

B. The chair of the board shall make written announcements of appointments to said committees to the board, and shall designate a chair pro tempore of each of said committees. Each member shall be appointed to at least one committee. All appointments shall be for 2 year terms commencing on the 3rd Tuesday of April in even-numbered years. In case of a vacancy in any committee the same shall be filled by written appointment of the chair as and for the unexpired portion of the term. In the event of a vacancy in the office of chair of the board and a successor is elected, such successor may, within 30 days, make changes in committee appointments in the manner provided in this section.

C. Committee Assignments.

1. Each supervisor shall submit to the county administrator's office prior to the annual organizational meeting of the board a statement setting forth his or her background, experience, responses to questions on potential conflicts of interest and requested committee assignments. The form of the statement shall be approved by the committee on administration.

2. Following the annual election of supervisors, the county administrator's office shall notify by letter each supervisor of the provisions of A. and shall solicit responses from each. (Ord. 154-2, Sec. 4, 2010; Ord. 151-10, Sec. 2, 2007; Ord. 146-14, Sec. 3, 2002; Ord. 144-01, Sec. 6, 2000; Ord. 141-97 Sec.8, 1998; Ord. 141-26, Sec.1, 1997; Ord. 136-83, Sec. 1; Ord. 136-78, Sec. 1, 1992; Ord. 132-25 Sec.1, 1988, Ord. 131-73. Secs. 1, 2, 127-2 Secs.1, 2, 3, 1983; Ord. 127-1 Secs.1, 2, 1983; Ord. 126-2 Secs.1 and 1m, 1982; Ord. 81-82/13 Secs.8, 9, 1981; Ord. 80-81/247 Sec.2, 1980; Ord. 80-81/142 Sec.1, 1980; Ord. 80-81/06 Sec.1(part), Sec.2(part), Sec.3(part) and Sec.20, 1980; Ord. 78-80/282 Sec.2, Ord. 102-79 Sec.1, 1979; Ord. 38-79 Secs.1, 2, 1979; Ord. 111-78 Sec.5, 1978).

2.04.130 Rule 13--Diligent committee service.

A. It shall be the responsibility of each committee member to serve diligently. The following circumstances shall constitute less than diligent service and shall be subject to the sanctions expressed in this section:

1. The failure of any member to attend the greater portion of any committee meeting shall be cause for the chair thereof to not enroll said member on the attendance form for the purpose of claiming per diem provided in 3.20.040. Any member aggrieved thereby may appeal said denial of per diem to the committee on finance and budget and will not be paid except upon the written directive of the committee on finance and budget.

2. The consistent failure to attend the meetings of any committee on a regular basis without cause shall constitute neglect of committee duty and shall be prima facie cause for removal therefrom by the chair of the board.

B. In addition to the sanctions imposed in A., the chair of the board may remove any member from a committee for cause as defined in Wis. Stat. § 17.001, and fill such vacancy in accord with 2.04.120 B.

C. The chair of the committee may approve remote attendance by electronic means for individual members for specific meetings, and remote attendance by electronic means for longer defined periods of time for members with a known disability or illness that prevents in person attendance at the meeting, or as the result of an approved accommodation under the Americans with Disabilities Act. (Ord. 165-30, Sec. 2, 2021; Ord. 161-6, Sec. 8, 2017; Ord. 156-38, Sec. 3, 2013; Ord. 147-80, Sec. 2, 2003; Ord. 144-01 Sec. 3-5, 2000; Ord. 141-97 Sec.9, 1998; Ord. 80-81/06 Sec.2(part), 1980).

2.04.140 Rule 14--General duties and powers of standing committees.

A. Each committee shall be convened to organize by the chair pro tempore. At such meeting each committee, except those named in 2.04.120 A.1., shall elect a chair and a vice-chair. The chair shall appoint a member thereof or a staff person as committee clerk.

B. Each committee shall have the following powers:

1. To introduce all such legislation as may fall in its general jurisdiction, and to report on all such legislation as may be referred thereto;

2. Such ministerial powers as may be provided by ordinance, but such enumeration shall not be exclusive;

3. Responsibility for the departmental policy and oversight of such departments, commissions, councils and boards as shall be directed to report thereto;

4. To review, at least quarterly, the budgetary printouts of every department, agency, board or commission under its jurisdiction

C. Each committee shall review all personnel and budget requests made by departments or bodies under its jurisdiction and shall forward recommendations thereon to the human resources department and to the county administrator for referral to the committees on human resources and finance and budget.

1. The human resources director shall inform each committee of any collective bargaining negotiations being conducted with employees of any department under the jurisdiction of the committee and the committee may advise the human resources director on departmental needs related to hours of performance or working conditions.

2. For any department under its jurisdiction, each committee shall review any work rules promulgated pursuant to 3.70.001.

D. Each committee shall be responsible and accountable to the county board, and shall promptly act on all matters referred to the committee and report on same to the board.

F. No committee shall enter into any contract, lease or agreement, commit the county board to any course of action, sell any real or personal property of the county, purchase or take an option to purchase any real property, or promulgate any rules without the express approval of the county board, unless otherwise provided by law or ordinance.

G. Duties of the committee clerk.

1. The committee clerk shall be responsible for the files and records of the committee as well as the compilation and distribution of agendas, including all attachments or agenda packet materials, and the typing and distribution of minutes to the committee at the next succeeding meeting. The original copy of the approved minutes of each meeting shall be filed in the office of the county clerk within two working days of their approval or correction.

2. The committee clerk shall be responsible for recording the attendance of members on the appropriate forms.

3. The committee clerk shall see that all resolutions, ordinances, amendments and reports of the committee are properly drafted and signed prior to submission to the county administrator.

H. Each committee may by order filed with the county clerk and the human resources director create any subcommittee or (with another committee) joint subcommittee, provided that the charge to any such subcommittee or joint subcommittee is within the jurisdiction of the parent committee or committees.