspection, as required by Wisconsin Statutes Chapter 19. However, such records may be made public with the consent of the applicant.
2. **Complaints:** The Corporation Counsel shall accept a verified written complaint which states the name of the Official alleged to have committed a violation of the Code and sets forth the material facts involved in the allegation. The Corporation Counsel shall forward a copy of the complaint to the accused Official and the Ethics Inquiry Committee within ten (10) days. If the Ethics Inquiry Committee takes no action on the verified complaint within thirty (30) days, the complaint shall be dismissed.
3. **Preliminary Investigations:** Following the receipt of a verified complaint, the Ethics Inquiry Committee may make preliminary investigations with respect to alleged violations of this Code. A preliminary investigation shall not be initiated unless the Corporation Counsel notifies the accused Official in writing. The notice shall state the exact nature and purpose of the investigation, the individual's specific action or activities to be investigated and a statement of such person's due process rights. If the Ethics Inquiry Committee finds probable cause to believe the allegations contained in the complaint, the complaint shall be referred to hearing as provided below before the Ethics Inquiry Committee.
4. **Time Limitations:** The Ethics Inquiry Committee may investigate any complaint properly filed with it. However, no action may be taken on any complaint that is filed more than one year after a violation of the Ethics Code is alleged to have occurred.

O. Ethics Inquiry Committee.

1. **Membership:** The Ethics Inquiry Committee shall be composed of the five (5) most junior members of the County Board, excluding those who would be the subject of that investigation, or those who would request an exemption from selection for extenuating circumstances.
2. **Powers and Duties:** The Ethics Inquiry Committee shall be responsible for investigating a complaint, and conducting a fact finding hearing pursuant to subparagraph 1.15(4) below, in any case where the Ethics Inquiry Committee has found that probable cause exists for believing the allegations of a complaint referred to the Committee after preliminary review pursuant to subparagraph 1.14(2) through (4) above.
3. **Burden of Proof:** The burden of proving a violation alleged in the complaint shall be on the complainant. Violations shall be proved by evidence that is clear, satisfactory and convincing.
4. **Hearing:** The Ethics Inquiry Committee may hold, and an individual against whom a complaint has been made and where the complaint has been referred to the Ethics Inquiry Committee may request, a hearing before the Committee. The Committee shall keep a record of the hearing. The Committee shall have the power to compel the attendance of

witnesses and to issue subpoenas as granted to other Boards and Commissions under Wisconsin Statutes 885.01.

- a.) Within the ten (10) workdays of the conclusion of the hearing, the Committee shall file its written findings and recommendations signed by all participating Committee members, together with findings of fact and conclusions of law, concerning the propriety of the conduct of the public Official. If the Committee determines that no violation of the Code of Ethics has occurred, it shall dismiss the complaint, and if requested to do so by the accused, issue a public statement.
 - b.) No recommendation of the Committee becomes effective until twenty (20) days after it is issued, or while an application for rehearing or rehearing before the Committee is pending, or the Committee has announced its final determination on rehearing.
5. Enforcement and Penalties: If the Ethics Inquiry Committee finds that clear, satisfactory and convincing evidence exists for believing the allegations of the complaint, the Ethics Inquiry Committee shall refer its findings and recommendation to the County Board. The Committee may make the following recommendations for:
- a.) All County Elected Officials and appointed members of Committees, Boards and Commissions -
 - 1.) Order the Official to conform their behavior to be in compliance with the Ethics Code;
 - 2.) Private or public censure;
 - 3.) Referral to the District Attorney to commence enforcement and penalties as permitted by Wisconsin Statutes;
 - 4.) By adoption of this Rule and in accordance with Wisconsin Statutes, 68.16, the Board specifically elects not to allow an appeal to Circuit Court under Chapter 68 for County Board Supervisors and appointed members of Committees, Boards and Commissions.

The Corporation Counsel shall provide legal advice, secretarial service and assistance to the Committee.

Adopted April 15, 2008

Thereafter amended by the following resolutions:

Resolution 2008-20, Adopted August 19, 2008

(This eliminated the Rule regarding the Joint Planning Committee Regarding Intergovernmental Agreement Among City of Chilton, Town of Charlestown and Calumet County.)

Resolution 2008-21, Adopted August 19, 2008

(This amended Rule XI: County Board and Committee Agendas and Minutes, to require that at the last Committee meeting of the Session, the minutes of that day shall be read by the Recording Secretary and, before the final adjournment, corrected by the Committee.)

Resolution 2008-22, Adopted August 19, 2008

(This amended Rule XI: County Board and Committee Agendas and Minutes, to require that for all joint committee meetings, there shall be one agenda and one set of minutes for the joint meeting. The minutes shall be read and approved before the adjournment of the joint meeting.)

Resolution 2008-23, Adopted August 19, 2008

(This amended Rule XVII: Parliamentary Procedure, to add a rule outlining the process for the amendment of legislation previously adopted during the same County Board Session.)

Resolution 2008-51, Adopted March 17, 2009

(This amended Rule XI: County Board and Committee Agendas and Minutes, adding a rule related to use of the county email system.)