

ORDINANCE NO.: A--2018-19

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

MAJORITY

1 The Legislative/Audit and Human Resources Committee would like to amend the
2 Outagamie County Board Rules. The amendments including updating language in Section
3 2-44 as pertains to parliamentary procedure; Section 2-45 as pertains to agenda for all
4 meetings; Section 2-47 as pertains to powers and duties of the County Board Chair and
5 Vice-Chair; Section 2-49 as pertains to appearance of non-board members; Section 2-50 as
6 pertains to timing for submission to board; Section 2-51 as pertains to resolutions and
7 motions; Section 2-62 as pertains to Committee on Appointments and special committees;
8 Section 2-89 as pertains to meetings; Section 2-163 as pertains to duties of the Finance
9 Committee; Section 2-166 as pertains to budgetary and policy jurisdiction of the Finance
10 Committee; Section 2-262 as pertains to duties of the Legislative/Audit and Human
11 Resources Committee; and Section 2-292 as pertains to budgetary and policy jurisdiction of
12 the Property, Airport, Recreation and Economic Development Committee.

13
14 NOW THEREFORE, the undersigned members of the Legislative/Audit and Human Resources
15 Committee recommend adoption of the following ordinance.

16 BE IT ORDAINED, that the Outagamie County Board of Supervisors does approve the
17 following amendments to Chapter 2 of the Outagamie County Code of Ordinances (additions are
18 underlined and in italics, deletions are struck through):

19 **Sec. 2-44. - Rule 1—Parliamentary procedure.**

20 All meetings of the County Board shall be conducted under Robert's Rules of Order, newly
21 revised ~~tenth~~ eleventh edition, except as specifically changed or altered by these rules.

22
23 **Sec. 2-45. - Rule 2—Agenda for all meetings.**

24 (a) *Order of business.* The order of business shall be as follows:

25 ~~(2) — Invocation/reflection.~~

26 ~~(3)~~(2) Pledge of Allegiance.

27 ~~(4)~~(3) Minutes of previous Board meeting. A cumulative roll-call tally shall be attached
28 to each set of minutes.

29 ~~(5)~~(4) Special order of business.

30 ~~(6)~~(5) Establish the order of the day.

31 ~~(7)~~(6) Communications. The Chair may read all direct communications and then present
32 a list of various communication referrals.

33 ~~(8)~~(7) ~~Public participation, only on matters listed on agenda, for 15 minutes which may~~
34 ~~be extended to 30 minutes at the discretion of the Chair. *Public participation is*~~
35 ~~limited to only matters listed on the agenda and for a total of 15 minutes, which~~
36 ~~may be extended to 30 minutes at the discretion of the Chair. *Individual speakers*~~

are limited to 3 minutes per speaker.

~~(9)~~(8) Appointments.

~~(10)~~(9) Report and presentation of the County Executive. The County Executive shall be allowed to address the County Board and respond to questions from the County Board.

~~(11)~~(10) Report and presentation of the County Lobbyist. The County Lobbyist shall be allowed to address the County Board and respond to questions from the County Board.

~~(12)~~(11) Unfinished business.

~~(13)~~(12) New business. All zoning resolutions and ordinances shall be placed as the first order of new business. Resolutions not included within the special order of the day shall be acted on in numerical order.

~~(14)~~(13) Reports.

Sec. 2-47. - Rule 4—Powers and duties of County Board Chair and Vice-Chair.

(7) *Ex officio.* The County Board Chair shall serve as ex officio member to all standing, special/select or ad hoc committees of the County Board. The Chair, as ex officio member, is ~~not~~ counted in the determination of a quorum for any given committee, ~~but~~ and may participate fully as any other committee member, has the ability to debate, make motions and in the event of a tie, the County Board Chair may vote to break a tie.

Sec. 2-49. - Rule 6—Appearance of non-Board members.

While the County Board is in session, nonmembers may only address the assembly or be on the Board floor under the following conditions:

(1) *Public participation.* ~~Public participation for a period of 15 minutes, which may be extended to 30 minutes at the discretion of the Chair. Public participation is limited to only matters listed on the agenda and for a total of 15 minutes, which may be extended to 30 minutes at the discretion of the Chair. Individual speakers are limited to 3 minutes per speaker.~~

(2) *Report and presentation by County Executive.* The County Executive shall be given the opportunity to address and respond to the County Board at his discretion. Department heads and other County employees shall not address the County Board in the place of the County Executive unless allowed to do so by unanimous consent granted by the County Board.

(3) *Special order of business.* A special order of business has been set to the agenda of the County Board stipulating the individual to be heard and the subject of the address.

(4) *Unanimous consent.* Unanimous consent is granted by the County Board in those cases where individuals have not been placed upon the agenda. If no Supervisor objects, the County Board Chair shall grant such privilege. Failing unanimous consent, a motion to suspend the rules, requiring a three-fourths vote of the members present, may be accepted by the Chair.

(5) *Length of address.* ~~All addresses to the County Board by an individual other than a~~

~~County Board Supervisor, County Lobbyist or the County Executive shall be limited to ten minutes, unless otherwise extended by a two thirds vote of those members present or is a special order of business.~~

Sec. 2-50. - Rule 7—Timing for submission to Board.

(a) *Packet mailing.* Guidelines for e-mailing packets are as follows:

(1) *Four-day notice.* Four calendar days prior to each County Board meeting, a copy of each resolution or ordinance ~~which has been reviewed by the jurisdictional committee~~ shall be e-mailed to each County Board Supervisor if such resolution

or

ordinance is to be considered at the next Board meeting. As an example, assuming the Board meeting is on a Tuesday, the “four day packet” must be e-mailed by the end-of-business on the preceding Friday.

(b) *Exceptions for consideration of materials not in packet.* Exceptions for consideration of materials not in the packet are as follows:

(1) All exceptions for consideration of materials not in packet shall be in conformance

to Wis. Stats. § 19.84(3), which states, "Public notice of every meeting of a governmental body shall be given at least 24 hours prior to the commencement of such meeting unless for good cause such notice is impossible or impractical, in which case shorter notice may be given, but in no case may the notice be provided less than two hours in advance of the meeting". Such good cause shall be:

a. If a resolution or ordinance is of such a nature that immediate action is required.

b. To save the County any financial penalty or potential financial loss.

(c) *Deadline for packet inclusion.* ~~No resolution, ordinance or appointment shall be included in the four day packet without prior review by the committee of jurisdiction.~~ Resolutions and ordinances shall be submitted to the Office of the County Corporation Counsel in

final

form by 1:00 p.m., five days prior to the Board meeting; all materials to be included in

the

Board packet must be received by the County Clerk's Office by 4:30 p.m., five days prior to the Board meeting. As an example, assuming the Board meeting is on a Tuesday, a resolution, ordinance or appointment must be submitted under this section for the

appointed

time on the preceding Thursday.

Sec. 2-51. - Rule 8—Resolutions and motions.

(8) *Referred.* All resolutions or ordinances that have been referred for 60 days shall be resubmitted by the County Clerk to the County Board in the ~~five~~four-day mailing packet for the next Board meeting following the 60-day period.

Sec. 2-62. - Rule 19—Committee on appointments and special committees.

(a) *Committees on Appointments.*

(1) The Committee on Appointments shall consist of five County Board Supervisors elected by the Board.

(2) The Committee on Appointments shall be elected for the reorganization meeting

1 on the election year for the sole purpose of recommending committee assignments
2 and dissolve thereafter. Nominations will come from the floor. A Supervisor can
3 nominate only one member to the Committee on Appointments. When the
4 nominations have been closed, the Chair shall order a ballot. The five nominees
5 with the highest number of votes shall be considered as elected to the committee.
6 If a vote results in a tie for the fifth position, a revote will be taken and the
7 nominee with the highest number of votes shall be considered elected. No
8 Supervisor shall serve on the Committee on Appointments for two consecutive
9 terms.

10 (3) The report of the Committee on Appointments shall be forwarded to the office of
11 the County Board Chair for final recommendations and approval regarding
12 placement on the standing committees.
13

- (4) The County Board Supervisors shall submit in writing a Committee Preference Form to the Legislative Services Office prior to the April Reorganization Meeting. The forms shall be submitted in a sealed envelope and remain sealed until the Committee on Appointments meets to recommend committee assignments.

Sec. 2-89. - Meetings.

(d) *Legislative Services.* Legislative Services shall keep a record of standing committee minutes.

(1) Minutes will be transcribed in a uniform manner.

(2) ~~Board and committee minutes shall indicate approved or unapproved status. All unapproved minutes, unless otherwise provided by law, shall be duplicated and copies thereof shall be placed in the mail slots~~ sharable electronic folders for each member of the County Board.

(e) Agenda. All committee meeting agendas shall include "Future Agenda Items – no action will be taken".

Subdivision IV. - Finance Committee

Sec. 2-163. - Duties.

(9) Recommend to the Executive for appointment one committee member and one alternate to serve as liaison to the University of Wisconsin Fox Valley Campus; ~~the~~ Coordinating Council Committee and the East Central Wisconsin Regional Planning Commissions.

Sec. 2-166. - Budgetary and policy jurisdiction.

The budgetary and policy jurisdictions of the Finance Committee shall be as follows:

(11) ~~Management information services.~~ Information Technology (IT)

(32) ~~Tri-County Ice Arena.~~

(33)(32)Community grants.

Subdivision VIII. - Legislative/Audit and Human Resources Committee

Sec. 2-262. - Duties.

The duties of the Legislative/Audit and Human Resources Committee shall be to:

(1) Recommend policies for administration of the ~~County Employees Union, local 2046, WCCME, AFSCME, AFL-CIO; the County Health Center Employees' Union, local 980, AFSCME, AFL-CIO; the County Highway Department Employees' Union, local 455, AFSCME, AFL-CIO; the County Deputy Sheriff's Association; the County Teamsters local 563; the County Professional Employees' Union, local 2416, WCCME, AFSCME, AFL-CIO; administrative, supervisory and professional unit and support unit of the County.~~

Subdivision IX. - Property, Airport, Recreation and Economic Development Committee

Sec. 2-292. - Budgetary and policy jurisdiction.

The budgetary and policy jurisdictions of the Property, Airport, Recreation and Economic Development Committee shall be as follows:

(1) ~~County Regional~~ Appleton International Airport.

(2) ~~County Planner~~ Development and Land Services Department.

(3) Conservation aids.

(4) County property.

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(5) Maintenance of Admin Complex, YFS, 227 Building and Justice Center, UW Extension/Land Conservation Building, Ag Services Building, Sheriff Department Goodland Drive Facility, Valley Packaging, Maintenance Storage Building, county 911 radio towers, and utilities and maintenance to Brewster Street.

BE IT FURTHER ORDAINED, that this ordinance shall be in effect upon completion of publication in accordance with Wisconsin State Statutes, and

BE IT FINALLY ORDAINED, that the Outagamie County Clerk be directed to forward a copy of this ordinance to the Outagamie County Executive, the Outagamie County Corporation Counsel, and Municipal Code Corporation for inclusion in the Outagamie County Code of Ordinances.

Dated this ____ day of May 2018

Respectfully Submitted,
LEGISLATIVE/AUDIT AND HUMAN
RESOURCES COMMITTEE

Travis Thyssen

Cathy Spears

Curt Konetzke

Jerry Iverson

Vacant

Duly and officially adopted by the County Board on: _____

Signed: _____
Board Chairperson

County Clerk

Approved: _____

Vetoed: _____

Signed: _____
County Executive