

PROOF OF PUBLICATION

Ann Richmond, being the first duly sworn on oath, says that she is the Publisher of THE DAILY REPORTER, which is a public newspaper of general circulation, printed and published daily in the English language in the City of Milwaukee, in said county, and fully complying with the laws of Wisconsin, relating to the publication of legal notices; that the notice of which the printed one attached is a true copy, which was clipped from the said newspaper, was inserted and published in said newspaper on

Apr. 5, 2012

Ann Richmond  
Ann Richmond, Publisher

Sworn to me this 5th day of April 2012

[Signature]



David Ziemer  
Notary Public, Milwaukee County, Wisconsin  
My Commission is Permanent

PROOF OF PUBLICATION

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STATUS	<u>Amended</u>
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Ord 12-6 / E.1. n. 10.

determine until the next annual meeting and such adjourned annual meeting for the purpose of considering reports of the committee on finance and audit and committee on personnel on new positions for the next fiscal year as well as recommendations for amendments to the executive's budget. The county board shall reconvene no less than sixty (60) minutes following the noon lunch hour recess or by consensus of the county board.

(b) Regular meetings of the county board shall convene at 9:30 a.m. unless otherwise designated. In order to provide an advanced schedule of regular meeting dates, the county board is hereby authorized to schedule a regular meeting of the county board on the third Thursday of each month, generally on a Thursday within each month, except when otherwise designated by the county board meeting schedule. These rules or by action of the county board. August will not have a regularly scheduled meeting of the county board. The regularly scheduled meeting after sunset recess will be determined by the chairperson of the county board. November will have a regularly scheduled monthly meeting on the first Thursday preceding the annual meeting, which shall be the regular meeting of the county board prior to the annual meeting. To avoid conflict with the date of the budget procedure outlined in section 1.02 of the Code, the county board chairpersons shall provide to the county board following the first meeting of the board after the election of supervisors, a schedule of county board meetings for the remainder of the year and, by September 15, a schedule of county board meetings for the remainder of the term, up to and including the first (organizational) meeting of the next term. The digest (agenda) for each county board meeting shall be established by the county board chairperson or, in his or her absence, by the vice chairperson or the 2nd vice chairperson.

**FROM THE OFFICE OF  
JOSEPH J. CZARNEZKI  
MILWAUKEE COUNTY CLERK  
County Ordinance No. 12-6  
File No. 12-162**

**AN AMENDED ORDINANCE**

The County Board of Supervisors of the County of Milwaukee does ordain as follows:

**SECTION 1.** Chapter 1 of the General Ordinances of Milwaukee County is hereby amended as follows:  
**CHAPTER 1 RULES OF THE COUNTY BOARD OF SUPERVISORS**

**Preamble**

- 1.01. Meetings.
- 1.02. Meeting organization.
- 1.03. Opening of meeting.
- 1.04. Voting.
- 1.05. Speaking at meetings.
- 1.06. Departure from meeting.
- 1.07. Motions in general.
- 1.08. Specific motions.
- 1.09. Resolutions and ordinances.
- 1.10. Fiscal notes.
- 1.11. Standing committees.
- 1.12. Select committees.
- 1.13. Committee meetings.
- 1.14. Committee reports.
- 1.15. Referring resolution, ordinance or report for legal opinion.
- 1.16. Requests relating to personnel matters.
- 1.17. Procedures for consideration of personnel requests.
- 1.18. Communications, reports, departmental requests, reference files.
- 1.19. Reference of request for appropriation transfers to county executive.
- 1.20. Requests for impeachments or investigation.
- 1.21. Treatment of doubtful claims separate action.
- 1.21. Consideration and confirmation of appointments.
- 1.22. Publication of proceedings.
- 1.243. Repeat, amendment or correction of rules.
- 1.264. Budgetary procedure.
- 1.265. Directives of the county board; how enforced.
- 1.266. Application of Robert's Rules of Order.
- 1.27. Chairperson of board is head of department.
- 1.278. Request relating to appeal of civil actions.
- 1.299. Decorum of supervisors in committee meetings.

**Preamble**

We, the members of the Milwaukee County Board of Supervisors, pursuant to Wisconsin Statutes and the General Ordinances of Milwaukee County, and to achieve the order and decorum that expedite the transaction of business and maintain the free and open discussion which guarantees democracy for our nation and good government for the citizens of our county, do hereby submit ourselves to be governed in our deliberations by the following rules of procedure.

**1.01. Meetings.**

(a) *Regular Annual meetings.* The statutory or annual meeting of the county board shall be convened at 8:30 a.m. on the Monday next succeeding the regularly scheduled monthly meeting on the first Thursday in November. Such annual meeting may be adjourned from time to time thereafter as the county board shall

chairperson shall immediately preside over the remainder of the meeting.

(a) *Election of officers other than at first meeting.* The officers specified in subsection (a) of this Rule serve at the pleasure of the county board. The chairperson or vice-chairperson may be removed from his or her office at any time, for cause, by the election of a successor. The election of a successor to an incumbent county board officer shall require a three-fourths vote of the members elect. The county board may elect a successor at any regular meeting of the county board or at a special meeting held in conformity with these rules.

1) *Petition for election of officers.* Election of a chairperson and/or vice-chairperson during the tenure of an incumbent chair and/or vice-chair at a time other than the organizational meeting under subsection (a) shall be initiated by a petition subscribed by a three-fifths two-thirds majority of the members-elect of the county board and submitted to the county clerk, stating that the subscribing supervisors request that an election be held for the office of county board chairperson and/or county board vice-chairperson. The county clerk shall provide a copy of a petition for election of county board chairperson and/or vice-chairperson submitted under this subsection to all members of the county board. The election requested in the petition shall be placed on the agenda of the next regularly scheduled county board meeting following the date the motion is filed, provided that the motion is filed not less than 14 days before the date of that meeting. The order of business specified in Rule 1.093(c) notwithstanding, an election requested under this subsection shall be taken up at the first item of business after the roll call under Rule 1.093(b).

(ii) *Petition for election of officers at special meeting.* A special meeting for election of officers shall be held only when requested by a three-fourths two-thirds majority of the members of the county board, such request to be in writing, addressed and delivered to the county clerk, who shall note the time of such delivery to him/her on such request. A petition for election of county board chairperson and/or vice-chairperson under this subsection may include a request that a special meeting be scheduled and noticed according to the scheduling and noticing provisions of Rule 1.01(c) but not less than 14 days after the petition is filed for the purpose of holding the election requested in the petition, in which case a special meeting shall be convened and an election shall be held as requested in the petition.

(iii) *Conduct of election.* With the exception of a requirement for a two-thirds three-fifths majority vote, an election for county board chairperson and/or vice-chairperson under this subsection shall proceed in the same fashion as the election of such officer or officers at the organizational meeting under subsection (a) of this Rule. The incumbent vice-chairperson shall preside over an election for the office of chairperson. If a member of the county board other than the incumbent is elected to a county board office in an election under this subsection, the incumbent is thereupon removed from that office and the newly-elected member shall assume that office immediately.

(iv) *Conduct of election of a member of the county board who desires to be a candidate for county board chairperson or vice-chairperson at an election initiated by a petition under this subsection shall submit a statement of proposed policies and programs to be pursued for that office under Policy D-102, Milwaukee County Administrative Manual (City Ord. No. 72-244). The statement shall be submitted to the county clerk not less than seven days before the regular or special meeting at which the election will be held and the county clerk shall provide a copy of the statement to all members of the county board.*

(v) *Content of petition.* A petition under this subsection shall include either in the petition proper or in any preliminary recitals, charges or impositions or other matter which impairs the official integrity of the incumbent chairperson or vice-chairperson.

(b) *Sergeant at arms, duties.* (1) The chairperson of the county board shall designate for each meeting a staff member(s) to serve as sergeant at arms. The designated sergeant at arms shall attend meetings of the county board and, under direction of the chairperson, preserve order and decorum. The chairperson of the county board may request the sheriff to detail a deputy sheriff to act as sergeant at arms when, in the discretion of the chairperson, such action is deemed appropriate. (2) It shall be the duty of the sergeant at arms to exclude from within the bench of the county boardroom, during its sessions, all persons except the county clerk, deputy county clerk, staff, county board staff, corporation counsel, or designees of such persons, former members, and reporters, photographers and camera operators for the public press, radio and





testimony being presented to the committee.  
(8) Once a committee comes to order and attendance is taken to establish a quorum, any item on the agenda can only be removed by concurrence of a majority of the committee. Prior to the committee coming to order, an item can be removed by the chairperson.  
(9) Supervisors wishing to add their names as co-sponsors of resolutions or ordinances introduced by supervisors shall, prior to a committee's final vote on said resolution or ordinance, obtain the permission of the primary sponsor and be added if there is no objection from a member of the committee. If there is objection, a vote of the committee shall be taken regarding adding the co-sponsors).

#### 1.14. Committee reports.

(a) Consideration of committee reports.  
(1) A committee report is the written record of its recommendation upon a matter referred to it by the county board. It is the duty of a committee to report to the county board on all matters referred to it. ~~Under the following order of business:~~  
(b) ~~Chairperson's report.~~ The county clerk may read, upon request by a member and direction from the chairperson, the digest of reports in the standing and select committees in the order that such committees are designated in section 1.11(a) except that the order may be changed by the affirmative vote of a majority of the members present. Any items on which separate action is required or has been requested shall be read by the county clerk in their entirety, as outlined on the digest, if so requested by a supervisor and directed by the chairperson. When a committee report has been submitted to and is before the county board for action, the question on the adoption of the committee report shall be put by the chairperson as a matter of course without awaiting a motion from the floor ~~that put the question. Shall the report of the committee be adopted? The chairperson shall then inquire whether separate action on any item in the report is desired. It shall then be in order for any member to request separate action on any matter contained in such report, and such item shall be laid aside. When a minority report is filed, the item to which it pertains shall be laid aside. The chairperson shall then put the main question. Upon disposition thereof, each matter laid aside for separate action shall be considered in its turn and, as to each, the chairperson shall put the question in the form which carries out the recommendation of the committee, provided that where a minority report has been filed, the question shall be: "Shall the minority report be substituted for the majority report?" Upon request by any member and direction from the chairperson the minority report shall be read by the county clerk. ~~At that time the report and the separate action taken on the report shall be reported to the committee.~~~~

(2) When a resolution or ordinance has been referred under section 1.09(b) to more than one committee, the county board may take action on such resolution or ordinance after the report from one of such committees.  
(b) Committee report laid over on request. Action on the report of any committee as defined in subsection (a) of this section, when it first makes its report, shall be deferred until the next meeting of the county board ~~if the members present and voting so request. If there is no committee report referred to said committee or any other matter is again returned to the county board, action thereon shall not be deferred except as provided by section 1.15 or by a majority vote of the members present.~~  
The above rule shall not apply to the report of the committee on finance and audit on the executive budget, including resolutions proposing tax levies and recommendations on new positions to become effective in and included in the budget for the following fiscal year.

#### 1.15. Referring resolution, ordinance or report for legal opinion.

With the affirmative vote of one-third of the members present and voting at any meeting of the county board, any resolution, ordinance or report shall be referred to the corporation counsel and the written opinion of the latter secured as to the legality of the resolution or ordinance offered, or the recommendation made in any report presented to the county board for adoption. Such opinion shall be rendered to the county board at its next meeting held not less than forty-eight (48) hours after the referral, and copies distributed to all members. The resolution, ordinance or report, ~~whether or not referred to the corporation counsel, shall not be referred again to the corporation counsel for a legal opinion except by a majority vote of the members present. The question of whether the resolution, ordinance or~~

~~report has been submitted to the committee by amendment shall be decided by the chairperson following consultation with the corporation counsel.~~

The above rule shall not apply to:  
(1) The report of the committee on finance and audit on the executive budget.  
(2) Resolutions proposing amendments to the executive budget.  
(3) Resolutions proposing tax levies.  
(4) Recommendations of the committee on finance and audit on new positions to become effective in, and to be included in, the budget for the following fiscal year.

#### 1.16. Requests relating to personnel matters.

(a) Reallocations, reallocations, reclassifications, advancements, positions, appointments at an advanced step of a pay range and advancements within a pay range shall be submitted to the director of human resources and processed in accordance with the provisions of chapter 17 of the Code.  
(b) New positions. Personnel requests relating to the creation of new positions, which are required during a current fiscal year because of an urgent need, may be submitted to the county board at any time during such year. Personnel requests relating to the creation of new positions to become effective and to be included in the budget of the following fiscal year shall be submitted to the county executive by such date as determined by the county executive. All requests for current year new positions shall be referred to the committee on finance and audit, committee on personnel, the department of human resources and the department of administrative services. The department of administrative services shall submit a recommendation regarding the necessity for the requested positions to the committee on finance and audit, and the department of human resources shall submit its recommendations regarding the classification of new positions to be created during the current budget year as soon as reasonably possible.

The department of administrative services shall submit a recommendation regarding the necessity for the requested positions to the committee on finance and audit, and the department of human resources shall submit its recommendations regarding the classification of new positions to be created during the current budget year as soon as reasonably possible. The department of administrative services shall submit a recommendation regarding the necessity for the requested positions to the committee on finance and audit, and the department of human resources shall submit its recommendations regarding the classification of new positions to be created during the current budget year as soon as reasonably possible. The department of administrative services shall submit a recommendation regarding the necessity for the requested positions to the committee on finance and audit, and the department of human resources shall submit its recommendations regarding the classification of new positions to be created during the current budget year as soon as reasonably possible.

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(1) County board shall mean the county board of supervisors.  
(2) Commission shall mean the county civil service commission.  
(3) Committee shall mean the committee on personnel.  
(4) Petitioner shall mean the person or organization, including a member of the county board, making or sponsoring the request, resolution or ordinance, or the authorized representative of such person or organization.  
(5) Code shall mean the Milwaukee County Code of General Ordinances.  
(6) Filing of personnel request. All personnel requests by whomsoever made (in any way affecting county offices and employ positions, conditions of employment, specification of duties and any other matters referred to in chapter 17 of the Code relating thereto) for salary increases, reclassifications, fringe benefits, additional positions and other personnel requests which would require a change of the provisions of chapter 17 of the Code, shall be filed in ~~conjunction~~ with the chairperson of the county board for presentation to the county board and reference to the commission.  
(c) Hearing on personnel request. At such hearing, the procedure in considering such personnel request shall be as follows:  
(1) The petitioner, or his/her representative, shall be given a reasonable time to present his/her case and any supporting data to the committee, and during such period shall not be subject to interruption by any person other than members of the committee.  
(2) When the petitioner has concluded his/her argument, the commission shall present its report and recommendation to the committee.  
(3) After the commission has concluded its presentation, the petitioner shall have a reasonable opportunity to comment upon the commission's recommendations and, while so doing, shall not be subject to interruption by any person other than members of the committee or representatives of the commission.  
(4) After the procedures specified in said subsections (1), (2) and (3) have been concluded, the committee shall hear any person desiring to speak on the request.  
(4a) Where circumstances require, the chairperson of the committee shall have the right to vary the order of the procedure outlined in subsections (c)(1), (2), (3) and (4).  
(5) Thereafter the committee, in public session, shall consider and make such recommendations as it sees fit pertaining to said request. If the committee's recommendation is to deny the request, the communication shall be in the form of a resolution so indicating. If the committee's recommendation grants such request in whole or in part, such recommendation shall be evidenced by a resolution or ordinance, as the case requires. The effective date of such resolution or ordinance shall be stated therein.  
(6) In the event that the committee requires more time than originally scheduled to determine its position with respect to such request, it may adjourn such hearing from time to time as may be determined by it, and on said adjourned recessed day reconvene ~~and resume its consideration, but reconvened sessions shall not be held to the county board not later than October 10 of each year.~~  
(7) The committee shall submit a report and recommendation on each such request to the county board, at the next meeting of the county board, following determination of the committee's recommendation.  
(8) Compliance with the procedure outlined in subsections (1) to (7) inclusive, of this subsection, is intended to be in compliance with the requirements of s. 111.70(2), Wis. Stats.

(1) The report of the committee on finance and audit on the executive budget.  
(2) Resolutions proposing amendments to the executive budget.  
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#### 1.16. Requests relating to personnel matters.

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is published in the Official Proceedings exceeds of the County Board at the next meeting for referral to the appropriate standing committee. Items that are for information only shall be addressed to the respective committee chairperson and a copy shall be provided to the county board chairperson. Except for those communications and reports which are introduced subsequent to January 1 of an election year, all communications and reports pending before a committee of the county board shall be considered to have been placed on file at the end of the term of office of the county board. A listing of all such communications and reports to be placed on file in this manner shall be distributed to all supervisors by the county board chief committee clerk in January of the final year of the term.  
(b) Copy of communications and reports to chief committee clerk. A copy of all such communications and reports, submitted to the county board chairperson, shall also be transmitted to the county board chief committee clerk or other committee clerk.  
(c) Fees of department request for county board action. Wherever a county department head or employee requests action by the county board upon any subject matter, he/she shall make written request therefor in the following form in duplicate:  
From \_\_\_\_\_ (insert name of department officer)  
Subject \_\_\_\_\_ (insert title descriptive of subject)  
Such request shall be delivered to the county clerk or county board chairperson by 10:00 a.m. on the day preceding the regularly scheduled meeting of the county board and shall be accompanied by a draft of an appropriate resolution or ordinance to be adopted by the county board in the event the request is approved.  
(d) Reference files. The county board chairperson, upon request from the chief committee clerk, shall be authorized to establish reference files to be utilized by the standing committees for submission of recommendations to the county board concerning matters referred to the committees on an ongoing or continuous basis, or for receipt of informational reports from departments and agencies concerning such matters.

(1) The report of the committee on finance and audit on the executive budget.  
(2) Resolutions proposing amendments to the executive budget.  
(3) Resolutions proposing tax levies.  
(4) Recommendations of the committee on finance and audit on new positions to become effective in, and to be included in, the budget for the following fiscal year.

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#### 1.19. Reference of request for appropriation transfers to county executive.

All requests for appropriation transfers between principal objects of expenditures or from the contingent fund shall be transferred to the county executive. He/She shall promptly reconsider same and report his/her recommendation thereon to the committee on finance and audit of the county board. The county executive fails to make a recommendation within ten (10) days after the submission of a request for transfer, the committee on finance and audit may act upon such request without his/her recommendation.

#### 1.20. Requests for impeachments or investigation.

All resolutions, motions and communications causing the institution of proceedings of impeachment, or investigation into the conduct of any officer or employee of this county, shall be accompanied by a specification of charges, duly signed by the members introducing the same, verified by oath of the person making such charges if such person is not a member of this county board. No resolution, motion or communication making charges or insinuations, or otherwise impugning the official integrity of any officer or employee of this county, shall be entertained by the chairperson, nor spread upon or referred to and mentioned in the journal, unless the same shall be introduced in accordance with the provisions of this section.

~~1.21. Treatment of doubtful claims against the county. The department of administration shall obtain a legal opinion from the chairperson on all claims which in its opinion are doubtful. In the event the opinion is against the county, the chairperson shall be taken up with the committee on finance and audit of the county board. Such claim shall be disallowed by separate resolution of the county board.~~

#### 1.21. Consideration and confirmation of appointments.

Every nomination by the county executive for appointment of department heads or individuals set forth under Sec. 17.30, County Ordinances, or appointment by the county executive or county board chairperson of a member of a board or commission required to be confirmed by the county board shall, when presented to the county board by the county executive, be referred to the standing committee

having jurisdiction over the office, board or commission. At least five (5) business days prior to the date of the meeting at which the appointment is to be considered, the nominee shall be notified in writing by the appointing authority to appear before the committee. A report recommending either that the appointment be confirmed or that it be rejected shall be submitted to the county board at least the second board meeting following the date of reference to the committee. Confirmation of such appointment shall be determined by roll call vote. The foregoing requirement of references shall not apply to members of the county board nor to members of any board or commission nominated for reappointment to their own position. The county clerk shall notify the county executive or county board chairperson, in writing, of the rejection or confirmation by the county board of all appointments.

**1.222. Publication of proceedings.**  
The proceedings of the county board shall be published in the English language in pamphlet or electronic form of such convenient size and in such quantity as shall from time to time be determined. Communications addressed to the county or to the county board, including reports from county officers and department heads and contracts approved by the county board for execution shall be printed at length in the proceedings unless the chairperson shall so order.

**1.234. Repeal, amendment or correction of rules.**  
(a) *Repeat or amendment of rules.* No rule shall be rescinded or amended nor a new rule adopted until after the ordinance proposing the same has been referred to, and a report thereon has been received from the committee on judiciary, safety and general services.  
(b) *Correction of errors.* The county clerk shall have authority to correct any ordinance, resolution or memorial for:

- (1) Spelling errors,
  - (2) Punctuation,
  - (3) The use of one word for another (e.g. affect for effect)
  - (4) Mistakes in numbering/lettering of sections and subsections,
  - (5) Insertion of an "ordinating" clause in an ordinance when such clause has been inadvertently omitted,
  - (6) Insertion of a current department, division, board, commission, committee or council to name that replaces that of a former name,
  - (7) Insertion of a current position title to replace that of a former position title, and
  - (8) Insertion of a current state statute number to replace that of a former state statute number.
- The county clerk shall operate within the framework of the corrections enumerated here, with corporation counsel approval as appropriate, and the authority granted herein shall in no way usurp the proper legislative process.

**1.245. Budgetary procedure.**  
(1) Executive budget.  
(a) Pursuant to state statutes, the county executive shall hold public hearings at which the head or a representative of every department shall appear and give information with regards to the appropriations requested. The department head shall also provide to policymakers a written and concise summary of the programmatic impacts that would occur if the department's requested annual budget were adopted without any additional changes.  
(b) Pursuant to state statutes, the county executive shall, on or before October 1, submit to the county board the executive budget. The county board may hold a regular meeting in either September or October for the purpose of hearing the county executive's budget message, should he/she elect to deliver a budget message.  
(c) Upon receipt of the county executive's budget, county board staff shall prepare, for distribution to all county supervisors and any interested county officials and citizens, a written overview of the budget, including sections addressing major tax levy changes, overview/policy changes, issues, concerns and questions and capital improvements.  
(2) *Public hearings on the budget.*  
Pursuant to state statutes, the county board shall hold a public hearing on the executive budget not less than fourteen (14) days after publication of the summary of the executive budget, but not later than the first Monday in November, at which time citizens may appear and express their opinions.  
(3) *Committee on finances and audit hearings.*  
(a) The committee on finances and audit shall not commence its review of the executive budget until at least

seven (7) days succeeding the official receipt of the executive budget, in order to allow financial and audit members and county board staff sufficient time to review the budget, meet with departmental personnel and develop suggested amendments to the budget. It is also intended that this period will be utilized by other supervisors not on the committee to familiarize themselves with the budget and to begin preparation of budget amendments so as to allow for introduction of those amendments during the time the committee is conducting hearings.

(b) Committee hearings shall be conducted during the month of October and shall be concluded no later than the last working day of October except that the committee shall hold a final hearing on a day following the public hearing. The final hearing shall be held for the purpose of considering public hearing comments and final amendments offered by supervisors, hearing the county executive's comments on the committee's actions and taking final action on the committee's amendments and the recommended tax levy.

(4) *Supervisor amendments.*  
(a) Supervisors shall be encouraged to participate in the hearing process as early as possible. Early submission of supervisor amendments will allow for public comment and debate and will provide departments time to review and react to amendments, thus resulting in more informed decision making. In order for supervisor amendments to be considered by the committee, they must be submitted during the period when hearings are being conducted. Supervisor amendments shall be considered by the committee during the time hearings are being conducted.  
Supervisor amendments submitted after committee hearings are concluded shall require suspension of the rules. Amendments considered by the committee, but not approved, shall, at the request of the supervisor, be forwarded to the full county board for its consideration without requiring suspension of the rules unless the sponsoring supervisor(s) request that said amendments not be forwarded.

(b) The department of administrative services shall present all actions of the committee, including personnel changes and amendments to operating and capital budgets, as well as individual supervisor amendments, in a format that will allow the county board to consider all recommended changes to a department/organization budget in a comprehensive manner. The budget shall be considered in numerical order by organizational unit and the county board shall adopt the budget with such changes as it deems proper and advisable.

(5) *Active budget vetoes.*  
The budget as adopted with amendments under subsection (4)(b) above shall be presented to the county executive, who may approve in whole or in part. If the budget or any portion thereof is vetoed by the county executive and returned to the county board, the county board shall consider the veto at a meeting specially noticed and scheduled for that purpose not less than six days. Sundays excepted, after the budget as adopted under subsection (4)(b) has been presented with Wis. Stats. 59.17(6). At that meeting, the county clerk shall read those items or appropriations as to which the county executive has exercised his veto authority along with the county executive's veto message. The chairperson shall then put the following question to the county board: "Shall the item as approved by the county board in the budget resolution and vetoed by his/her honor, the county executive, be adopted? If you wish to override the veto, you vote 'aye'. If you wish to sustain the veto, you vote 'no'." The county board has a duty to promptly consider the county executive's budget vetoes. Therefore, Section 1.04(f), which governs procedure on other matters vetoed by the county executive, shall not apply to consideration of budget vetoes under this subsection. At the meeting under this subsection, motions to lay on the table and to refer to a committee shall be considered out of order. If the county board determines that the period of time between the return of the county executive's vetoes and the meeting scheduled under this subsection is so short that additional time is necessary to evaluate and consider the vetoes or if some other exigent circumstance precludes immediate consideration of the vetoes at the meeting scheduled under this subsection, the county board may recess the meeting for a period not to exceed 48 hours.

**1.256. Directives of the county board; how enforced.**  
(1) *County clerk; responsibilities.*  
Whenever the county board adopts a resolution or ordinance which directs any county officer, board or commission to perform a certain act or to make a report, it shall be the responsibility of the county clerk, with respect to resolutions or ordinances adopted by

the county board, to immediately notify the county executive, board or commission concerned of the directive and to transmit a copy of the resolution or ordinance which was adopted to the county officer, board or commission. He shall at the same time transmit a copy of the resolution or ordinance to and the county executive.

(2) *County executive; responsibilities.*  
It shall be the responsibility of the county executive to see that all resolutions or ordinances adopted by the county board are properly carried out and to inform the county board should the officer, board or commission directed to perform a duty or make a report fail to do so within a reasonable period of time.

(3) *Departments; responsibilities.*  
County officers, boards or commissions shall from time to time report to the county executive the steps that have been taken in carrying out any directive and shall also submit to him/her a copy of their final report on the action taken.

**1.267. Application of Robert's Rules of Order.**  
"Robert's Rules of Order Newly Revised" shall govern the proceedings of the county board in all cases to which they are applicable and in which they are not inconsistent with these rules or the laws of the state.

**1.27 Chairperson of board is head of department.**  
The chairperson of the county board is the head of the department of the county board for purposes of having budgeting and personnel oversight authority over all county board staff, overseeing departmental operations, approving departmental expenditures and submitting requested budgets.

**1.272. Request relating to appeal of civil actions.**  
(1) All requests by county officers, department heads and employees for corporation counsel representation pertaining to appeals of civil actions to the state supreme appellate court or federal courts above the district court level shall be referred to the committee on judiciary, safety and general services for a recommendation prior to authorization and approval by the county board. Such requests for leave to implement or begin the appeal shall be set forth in writing with sufficient explanation to validate the need to appeal as well as a reliable estimate of the fiscal effect.

(2) Whenever time limits do not permit making application to meet this section in cases of imminent emergency, prior authorization may be acquired by oral written approval of the following public officials: county executive and county board chairperson. A written report by the corporation counsel must be submitted to each member of the county board when this section is invoked, as soon as is convenient thereafter.

**1.2929. Decorum of supervisors in committee meetings.**  
Representatives of the news media, county executive and all staff, county supervisors and designated staff, constitutional officers, department heads and all other officers and employees of county government, as well as other public and private citizens, who either participate at or appear before any meetings of the county board or of any standing committees or any special or select committees members, are entitled to the greatest measure of respect and courtesy. In order to ensure such standard requiring individual board or committee members to adhere to the highest ideals of official conduct, and for the board or committee to maintain its own dignity and respect, the chairperson is responsible and obligated to protect persons in attendance, or who are either appearing or responding to inquiries or questioning, from any harassment or insulting remarks or colloquy. Committee Board and committee members must be ever mindful of their obligation to be temperate, courteous, attentive, patient and impartial so as to advance these ideals of official conduct and to avoid offensive or discourteous remarks or verbal chastisement which are offensive in nature and detract from the dignity and decorum expected while conducting the public business, and thereby eventually degrade the atmosphere within the public meeting. Supervisors should always bear in mind the need for unflinching adherence to the rules of fair play and the necessity of being considerate and courteous to each other and to all others in attendance so as not to leave any impression that a fellow supervisor, a participant in attendance, or any person making an appearance, is being placed at a disadvantage because of any exercise of arbitrary power or any unjustified verbal accusation by any board or committee member.

**SECTION 2.** This ordinance shall become effective upon passage and publication.  
Adopted by the Milwaukee County Board of Supervisors  
March 15, 2012