

1 FROM THE OFFICE OF JOSPEH J. CZARNEZKI

2
3 MILWAUKEE COUNTY CLERK

4
5 County Ordinance No. 12-6

6
7 File No. 12-162

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9
10 AN AMENDED ORDINANCE

11
12 The County Board of Supervisors of the County of Milwaukee does ordain as
13 follows:

14
15 **SECTION 1.** Chapter 1 of the General Ordinances of Milwaukee County is
16 hereby amended as follows:

17
18 Chapter 1 RULES OF THE COUNTY BOARD OF SUPERVISORS

19
20 Preamble

21 1.01. Meetings.

22 1.02. Meeting organization.

23 1.03. Opening of meeting.

24 1.04. Voting.

25 1.05. Speaking at meetings.

26 1.06. Departure from meeting.

27 1.07. Motions in general.

28 1.08. Specific motions.

29 1.09. Resolutions and ordinances.

30 1.10. Fiscal notes.

31 1.11. Standing committees.

32 1.12. Select committees.

33 1.13. Committee meetings.

34 1.14. Committee reports.

35 1.15. Referring resolution, ordinance or report for legal opinion.

36 1.16. Requests relating to personnel matters.

37 1.17. Procedures for consideration of personnel requests.

38 1.18. Communications, reports, departmental requests, reference files.

39 1.19. Reference of request for appropriation transfers to county executive.

40 1.20. Requests for impeachments or investigation.

41 ~~1.21. Treatment of doubtful claims; separate action.~~

42 1.221. Consideration and confirmation of appointments.

43 1.232. Publication of proceedings.

44 1.243. Repeal, amendment or correction of rules.

45 1.254. Budgetary procedure.

46 1.265. Directives of the county board; how enforced.

- 47 1.276. Application of Robert's Rules of Order.
48 1.27 Chairperson of board is head of department
49 1. 3128. Request relating to appeal of civil actions.
50 1. 3229. Decorum of supervisors in committee meetings.

51
52 **Preamble**

53
54 We, the members of the Milwaukee County Board of Supervisors, pursuant to
55 Wisconsin Statutes and the General Ordinances of Milwaukee County, and to
56 achieve the order and decorum that expedite the transaction of business and
57 maintain the free and open discussion which guarantee democracy for our nation
58 and good government for the citizens of our county, do hereby submit ourselves
59 to be governed in our deliberations by the following rules of procedure.
60

61 **1.01. Meetings.**

62
63 (a) ~~Regular Annual meetings.~~ The statutory or annual meeting of the county
64 board shall be convened at 8:30 a.m. on the Monday next succeeding the
65 regularly scheduled monthly meeting on the first Thursday in November. ~~Such~~
66 ~~annual meeting may be adjourned from time to time thereafter as the county~~
67 ~~board shall determine until the next annual meeting, and such adjourned annual~~
68 for the purpose of considering reports of the committee on finance and audit and
69 committee on personnel on new positions for the next fiscal year as well as
70 recommendations for amendments to the executive's budget. The county board
71 shall reconvene no less than sixty (60) minutes following the noon lunch hour
72 recess or by consensus of the county board.
73

74 (b) ~~Regular meetings of the county board~~ shall convene at 9:30 a.m. unless
75 otherwise designated. In order to provide an advanced schedule of regular
76 meeting dates, ~~the county board adopts a policy of scheduling a monthly regular~~
77 meeting of the county board on the third Thursday shall be of scheduled
78 generally on a Thursday within each month, except when otherwise designated
79 by the county board meeting schedule, these rules or by action of the county
80 board. August will not have a regularly scheduled meeting of the county board.
81 The regularly scheduled meeting after summer recess will be determined by the
82 chairperson of the county board. November will have a regularly scheduled
83 monthly meeting on the first Thursday preceding the annual meeting, which shall
84 be the regular meeting of the county board prior to the annual meeting, so as to
85 avoid a conflict with the dates of the budget procedure outlined in section 1.25 of
86 the Code. The county board chairperson shall provide to the county board,
87 following the first meeting of the board after the election of supervisors, a
88 schedule of county board meetings for the remainder of the year and, by
89 September 15, a schedule of county board meetings for the remainder of the
90 term, up to and including the first (organizational) meeting of the next term. The
91 digest (agenda) for each county board meeting shall be established by the county

92 | board chairperson or, in his or her absence, by the 1st vice chairperson or the 2nd
93 | vice chairperson.

94 |
95 | ~~(b) — *Budget meetings.* The annual meeting of the county board shall be~~
96 | ~~convened at 8:30 a.m. on the Monday next succeeding the regularly scheduled~~
97 | ~~monthly meeting on the first Thursday in November for the purpose of~~
98 | ~~considering reports of the committee on finance and committee on personnel on~~
99 | ~~new positions for the next fiscal year as well as recommendations for~~
100 | ~~amendments to the executive's budget. The county board shall reconvene at 1:30~~
101 | ~~p.m. following the noon lunch hour.~~

102 |
103 | (c) *Special meetings.* A special meeting shall be held only when requested
104 | by a majority of the members of the county board, such request to be in writing,
105 | addressed and delivered to the county clerk, who shall note the time of such
106 | delivery to him/her on such request. Such request shall specify the time and
107 | place of such meeting, which shall not be less than forty-eight (48) hours after the
108 | delivery of such notice to the county clerk. The request shall identify the purpose
109 | of such meeting and shall include reference to such other items as may be
110 | required by law, ordinance or board action. Upon receiving such request, the
111 | county clerk shall forthwith give notice of the time and place of such meeting by
112 | mail to each member of the county board. If the request is delivered to the county
113 | clerk less than seventy-two (72) hours before the time of such meeting, the
114 | county clerk, in addition to the mailing hereinbefore referred to, shall telephone
115 | each supervisor; if any supervisor is not contacted by telephone, the county clerk
116 | shall furnish to the sheriff of the county a copy of such notice of time and place of
117 | meeting for delivery to unnoticed members of the county board. The sheriff shall
118 | thereafter furnish to the county clerk an affidavit of delivery of such notice. The
119 | inability of the sheriff to deliver such notice to a supervisor shall not be deemed a
120 | defect to the notice requirement under this subsection. Any special meeting may
121 | be adjourned from time to time by a vote of a majority of all members of the
122 | county board.

123 |
124 | **1.02. Meeting organization.**

125 |
126 | (a) *Election of officers at first meeting.* The first meeting of the county board,
127 | after the election of supervisors ~~(being the meeting at which shall be for the~~
128 | purpose of organizing the county board is and organized) is and is a special
129 | meeting to be called as such. The county board, at such meeting, shall be called
130 | to order by ~~the chairperson of the county board for the preceding term, if still a~~
131 | supervisor; and in his/her absence or disability, by the first vice chairperson of the
132 | county board for the preceding term, if still a supervisor; and in his/her absence
133 | or disability, by the second vice chairperson of the county board for the preceding
134 | term if there be such, if still a supervisor, and in the absence or disability of such
135 | chairperson and vice chairpersons, by the county clerk. If a majority of the
136 | supervisors, duly elected and qualified, answer to their names as called, they
137 | shall proceed to elect one of their number as chairperson, one of their number as

138 first vice-chairperson and may further, in their discretion, elect one of their
139 number as second vice-chairperson. Upon election of a chairperson, the
140 chairperson shall immediately preside over the remainder of the meeting.

141
142 (~~amb~~) *Election of officers other than at first meeting.* The officers specified in
143 subsection (a) of this Rule serve at the pleasure of the county board. The
144 chairperson or a vice-chairperson may be removed from his or her office at any
145 time, ~~for cause,~~ by the election of a successor. The election of a successor to an
146 incumbent county board officer shall require a ~~three-fifths~~two-thirds vote of the
147 members elect. The county board may elect a successor at any regular meeting
148 of the county board or at a special meeting held in conformity with these rules.
149

150 i) *Petition for election of officer(s).* Election of a chairperson and/or
151 vice-chairperson during the tenure of an incumbent chair and/or vice-chair
152 at a time other than the organizational meeting under subsection (a) shall
153 be initiated by a petition subscribed by a ~~three-fifths~~two-thirds majority of
154 the members-elect of the county board and submitted to the county clerk,
155 stating that the subscribing supervisors request that an election be held for
156 the office of county board chairperson and/or county board vice-
157 chairperson. The county clerk shall provide a copy of a petition for
158 election of county board chairperson and/or vice-chairperson submitted
159 under this subsection to all members of the county board. The election
160 requested in the petition shall be placed on the agenda of the next
161 regularly scheduled county board meeting following the date the motion is
162 filed, provided that the motion is filed not less than 14 days before the date
163 of that meeting. The order of business specified in Rule 1.0203(c)
164 notwithstanding, an election requested under this subsection shall be
165 taken up as the first item of business after the roll call under Rule
166 1.0203(b).
167

168 (ii) *Petition for election of officers at special meeting.* A special meeting
169 for election of officers shall be held only when requested by a ~~three-~~
170 ~~fifths~~two-thirds majority of the members of the county board, such request
171 to be in writing, addressed and delivered to the county clerk, who shall
172 note the time of such delivery to him/her on such request. A petition for
173 election of county board chairperson and/or vice-chairperson under this
174 subsection may include a request that a special meeting be scheduled and
175 noticed according to the scheduling and noticing provisions of Rule 1.01(c)
176 but not less than 14 days after the petition is filed for the purpose of
177 holding the election requested in the petition, in which case a special
178 meeting shall be convened and an election shall be held as requested in
179 the petition.
180

181 (iii) *Conduct of election.* With the exception of a requirement for a two-
182 thirds ~~three-fifths~~ majority vote, an election for county board chairperson
183 and/or vice-chairperson under this subsection shall proceed in the same

184 fashion as the election of such officer or officers at the organizational
185 meeting under subsection (a) of this Rule. The incumbent vice-chairman
186 chairperson shall preside over an election for the office of chairperson. If
187 a member of the county board other than the incumbent is elected to a
188 county board office in an election under this subsection, the incumbent is
189 thereupon removed from that office and the newly-elected member shall
190 assume that office immediately.

191
192 ~~(iv) — *Candidate statements.* A member of the county board who desires~~
193 ~~to be a candidate for county board chairperson or vice-chairperson at an~~
194 ~~election initiated by a petition under this subsection shall submit a~~
195 ~~statement of proposed policies and programs as required for that office~~
196 ~~under Policy R-103, Milwaukee County Administrative Manual (Cty. Bd.~~
197 ~~File No. 72-434). The statement shall be submitted to the county clerk not~~
198 ~~less than seven days before the regular or special meeting at which the~~
199 ~~election will be held, and the county clerk shall provide a copy of the~~
200 ~~statement to all members of the county board.~~

201
202 ~~(v) — *Content of petition.* A petition under this subsection shall not~~
203 ~~include, either in the petition proper or in any preliminary recitals, charges~~
204 ~~or insinuations or other matter which impugns the official integrity of the~~
205 ~~incumbent chairperson or vice-chairperson.~~

206
207 (b)c *Sergeant at arms; duties.*

208
209 (1) The chairperson of the county board shall designate for each
210 meeting a staff member(s) to serve as sergeant at arms. The designated
211 sergeant at arms shall attend meetings of the county board and, under
212 direction of the chairperson, preserve order and decorum. The
213 chairperson of the county board may request the sheriff to detail a deputy
214 sheriff to act as sergeant at arms when, in the discretion of the
215 chairperson, such action is deemed appropriate.

216
217 (2) It shall be the duty of the sergeant at arms to exclude from within
218 the bench of the county board room, during its sessions, all persons
219 except the county clerk, deputy-county clerk staff, county board staff,
220 corporation counsel, or designees of such persons, former members, and
221 reporters, photographers and camera operators for the public press, radio
222 and television, provided they observe general rules of decorum, unless
223 such persons are present for the purpose of receiving an award, for the
224 purpose of participating in the meeting, or receive permission to be on the
225 floor by the chairperson. However, none of those persons so designated
226 shall have the privilege of the floor or the hall area immediately behind the
227 county board room if registered as a lobbyist or directly or indirectly
228 engaged in defeating or promoting any legislation before the county
229 board. Sitting on the railing in the county board room or placing items on

230 | the railing is not permitted (except the placement of county board digests
231 | or other pertinent information by county board staff) during County Board
232 | meetings and any persons engaging in such conduct shall be asked to
233 | cease such action or be removed from the county board room by the
234 | sergeant at arms.

235 |
236 | ~~(c) — County board staff. No staff or position shall be assigned to serve the~~
237 | ~~county board or its supervisors unless said staff or position has been authorized~~
238 | ~~by an affirmative majority vote of the county board at a regular county board~~
239 | ~~meeting. Provisions of this rule shall apply regardless of funding source or~~
240 | ~~services contributed on a voluntary basis.~~

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243 | **1.03. Opening of meeting.**

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245 | (a) *Call to order.* ~~Promptly a~~At the hour of meeting, the chairperson of the
246 | county board, or in his/her absence the first vice-chairperson, or in his/her
247 | absence the second vice-chairperson, shall call the members to order and ~~and,~~
248 | ~~except for the first session of the annual meeting,~~ shall request all members
249 | present to rise for the pledge of allegiance and one moment of silent prayer and
250 | meditation. In case of the absence of the chairperson or vice-chairperson, the
251 | county board shall elect one of its members temporary county board chairperson.
252 | The ~~first session of the annual meeting~~ shall be opened with a ~~prayer~~ an
253 | invocation offered by a member of the clergy selected in rotation without
254 | discrimination as to race, gender, creed, or religious affiliation, ~~or color~~ who shall
255 | serve without compensation. Regular meetings may be opened with an
256 | invocation.

257 |
258 | (b) *Roll call.* The chairperson shall direct the calling of the roll. The county
259 | clerk, on recording the initial roll call at the opening of each county board
260 | meeting, shall mark those supervisors who are present "present," and
261 | those who are absent "absent," and those who are excused by the
262 | chairperson "excused," and shall, in the paragraph immediately following
263 | the said roll call, insert the names of those supervisors who have been
264 | marked absent who are present later in the meeting of the county board,
265 | and said county clerk shall further record the appearance of such
266 | supervisors marked absent at the point in the proceedings when they
267 | appear during meetings of the county board. If a majority of the members-
268 | elect answer to their names as called, the chairperson shall announce the
269 | presence of a quorum. If no quorum is present at any regular or special
270 | meeting of the county board, the chairperson may issue a warrant to the
271 | sheriff of the county, and compel the attendance of the members absent
272 | without having first been excused by the county board chairperson, and in
273 | such case, said session shall remain open until the sheriff shall make
274 | return on the warrant delivered to him/her. When such return has been
275 | made, it shall be recorded in the journal. If the sheriff's return shows that

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he/she is unable to find the absent members or that they are unable to attend through illness, the meeting shall stand adjourned.

(c) Order of Business. The order of business shall be as follows:

1. Roll call
2. Presentations by supervisors
3. Presentation of petitions and communications
4. Resolutions and ordinances referred to standing committees
5. Correction and approval of the Journal of Proceedings
6. Unfinished business
7. Reports of county officers
8. Resolutions and ordinances by and from standing committees
9. Resolutions and ordinances by and from select committees
10. Transit system claims
11. County board citations and certificates
12. Resolutions and ordinances presented under suspension of the rules
13. Announcements and remarks under special privilege
14. Adjournment

~~(c) Order of business. The order of business shall be as follows:~~

- ~~1. Correction and approval of the journal of proceedings.~~
- ~~2. Unfinished business.~~
- ~~3. Presentation of petitions and communications.~~
- ~~4. Resolutions and ordinances referred to standing committees.~~
- ~~5. Reports of county officers.~~
- ~~6. Resolutions and ordinances by and from standing committees.~~
- ~~7. Resolutions and ordinances by and from select committees.~~
- ~~8. Transit system claims.~~
- ~~9. County board citations and certificates.~~
- ~~10. Resolutions and ordinances presented under suspension of rules.~~

1.04. Voting.

321 (a) *Quorum.* A majority of the supervisors entitled to a seat in the county
322 board shall constitute a quorum for the transaction of business. All questions
323 shall be determined by a majority of the supervisors present, unless otherwise
324 provided by statutes or this chapter.

325
326 (b) ~~*Excuse-Abstain from voting.*~~ No member shall be ~~excused~~abstain from
327 voting on a question when put, except by ~~the affirmative vote of a majority of the~~
328 ~~members present, and all motions to excuse a member from voting shall be~~
329 ~~made before the calling of the ayes and noes on the question pending~~ specific
330 request notice of that supervisor. Any member wishing to be ~~excused~~abstain from
331 voting ~~may~~shall ~~may~~ make a brief verbal statement of the reason for ~~making such~~
332 ~~request~~abstaining, and the question upon such motion shall then be taken
333 without further debate. All members shall be in their seats when voting.
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335
336 (c) *Roll call votes obligatory; when.* When a roll call is ordered by the
337 chairperson, the county clerk shall call the roll in alphabetical order, with the
338 chairperson voting last, and give to the chairperson the final number of those
339 voting on each side. Debate shall be closed with the commencement of the roll
340 call and no motion shall be received until after the result of the voting is
341 announced by the chairperson. All members shall be in the board room when
342 voting. A roll call vote must be taken on:

- 343
344 1. Each committee report, and any proposed amendment(s) thereto;
345
346 2. Any action under suspension of rules;
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348 3. Any action to suspend the rules, unless unanimous consent be
349 granted;
350
351 4. ~~Any question at the request of any member, which request may be~~
352 ~~made after a voice vote but before the next question is stated or motion~~
353 ~~made;~~
354
355 5.4. Elections to offices and positions to be filled by the county board
356 unless otherwise provided by law.
357

358 (d) *Measures required to be adopted by affirmative vote of two-thirds or more*
359 *of members-elect of the board.* The following matters require the affirmative vote
360 of two-thirds or more of the members-elect of the county board as hereinafter
361 designated:
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- 363 (1) Any resolution or ordinance transferring funds from the contingency
364 appropriation, ~~two-thirds.~~
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366 (2) Receipt of revenue appropriation transfers.

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(3) Any resolution or ordinance creating new, permanent or temporary positions or increasing salaries or other employment benefits which is acted upon by the county board after the adoption of the budget applicable to the period in which the ordinance or budget would become effective, ~~two-thirds~~.

(4) Any resolution or ordinance which has been vetoed by the county executive.

(5) A motion to withdraw a matter from committee unless notice is given as provided in section 1.09(b)(4) of the Code.

(e) Temporary borrowing. Temporary borrowing under s. 67.12 Wis. Stats., requires a three-fourths vote of members-elect to be adopted.

(e) *Procedure on matters vetoed by county executive.* A resolution or ordinance which has been vetoed by the county executive and returned to the county board shall be read by the county clerk along with the county executive's message, after which it shall be presented by the chairperson as follows:

"Shall the foregoing ordinance (resolution) 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.' "

After the presentation of the above question by the chairperson, the following motions are in order for non-budgetary vetoes only:

(1) To lay ~~on the table~~ over;

~~(2) To postpone to a day certain;~~

(2) To refer to corporation counsel;

(3) To refer to a committee.

If the resolution or ordinance is referred to committee, it shall be taken up at the next meeting of the committee and reported to the board at its next meeting. Further, it shall not be subject to amendment or change and on its return to the county board shall again be presented by the chairperson in the manner set forth above.

(f) Changing votes during meetings. Members may change their votes from "aye" to "nay" or from "nay" to "aye" on any matter prior to the chairperson announcing the vote. Once the results of a vote are announced, any member

413 | wishing to change their vote, or to be recorded as voting, when such vote does
414 | not affect the outcome, shall ask consent of the body. If any member objects to
415 | the request, the request shall be voted on and shall be approved if supported by
416 | a majority of members voting.

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418 | **1.05. Speaking at meetings.**
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420 | (a) *Recognition before speaking.* When any member is about to speak in
421 | debate or present any document to the county board, he/she shall rise in his/her
422 | place and respectfully address the chairperson. Upon being recognized, such
423 | member shall not be interrupted except by a call to order. If called to order by the
424 | chairperson, he/she shall take his/her seat and shall not proceed without leave of
425 | the chairperson, unless granted leave by appeal from the decision of the
426 | chairperson, sustained by the county board. When more than one member
427 | desires to speak in debate or make any motion, the first member to rise shall be
428 | recognized by the chairperson. If a member is called to order at any time and
429 | refuses to take his/her seat after a request by the chairperson, or after being
430 | seated, engages in offensive or disruptive conduct, any other ~~member~~
431 | ~~may~~ member may move to have him/her ejected from the county board room until
432 | such time as he/she complies with the rules of the county board and if such
433 | motion be adopted, he/she shall be removed by the sergeant at arms. The
434 | motion to eject shall be decided without debate.
435 |

436 | (b) *Limitations of speech.* No member shall speak a second time on a
437 | question during any meeting until any other member who desires to speak on the
438 | question shall have been heard. No member shall speak more than twice on a
439 | question during any meeting without first obtaining ~~leave permission from~~ of a
440 | majority of the members present. Merely asking or answering a question shall not
441 | be counted as speaking in debate. When speaking, each member shall confine
442 | himself/herself to the merits of the question under consideration, maintain a
443 | courteous tone, avoid personalities, refer to officers by title only, refrain from
444 | attacking or questioning the motives of any other member and avoid the mention
445 | of other members' names in a demeaning or derogatory manner.
446 |

447 | **1.06. Departure from meeting.**
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449 | No member present at any meeting of the county board shall withdraw from the county
450 | board room without permission from the chairperson. No member, staff person or other
451 | individual allowed on the floor shall walk between the chairperson and a member who
452 | has the floor.
453 |

454 | **1.07. Motions in general.**
455 |

456 | (a) *Presentation and form of motions.*
457 |

458 (1) Every motion shall be stated by the chairperson and at the request
459 of any member shall be reduced to writing by the county clerk and
460 shall then be read before any action is taken thereon.

461 ~~(4)~~(2) Motions made during county board meetings or committee
462 meetings do not require a second.

463
464 (b) *Precedence of motions.* When a question is under debate, no motion
465 shall be received except a motion:

- 466 1. To adjourn.
- 467 2. To reconsider.
- 468 3. To refer to standing committee.
- 469 4. To lay over for one meeting.
- 470 5. To refer to the corporation counsel for a legal opinion.
- 471 6. To lay on the table.
- 472 7. For the previous question.
- 473 8. To postpone to a certain day.
- 474 9. To refer to a select committee.
- 475 10. To amend.
- 476 11. To postpone indefinitely, to place on file or to reject.

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489 These several motions shall have precedence in the order in which they stand arranged
490 in this subsection.

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492 **1.08. Specific motions.**

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494 (a) *Reconsideration.* When a question has once been decided, either in the
495 affirmative or the negative, it shall be in order for any member who voted with the
496 prevailing side (or where the county board is evenly divided, for any member) to
497 give notice that he/she will move a reconsideration at the next succeeding
498 meeting, or to move a reconsideration on the same day. If an eligible member
499 has given notice that he/she will move reconsideration at the next succeeding
500 meeting, it shall not be in order for any other eligible member thereafter, and at
501 the same meeting, to move immediate reconsideration unless the rules are
502 suspended. When a majority of the members then present vote in favor of the
503 motion for reconsideration, the subject shall again be before the county board for

504 | further action ~~and the question shall be put in the same form as it was in just prior~~
505 | ~~to the vote, which was reconsidered.~~ Once a matter has been reconsidered and
506 | acted upon by the county board, the matter shall not be reconsidered unless the
507 | rules are suspended. The motion to reconsider shall take precedence over all
508 | other motions, except a motion to adjourn. A motion to reconsider, after being put
509 | and lost, shall not be renewed. A motion to suspend the rules on a particular
510 | question, if adopted, shall not be reconsidered. If an eligible member has given
511 | notice that at the next succeeding meeting he/she will move reconsideration of a
512 | question resulting in the adoption of an ordinance or resolution, such ordinance
513 | or resolution shall be retained by the county clerk until the next succeeding
514 | meeting of the county board and shall be noticed on the next county board
515 | digest. It shall not be in order for any member to serve notice of a motion to
516 | reconsider the vote on any question involving an amendment ~~to~~ or adoption of
517 | the budget or the adoption of a tax levy. Action on resolutions or ordinances
518 | vetoed by the county executive are not subject to a motion for reconsideration.
519 |

520 | (b) *Rescission.* Any member of the county board may move to rescind any
521 | action taken by the county board in the adoption of any resolution or vote of
522 | election to an office within the choice of the county board except in the following
523 | cases:
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525 | (a~~1~~) After something has been done as a result of that vote that the
526 | county board cannot undo; or
527 |

528 | (b~~2~~) Where it is in the nature of a contract and the other party is
529 | informed of the fact; or
530 |

531 | (c~~3~~) Where a resignation has been acted upon, or one has been elected
532 | to office, and was present at the time of voting or has been officially
533 | notified.
534 |

535 | A motion to rescind may be adopted by a majority of the members present and voting of
536 | the county board. A motion or resolution to rescind has no privilege but stands on a
537 | footing as a new resolution. A motion to amend a resolution previously adopted shall
538 | likewise be governed by this subsection.
539 |

540 | (c) *Suspension of rules.* Except as hereinafter provided in this subsection,
541 | the rules of the county board may be suspended by unanimous consent of the
542 | members present or, if there is objection to the suspension of the rules, by the
543 | affirmative vote of two-thirds of the members present. Sections 1.14(b) and 1.15
544 | of the Code shall not be suspended except by unanimous consent of the
545 | members present. Citations and certificates of congratulations, commendation or
546 | condolence shall not require suspension of rules provided the provisions set forth
547 | in section 1.09(g)(2) of the Code are complied with.
548 |

549 (d) *Division of question.* When a motion, resolution or ordinance relating to a
550 single subject contains several parts, each of which is capable of standing as a
551 complete proposition if the other parts are removed, such parts ~~can~~may be
552 separated for consideration by the county board, as if they were distinct
553 questions, by adoption of a motion for division of a question. ~~If independent~~
554 ~~resolutions or ordinances dealing with different subjects are offered in one (1)~~
555 ~~motion, one (1) or more of the several resolutions or ordinances must receive~~
556 ~~separate consideration and vote at the request of any member, without a motion~~
557 ~~for division of a question. A motion to strike out and insert is indivisible. Loss of a~~
558 ~~motion to strike out and insert shall not preclude a motion to amend, to strike out~~
559 ~~or to insert.~~

560
561 (e) *Amendments to amendments; precedence.* A second motion to amend,
562 made while a first motion to amend an original proposition is pending (i.e., a
563 motion to amend a pending amendment to an original motion, resolution or
564 ordinance), shall preclude all other amendments until such second motion to
565 amend is decided. Every amendment proposed to a written notice, resolution or
566 ordinance shall be in writing, shall be given a number according to its
567 precedence, shall bear the name of the ~~supervisor~~member introducing the same,
568 and once introduced shall be in some manner acted on by the county board or
569 committee thereof. ~~During a meeting of the county board, a supervisor may~~
570 ~~request the county clerk to take an amendment by oral dictation, and the county~~
571 ~~clerk shall forthwith reduce such amendment to written form. If a motion to amend~~
572 ~~an original proposition or a pending amendment to an original motion, resolution~~
573 ~~or ordinance fails of adoption, such motion shall not be renewed at the meeting at~~
574 ~~which it fails of adoption.~~

575
576 (f) ~~*Appeals from decision*~~*Appeal decision of the chairperson.* A motion to
577 appeal ~~from a decision of the chairperson~~ shall take precedence over all other
578 business or motions, except the motion to adjourn, and shall be decided forthwith
579 by a majority vote of the members present and voting.

580
581 (g) *Motion to reject or place on file.* A motion to reject or place on file shall be
582 treated as a motion to postpone indefinitely and shall be applicable to main
583 questions only. A negative vote on such motions cannot be reconsidered and
584 cannot be renewed as to the same main question at the same meeting.

585
586 **1.09. Resolutions and ordinances.**

587
588 (a) *Presentation and form.* Every resolution or ordinance presented to the
589 county board shall be in writing, and shall have a title expressing the general
590 subject of the resolution or ordinance ~~and, prior to being considered by the~~
591 ~~county board.~~ Every ordinance presented to the county board, shall be approved
592 as to legal form by the corporation counsel prior to being considered by the
593 county board. Resolutions which direct that an action be taken shall specify by
594 name and/or title the official(s) responsible for taking such action.

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(b) ~~(b)~~ — *Reference to committees and withdrawal from committees.*

(1) All resolutions and ordinances other than those embodied in a committee report, as defined in section 1.14(b) of the Code, shall be submitted to the county board chairperson, with a copy to the county board chief committee clerk. The chairperson shall, within five (5) days of receipt of the document, refer the resolution or ordinance to the appropriate standing committee(s) for a report. The date upon which the chairperson refers the resolution or ordinance shall be deemed as the official referral date to the committee(s). Said action by the chairperson shall be deemed as authorization to the appropriate standing committee chairperson(s) to schedule the resolution or ordinance for review. If the cChairperson does not refer the resolution or ordinance to the appropriate standing committee within five days after receipt, that communication, report or request shall automatically be placed on the agenda of the cCounty bBoard at the next meeting for referral to the appropriate standing committee.

(2) Each member of the county board shall receive a copy of a resolution or ordinance submitted to the county board for adoption under suspension of the rules ~~unless there be unanimous consent to suspend this requirement.~~ If suspension of rules is granted, the question on the passage of the resolution or ordinance shall be put by the chairperson as a matter of course without awaiting a motion from the floor.

(3) Resolutions or ordinances referred to committees shall be reported at a succeeding meeting with a recommendation for adoption, or amendment and adoption, or indefinite postponement, or to place on file, or to reject.

(4) Any member of the county board may give notice that he/she will move to withdraw a matter from committee at the next succeeding meeting of the county board and such motion, when made, may be adopted by a majority vote of the members-elect. If notice is not served, a matter may be withdrawn from committee by a two-thirds vote of the members-elect.

(5) Except for those resolutions and ordinances which are introduced subsequent to January 1 of an election year, all resolutions and ordinances 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 resolutions and ordinances to be placed on file in this manner shall be distributed to all county board supervisors by the county board chief committee clerk in January of the final year of the term.

640 (c) *Form of amendatory ordinances.* Proposed amendments to the Code
641 shall be presented in writing. Any such proposed ordinance shall be presented by
642 one (1) of the following methods:
643

644 (1) The section, subsection or paragraph to be amended shall be
645 printed in full, in which case the matter to be deleted shall, ~~when~~
646 ~~typewritten~~, be shown with a line drawn through the same. Matter to be
647 inserted or added shall, ~~when typewritten~~, be underscored and shall, when
648 printed in the proceedings, appear in bold type; when such ordinances are
649 officially published, the subject matter which was added shall be printed in
650 bold type.

651
652 ~~(2) — Where practicable, the method provided in subsection (c)(1) need~~
653 ~~not be used and the amendment may be accomplished by use of directory~~
654 ~~language specifying the proposed change and the exact location thereof in~~
655 ~~the text of the section, subsection or paragraph to be amended.~~
656

657 ~~(3) —~~ Where the method involved in subsection (c)(1) ~~or (c)(2)~~ would be
658 too involved, the section may be repealed and recreated.
659

660 (d) *Repealer ordinances or resolutions.* All ordinances or resolutions, or
661 sections, subsections or paragraphs thereof, which are intended to be
662 superseded or repealed, shall be, so far as practicable, specifically referred to
663 and expressly repealed.
664

665 (e) *Limitation of reintroduction of measures.* Whenever any resolution or
666 ordinance shall have been introduced for the consideration of the county board,
667 and failed of adoption, or whenever any resolution or ordinance shall have been
668 placed on file, such resolution or ordinance (unless substantially changed) shall
669 not be reintroduced again until a lapse of at least ninety (90) days from the date
670 of its indefinite postponement, failure of adoption or having been placed on file.
671

672 (f) *Withdrawal of matters in possession of the county board.* Any member
673 (but not a committee) introducing a resolution or ordinance may withdraw it or
674 may modify it in writing without consent of the chairperson at any time prior to any
675 action thereon or reference to a committee. Such member may not withdraw or
676 modify an ordinance or resolution introduced by him/her if any action thereon, or
677 reference to a committee, has occurred.
678

679 (g) *Citations.*
680

681 (1) ~~A supervisor may move that a county board citation be issued to a~~
682 ~~particular person, or on a particular occasion, specified in the motion.~~ A
683 supervisor may sponsor a citation on behalf of the county board to a
684 particular person, group, or organization or to commemorate a particular
685 event or occasion as specified in the citation.

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(2) Prior to presenting a motion, the supervisor will secure a request for citation form. Such form is to be completed with the necessary facts, signed and delivered to the county board chairperson's office no later than the day of a county board meeting or prior to making the motion. The chairperson shall have prepared a list with captions and sponsor(s) name(s) of all citations submitted to him/her for action on the day of a county board meeting. The list shall be distributed to all county board members prior to the presentation of citations. Any supervisor wishing to be added as a sponsor shall notify the county clerk prior to the end of the county board meeting. The chairperson shall not read the list for individual citations unless a request is made by a supervisor. If a request for a citation is not submitted in time for action on the day of the county board meeting but the citation is needed prior to the next scheduled meeting of the county board, the citation shall be processed and formal adoption of the citation shall take place at the next meeting of the county board. Citations may be used in place of resolutions for commendations, congratulations, and condolences of persons, groups, or organizations or to give recognition to unusual and important events or occasions, except that the use of citations may not be abused. The chairperson of the board may more specifically interpret this subsection.

(3) All citations of congratulations, commendation or condolence shall be approved by a voice vote unless a supervisor requests a roll call vote. If the motion carries, the county board chairperson will transmit the request for citation to his/her staff for preparation and distribution. Citations recognizing an event or person having countywide significance shall be signed by the chairman of the county board and may also be signed by the supervisor requesting the citation. Citations recognizing an event or organization in a particular supervisory district or a particular constituent in a supervisory district shall be signed by the supervisor representing that district. If desired by the issuing supervisor, a citation on behalf of the board may be coauthored by one or more other supervisors.

(4) Citations may be used in place of resolutions for commendations, congratulations and condolences of present or past county board members and public officials, or to give recognition to an important event. A supervisor sponsoring a citation shall secure a request for citation form from the county board chairperson's office. Such form shall be completed with the necessary facts, signed and delivered to the chairperson's office.

(5) ~~One~~ (1) copy of each citation shall be furnished by the county board chairperson's staff to the county clerk and such citation shall be entered in the journal of proceedings under the name of the person or event named in the citation, but shall not be printed in full in the proceedings. The names of persons or events included in citations which have been

732 | processed prior to formal adoption by the county board shall also be
733 | entered in the journal of proceedings for the county board meeting at
734 | which the citation is formally adopted by the county board in accordance
735 | with subsection (g)(2). The Chairperson shall have prepared a list of
736 | citations, with sponsor(s) names, for action at the next meeting of the
737 | board.

738 |
739 | (6) Citations may not be used for procedural matters nor in place of
740 | resolutions memorializing congress, but only when appropriate to express
741 | the feelings of the county board with reference to a person, organization,
742 | or of an event. Citations may not be used for procedural matters or in place
743 | of resolutions memorializing congress, but only when appropriate to
744 | express the feelings of the county board with reference to a person or
745 | event.

746 | 747 | **1.10. Fiscal notes.**

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749 | (1) No resolution, or ordinance or communication from any county officer,
750 | board or commission shall be considered by the county board, or by any
751 | committee thereof to which it has been referred, unless it shall have attached as
752 | a note a reliable estimate of the fiscal effect or absence of the same. The fiscal
753 | note shall be prepared on a form approved by the committee on finance
754 | and audit and supplied by the department of administration
755 | administrative services. With respect to any collective bargaining agreement, any amendment to
756 | chapter 17 of the general ordinances affecting wages or benefits, or any other
757 | action affecting the wages or benefits of county employees, the fiscal note shall
758 | include as much information as is practicable under the circumstances about the
759 | fiscal impact upon each department affected by the action. In addition, at
760 | minimum, the fiscal note shall set forth details of the projected annual countywide
761 | fiscal impact projected for each year of the collective bargaining agreement or, in
762 | the case of any other action affecting the wages or benefits of county employees,
763 | shall contain information regarding the projected fiscal impact at least five (5)
764 | years into the future. When necessary, affected agencies shall may assist the
765 | author in the preparation of the fiscal note. If a member objects to the content of
766 | a fiscal note attached to a resolution or ordinance under consideration by the
767 | county board, such resolution or ordinance shall, upon the affirmative vote of a
768 | majority of the members present and voting, be referred to the county board staff
769 | for a review and report to the county board at its next meeting.

770 |
771 | (2) The requirement of this section shall apply to original measures or
772 | submissions, substitute amendments and minority reports only, and not to
773 | substitute amendments, amendments or minority reports, provided that with the
774 | affirmative vote of a majority of the members present and voting, action on any
775 | substitute amendment, amendment or minority report, together with the original
776 | measure or committee report, may be laid over pending the attachment of a fiscal
777 | note. Such fiscal note shall be attached to each substitute amendment,

778 | amendment or minority report and presented to the county board at its next
779 | meeting.

780

781 | **1.11. Standing committees.**

782

783 | (a) As soon as practical, after his/her election, the following standing
784 | committees shall be appointed by the chairperson of the county board. Each
785 | committee shall consist of seven (7) members except as herein otherwise
786 | specifically designated.

787

788 | 1. Committee on personnel.

789

790 | 2. Committee on financial and audit.

791

792 | 3. Committee on health and human needs.

793

794 | 4. Committee on judiciary, safety and general services.

795

796 | 5. Committee on parks, energy and environment.

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798 | 6. Committee on transportation, public works and transit.

799

800 | 7. Committee on economic and community development.

801

802 | 8. Committee on intergovernmental relations. ~~(Seven (7) members,~~
803 | ~~consisting of the chairperson of the county board, the first vice-chair, the~~
804 | ~~second vice-chair and four (4) standing committee chairs. (Seven (7)~~
805 | ~~members, consisting of the chairperson of the county board, the first vice-~~
806 | ~~chair, the second vice-chair, two (2) standing committee chairs that are not~~
807 | ~~also serving as first or second vice-chair, and two additional members.)~~

808

809 | 9. Committee of the whole. ~~(Twenty-five (25)Eighteen (18) members,~~
810 | ~~chairperson being the chairperson of the county board and vice-~~
811 | ~~chairperson being the first vice-chairperson of the county board.)~~

812

813 | (b) The chairperson of the board shall make written announcements of his/her
814 | appointments to said committees and shall designate a chairperson and vice
815 | chairperson of each of said committees. The order of members' names in the
816 | chairperson's written announcement of appointment shall denote seniority ~~on~~
817 | ~~each of such committees~~on the county board. In case of a vacancy in any
818 | committee, the same shall be filled by written appointment by the chairperson of
819 | the board, ~~and such appointee shall become the junior member of the committee.~~
820 | The chairperson of the board may, at his/her discretion, change the composition
821 | of said committees including the designation of the chairperson and vice
822 | chairperson. In the event of a vacancy in the office of the county board
823 | chairperson and a successor is elected, such successor may, ~~within thirty (30)~~

824 | ~~days~~ after his/her election and in the manner hereinabove provided, make any
825 | changes in committee appointments.

826 |

827 | (c) The duties of such committees shall be to have charge of the several
828 | matters hereinafter designated but such enumeration shall not be exclusive:

829 |

830 | (1) *Committee on personnel.* All matters affecting reclassification and
831 | compensation, hours, benefits and conditions of employment of county
832 | offices and ~~employee~~employee personnel, and the classification and pay of
833 | additional positions; departmental policy of the civil service commission;
834 | administration of employees' award program. (The chairperson of the
835 | committee on personnel may appoint an advisory committee consisting of
836 | the county executive or designee, the corporation counsel or designee, the
837 | director of the ~~department of administration~~department of administrative
838 | services or designee, the director of the ~~department of human resources~~ or
839 | designee, and a member of the committee to assist in the administration of
840 | the employees' award program.) Departmental policy of department of
841 | labor relations and human resources and divisions of labor relations and
842 | employee benefits of department of administrative services.

843 |

844 | (2) *Committee on finance and audit.*

845 |

846 | 1. Departmental policy of: the general office of the county
847 | executive, general office of the county board, department of audit,
848 | ~~department of administration~~department of administrative services
849 | (divisions of administration & fiscal affairs, information
850 | management services, procurement, and risk management), and
851 | county treasurer.

852 |

853 | 2. County budget matters.

854 |

855 | 3. Issuance of debt.

856 |

857 | ~~3-4.~~ Taxation matters.

858 |

859 | ~~4. Serve as equalization committee required by s. 73.05(4),~~
860 | ~~Wis. Stats.~~

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862 | 5. Insurance matters.

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864 | 6. Need for additional positions.

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866 | 7. Policy matters having a fiscal effect outside the current
867 | budget.

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7.8. Review the reports of the audit department to ensure that departments implement the many program improvements and cost saving recommendations so that the county board can provide the best service at the lowest possible cost to the taxpayer. (The chairperson of the committee on finance and audit may appoint a special audit implementing subcommittee to spearhead the implementation of audit department report recommendations.)

8.9. Other financial matters of concern to the county.

(3) *Committee on health and human needs.*

1. Departmental policy of the department of health and human services (DHS), including the divisions of behavioral health, housing, economic support, delinquency & court services, disabilities services, management services, county health programs and director's office administration, mental health complex, the DHS--adult services division, department of aging, division of county supported health programs including the emergency medical services (paramedic program), International Health Training Center.

~~2. All matters pertaining to the county's primary health care program.~~

~~3. All programmatic policy matters related to the General Assistant--Medical Program (GA-MP).~~

2.4. All policy matters related to the office on for persons with disabilities in the department of administrative services. and

3. All matters pertaining to the department of on aging.

4. All matters pertaining to the department of family care.

3.5. All matters pertaining to the county executive's veterans service office.

(4) *Committee on judiciary, safety and general services.*

1. Departmental policy of: county funded state court services, family court commissioner, jury commission, register in probate, election commission, county clerk, register of deeds, sheriff, medical examiner, legal resource center, district attorney, ~~house of correction,~~ department of child support enforcement services, and corporation counsel, ~~emergency government.~~

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2. (a) Actions against the county. The Committee, subject to full Board approval, shall ~~Review and approve~~ all matters pertaining to suits or claims ~~by or against the county, including, but not limited to, those for personal injuries and property damage.~~ The committee has the authority to approve the payment of claims against the county in an amount not to exceed \$10,000 and to recommend to the board approval or denial of claims and settlements in excess of that amount.

(b) Actions initiated by the county. The Committee, subject to full Board approval, shall approve the initiation of all suits or claims by the county against other persons or entities where the amount claimed exceeds \$10,000.00 or where the rights sought to be declared have a potential fiscal effect on the county in excess of \$10,000.00, except when the County Executive approves the initiation of an action on an emergency basis to preserve property, to protect the life, health or welfare of persons, or to obtain an injunction on the grounds set forth in Chapter 813, Wis. Stats. In the event the County Executive authorizes Corporation Counsel to file an action under this exception, Corporation Counsel shall provide a report to the Committee members and the County Board Chair immediately upon receiving the County Executive's authorization of such action.

(c) Corporation counsel is delegated authority to approve the payment of claims against the county where the payment is no more than \$500, pursuant to §59.52(12)(b) of the statutes. Corporation Counsel is authorized to initiate claims or suits by the county against other persons or entities where the amount claimed is \$10,000.00 or less.

(d)The committee shall be afforded confidential access to privileged attorney-client communication and to attorney work product in any matter where Milwaukee County or a Milwaukee County officer or employee is named as a part in an action or proceeding arising from the commission of official duties.

~~3. Claims for workers compensation.~~

~~4. Personal injuries.~~

~~5. Property damage.~~

~~63.~~ Applications for licenses requiring action by the county board.

~~74.~~ Purchase of surety bonds.

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85. Action required by state statute.

(5) *Committee on parks, energy and environment.*

1. Departmental policy of department of parks, recreation and culture, ~~stadium~~, zoological gardens, public museum, cultural activities (including funds for the arts), university extension service and the environmental ~~division~~ section of the department of ~~transportation and public works~~ administrative services.

2. County parks and parkways.

3. Matters pertaining to war memorial board of trustees.

4. All functions to be performed by a committee on extension education under the provisions of s. 59.9756, Wis. Stats.

5. All matters pertaining to protection of environment including, but not limited to, water pollution, noise pollution, insecticide control, lakeshore erosion, community beautification activities, land utilization, street tree replacement studies and other environmental control oriented programs over which the county has authority to exercise control or in relation to which the county has an interest requiring the expression of policy. The term "environment" also encompasses the concept of home environment as well as natural environment.

6. All matters relating to the conservation of all uses of energy, including, but not limited to, oil, coal, wind, nuclear and solar energy by all county programs and departments; the study, review and recommendation of plans and solutions relating to energy conservation in the county which may be submitted by citizens or county employes; and the review of energy-related matters being considered by the public service commission which will have a substantial effect on the county. The term "energy" also encompasses residential energy as well as industrial and commercial energy.

7. All matters relating to the conservation of air, water, energy and all other resources, ~~which are being consumed in such wasteful manner that the supplies will be exhausted or so diminished that future generations will suffer hardship.~~

8. All matters pertaining to consumer education and protection, particularly in the area of public service providers.

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9. This committee shall exercise the powers and duties of county land conservation committees required by ch. 92, Wis. Stats., and the county board shall appoint the chairperson of the county agricultural stabilization and conservation committee created under 16 USC 590h(b), or a member of such committee designated by him/her, to the land conservation committee of the county.

(6) *Committee on transportation, public works and transit.*

1. Departmental policy of: Department of Transportation airport, ~~DPW professional transportation services, highway, maintenance division, fleet management, maintenance division,~~ county transit/paratransit system, administration; and Department of Administrative Services and facilities management division, including architectural, engineering & environmental services and sustainability section ~~institutions administration and facilities management, paratransit services.~~

2. All policy matters pertaining to the construction, maintenance, control and operation of county airports.

3. All policy matters pertaining to the construction and maintenance of highways and bridges, the vacation or opening of public streets, alleys, highways or roads, for which the county has jurisdiction.

4. All powers and duties authorized to be performed by the highway committee except those duties which are authorized to be performed by the highway commissioner as prescribed in state statutes.

5. All policy matters under its jurisdiction pertaining to railroads and public utilities in the county.

6. All policy matters relating to erection, major alterations and repair of public buildings and structures.

7. All mass transit policy matters pertaining to the establishment of fares and other charges, standard of service, route locations, capital improvements, and service improvements.

~~8. Approves all county grounds land leases.~~

98. Approves all facility and land leases that are not referred to other standing committees.

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9 All transportation matters pertaining to disadvantaged business enterprises.

(7) *Committee on economic and community development.*

1. All matters pertaining to economic development and the disposition of excess or surplus county lands, including but not limited to sale or lease of property and financing terms.

2. All matters pertaining to the Research Park and Airport Business Park.

3. The study and recommendations of all plans, projects and programs for fostering community development throughout the county, including the urban county development block grant program and the survey of available improved and unimproved housing sites and funds for county housing purposes.

4. Overview the administration of all federal, state and local housing programs at the county level.

5. The study, review and recommendation of plans and solutions of housing persons displaced from their dwellings by governmental actions of the county or the municipalities which compose it, and the coordination and implementation of relocation plans and procedures with federal, state and local agencies and units of government within the county.

6. Veteran's housing.

7. All policy matters pertaining to disadvantaged business enterprises.

(8) *Committee on intergovernmental relations.* Proposed federal, state or municipal legislation affecting the county government. The committee shall consider such proposed legislation and make its recommendation thereon to the county board. Such recommendations until altered by the county board, shall guide the legislative representative of the county board in his/her work before legislative bodies. The committee may appear before the congress, the legislature and the government bodies of other municipalities, as may be necessary on pending legislation to support policies advocated by the county board.

1097 | (9) *Committee of the whole*. Subject to the call of the county board
1098 chairperson to review matters and files to be acted upon by the county
1099 board.

1100
1101 **1.12. Select committees.**

1102
1103 Select committees shall be constituted with membership as determined by
1104 | ordinance, resolution or the chairperson of the county board.

1105
1106 If the resolution or ordinance creating the committee does not designate the
1107 member who is to act as chairperson of the committee, a chairperson shall be elected
1108 by the members of the committee.

1109
1110 **1.13. Committee meetings.**

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1112 (a) *Regular committee meetings.*

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1114 (1) Except when otherwise determined by the respective chairperson,
1115 regular meetings of standing committees shall be held on the days
1116 | hereinafter specified. If the meeting day falls on an election day for a
1117 | county-wide election or special election of county board supervisor or
1118 Election Day for President, the chairperson of the committee shall
1119 reschedule the meeting to a day other than the election day. The meeting
1120 shall be called to order promptly on the days and at the hour hereinafter
1121 specified, or such time as is designated in the notice of meeting by the
1122 chairperson of the committee (or in his/her absence, the ranking member
1123 thereof). Meeting days of standing committees shall be as follows:

1124
1125 (a) Transportation, public works and transit--third Wednesday
1126 before county board meeting--9:00 a.m.

1127
1128 (b) Judiciary, safety and general services--second Thursday
1129 before county board meeting--9:00 a.m.

1130
1131 (c) Economic and community development--second Monday
1132 before county board meeting--9:00 a.m.

1133
1134 (d) Parks, energy and environment--second Tuesday before
1135 county board meeting--9:00 a.m.

1136
1137 (e) Health and human needs--second Wednesday before county
1138 board meeting--9:00 a.m.

1139
1140 (f) Finance and audit--first Thursday before county board
1141 meeting--9:00 a.m.

1142

1143 (g) Personnel--first Friday before county board meeting--9:00
1144 a.m.

1145
1146 (h) Intergovernmental relations--~~on~~ at call of chairperson.

1147
1148 (i) Committee of the Whole--~~on~~ at call of chairperson.

1149
1150 (b) *Special committee meetings.* Special meetings of the standing
1151 committees may be called by the chairperson of the committee, and must be
1152 called upon written request to the chairperson by a majority of the members of
1153 such committee. At least twenty-four (24) hours prior notice of such special
1154 meeting shall be given by the committee clerk to each member of such
1155 committee, unless for good cause such notice is ~~impossible~~ impracticable, in
1156 which case shorter notice may be given, but not less than two (2) hours in
1157 advance of the meeting. An announcement by the chairperson of the board while
1158 the board is in session, of the time, place and subject matter of a special meeting
1159 of a committee to be held during a recess, shall be sufficient notice to the
1160 members of the committee.

1161
1162 (c) *Committee general procedure.* All meetings of a committee shall be
1163 conducted in accordance with the provisions of ss. 19.81--19.98, Wis. Stats. The
1164 attendance of a majority of the members thereof shall be requisite for the
1165 transaction of business of a committee. Without a majority in attendance, a
1166 committee may consider informational items only. Committee agenda are to be
1167 prepared so that members of the county board and other interested parties will
1168 receive the agenda by United States, electronic or interoffice mail at least ~~the~~
1169 day 24 hours before the scheduled committee meeting. All matters to be placed
1170 on the agenda must be received prior to the agenda deadline as established by
1171 the respective committee chairperson(s). Committee chairperson(s) must
1172 schedule a properly referred item within a maximum of two regular county board
1173 committee cycles. Once scheduled and publicly noticed, an item may only be
1174 withdrawn according to the provisions of 1.13(d)(8). If the item is withdrawn by
1175 sole action of the committee chair pursuant to 1.13(d)(8), the item must be placed
1176 on the committee agenda for the next regularly scheduled meeting and may not
1177 be withdrawn again.-

1178
1179 The committee clerk shall enter in appropriate files kept for that purpose, a
1180 complete record of all such committee meetings, including ~~the attendance, thereat,~~
1181 appearances for and against pending matters, and minutes of the proceedings,
1182 including all motions made and by whom, how each member voted upon each matter
1183 considered, together with the final action by the committee thereon. All actions taken by
1184 the committee shall be by roll call vote. No action shall be taken on any proposed
1185 ordinance unless it be in written form before the committee.

1186

1187 Except as herein provided and so far as applicable, the rules of procedure of the
1188 county board shall apply to committee meetings. Minority rules shall not apply to
1189 committee meetings.

1190
1191 After the conclusion of the committee meeting, the committee clerk shall prepare
1192 a separate, written report of the action of the committee upon those matters considered
1193 by it which require county board approval, for submission to the county board for action
1194 of that body. Such report shall be made up in such manner that the county board may
1195 take action upon it as a whole, or may set aside any portion of it for separate action.
1196 Any member of any committee may make a minority report of said committee on any
1197 recommendation to the board contained in the committee report. Such minority report
1198 must be presented when the matter is considered at the meeting of the county board.
1199

1200 Except as provided in the preceding sentence, it is the duty of the committee to
1201 make a report to the county board on matters referred to such committee with some
1202 definite recommendation for disposition of such matters.
1203

1204 When members of a committee or joint committee present at any meeting
1205 thereof, are, by recorded vote, evenly divided as to the disposition to be made of any
1206 subject matter referred to and pending before such committee or joint committee, such
1207 subject matter shall be returned to the next meeting of the county board without
1208 recommendation and the committee or joint committee shall thereupon be deemed to
1209 be discharged from consideration thereof.
1210

1211 (d) Committee motions and voting procedure.

1212
1213 (1) If an item is on the agenda “for information only unless otherwise
1214 directed by the committee,” a motion to place on file is not needed. The
1215 committee will just receive the item. However, if a motion is made and a
1216 roll call is taken, said item will be reported to the board.

1217
1218 (2) If a motion to adopt an item fails, it will be reported to the board with
1219 a recommendation to reject.

1220
1221 (3) To take any other action on an item after it has been rejected, a
1222 motion to reconsider must be made and passed. Only a supervisor who
1223 voted on the prevailing side of the rejection action can make the motion to
1224 reconsider.

1225
1226 (4) If a motion to place on file or to reject fails, the matter is still before
1227 the committee and another motion shall be in order.

1228
1229 (5) If a motion to adopt, postpone indefinitely, place on file or reject
1230 receives a tie vote in committee, the matter shall be reported to the county
1231 board without recommendation.
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(6) If a motion to refer, lay over or amend receives a tie vote, said motion fails and another motion is in order.

(7) No motions, or debate on motions, shall be made from the chairperson. If the chairperson wishes to make, or to speak at any length on, a motion, the chairperson shall turn over the gavel to the vice chairperson or next senior member for the remainder of the item. This provision shall not prevent a chairperson from questioning a witness concerning 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-sponsor(s).

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 fifth order of business, the~~ county clerk may read, upon request by any member and direction from the chairperson, the ~~digest of reports of~~ 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 should~~ 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. ~~shall 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

1279 then put the main question. Upon disposition thereof, each matter laid
1280 aside for separate action shall be considered in its turn and, as to each,
1281 the chairperson shall put the question in the form which carries out the
1282 recommendation of the committee, provided that where a minority report
1283 has been filed, the question shall be: Shall the minority report be
1284 substituted for the ~~majority report~~recommendation of the committee? Upon
1285 request by any member and direction from the chairperson the minority
1286 report shall be read by the county clerk. ~~A roll call shall be taken on each~~
1287 ~~committee report and also upon all action taken on any resolution under~~
1288 ~~suspension of the rules.~~

1289
1290 (2) When a resolution or ordinance has been referred under section
1291 1.09(b) to more than one committee, the county board may take action on
1292 such resolution or ordinance after the report from one of such committees.
1293

1294 (b) *Committee report laid over on request.* Action on the report of any
1295 committee as defined in subsection (a) of this section, when it first makes its
1296 report, shall be deferred until the next meeting of the county board ~~other than a~~
1297 ~~special meeting~~ if one-third of the members present and voting so request. If the
1298 report of said committee is re-referred to said committee or any other committee
1299 and thereafter the subject matter is again returned to the county board, action
1300 thereon shall not be deferred except as provided by section 1.15 or by a majority
1301 vote of the members present.
1302

1303 The above rule shall not apply to the report of the committee on ~~finance~~finance
1304 and audit on the executive budget, including resolutions proposing tax levies and
1305 recommendations on new positions to become effective in and included in the budget
1306 for the following fiscal year.
1307

1308 1309 **1.15. Referring resolution, ordinance or report for legal opinion.** 1310

1311 With the affirmative vote of one-third of the members present and voting at any
1312 meeting of the county board, any resolution, ordinance or report shall be referred to the
1313 corporation counsel and the written opinion of the latter secured as to the legality of the
1314 resolution or ordinance offered, or the recommendation made in any report presented to
1315 the county board for adoption. Such opinion shall be rendered to the county board at its
1316 next meeting held not less than forty-eight (48) hours after the referral, and copies
1317 distributed to all members. The resolution, ordinance or report, ~~unless substantially~~
1318 ~~changed by amendment,~~ shall not be rereferred again to the corporation counsel for a
1319 legal opinion except by a majority vote of the members present. ~~The question of~~
1320 ~~whether the resolution, ordinance or report has been substantially changed by~~
1321 ~~amendment shall be decided by the chairperson following consultation with the~~
1322 ~~corporation counsel.~~

1323
1324 The above rule shall not apply to:

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(1) The report of the committee on ~~finance~~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~~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) *Reclassifications, reallocations, appointments and advancements.*

Reclassifications of existing positions, reallocations of non-represented 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~~finance and audit, committee on personnel, the department of human resources and the ~~department of administration~~department of administrative services. The ~~department of administration~~department of administrative services shall submit a recommendation regarding the necessity for the requested positions to the committee on ~~finance~~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 administration~~department of administrative services shall submit recommendations regarding the necessity for new positions requested for the next fiscal year to the county executive for consideration in the subsequent year's executive budget. The committee on ~~finance~~finance and audit shall review positions recommended for creation by the county executive during its hearings on the executive budget and report its recommendations to the county board on or before the ~~second Monday of next~~succeeding the regularly scheduled monthly meeting on the first Thursday in November. The department of human resources shall submit its recommendations to the committee on personnel regarding the classification and pay for new positions for the next fiscal year recommended by the county executive and/or committee on ~~finance~~finance and audit, so the committee on

1371 personnel can report its recommendations to the county board on or before the
1372 second Monday next succeeding the regularly scheduled monthly meeting on the
1373 first Thursday in of November.

1374
1375 (c) *Review by county board staff.* If the personnel request is for new positions
1376 in the ~~department of administration~~department of administrative services, it shall
1377 also be reviewed by the county board staff and a recommendation regarding the
1378 necessity for the requested positions submitted to the committee on
1379 ~~finance~~finance and audit. If the request relates to reclassifications, reallocations,
1380 appointments at an advanced step of the pay range and advancements within the
1381 pay range in the department of human resources, it shall be reviewed by the
1382 county board staff and processed in a manner consistent with the authority
1383 granted to the director of human resources under chapter 17 of the Code.

1384
1385 (d) *Urgent requests.* Any personnel request requiring county board action
1386 which is considered sufficiently urgent and necessary to require that it become
1387 effective in the current year, shall not become effective unless an ordinance or
1388 resolution relating thereto is adopted by an affirmative vote of two-thirds or more
1389 of the members-elect of the county board. If such ordinance or resolution is not
1390 adopted by such vote, but nevertheless receives the affirmative vote of a majority
1391 of a quorum of the county board, the provisions of section 17.06 of the Code shall
1392 apply. Any ordinance or resolution relating to a personnel request which requires
1393 an appropriation of funds must contain a provision for the necessary transfer of
1394 funds.

1395
1396 **1.17. Procedures for consideration of personnel requests.**

1397
1398 (a) *Definitions.* Where used in this subsection, the following words shall
1399 mean:

- 1400
1401 (1) County board shall mean the county board of supervisors.
1402
1403 (2) Commission shall mean the county civil service commission.
1404
1405 (3) Committee shall mean the committee on personnel.
1406
1407 (4) Petitioner shall mean the person or organization, including a
1408 member of the county board, making or sponsoring the request, resolution
1409 or ordinance, or the authorized representative of such person or
1410 organization.
1411
1412 (5) Code shall mean the Milwaukee County Code of General
1413 Ordinances.

1414
1415 (b) *Filing of personnel request.* All personnel requests by whomsoever made
1416 (in any way affecting county offices and employe positions, compensation, hours

1417 of labor or conditions of employment, specification of duties and any other
1418 matters referred to in chapter 17 of the Code relating thereto) for salary
1419 increases, reclassifications, fringe benefits, additional positions and other
1420 personnel requests which would require a change of the provisions of chapter 17
1421 of the Code, shall be filed in ~~triplicate~~ with the chairperson of the county board for
1422 presentation to the county board and reference to the commission.
1423

1424 (c) *Hearing on personnel request.* At such hearing, the procedure in
1425 considering such personnel request shall be as follows:
1426

1427 (1) The petitioner, or his/her representative, shall be given a
1428 reasonable time to present his/her case and any supporting data to the
1429 committee, and during such period shall not be subject to interruption by
1430 any person other than members of the committee.
1431

1432 (2) When the petitioner has concluded his/her argument, the
1433 commission shall present its report and recommendation to the committee.
1434

1435 (3) After the commission has concluded its presentation, the petitioner
1436 shall have a reasonable opportunity to comment upon the commission's
1437 recommendations and, while so doing, shall not be subject to interruption
1438 by any person other than members of the committee or representatives of
1439 the commission.
1440

1441 (4) After the procedures specified in said subsections (1), (2) and (3)
1442 have been concluded, the committee shall hear any person desiring to
1443 speak on the request.
1444

1445 (4a) Where circumstances require, the chairperson of the committee
1446 shall have the right to vary the order of the procedure outlined in
1447 subsections (c)(1), (2), (3) and (4).
1448

1449 (5) Thereafter the committee, in public session, shall consider and
1450 make such recommendations as it sees fit pertaining to said request. If the
1451 committee's recommendation is to deny the request, the recommendation
1452 shall be in the form of a resolution so indicating. If the committee's
1453 recommendation grants such request in whole or in part, such
1454 recommendation shall be evidenced by a resolution or ordinance, as the
1455 case requires. The effective date of such resolution or ordinance shall be
1456 stated therein.
1457

1458 (6) In the event that the committee requires more time than originally
1459 scheduled to determine its position with respect to such request, it may
1460 ~~adjourn~~ recess such hearing from time to time as may be determined by it,
1461 and on said ~~adjourned~~ recessed day reconvene ~~resume~~ resume its
1462 consideration, ~~but recommendations on all matters referred to the~~

1463 | ~~committee must be submitted to the county board not later than October~~
1464 | ~~10 of each year.~~

1465 |
1466 | (7) The committee shall submit a report and recommendation on each
1467 | such request to the county board, at the next meeting of the county board,
1468 | following determination of the committee's recommendation.

1469 |
1470 | (8) Compliance with the procedure outlined in subsections (1) to (7)
1471 | inclusive, of this subsection, is intended to be in compliance with the
1472 | requirements of s. 111.70(2), Wis. Stats.

1473 |
1474 | **1.18. Communications, reports, departmental requests, reference files.**

1475 |
1476 | (a) *Reference of communications and reports.* All communications to the
1477 | county board, reports of county officers, requests of county officers, requests of
1478 | department heads and employes, and communications from the county
1479 | executive, which are not in response to an existing county board file, or a
1480 | previous request from a committee, shall be addressed to the county board
1481 | chairperson who shall, within five (5) business days of receipt of the document,
1482 | refer said document to the appropriate standing committee(s) for a report. The
1483 | date upon which the chairperson refers the said document(s) shall be deemed as
1484 | the official referral date to the committee(s). Said action by the county board
1485 | chairperson shall be deemed as authorization to the appropriate standing
1486 | committee chairperson(s) to schedule the matter for review. If the Chairperson
1487 | does not refer the communication, report or request to the appropriate standing
1488 | committee within five business days after receipt, that communication, report or
1489 | request shall automatically be placed on the Presentation of Communications
1490 | that is published in the Official Proceedings agenda of the County Board at the
1491 | next meeting for referral to the appropriate standing committee. Items that are for
1492 | information only shall be addressed to the respective committee chairperson and
1493 | a copy shall be provided to the county board chairperson. Except for those
1494 | communications and reports which are introduced subsequent to January 1 of an
1495 | election year, all communications and reports pending before a committee of the
1496 | county board shall be considered to have been placed on file at the end of the
1497 | term of office of the county board. A listing of all such communications and
1498 | reports to be placed on file in this manner shall be distributed to all supervisors by
1499 | the county board chief committee clerk in January of the final year of the term.

1500 |
1501 | (b) *Copy of communications and reports to chief committee clerk.* A copy of
1502 | all such communications and reports, submitted to the county board chairperson,
1503 | shall also be transmitted to the county board chief committee clerk or other
1504 | committee clerks.

1505 |
1506 | ~~(c) *Form of departmental request for county board action.* Whenever a~~
1507 | ~~county department head or employe requests action by the county board upon~~

1508 | any subject matter, he/she shall make written request there for in the following
1509 | form in duplicate:-

1510 |
1511 | From _____
1512 | (Insert name of department officer)

1513 |
1514 | Subject _____
1515 | (Insert title descriptive of subject)

1516 |
1517 | Such request shall be delivered to the county clerk, or county board chairperson, by
1518 | 10:00 a.m. on the day preceding the regularly scheduled meeting of the county board
1519 | and shall be accompanied by a draft of an appropriate resolution or ordinance to be
1520 | adopted by the county board in the event the request is approved.

1521 |
1522 | (dc) *Reference files.* The county board chairperson, upon request from the
1523 | ~~standing chief committee chairperson(s), clerk,~~ shall be authorized to establish
1524 | reference files to be utilized by the standing committees for submission of
1525 | recommendations to the county board concerning matters referred to the
1526 | committees on an ongoing or continuous basis, or for receipt of informational
1527 | reports from departments ~~departments~~ concerning said matters.—

1528 |
1529 | **1.19. Reference of request for appropriation transfers to county executive.**
1530 |

1531 | All requests for appropriation transfers between principal objects of expenditures
1532 | or from the contingent fund shall be transferred to the county executive. He/She shall
1533 | promptly consider same and report his/her recommendation thereon to the committee
1534 | on ~~finance~~ finance and audit of the county board. If the county executive fails to make a
1535 | recommendation within ten (10) days after the submission of a request for transfer, the
1536 | committee on ~~finance~~ finance and audit may act upon such request without his/her
1537 | recommendation.

1538 |
1539 | **1.20. Requests for impeachments or investigation.**
1540 |

1541 | All resolutions, motions and communications causing the institution of
1542 | proceedings of impeachment, or investigation into the conduct of any officer or employe
1543 | of this county, shall be accompanied by a specification of charges, duly signed by the
1544 | members introducing the same, verified by oath of the person making such charges if
1545 | such person is not a member of this county board. No resolution, motion or
1546 | communication making charges or insinuations, or otherwise impugning the official
1547 | integrity of any officer or employe of this county, shall be entertained by the chairperson,
1548 | nor spread upon or referred to and mentioned in the journal, unless the same shall be
1549 | introduced in accordance with the provisions of this section.

1550 |
1551 | ~~**1.21. Treatment of doubtful claims; separate action.**~~
1552 |

1553 | ~~The department of administration shall obtain a legal opinion from the corporation~~
1554 | ~~counsel on all claims which, in its opinion, are doubtful. In the event the corporation~~
1555 | ~~counsel advises that the claim is not legal, the claim is to be taken up with the~~
1556 | ~~committee in charge of the departmental policy of the department against which such~~
1557 | ~~claim is chargeable, recommending disallowance. Such claims shall be disallowed by~~
1558 | ~~separate resolution of the county board.~~

1559 |
1560 | **1.212. Consideration and confirmation of appointments.**

1561 |
1562 | Every nomination by the county executive for appointment of department head
1563 | individuals set forth under Sec. 17.30, County Ordinances, or appointment by the
1564 | county executive or county board chairperson of a member of a board or commission
1565 | required to be confirmed by the county board shall, when presented to the county board
1566 | by the county executive, be referred to the standing committee having jurisdiction over
1567 | the office, board or commission. At least five (5) business days prior to the date of the
1568 | meeting at which the appointment is to be considered, the nominee shall be notified in
1569 | writing by the appointing authority to appear before the committee. A report
1570 | recommending either that the appointment be confirmed or that it be rejected shall be
1571 | submitted to the county board by at least the second board meeting following the date
1572 | of reference to such committee. Confirmation of such appointment shall be determined
1573 | by roll call vote. The foregoing requirement of references shall not apply to members of
1574 | the county board nor to members of any board or commission nominated for
1575 | reappointment to their own position. The county clerk shall notify the county executive
1576 | or county board chairperson, in writing, of the rejection of confirmation by the county
1577 | board of all appointments.

1578 |
1579 |
1580 | **1.223. Publication of proceedings.**

1581 |
1582 | ~~The proceedings of the county board shall be published in the English language~~
1583 | ~~in pamphlet electronic form of such convenient size and in such quantity as shall from~~
1584 | ~~time to time be determined. Communications addressed to the county or to the county~~
1585 | ~~board, including reports from county officers and department heads and contracts~~
1586 | ~~approved by the county board for execution, shall not be printed at length in the~~
1587 | ~~proceedings unless the chairperson shall so order.~~

1588 |
1589 | **1.234. Repeal, amendment or correction of rules.**

1590 |
1591 | (a) *Repeal or amendment of rules.* No rule shall be rescinded or amended
1592 | nor a new rule adopted until after the ordinance proposing the same has been
1593 | referred to, and a report thereon has been received from, the committee on
1594 | judiciary, safety and general services.

1595 |
1596 | (b) ~~Clerical e~~Correction of errors. The county clerk shall have authority to
1597 | correct any ordinance, resolution or memorial for:
1598 |

- 1599 (1) Spelling errors,
 1600
 1601 (2) Punctuation,
 1602
 1603 (3) The use of one word for another (~~i.e.~~e.g. affect for effect),
 1604
 1605 (4) Mistakes in numbering/lettering of sections and subsections,
 1606
 1607 (5) Insertion of an "ordaining" clause in an ordinance when such clause
 1608 has been inadvertently omitted,
 1609
 1610 (6) Insertion of a current department, division, board, commission,
 1611 committee or council ~~to name to~~that ~~replaces~~ that of a former name,
 1612
 1613 (7) Insertion of a current position title to replace that of a former
 1614 position title, and
 1615
 1616 (8) Insertion of a current state statute number to replace that of a
 1617 former state statute number.
 1618

1619 The county clerk shall operate within the framework of the corrections
 1620 enumerated here, with corporation counsel approval as appropriate, and
 1621 the authority granted herein shall in no way usurp the proper legislative
 1622 process.
 1623

1624 | **1.245. Budgetary procedure.**

1625
 1626 (1) *Executive budget.*
 1627

1628 (a) Pursuant to state statutes, the county executive shall hold public
 1629 hearings at which the head or a representative of every department shall
 1630 appear and give information with regards to the appropriations requested.
 1631 The department head shall also provide to policymakers a written and
 1632 concise summary of the programmatic impacts that would occur if the
 1633 department's requested annual budget were adopted without any
 1634 additional changes.
 1635

1636 (b) Pursuant to state statutes, the county executive shall, on or before
 1637 October 1, submit to the county board the executive budget. The county
 1638 board may hold a regular meeting in either September or October for the
 1639 purpose of hearing the county executive's budget message, should he/she
 1640 elect to deliver a budget message.
 1641

1642 (c) Upon receipt of the county executive's budget, county board staff
 1643 shall prepare, for distribution to all county supervisors and any interested
 1644 county officials and citizens, a written overview of the budget, including

1645 sections addressing major tax levy changes, overview/policy changes,
1646 issues, concerns and questions and capital improvements.

1647

1648 (2) *Public hearings on the budget.* Pursuant to state statutes, the county
1649 board shall hold a public hearing on the executive budget not less than fourteen
1650 (14) days after publication of the summary of the executive budget, but not later
1651 than the first Monday in November, at which time citizens may appear and
1652 express their opinions.

1653

1654 | (3) *Committee on financial and audit hearings.*

1655

1656 | (a) The committee on financial and audit shall not commence its
1657 review of the executive budget until at least seven (7) days succeeding the
1658 official receipt of the executive budget, in order to allow financial and audit
1659 members and county board staff sufficient time to review the budget, meet
1660 with departmental personnel and develop suggested amendments to the
1661 budget. It is also intended that this period will be utilized by other
1662 supervisors not on the committee to familiarize themselves with the budget
1663 and to begin preparation of budget amendments so as to allow for
1664 introduction of those amendments during the time the committee is
1665 conducting hearings.

1666

1667 (b) Committee hearings shall be conducted during the month of
1668 October and shall be concluded no later than the last working day of
1669 October except that the committee shall hold a final hearing on a day
1670 following the public hearing. The final hearing shall be held for the purpose
1671 of considering public hearing comments and final amendments offered by
1672 supervisors, hearing the county executive's comments on the committee's
1673 actions and taking final action on the committee's amendments and the
1674 recommended tax levy.

1675

1676 (4) *Supervisor amendments.*

1677

1678 | (a) Supervisors ~~should be~~ encouraged to participate in the hearing
1679 process as early as possible. Early submission of supervisor amendments
1680 ~~would~~ allow for public comment and debate and ~~would~~ provide
1681 departments time to review and react to amendments, thus resulting in
1682 more informed decision making. In order for supervisor amendments to be
1683 considered by the committee, they must be submitted during the period
1684 when hearings are being conducted. ~~Supervisor amendments shall be~~
1685 ~~considered by the committee during the time hearings are being~~
1686 ~~conducted.~~ Supervisor amendments submitted after committee hearings
1687 are concluded shall require suspension ~~of~~ ^{on} the rules. Amendments
1688 considered by the committee, but not approved, shall, ~~at the request of the~~
1689 ~~supervisor,~~ be forwarded to the full county board for its consideration

1690 without requiring suspension of the rules unless the sponsoring
1691 supervisor(s) request that said amendments not be forwarded.

1692
1693 (b) ~~The department of administration~~ department of administrative
1694 services shall present all actions of the committee, including personnel
1695 changes and amendments to operating and capital budgets, as well as
1696 individual supervisor amendments, in a format that will allow the county
1697 board to consider all recommended changes to a department/organization
1698 budget in a comprehensive manner. The budget shall be considered in
1699 numerical order by organizational unit and the county board shall adopt the
1700 budget with such changes as it deems proper and advisable.

1701
1702 (5) Executive budget vetoes.

1703
1704 The budget as adopted with amendments under subsection (4)(b) above
1705 shall be presented to the county executive, who may approve it in whole
1706 or in part. If the budget or any portion thereof is vetoed by the county
1707 executive and returned to the county board, the county board shall
1708 consider the veto at a meeting specially noticed and scheduled for that
1709 purpose not less than six days, Sundays excepted, after the budget as
1710 adopted under subsection (4)(b) has been presented to the county
1711 executive, in conformity with Wis. Stats. 59.17(6). At that meeting, the
1712 county clerk shall read those items or appropriations as to which the
1713 county executive has exercised his veto authority along with the county
1714 executive's veto message.

1715
1716 The chairperson shall then put the following question to the county board:

1717
1718 "Shall the item as approved by the county board in the budget
1719 resolution and vetoed by his/her honor, the county executive, be
1720 adopted? If you wish to override the veto, you vote 'aye'; if you wish to
1721 sustain the veto, you vote 'no'."

1722
1723 The county board has a duty to promptly consider the county executive's
1724 budget vetoes. Therefore, Section 1.04(f), which governs procedure on
1725 other matters vetoed by the county executive, shall not apply to
1726 consideration of budget vetoes under this subsection. At the meeting
1727 under this subsection, motions to lay on the table and to refer to a
1728 committee shall be considered out of order. If the county board
1729 determines that the period of time between the return of the county
1730 executive's vetoes and the meeting scheduled under this subsection is so
1731 short that additional time is necessary to evaluate and consider the
1732 vetoes, or if some other exigent circumstance precludes immediate
1733 consideration of the vetoes at the meeting scheduled under this
1734 subsection, the county board may recess the meeting for a period not to
1735 exceed 48 hours.

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1738 | **1.256. Directives of the county board; how enforced.**

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1760 | **1.267. Application of Robert's Rules of Order.**

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(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 officer, board or commission concerned of this directive and to transmit a copy of the resolution or ordinance which was adopted to the county officer, board or commission.~~ He/She 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.

1.27 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.

1.3128. Request relating to appeal of civil actions.

(1) All requests by county officers, department heads and employes 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

1781 with sufficient explanation to validate the need to appeal as well as a reliable
1782 estimate of the fiscal effect.

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(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 or 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.

1791 | **1.3229. Decorum of supervisors in committee meetings.**

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Representatives of the news media, county executive and all staff, county supervisors and designated staff, constitutional officers, department heads and all other officers and employes 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 the 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 of scrupulous 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.

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1816 **SECTION 2.** This ordinance shall become effective upon passage and
1817 publication.

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Adopted by the Milwaukee County Board of Supervisors
March 15, 2012