

**FROM THE OFFICE OF GEORGE
L. CHRISTENSON
MILWAUKEE COUNTY CLERK
County Ordinance No. 24-4
File No. 24-293
AN ORDINANCE**

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

SECTION 1. Section 1.13 of the Milwaukee County Code of General Ordinances is hereby amended as follows:

1.13. - Committee meetings.

(a) Regular committee meetings.

(1) Except when otherwise determined by the respective chairperson, regular meetings of standing committees shall be held on the days and the hour specified by the chairperson, but not on an election day for a county-wide election or special election of county board supervisor or election day for president. The meeting shall be called to order promptly on the days and at the hour designated in the notice of meeting by the chairperson of the committee (or in his/her absence, the ranking member thereof).

(b) Special committee meetings.

Special meetings of the standing committees may be called by the chairperson of the committee, and must be called upon written request to the chairperson by a majority of the members of such committee. At least twenty-four (24) hours prior notice of such special meeting shall be given by the committee coordinator to each member of such committee, unless for good cause such notice is impracticable, in which case shorter notice may be given, but not less than two (2) hours in advance of the meeting. An announcement by the chairperson of the board while the board is in session, of the time, place and subject matter of a special meeting of a committee to be held during a recess, shall be sufficient notice to the members of the committee.

(c) Committee general procedure.

All meetings of a committee shall be conducted in accordance with the provisions of ss. 19.81--19.98, Wis. Stats. The attendance of a majority of the members thereof shall be requisite for the transaction of business of a committee. A committee member who participates in a meeting of the committee by telephone, video conference, or by other means of telecommunication or electronic communication is considered present, subject to the provisions of sections 1.01(d) and 1.13(e). Without a majority in attendance, a committee may consider informational items only. Committee agenda are to be prepared so that members of the county board and other interested parties will receive the agenda by United States, electronic or interoffice mail at least twenty-four (24) hours before the scheduled committee meeting. A committee chairperson must schedule a county board referred item within a maximum of two (2) regular county board committee cycles. Once scheduled and publicly noticed, an item may only be withdrawn according to the provisions of section 1.13(d)(8). If the item is withdrawn by sole action of the committee chair pursuant to section 1.13(d)(8), the item must be placed on the committee agenda for the next regularly scheduled meeting and may not be withdrawn again.

The committee coordinator shall enter in appropriate files kept for that purpose, a complete record of all such committee meetings, including attendance, appearances for and against pending matters, and minutes of the proceedings, including all motions made and by whom, how each member voted upon each matter considered, together with the final action by the committee thereon. All actions taken by the committee shall be by roll call vote, however a motion to place on file may be taken by voice vote without objection. No action shall be taken on any proposed ordinance unless it be in written form before the committee.

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

After the conclusion of the committee meeting, the committee coordinator shall prepare a sep-

arate, written report of the action of the committee upon those matters considered by it which require county board approval, for submission to the county board for action of that body. Such report shall be made up in such manner that the county board may take action upon it as a whole, or may set aside any portion of it for separate action. Any member of any committee may make a minority report of said committee on any recommendation to the board contained in the committee report. Such minority report must be presented when the matter is considered at the meeting of the county board.

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

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

(d) Committee motions and voting procedure.

(1) If an item is on the agenda "for information only unless otherwise directed by the committee," a motion to place on file is not needed. The committee will just receive the item. However, if a motion is made and a vote is taken, said item will be reported to the board.

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

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

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

(5) If a motion to adopt, postpone indefinitely, place on file or reject receives a tie vote in committee, the matter shall be reported to the county board without recommendation.

(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, an 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 cosponsor(s).

(e) **Remote meetings.** Standing committees shall be equipped to conduct business remotely via telephone conference, video conference or other electronic communication provided that the meeting is live-streamed, televised live or otherwise broadcast live to the public, subject to the following:

(1) If a committee chairperson chooses to schedule a committee meeting as a hybrid meeting, the chairperson shall attend in-person at the courthouse or at the physical location of the designated meeting. In exigent circumstances, the vice-chairperson of the committee may fulfill this requirement if the

chairperson is not able to attend in person.

(2) Virtual-only county board meetings shall be reserved for an emergency or other extraordinary circumstance.

(3) Supervisors not subject to [subsection] 1.13(e)(1), staff, and members of the public wishing to testify shall have the option to attend any standing committee meeting remotely, other than committee of the whole, via the electronic communication protocol designated for the meeting.

(f) Public testimony. The chairperson of the standing committee, when not conducting a required public hearing, may choose to allow public verbal testimony during standing committee meetings. Members of the public may also submit written testimony or comments through the eComments portal of the county legislative information center (CLIC). To the extent possible, the chairperson shall strive to adhere to the following practices:

(1) If one or more members of the public have registered to speak to an item prior to the start of the standing committee meeting, effort shall be made to consider the matter prior to considering other items where no public testimony is expected. Meeting agendas shall contain appropriate language to notify the public that items may be taken out of order.

(2) If time limits are applied to verbal testimony from members of the public, they shall be applied equally to all public speakers regardless of the content of their testimony.

(3) Prior to the standing committee voting on the disposition of a file, any eComments received prior to the start of the meeting shall either be read into the record or, if determined by the chairperson as voluminous, be summarized so meeting participants understand the sentiment of the testimony.

Nothing in this section shall abridge the ability of the chairperson to conduct the standing committee meeting and consideration of items in the order they deem best for members of the public, employees and staff, and members of the committee.

SECTION 2. The provisions of this Ordinance shall become effective upon passage and publication.

Adopted by the Milwaukee County Board of Supervisors

May 23, 2024

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