

Richland County Rules and Resolutions Committee and Ethics Board

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Agenda Item Name: Roles and Responsibilities of the County Board Chair and Vice Chair

Department	County Board	Presented By:	Shaun Murphy-Lopez
Date of Meeting:	January 6 th , 2022	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Structure C
Date submitted:	January 5 th , 2022	Referred by:	n/a
Action needed by no later than (date)	n/a	Resolution	n/a

Recommendation and/or action language:

Motion to recommend drafting an amended policy on “*Authority of Management, Roles of Members and Chairs of Committees, Boards and Commissions*” to include required and optional roles and responsibilities of the County Board Chair and Vice Chair, for consideration at a future Rules & Resolutions Committee meeting.

Background:

Roles and responsibilities of the County Board Chair are currently defined in the following locations:

- **Policy titled “*Authority of Management, Roles of Members and Chairs of Committees, Boards and Commissions*”**
 - May alter the seating arrangements of the county board meeting (Rule #2)
 - Shall assign proposed resolutions and ordinances to the appropriate committee when in doubt (Rule #19)
 - Provide determination of need for teleconferencing meetings (Rule #3)
- **County Board rules**
 - #1: Approve consideration of resolutions and ordinances, or their subsequent drafts, if not sent out by Wednesday before the County Board meeting
 - #2: Sit at the head table at County Board meetings
 - #2: Alter seating arrangements at County Board meetings
 - #2: Vote on a call of ayes and noes
 - #2: Automatic member of the Committee on Committees and Finance & Personnel Committee
 - #3: Approve remote attendance of County Board members at County Board meetings
 - #4: Take the chair at the appointed time of County Board meetings, ask the Clerk to call the roll, and call the meeting to order
 - #4: At County Board meetings, ask if any member wants the minutes read or amended, and if not, declare them approved
 - #5: Approve the order of agenda items
 - #6: Preserve order and decorum, decide all questions of order
 - #6: Appoint members of all committees after receiving the advice of the committee on committees, subject to County Board confirmation
 - #6: Receive notifications of prolonged, unexcused absences of members of committees/boards/commissions
 - #6: Make temporary appointments, except to the Highway Committee and Pine Valley Board, subject to County Board approval
 - #7: Give permission to use cell phones during meetings

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- #9: Excuse members from voting on a roll call vote
- #11: Recognize members who wish to speak, including their order
- #11: Limit the time of any speaker
- #15: Direct Supervisors to attend meetings of a committee/board/commission where they are not a member
- #19: Assign proposed resolutions and ordinances to the appropriate committee when there is doubt
- **Committee/Board/Commission Structure document**
 - Americans with Disability Act Compliance Committee: Member
 - City Library Board: Make appointments of Supervisor member/s, subject to County Board confirmation
 - Committee on Committees: Automatic member
 - Economic Development: Member
 - Emergency Management Committee: Automatic member, and designate the chair of the committee per WI Statute 166.03 (4)(c) (*statute number has changed*)
 - Finance and Personnel Committee: Automatic member
 - Lone Rock Library Board: Make appointments of Supervisor member/s, subject to County Board confirmation
 - Park Board/City: Make appointment of one Supervisor member, subject to County Board confirmation
 - Symons Natatorium Board: Member, unless the Chair decides to appoint a designee
 - Veterans Service Commission: Make appointments per WI Statute 48.81 (1)
 - Viola Library Board: Make appointments of Supervisor member/s, subject to County Board confirmation
- **State statute**
 - 17.10 (3): May remove county officers appointed by the County Board chairperson
 - 27.019 (4): Shall serve as chairperson of the county rural planning committee
 - 45.81 (1): Appoint 3 members to the veterans service commission who are veterans and residents of the county.
 - 45.81 (1): Require that each member of the veterans service commission and the veterans service officer to execute an individual surety bond
 - 59.12 (1): May administer oaths to persons required to be sworn concerning any matter submitted to the board or a committee of the board or connected with their powers or duties.
 - 59.12 (1): Shall countersign all ordinances of the board
 - 59.12 (1): Shall preside at meetings when present
 - 59.12 (1): When directed by ordinance the chairperson shall countersign all county orders, transact all necessary board business with local and county officers, expedite all measures resolved upon by the board and take care that all federal, state and local laws, rules and regulations pertaining to county government are enforced.
 - 66.1105: Appoint county representative to the joint review board of a city's tax incremental district
 - 323.14 (1): Shall designate the chairperson of the emergency management committee

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Roles and responsibilities of the County Board Vice Chair are currently defined in the following locations:

- **County Board rules**
 - #2: Sit at the head table at County Board meetings
 - #2: Automatic member of the Committee on Committees and Finance & Personnel Committee
 - #3: Preside over County Board meetings if the Chair is attending remotely
- **Committee/Board/Commission Structure document**
 - Committee on Committees: Automatic member
 - Emergency Management Committee: Automatic member
 - Finance and Personnel Committee: Automatic member
- **State statute**
 - 59.12 (2): Shall perform the chairperson's duties in case of the absence or disability of the chairperson

Other counties have defined the roles and responsibilities of the Chair and Vice Chair, as shown in the attachment. These counties include Bayfield, Ozaukee, Price, Sawyer, St Croix, and Waushara. The Wisconsin Counties Association also has a brief description of the roles of Chair and Vice Chair in the County Official's Handbook. This is included at the end of the attachment.

It is recommended that the policy titled "*Authority of Management, Roles of Members and Chairs of Committees, Boards and Commissions*" be amended to include defined roles and responsibilities of the County Board Chair and Vice Chair. These may include a list of required and optional points, which the Rules & Resolutions Committee may vote to recommend to the County Board at a future committee meeting.

Attachments and References:

Attachment: Board Chair and Vice Chair Roles
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Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input checked="" type="checkbox"/>	No financial impact		

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)