

Chapter 1 Bayfield County Board of Supervisors

Sec. 2-1-1 Composition of Board.

The Bayfield County Board of Supervisors shall consist of thirteen (13) members, one elected from each of the thirteen (13) supervisory districts established by the Supervisory District Plan adopted by the County Board pursuant to Sec. 59.10, Wis. Stats., on September 24, 1991.

State law reference(s)—Sec. 59.10, Wis. Stats.

Sec. 2-1-2 County Board Chairperson.

- (a) **Election.** The County Board, at the first meeting after each regular election at which members are elected for full terms, shall elect a Chairperson.
- (b) **Duties.** The Chairperson shall have the duties and powers specified in Sec. 59.12, Wis. Stats., including:
 - (1) Administering oaths to persons required to be sworn concerning any matter submitted to the County Board or a committee thereof or connected with the powers or duties, countersigning all ordinances of the Board;
 - (2) Presiding at meeting when present, countersigning all County orders;
 - (3) Transacting all necessary Board business with local and County officers;
 - (4) Expediting all measures resolved upon by the Board;
 - (5) Taking care that all federal, state, and local laws, rules and regulations pertaining to County government are enforced;
 - (6) Having the authority to appoint committees in accordance with Sec. 59.13, Wis. Stats., to the extent provided herein; and
 - (7) Such other powers and duties as are set forth in County ordinances or resolutions.

State law reference(s)—Secs. 59.12 and 59.13, Wis. Stats.

Sec. 2-1-3 Vice Chairperson.

The County Board, at the time of the election of the Chairperson, shall elect a Vice-Chairperson for the same term who, in case of the absence or disability of the Chairperson, shall perform the duties and have the powers of the Chairperson.

State law reference(s)—Sec. 59.12, Wis. Stats.

OZAUKEE COUNTY POLICY AND PROCEDURE MANUAL

CHAPTER 2

County Board Supervisors 2.05

(4) Duties of the County Board Chairperson

- (a) As provided in Sec. 59.12(1), Wis. Stats., the County Board Chairperson shall:
- (b) Administer oaths to persons required to be sworn concerning any matter submitted to the Board or a Committee thereof, or concerning any matter in connection with their powers and duties.
- (c) Countersign all ordinances of the County Board and countersign all county orders.
- (d) Preside at all County Board meetings when present.
- (e) Transact all necessary County Board business with local and county officials.
- (f) Sign or countersign contracts negotiated by various Committees
- (g) Expedite all such laws as may be resolved upon by the County Board
- (h) Take care that all federal, state, and local laws, rules and regulations pertaining to the County government are faithfully carried out and adhered to.
- (i) The Chairperson shall be a member of the Executive Committee and serve as its Chairperson.
- (j) Appointment Powers

- 1. Following the Organizational Meeting in April of each even-numbered year the Chairperson shall appoint County Board members as members of the five (5) Standing Committees and make appointments to all other committees within the Chairperson's province, subject to the approval of the County Board prior to June 1 of that year, per Wis Stats Sec. 59.13(1).(10-74)(12-72)
- 2. In each odd numbered year, the Chairperson may appoint County Board members as members of the five (5) Standing Committees and make appointments to all other committees within the Chairperson's province, subject to the approval of the County Board prior to June 1 of that year, per Wis Stats Sec. 59.13(1). (10-74)(12-72)
- 3. The Chairperson shall also appoint or reappoint individuals to Committees within the Chairperson's province, throughout the year as vacancies occur or as terms on specific Committees expire, subject to the approval of the County Board, unless otherwise provided by Statute.(12-72)
- 4. The Chairperson shall designate the Standing Committees' Chairperson and Vice-Chairperson, unless otherwise provided by Statute or by the County Policy and Procedure Manual. (12-72)

(5) Compensation of the County Board: (18-64)

(a) Salaries:

- 1. In conformance with Sec. 59.10(3),(i), Wis. Stats., an annual salary for all Supervisors to be next elected shall be set at the annual meeting by a two-thirds vote of the members entitled to a seat, which shall be for all services for the county, including all committee services.
- 2. The County Board Chairperson's salary shall be established in the same manner as (4)(a)1. at a rate three times that of the annual salary of a Supervisor.
 - a. Any Supervisor, including the Chairperson, may reject any or all of his or her salary by giving proper written notice to the County Clerk.
 - b. The salary established above shall be all-inclusive for:
 - (1) All meetings of the County Board

PRICE COUNTY BOARD OF SUPERVISORS POLICY AND PROCEDURE MANUAL



Effective April 21, 2020
Amended April 20, 2021

EXHIBIT A
GOVERNING RULES OF PRICE COUNTY BOARD OF SUPERVISORS

RULE I: NUMBER OF SUPERVISORS

The County Board shall consist of thirteen (13) supervisors representing thirteen (13) supervisory districts.

RULE II: MEETINGS OF THE COUNTY BOARD

- A. The Annual Meeting of the County Board shall be held on the Tuesday after the second Monday in November, unless another date is established, pursuant to and in accordance with Wisconsin State Statute, §59.04.
- B. The Organizational Meeting of the County Board shall be held on the third Tuesday in April in election years.
- C. Meetings, other than the one on the Tuesday after the second Monday in November and the third Tuesday in April, shall be held on the third Tuesday of February, May, June, August and September and either the second or third Tuesday of October of each year at which the County Board will approve a budget for the next fiscal year to be forwarded to the public hearing at the annual meeting. The date of the October meeting will be determined based on the publication requirements for the public hearing.
- D. Special meetings may be called by the Board in accordance with Wisconsin State Statutes.
- E. All meetings shall be called to order at 9:00 a.m. Chairperson has option to change meeting day and time.
- F. At the first meeting after an election for County Board Supervisors the Board shall elect, by secret ballot, a Chairperson and Vice-Chairperson.

RULE III: CHAIRPERSON - POWER AND DUTIES

- A. The Chairperson of the County Board, or in his/her absence, the Vice-Chairperson, shall take the chair at the hour to which the Board convenes and shall call the Board to order and direct the calling of the roll by the Clerk.
- B. In the absence of both the Chairperson and Vice-Chairperson, the County Clerk shall proceed until a Chairperson pro tem is elected.
- C. The Chairperson shall be responsible for the preparation of the written agenda of the County Board in conjunction and with the assistance of the County Administrator and the County Clerk.
- D. The Chairperson shall act as ex officio member of all committees of the County Board.
- E. The Chairperson, as ex officio member, shall have the power to vote in such committee when requested by the committee chairperson to fill a position caused by the absence of a member of said committee.
- F. The Chairperson shall receive all requests and communications not specifically addressed to any committee or official of the County and refer such matters to the appropriate committee or official.
- G. The Chairperson shall be entitled to vote on all questions coming before the Board, and is encouraged to do so. The Chairperson, like any other member, may choose not to vote, i.e. abstain, on any issue.
- H. The Chairperson shall sign all ordinances and resolutions of the County Board and countersign County orders and contracts when directed.

- I. The Chairperson shall transact all necessary County Board business with local and other County offices.
- J. The Chairperson shall appoint all the members of the standing committees of the Price County Board of Supervisors, with the exception of elected committees.
- K. The Chairperson shall have the authority to delegate to Department Heads and/or County Board members the right to represent Price County at legislative hearings, conventions or other meetings or events pertaining to County business.

RULE IV: ORDER OF BUSINESS AT COUNTY BOARD MEETINGS

A. Organizational Meeting:

- 1. At the Organizational Meeting, the Chairperson, or in his/her absence, the Vice-Chairperson, of the previous board shall call the new meeting to order. If neither is present, the County Clerk shall call the meeting to order. The Order of Business shall be:
 - a. Roll call in a manner prescribed by Rule VI.
 - b. In even numbered years subsequent to a General Election for County Board Supervisors, the Board at its Organizational Meeting in said even numbered years, shall elect a permanent Chairperson, a permanent Vice-Chairperson, a Highway and Transportation Committee consisting of five (5) members of the County Board and three (3) members of the Executive Committee.
 - i. When a vacancy occurs on the Highway and Transportation Committee, an election will be held to fill the vacant position with all members in the region of the vacancy to be eligible.
 - c. Such other business as may be legally brought before the Organizational Meeting in the order prescribed under rules for General Meetings.

B. Electronic Meetings:

- 1. Definitions:
 - a. An *electronic meeting* is one in which some or all the participating members communicate with the others through electronic means such as the Internet or by telephone.
 - b. A deliberative assembly is defined in Robert's Rules of Order (RRoR) on pages 1-2. All meetings of the Price County Board of Supervisors or its committees, boards or commissions are required to be a deliberative assembly. For purposes of this policy, an electronic meeting is a deliberative assembly if, at a minimum, the meetings provide conditions of opportunity for simultaneous aural communication among all participating members equivalent to those of meetings held in one room or area.
- 2. Policy:
 - a. Electronic meetings are allowed for properly noticed meetings of the Price County Board of Supervisors or any of its committees, boards or commissions when conditions exist that prohibit compliance with Wisconsin open meetings laws (Wis. Stat. 19.81).
 - b. It is the responsibility of the County Clerk to assure that all electronic meetings are noticed in compliance with the Wisconsin open meetings law regarding public accessibility.
 - c. It is the responsibility of the meeting chairperson to determine if the meeting will be an electronic meeting and to assure that the equipment necessary to conduct such meeting is in place and functional prior to the commencement of the meeting.
 - d. It is the responsibility of the committee member to notify the chairperson and the County Clerk if it is their intention to attend a meeting electronically. This notice needs at least a 24 hour notice. (amended at County Board meeting September 15, 2020).
 - e. It is the option of the meeting chairperson to allow or disallow public comment as an agenda item per the County Board policy on meeting agendas and whether or not to invite a member of the public to physically attend a meeting that is being held electronically to participate in discussion on a particular agenda item.
 - f. All electronic meetings of Price County Standing Committees shall have a majority of its members physically present at the meeting location. All other committees, boards, councils

Sawyer County Board of Supervisors
Policy and Procedure Manual



Adopted June 16, 2016

Approved April 2018

Approved May 2018

Approved July 2018

Added Part I Section C. 3. March 21, 2019

Approved April 21, 2020

Rule 2: Meetings and Quorum

1. The Annual Meeting of the County Board will be on the Tuesday after the second Monday in November, unless that date falls on November 11 in which case the meeting will be held the following day.
2. The Organizational Meeting of the County Board will be on the third Tuesday in April and the November meeting will be on the first Tuesday after the second Monday. Other regular meetings of the County Board shall be on the third Thursday of each month starting at 6:30 pm. Such meeting dates and times may be changed by a majority vote of the county board.
3. A special meeting, which is not an emergency meeting, may be called by a written request of a majority of board members by delivering such request to the County Clerk. The special meeting will be held within seven calendar days from the delivery of the request.
4. A special meeting may be called in the event of an emergency. Upon determining that an emergency exists, the Chair may call an emergency meeting in any manner reasonably designed to give notice to supervisors and the public including by electronic means. Notice must precede meeting time by at least two hours. An emergency is defined as a situation which requires immediate Board action without which the county government or its citizens will suffer risk of physical, financial, or other harm.
5. In the event of inclement weather, the Chair may cancel a meeting at least three hours before the meeting. Any meeting so cancelled shall be held within the next succeeding week.
6. Board members not able to attend a Board Meeting shall contact the Chair, County Administrator or County Clerk before the meeting giving an explanation for the anticipated absence. The Board Member will be entered in the Board minutes as excused.
7. A majority of Board Members who are entitled to a seat shall constitute a quorum.
8. The County Board Chair may authorize a meeting to be held virtually if deemed necessary. Said meeting would be subject to Wisconsin Open meeting law.
9. If a quorum of the Board is physically present, a majority of the board may allow a board member to attend a meeting through telephone conference call or other electronic means.
10. Board members cannot attend more than three County Board meetings per year by this means

Rule 3: Organizational Meeting

1. At its Organizational Meeting, the Board shall elect a Chair and Vice Chair.
2. Following nominations (including self-nominations), which need not be seconded, each nominee may address the board for three minutes.
3. Secret ballots will be used to elect the Chair and Vice Chair by separate votes for each. Only persons nominated may be voted for.
4. A person receiving a majority vote of Members entitled to a seat shall be declared elected. If no majority is reached, balloting shall continue, including all nominees, until a majority is reached.

Rule 4: Chairperson Powers and Duties

1. The Chair, or in their absence, the Vice Chair shall call the meeting to order and preside over the meeting.
2. In the absence of the Chair and Vice Chair, the County Clerk will preside until the Board elects a Chair Pro-Tem.

3. If the office of the Chair is vacated, new elections for Chair and Vice Chair will be held. Following nominations, which need not be seconded, each nominee may address the Board for three minutes. Secret ballot will be used to elect the Chair and Vice Chair by separate votes for each. Only persons nominated shall be voted for. A person receiving a majority of votes cast on the primary ballot shall be declared elected. If no majority is reached, balloting shall continue, including all nominees, until a majority is reached.
4. The Chair shall preserve the order of the Board and decide the questions of order and procedure subject to an appeal to the Board. The Chair will ensure the Board and individual Board Members act consistent with the rules of order. 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. Board deliberations will be fair, open and thorough, with all Members wishing to speak given a chance to do so.
5. The Chair, working with the County Administrator, will be responsible for the preparation of the written agenda. The Board agenda, related resolutions, ordinances and other attachments and minutes from the preceding meeting will be distributed to the board members at least five calendar days before the scheduled board meeting.
6. The Chair can be a member of standing committees and will be an ex officio member of all other committees of the County Board.
7. The Chair shall have the power to vote at committee meetings when requested by that committee chair to fill a position caused by the absence of a Member of that committee.
8. The Chair shall appoint all Members of the standing committees of the Board with approval by the majority of the Board so voting, with the exception of elected committees. The full Board shall elect by a majority of those voting, members of the elected committees.
9. The Chair shall remove appointed committee members with approval by majority of those Board Members voting. The full Board can replace a member of elected committees by a majority of those Board Members voting. The Chair shall be entitled to vote on all questions coming before the Board. The Chair shall sign all ordinances and resolutions approved by the County Board and where required to do so by Board action counter sign orders, contracts, and the like. The Chair shall transact all necessary County Board business with others and represent Sawyer County at legislative hearings, conventions or other matters pertaining to the county. The Chair may delegate to department heads, County Administrator, other elected and appointed officers and other Board Members such roles and responsibilities.

Rule 5: Order of Business

1. Organizational Meeting
 - Call to order
 - Administration of oath of office
 - Roll call by the County Clerk
 - Pledge of allegiance
 - Certification of compliance with the open meeting law
 - Approval of agenda
 - Approval of minutes of last meeting
 - Election of Chairperson and Vice Chairperson
 - Adoption of Rules of Order



RULES AND BYLAWS OF THE BOARD OF SUPERVISORS

ST. CROIX COUNTY WISCONSIN

Originally Adopted on March 10, 1992

Restated on April 6, 2021

Effective April 6, 2021

ARTICLE TWO

OFFICERS

Section A. Officers; Election. The officers of the County Board shall consist of a Chair and a Vice-Chair. Both officers shall be elected by the County Board by secret ballot at the County Board's first meeting following the spring election in April. A candidate for either office shall be nominated by another Supervisor. At the close of nominations each nominee for Chair shall address the County Board by responding to the following questions:

1. As County Board Chair, what will be your major objectives and priorities?
2. If you are elected, are there things you will try to change or do differently as County Board Chair?
3. How would you describe the style you will use in working with your fellow Supervisors, County committees, County Administrator and other staff?

If no candidate receives a majority on the first vote, a second vote will be taken on the three nominees receiving the most votes. If no nominee receives a majority on the second vote, a third vote will be taken on the two nominees with the most votes.

Section B. Term. The term of office for the Chair and the Vice-Chair shall be two years from the April election.

Section C. Powers and Duties of the County Board Chair. The County Board Chair shall exercise the powers and perform the duties described in these Rules and Bylaws, those assigned by the Board, those prescribed by *Robert's Rules of Order Newly Revised*, and all subsequent editions thereof, in cases to which they are applicable, and those which are normally ascribed to the office.

1. Sets the agenda and conducts County Board Meetings in accordance with Article Three, Meetings of the County Board.
2. Customarily attends, or in certain specified cases, mandatorily by statute attends meetings of the following organizations and agencies to provide County Board representation. Except as provided below, the County Board Chair may not appoint a designee to attend a mandatory meeting, but may appoint a designee to attend any customary meeting. Mileage and per diems will be paid for attendance at both customary and mandatory meetings.

a. Mandatory Meetings

- 1) Tax Incremental District Joint Review Board (the Board Chair may appoint a designee)
- 2) District Board Appointment Committee of the Wisconsin Indianhead Technical College
- 3) District Board Appointment Committee of the Chippewa Valley Technical College
- 4) West Central Wisconsin Workforce Development Board/County Boards' Consortium
- 5) Local Emergency Planning Committee (LEPC) – (the Board Chair may appoint a designee)

b. Customary Meetings

- 1) Chair/Member – Committee of the Whole
- 2) Member of one, but not more than two, Standing Committees
- 3) County/City – Attends meetings with municipal and county officials
- 4) Towns Association
- 5) Wisconsin Counties Association
- 6) Community Justice Collaborating Council

3. Other duties of the County Board Chair include the following:

- a. Seeks candidates and make recommendations for candidates in vacant districts.
- b. Appoints, with the approval of the County Board, a qualified elector and resident of the supervisory district in which a vacancy exists.
- c. Authorizes County Board Supervisor attendance for compensation at a meeting for which a Supervisor is not a member.
- d. Calls meetings of the Committee of the Whole.

- e. Designates a newly elected member at the Organizational Meeting from each of the Standing Committees to be the Convener of the initial Standing Committee meeting.
 - f. Informs the Convener that the Convener is to conduct the initial meeting of the Standing Committee until its chair is selected.
 - g. Acts as a voting member, if a quorum is not otherwise present for a Standing Committee or for the Council on Aging and Disabilities.
 - h. Changes County Board meeting dates and times, if necessary.
 - i. In consultation with the County Administrator, makes discretionary additions to the County Board agendas for matters of urgency.
 - j. Directs the County Clerk on what items are to appear on the County Board agendas.
4. The County Board Chair shall not act as a chair of a Standing Committee.

Section D. Powers and Duties of the Vice-Chair. The County Board Vice-Chair shall exercise the powers and perform the duties described in these Rules and Bylaws, those assigned by the Board, those prescribed by Robert's Rules of Order Newly Revised, and all subsequent editions thereof, in cases to which they are applicable, and those which are normally ascribed to the office, which include:

- 1. Acts as Chair during the absence or incapacity of the Chair.
- 2. Acts as Chair when it is necessary for the Chair to temporarily vacate the seat.
- 3. Customarily serves as Chair of the Committee of the Whole.
- 4. Acts as a voting member if a quorum is not otherwise present for a Standing Committee or for the Council on Aging and Disabilities.
- 5. Performs such other duties as may be reasonably assigned by the Chair.

Section E. Permanent Absence.

- 1. County Board Chair. In the event the position of County Board Chair is vacant due to removal, resignation or death of the incumbent, the Board shall hold an election to fill the position of County Board Chair within 60 days of it becoming vacant. The County Board Vice-Chair shall assume all duties of the County Board Chair when such position is vacant and shall be paid meeting fees and the monthly salary to which the County Board Chair would otherwise be entitled until such time as the County Board elects a successor.

2. County Board Vice-Chair. In the event the position of County Board Vice-Chair is vacant due to removal, resignation or death of the incumbent the Board shall hold an election to fill the position of County Board Vice-Chair within 60 days of it becoming vacant.

Section F. Chair *Pro tem*. If both the Chair and Vice-Chair are absent from a County Board meeting, the County Board shall appoint a Chair pro tem to conduct the meeting.

WAUSHARA COUNTY

RULES AND BY-LAWS

OF

THE COUNTY BOARD OF
SUPERVISORS

Revised June 19, 2018

At the organizational meeting, it shall be the duty of the County Clerk to call the County Board meeting to order. The Clerk shall then call the roll and establish the presence of a quorum of County Board Supervisors. The County Clerk shall then proceed with the preliminary ceremony including the oath of office for each newly elected County Board Supervisor. The County Board shall then proceed to the election of a Chair, Vice Chair and 2nd Vice Chair of the County Board by secret ballot pursuant to §19.88, Wis. Stats. Upon completion of such elections, the County Board shall proceed with the election of Committees under these Rules and conduct any other business that may properly come before it.

SECTION C - Time and Place of County Board Meetings: The regular meetings of the Waushara County Board of Supervisors shall normally be held in the Courthouse in the City of Wautoma. The normal starting time for the meeting of the County Board shall be 7:00 p.m., except as otherwise required by these Rules and By-Laws.

All meetings of the County Board shall be open to the public and will be held on the third Tuesday of every month unless changed by a majority vote of the entire membership of the County Board of Supervisors or as otherwise required by these Rules and By-Laws.

The County Board may meet twice in the month of December, with the second meeting taking place on the last Tuesday of the month at 7:00 p.m. if necessary to complete end-of-the-year contract matters. If this meeting is necessary, it shall be scheduled by the County Board Chair, Administrator and County Clerk with at least one week's notice to County Board Supervisors.

The County Board shall be in continuous session until adjourned by majority vote of the County Board.

The County Board shall meet in special session upon the written request of a majority of County Board Supervisors in accordance with the procedures of Section 59.11(2) of the Wisconsin Statutes.

The County Board Chair may call Board members to attend any other meeting pertaining to County affairs that may arise between regularly scheduled Board meetings. Members so attending shall be paid their actual and necessary expenses in addition to their per diem payment for attendance at such meeting.

Any board member attending a meeting which they would not normally attend as a Committee or Department Board member, must have prior approval of the County Board Chair to receive payment for attendance. In situations involving alternate representation, the alternate member will be reimbursed if attending a meeting.

County Board Supervisors will be allowed a per diem for attending interviews if they are asked to attend by a Department Head or the Administrator whether there is an agenda or not.

SECTION D - County Board Chair: The County Board Chair shall exercise all authority as outlined in Section 59.12 of the Wisconsin Statutes.

The Chair of the County Board may act as an ex-officio member of any Committee of the County Board except for the Board of Adjustments and shall have the power to vote on matters before such Committees only in the absences of one or more Committee members.

The Chair shall convene the meeting by calling the Board to order and direct the calling of roll of members by County Clerk.

The Chair may excuse the attendance of members and the excuse shall be entered into the minutes of the County Board. The 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.

SECTION E - Vice Chair and 2nd Vice Chair: The Vice Chair and 2nd Vice Chair of the County Board of Supervisors shall perform those duties outlined in Section 59.12(2) of the Wisconsin Statutes.

In the absence of the Chair, the Vice Chair shall preside over the County Board meeting and perform the duties of the Chair at that meeting.

In the absence of the Chair and Vice Chair, the 2nd Vice Chair shall preside over the County Board meeting and perform the duties of the Chair at that meeting.

In the absence of the Chair, Vice Chair and 2nd Vice Chair the meeting will be canceled.

SECTION F - Elected Committees of County Board: The following Committees shall be elected by the members of the County Board:

The County Public Works Board consisting of four regular members of the County Board who shall be elected for two-year terms and one alternate member who shall be appointed by the Administrator with confirmation of the County Board; the Land, Water and Education Committee consisting of four members of the County Board, who shall be elected for a term of two years and the Farm Services Agency delegate who shall be appointed by the Administrator with confirmation by the County Board; the Zoning Committee, consisting of four members of the County Board who shall be elected for a term of two years and one citizen member who shall be appointed by the Administrator with confirmation by the County Board; the Executive Committee, consisting of the Chair, Vice- Chair and 2nd Vice Chair of the County Board, who shall be elected for a term of two years.

All members of elected Committees shall be elected by the County Board on the first day of the organizational meeting of the County Board. All ballots shall be initialed by the voting member. A vacancy in an elected Committee may be filled at the next regular monthly meeting of County Board by appointment by the Administrator with confirmation by the County Board.

SECTION G - Elected Officers of the County Board:

All elective officers, if any, of the County Board are to be elected bi-annually on the first day of the organizational session of the County Board.

WISCONSIN COUNTY OFFICIAL'S HANDBOOK

7th Edition

A Publication of Wisconsin Counties Association, 2020

With the support of the UW-Extension's Local Government Center

County Board Rules

COUNTY BOARD OFFICERS

The statutes require counties to elect a chair and vice chair. However, counties should consider whether additional officer positions, such as 2nd vice chair or sergeant-at-arms, are desirable. A 2nd vice chair is beneficial when the chair and vice chair are absent or they both wish to speak on an issue and need to step down as the presiding officer. Once the officer positions are established, any rules and duties relating to the particular office should be codified.

The statutory duties of the board chair and vice chair are contained in Wis. Stat. § 59.12; however, the statute only provides the minimum duties. Counties are free to add to those duties at the discretion of the board. For example, the rules could specify whether the board chair is an automatic member of a committee or committees, whether the board chair is able to fill in for absent committee members at committee meetings, how the vice chair assumes chair responsibilities in the absence of the chair, and what happens in the event the chair seat is vacated. In addition, the rules should specify that the board chair maintains the right to vote (not just on tie votes) and whether the board chair makes committee appointments, serves as chair of other committees, and sets the county board agenda.

Some of the duties of a board chair as described in Wis. Stat. § 59.12 are as follows:

- ❑ Perform all duties required of the chair.
- ❑ May administer oaths to persons required to be sworn.
- ❑ Countersign all ordinances of the board.
- ❑ Preside at meetings and when directed by ordinance.
- ❑ Countersign all county orders.
- ❑ Transact all necessary board business with local and county officers.
- ❑ Expedite all measures resolved upon by the board.
- ❑ Take care that all federal, state, and local laws pertaining to county government are enforced.

Some of the duties of the vice chair as described in Wis. Stat. § 59.12 are to perform the chair's duties when the chair is unable due to disability or absence, as well as attend official events representing the county in the absence of the chair. Other rules to consider are whether the vice chair should receive the chair's salary if the chair is disabled or incapacitated for any length of time. Additionally, in the event of death or resignation, if the vice chair becomes chair or whether a special election is held.

Similarly, if a county establishes the position of sergeant-at-arms, the board rules should provide guidance on the powers of the sergeant-at-arms. A sergeant-at-arms may be used to gather members for the start of a meeting, remove unruly members of the board or public as directed by the chair, notify board members or the public of special events or procedures, contact department heads, or distribute materials to board members relevant to agenda topics.

A process and rules for removal of board officers should also be stated. A motion filed with the clerk, introduction of a resolution, majority versus two-thirds vote of the members, and cause such as inefficiency, neglect of duty, official misconduct or malfeasance in office are all points to consider. However,