

2.04.060 Rule 6--Departure from meeting.

Members shall avoid absenting themselves from the board chambers unless for good cause. (Ord. 144-91, 2001; Ord.141-97 Sec.6, 1998; Ord. 127-85, Secs.2--3, 1984).

2.04.070 Rule 7--Motions in general.

A. Presentation and Form of Motions.

1. Every motion received by the chair shall be seconded and restated by the chair prior to debate, and at the request of any member shall be reduced to writing by the clerk and shall then be read before any action is taken thereon.

2. Upon any motion containing several points, a division of the question may be called for, and the clerk shall separate said motion and restate each part before debate or a vote is taken thereon. (Ord. 128-15, 1984; Ord. 79-80/424 Sec.7, 1980; Ord. 111-78 Sec.2, 1978).

2.04.080 Rule 8--Rules of chambers. All persons not members of the board shall be excluded from within the bench of the board chambers reserved for the board during its meetings except the county administrator, the corporation counsel, the county clerk, or designees of such persons, unless such persons are present at the invitation of the board or authorized to address the board pursuant to 2.04.320. (Ord. 159-43, Sec. 6, 2016; Ord. 154-2, Sec. 3, 2010; Ord.141-92 Sec.1, 1998; Ord. 79-80/424 Sec.4, 1980).

2.04.090 Rule 9--Reports of standing and select committees and second reading. After the clerk advises the board of reports of standing or special committees concerning resolutions or ordinances being considered on second reading, the vote on the resolution or ordinance shall be taken. (Ord. 161-6, Sec. 5, 2017; Ord. 134-39, Sec. 1, 1990)

2.04.095 Rule 10--Public comment. The purpose of public comment is to provide nonmembers with an opportunity to present information to the county board. It is not intended to provide for interactive debate or for the cross examination of nonmembers. Any person who is not a member of the board shall be given, subject to the chair's discretion, up to 3 minutes to speak to the board during the public comment time period. The public comment time period will be limited to no more than 30 minutes per meeting. Any person wishing to speak may sign in prior to the meeting to obtain a priority order to addressing the board. After all speakers who signed up have spoken, anyone else interested in speaking will be given the opportunity if any time remains within the 30-minute public comment period. All speakers must follow the guidelines established by the chair. The 30-minute public comment time period may be extended at the discretion of the chair. (Ord. 152-3, Sec. 5, 2008)

2.04.110 Rule 11—Agenda of regular meetings.

A. All resolutions, ordinances, petitions and reports to be presented to the board shall be typewritten, signed by the member or committee, and filed in the office of the county administrator not later than noon on the 4th working day prior to a regular meeting of the board in order to be placed on the agenda thereof for consideration under the appropriate order of business.

B. Resolutions, ordinances, petitions and reports received by the county administrator after the time specified in A., but over 24 hours before a regular meeting of the board shall be placed on the agenda thereof for consideration under the appropriate order of business.

C. No resolutions, ordinances or petitions received later than the time specified in B., may be acted upon unless upon suspension of the rules and a ruling by the chair, sustained by a majority of the board, that an emergency exists as interpreted by the Attorney General from time to time under Wis. Stat. ch. 19.

D. The calendar shall be prepared under the direction of the county administrator in accord with the orders of business provided in 2.04.030. Approval of vouchers, rezoning and comprehensive plan reviews will be listed under second reading. Ordinances received from committees will be listed under first reading and resolutions under second reading. Ordinances and resolutions received from members will be listed under first reading. All standing committee reports shall be listed by committee in the order that they are designated in 2.04.120, and all select committee reports shall be listed alphabetically by committee name

E. A copy of the completed agenda packet, shall be delivered electronically to each member no less than 2 days prior to the meeting. Sufficient copies of the agenda only shall be provided in the county board chambers for the public.

F. Copies of any resolutions, ordinances, or discussion items received under C. shall be delivered as soon thereafter as possible. (Ord. 161-31, Sec. 1, 2017; Ord. 161-6, Sec. 6 & 7, 2017; Ord. 159-43, Sec. 7, 2016; Ord. 149-14, 2005; Ord. 141-97 Sec.7, 1998; Ord. 141-92 Sec.2, 1998; Ord. 136-05, 1992; Ord. 80-81/385 Secs.1, 2, 1981; Ord. 79-80/424 Sec.9, 1980; Ord. 111-78 Sec.4, 1978).

2.04.120 Rule 12--Standing committees.

A. As soon as practical, the following standing committees shall be appointed by the chair of the board and shall consist of five members each except as specifically designated in this section. The chair of the board shall be an ex-officio, non-voting member of all standing committees that he or she is not otherwise a member of.

1. Committee on administration (3 of whom shall be the county board officers);
2. Committee on human resources;
3. Committee on judiciary and law enforcement;
4. Committee on extension education;
5. Committee on planning and development;
6. Highway committee;
7. Committee on parks and forest;
8. Committee on finance and budget;
9. The human services board (for appointment of 6 county board members);

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. 167-23, Sec. 1, 2024; 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. Members of standing committees, boards or commissions may participate in meetings remotely by electronic means. The supervisor is required to inform the committee, board or commission chair and the clerk of their intent to participate remotely as soon as the supervisor determines the need to appear remotely. Diligent committee service continues to be the primary expectation. Supervisors may participate in Eau Claire County standing committee, board or commission meetings remotely as an approved accommodation under the Americans with Disabilities Act as determined by the Eau Claire County Human Resources Department. "Participation" or "participate" includes the right to speak and vote on an agenda item. The committee clerk shall track remote appearances, which shall be reflected in the committee minutes.

Each meeting notice shall contain access information for any board member, staff, or a member of the public to view the open sessions of the meeting remotely. The chair of the committee, board or commission shall have the authority to allow an individual to speak remotely during public comment or on an agenda item and determine which individuals may remotely attend a closed session of the committee. Notwithstanding the above, the chair of the committee, board or commission in response to a pandemic or crisis, and for a finite and specific time period, shall have the authority to authorize meetings to be held remotely either at a location or by electronic means that includes the participation of members by videoconference or teleconference. (Ord. 167-5, Sec. 2; Ord. 166-15, Sec. 2, 2022; 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.