

FROM THE OFFICE OF JOSPEH J. CZARNEZKI

MILWAUKEE COUNTY CLERK

County Ordinance No. 12-6

File No. 12-162

AN AMENDED ORDINANCE

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

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

Chapter 1 RULES OF THE COUNTY BOARD OF SUPERVISORS

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Preamble

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

1.01. Meetings.

(a) *Annual meeting.* The statutory or annual meeting of the county board shall be convened at 8:30 a.m. on the Monday next succeeding the regularly scheduled monthly meeting on the first Thursday in November for the purpose of considering reports of the committee on finance and audit and committee on personnel on new positions for the next fiscal year as well as recommendations for amendments to the executive's budget. The county board shall reconvene no less than sixty (60) minutes following the noon lunch hour recess or by consensus of the county board.

(b) Regular meetings of the county board shall convene at 9:30 a.m. unless otherwise designated. In order to provide an advanced schedule of regular meeting dates, a regular meeting of the county board shall be scheduled generally on a Thursday within each month, except when otherwise designated by the county board meeting schedule, these rules or by action of the county board. August will not have a regularly scheduled meeting of the county board. November will have a regularly scheduled monthly meeting on the first Thursday preceding the annual meeting. The county board chairperson shall provide to the county board, following the first meeting of the board after the election of supervisors, a schedule of county board meetings for the remainder of the year and, by September 15, a schedule of county board meetings for the remainder of the term, up to and including the first (organizational) meeting of the next term. The digest (agenda) for each county board meeting shall be established by the county board chairperson or, in his or her absence, by the 1st vice chairperson or the 2nd vice chairperson.

(c) *Special meetings.* A special meeting shall be held only when requested by a majority of the members of the county board, such request to be in writing, addressed and delivered to the county clerk, who shall note the time of such

delivery to him/her on such request. Such request shall specify the time and place of such meeting, which shall not be less than forty-eight (48) hours after the delivery of such notice to the county clerk. The request shall identify the purpose of such meeting and shall include reference to such other items as may be required by law, ordinance or board action. Upon receiving such request, the county clerk shall forthwith give notice of the time and place of such meeting by mail to each member of the county board. If the request is delivered to the county clerk less than seventy-two (72) hours before the time of such meeting, the county clerk, in addition to the mailing hereinbefore referred to, shall telephone each supervisor; if any supervisor is not contacted by telephone, the county clerk shall furnish to the sheriff of the county a copy of such notice of time and place of meeting for delivery to unnoticed members of the county board. The sheriff shall thereafter furnish to the county clerk an affidavit of delivery of such notice. The inability of the sheriff to deliver such notice to a supervisor shall not be deemed a defect to the notice requirement under this subsection. Any special meeting may be adjourned from time to time by a vote of a majority of all members of the county board.

1.02. Meeting organization.

(a) *Election of officers at first meeting.* The first meeting of the county board, after the election of supervisors shall be for the purpose of organizing the county board and is a special meeting to be called as such. The county board, at such meeting, shall be called to order by the county clerk. If a majority of the supervisors, duly elected and qualified, answer to their names as called, they shall proceed to elect one of their number as chairperson, one of their number as first vice-chairperson and may further, in their discretion, elect one of their number as second vice-chairperson. Upon election of a chairperson, the chairperson shall immediately preside over the remainder of the meeting.

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

i) *Petition for election of officer(s).* Election of a chairperson and/or vice-chairperson during the tenure of an incumbent chair and/or vice-chair at a time other than the organizational meeting under subsection (a) shall be initiated by a petition subscribed by a two-thirds majority of the members-elect of the county board and submitted to the county clerk, stating that the subscribing supervisors request that an election be held for the office of county board chairperson and/or county board vice-chairperson. The county clerk shall provide a copy of a petition for

election of county board chairperson and/or vice-chairperson submitted under this subsection to all members of the county board. The election requested in the petition shall be placed on the agenda of the next regularly scheduled county board meeting following the date the motion is filed, provided that the motion is filed not less than 14 days before the date of that meeting. The order of business specified in Rule 1.03(c) notwithstanding, an election requested under this subsection shall be taken up as the first item of business after the roll call under Rule 1.03(b).

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

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

(c) *Sergeant at arms; duties.*

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

(2) It shall be the duty of the sergeant at arms to exclude from within the bench of the county board room, during its sessions, all persons except the county clerk, county clerk staff, county board staff, corporation

counsel, or designees of such persons, former members, and reporters, photographers and camera operators for the public press, radio and television, provided they observe general rules of decorum, unless such persons receive permission to be on the floor by the chairperson. However, none of those persons so designated shall have the privilege of the floor or the hall area immediately behind the county board room if registered as a lobbyist or directly or indirectly engaged in defeating or promoting any legislation before the county board. Sitting on the railing in the county board room or placing items on the railing is not permitted (except the placement of county board digests or other pertinent information by county board staff) during County Board meetings and any persons engaging in such conduct shall be asked to cease such action or be removed from the county board room by the sergeant at arms.

1.03. Opening of meeting.

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

(b) *Roll call.* The chairperson shall direct the calling of the roll. The county clerk, on recording the initial roll call at the opening of each county board meeting, shall mark those supervisors who are present "present," and those who are absent "absent," and those who are excused by the chairperson "excused," and shall, in the paragraph immediately following the said roll call, insert the names of those supervisors who have been marked absent who are present later in the meeting of the county board, and said county clerk shall further record the appearance of such supervisors marked absent at the point in the proceedings when they appear during meetings of the county board. If a majority of the members-elect answer to their names as called, the chairperson shall announce the presence of a quorum. If no quorum is present at any regular or special meeting of the county board, the chairperson may issue a warrant to the sheriff of the county, and compel the attendance of the members absent without having first been excused by the county board chairperson, and in such case, said session shall remain open until the sheriff shall make return on the warrant delivered to him/her. When such return has been

made, it shall be recorded in the journal. If the sheriff's return shows that 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

1.04. Voting.

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

(b) *Abstain from voting.* No member shall abstain from voting on a question when put, except by specific notice of that supervisor. Any member wishing to abstain from voting may make a brief verbal statement of the reason for abstaining.

(c) *Roll call votes obligatory; when.* When a roll call is ordered by the chairperson, the county clerk shall call the roll in alphabetical order, with the chairperson voting last, and give to the chairperson the final number of those voting on each side. Debate shall be closed with the commencement of the roll call and no motion shall be received until after the result of the voting is announced by the chairperson. All members shall be in the board room when voting. A roll call vote must be taken on:

1. Each committee report, and any proposed amendment(s) thereto;
2. Any action under suspension of rules;

3. Any action to suspend the rules, unless unanimous consent be granted;

4. Elections to offices and positions to be filled by the county board unless otherwise provided by law.

(d) *Measures required to be adopted by affirmative vote of two-thirds or more of members-elect of the board.* The following matters require the affirmative vote of two-thirds or more of the members-elect of the county board as hereinafter designated:

(1) Any resolution or ordinance transferring funds from the contingency appropriation

(2) Receipt of revenue appropriation transfers.

(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.

(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.

(f) *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 over;

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

1.05. Speaking at meetings.

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

(b) *Limitations of speech.* No member shall speak a second time on a question during any meeting until any other member who desires to speak on the question shall have been heard. No member shall speak more than twice on a question during any meeting without first obtaining permission from a majority of the members present. Merely asking or answering a question shall not be counted as speaking in debate. When speaking, each member shall confine himself/herself to the merits of the question under consideration, maintain a courteous tone, avoid personalities, refer to officers by title only, refrain from

attacking or questioning the motives of any other member and avoid the mention of other members' names in a demeaning or derogatory manner.

1.06. Departure from meeting.

No member present at any meeting of the county board shall withdraw from the county board room without permission from the chairperson. No member, staff person or other individual allowed on the floor shall walk between the chairperson and a member who has the floor.

1.07. Motions in general.

(a) *Presentation and form of motions.*

- (1) Every motion shall be stated by the chairperson and at the request of any member shall be reduced to writing by the county clerk and shall then be read before any action is taken thereon.
- (2) Motions made during county board meetings or committee meetings do not require a second.

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

1. To adjourn.
2. To reconsider.
3. To refer to standing committee.
4. To lay over for one meeting.
5. To refer to the corporation counsel for a legal opinion.
6. To lay on the table.
7. For the previous question.
8. To postpone to a certain day.
9. To refer to a select committee.
10. To amend.
11. To postpone indefinitely, to place on file or to reject.

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

1.08. Specific motions.

(a) *Reconsideration.* When a question has once been decided, either in the affirmative or the negative, it shall be in order for any member who voted with the prevailing side (or where the county board is evenly divided, for any member) to give notice that he/she will move a reconsideration at the next succeeding meeting, or to move a reconsideration on the same day. If an eligible member has given notice that he/she will move reconsideration at the next succeeding meeting, it shall not be in order for any other eligible member thereafter, and at the same meeting, to move immediate reconsideration unless the rules are suspended. When a majority of the members then present vote in favor of the motion for reconsideration, the subject shall again be before the county board for further action. Once a matter has been reconsidered and acted upon by the county board, the matter shall not be reconsidered unless the rules are suspended. The motion to reconsider shall take precedence over all other motions, except a motion to adjourn. A motion to reconsider, after being put and lost, shall not be renewed. A motion to suspend the rules on a particular question, if adopted, shall not be reconsidered. If an eligible member has given notice that at the next succeeding meeting he/she will move reconsideration of a question resulting in the adoption of an ordinance or resolution, such ordinance or resolution shall be retained by the county clerk until the next succeeding meeting of the county board and shall be noticed on the next county board digest. It shall not be in order for any member to serve notice of a motion to reconsider the vote on any question involving an amendment or adoption of the budget or the adoption of a tax levy. Action on resolutions or ordinances vetoed by the county executive are not subject to a motion for reconsideration.

(b) *Rescission.* Any member of the county board may move to rescind any action taken by the county board in the adoption of any resolution or vote of election to an office within the choice of the county board except in the following cases:

- (1) After something has been done as a result of that vote that the county board cannot undo; or
- (2) Where it is in the nature of a contract and the other party is informed of the fact; or
- (3) Where a resignation has been acted upon, or one has been elected to office, and was present at the time of voting or has been officially notified.

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

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

(d) *Division of question.* When a motion, resolution or ordinance relating to a single subject contains several parts, each of which is capable of standing as a complete proposition if the other parts are removed, such parts may be separated for consideration by the county board, as if they were distinct questions, by adoption of a motion for division of a question.

(e) *Amendments to amendments; precedence.* A second motion to amend, made while a first motion to amend an original proposition is pending (i.e., a motion to amend a pending amendment to an original motion, resolution or ordinance), shall preclude all other amendments until such second motion to amend is decided. Every amendment proposed to a written notice, resolution or ordinance shall be in writing, shall be given a number according to its precedence, shall bear the name of the member introducing the same, and once introduced shall be in some manner acted on by the county board or committee thereof.

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

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

1.09. Resolutions and ordinances.

(a) *Presentation and form.* Every resolution or ordinance presented to the county board shall be in writing, and shall have a title expressing the general subject of the resolution or ordinance. Every ordinance presented to the county board, shall be approved as to legal form by the corporation counsel prior to

being considered by the county board. Resolutions which direct that an action be taken shall specify by name and/or title the official(s) responsible for taking such action.

(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 chairperson 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 county board 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. 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.

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

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

(2) Where the method involved in subsection (c)(1) would be too involved, the section may be repealed and recreated.

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

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

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

(g) *Citations.*

(1) A supervisor may sponsor a citation on behalf of the county board to a particular person, group, or organization or to commemorate a particular event or occasion as specified in the citation.

(2) 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) If desired by the issuing supervisor, a citation on behalf of the board may be coauthored by one or more other supervisors.

(4) 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) The Chairperson shall have prepared a list of citations, with sponsor(s) names, for action at the next meeting of the board.

(6) Citations may not be used for procedural matters or in place of resolutions memorializing congress, but only when appropriate to express the feelings of the county board with reference to a person or event.

1.10. Fiscal notes.

(1) No resolution or ordinance shall be considered by the county board, or by any committee thereof to which it has been referred, unless it shall have attached as a note a reliable estimate of the fiscal effect. The fiscal note shall be prepared on a form approved by the committee on finance and audit and supplied by the department of administrative services. With respect to any collective bargaining agreement, any amendment to chapter 17 of the general ordinances affecting wages or benefits, or any other action affecting the wages or benefits of county employees, the fiscal note shall include as much information as is practicable under the circumstances about the fiscal impact upon each department affected by the action. In addition, at minimum, the fiscal note shall set forth details of the projected annual countywide fiscal impact projected for each year of the collective bargaining agreement or, in the case of any other action affecting the wages or benefits of county employees, shall contain information regarding the projected fiscal impact at least five (5) years into the future. When necessary, affected agencies may assist the author in the preparation of the fiscal note.

(2) The requirement of this section shall apply to original measures or submissions, substitute amendments and minority reports only, and not to, amendments.

1.11. Standing committees.

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

1. Committee on personnel.

2. Committee on finance and audit.
3. Committee on health and human needs.
4. Committee on judiciary, safety and general services.
5. Committee on parks, energy and environment.
6. Committee on transportation, public works and transit.
7. Committee on economic and community development.
8. Committee on intergovernmental relations. (Seven (7) members, consisting of the chairperson of the county board, the first vice-chair, the second vice-chair, two (2) standing committee chairs that are not also serving as first or second vice-chair, and two additional members.)
9. Committee of the whole. (Eighteen (18) members, chairperson being the chairperson of the county board and vice-chairperson being the first vice-chairperson of the county board.)

(b) The chairperson of the board shall make written announcements of his/her appointments to said committees and shall designate a chairperson and vice chairperson of each of said committees. The order of members' names in the chairperson's written announcement of appointment shall denote seniority on the county board. In case of a vacancy in any committee, the same shall be filled by written appointment by the chairperson of the board. The chairperson of the board may, at his/her discretion, change the composition of said committees including the designation of the chairperson and vice chairperson. In the event of a vacancy in the office of the county board chairperson and a successor is elected, such successor may, after his/her election and in the manner hereinabove provided, make any changes in committee appointments.

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

- (1) *Committee on personnel.* All matters affecting reclassification and compensation, hours, benefits and conditions of employment of county offices and employee personnel, and the classification and pay of additional positions; departmental policy of the civil service commission; administration of employees' award program. (The chairperson of the committee on personnel may appoint an advisory committee consisting of the county executive or designee, the corporation counsel or designee, the director of the department of administrative services or designee, the director of human resources or designee, and a member of the committee to assist in the administration of the employees' award program.)

Departmental policy of department of human resources and divisions of labor relations and employee benefits.

(2) *Committee on finance and audit.*

1. Departmental policy of: the general office of the county executive, general office of the county board, department of audit, department of administrative services (divisions of administration & fiscal affairs, information management services, procurement, and risk management), and county treasurer.

2. County budget matters.

3. Issuance of debt.

4. Taxation matters.

5. Insurance matters.

6. Need for additional positions.

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

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.)

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, including the divisions of behavioral health, housing, economic support, delinquency & court services, disabilities services, management services, and director's office.

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

3. All matters pertaining to the department on aging.

4. All matters pertaining to the department of family care.
 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, , department of child support services, and corporation counsel.
 2. (a) Actions against the county. The Committee, subject to full Board approval, shall review and approve all matters pertaining to suits or claims 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. Applications for licenses requiring action by the county board.
 4. Purchase of surety bonds.
 5. Action required by state statute.
- (5) *Committee on parks, energy and environment.*
1. Departmental policy of department of parks, recreation and culture, , zoological gardens, public museum, cultural activities (including funds for the arts), university extension service and the environmental section of the department of 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. 59.56, 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.

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

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, transportation services, highway, fleet management, county transit/paratransit system, administration; and Department of Administrative Services facilities management division, including architectural, engineering & environmental services and sustainability section.

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

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.

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

1.12. Select committees.

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

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

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 hereinafter specified. If the meeting day falls on an election day for a county-wide election or special election of county board supervisor or Election Day for President, the chairperson of the committee shall reschedule the meeting to a day other than the election day. The meeting shall be called to order promptly on the days and at the hour hereinafter specified, or such time as is designated in the notice of meeting by the chairperson of the committee (or in his/her absence, the ranking member thereof). Meeting days of standing committees shall be as follows:

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

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

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

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

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

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

- (g) Personnel--first Friday before county board meeting--9:00 a.m.
- (h) Intergovernmental relations--at call of chairperson.
- (i) Committee of the Whole--at call of chairperson.

(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 clerk 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. 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 24 hours before the scheduled committee meeting. All matters to be placed on the agenda must be received prior to the agenda deadline as established by the respective committee chairperson(s). Committee chairperson(s) must schedule a properly referred item within a maximum of two regular county board committee cycles. Once scheduled and publicly noticed, an item may only be withdrawn according to the provisions of 1.13(d)(8). If the item is withdrawn by sole action of the committee chair pursuant to 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 clerk 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. 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 clerk shall prepare a separate, 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 roll call 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, 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. The county clerk may read, upon request by any member and direction from the chairperson, the 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 requested shall be read by the county clerk in their entirety, as outlined on the digest, if so requested by a supervisor and directed by the chairperson. When a committee report has been submitted to and is before the county board for action, the question on the adoption of the committee report shall be put by the chairperson as a matter of course without awaiting a motion from the floor.. The chairperson shall then inquire whether separate action on any item in the report is desired. It shall then be in order for any member to request separate action on any matter contained in such report, and such item shall be laid aside. When a minority report is filed, the item to which it pertains shall be laid aside. The chairperson shall then put the main question. Upon disposition thereof, each matter laid aside for separate action shall be considered in its turn and, as to each, the

chairperson shall put the question in the form which carries out the recommendation of the committee, provided that where a minority report has been filed, the question shall be: Shall the minority report be substituted for the recommendation of the committee? Upon request by any member and direction from the chairperson the minority report shall be read by the county clerk.

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

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

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

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

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

The above rule shall not apply to:

- (1) The report of the committee on finance and audit on the executive budget.
- (2) Resolutions proposing amendments to the executive budget.
- (3) Resolutions proposing tax levies.

(4) Recommendations of the committee on finance and audit on new positions to become effective in, and to be included in, the budget for the following fiscal year.

1.16. Requests relating to personnel matters.

(a) *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 and audit, committee on personnel, the department of human resources and the department of administrative services. The department of administrative services shall submit a recommendation regarding the necessity for the requested positions to the committee on finance and audit, and the department of human resources shall submit its recommendations regarding the classification of new positions to be created during the current budget year as soon as reasonably possible. The department of administrative services shall submit 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 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 Monday 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 and audit, so the committee on personnel can report its recommendations to the county board on or before the Monday next succeeding the regularly scheduled monthly meeting on the first Thursday in November.

(c) *Review by county board staff.* If the personnel request is for new positions in the department of administrative services, it shall also be reviewed by the county board staff and a recommendation regarding the necessity for the requested positions submitted to the committee on finance and audit. If the request relates to reclassifications, reallocations, appointments at an advanced step of the pay range and advancements within the pay range in the department

of human resources, it shall be reviewed by the county board staff and processed in a manner consistent with the authority granted to the director of human resources under chapter 17 of the Code.

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

1.17. Procedures for consideration of personnel requests.

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

- (1) County board shall mean the county board of supervisors.
- (2) Commission shall mean the county civil service commission.
- (3) Committee shall mean the committee on personnel.
- (4) Petitioner shall mean the person or organization, including a member of the county board, making or sponsoring the request, resolution or ordinance, or the authorized representative of such person or organization.
- (5) Code shall mean the Milwaukee County Code of General Ordinances.

(b) *Filing of personnel request.* All personnel requests by whomsoever made (in any way affecting county offices and employe positions, compensation, hours of labor or conditions of employment, specification of duties and any other matters referred to in chapter 17 of the Code relating thereto) for salary increases, reclassifications, fringe benefits, additional positions and other personnel requests which would require a change of the provisions of chapter 17 of the Code, shall be filed with the chairperson of the county board for presentation to the county board and reference to the commission.

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

- (1) The petitioner, or his/her representative, shall be given a reasonable time to present his/her case and any supporting data to the committee, and during such period shall not be subject to interruption by any person other than members of the committee.
- (2) When the petitioner has concluded his/her argument, the commission shall present its report and recommendation to the committee.
- (3) After the commission has concluded its presentation, the petitioner shall have a reasonable opportunity to comment upon the commission's recommendations and, while so doing, shall not be subject to interruption by any person other than members of the committee or representatives of the commission.
- (4) After the procedures specified in said subsections (1), (2) and (3) have been concluded, the committee shall hear any person desiring to speak on the request.
- (4a) Where circumstances require, the chairperson of the committee shall have the right to vary the order of the procedure outlined in subsections (c)(1), (2), (3) and (4).
- (5) Thereafter the committee, in public session, shall consider and make such recommendations as it sees fit pertaining to said request. If the committee's recommendation is to deny the request, the recommendation shall be in the form of a resolution so indicating. If the committee's recommendation grants such request in whole or in part, such recommendation shall be evidenced by a resolution or ordinance, as the case requires. The effective date of such resolution or ordinance shall be stated therein.
- (6) In the event that the committee requires more time than originally scheduled to determine its position with respect to such request, it may recess such hearing from time to time as may be determined by it, and on said recessed day reconvene and resume its consideration.
- (7) The committee shall submit a report and recommendation on each such request to the county board, at the next meeting of the county board, following determination of the committee's recommendation.
- (8) Compliance with the procedure outlined in subsections (1) to (7) inclusive, of this subsection, is intended to be in compliance with the requirements of s. 111.70(2), Wis. Stats.

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

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

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

(c) *Reference files.* The county board chairperson, upon request from the chief committee clerk, shall be authorized to establish reference files to be utilized by the standing committees for submission of recommendations to the county board concerning matters referred to the committees on an ongoing or continuous basis, or for receipt of informational reports from departments.

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

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

1.20. Requests for impeachments or investigation.

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

1.21. Consideration and confirmation of appointments.

Every nomination by the county executive for appointment of individuals set forth under Sec. 17.30, County Ordinances, or appointment by the county executive or county board chairperson of a member of a board or commission required to be confirmed by the county board shall, when presented to the county board by the county executive, be referred to the standing committee having jurisdiction over the office, board or commission. At least five (5) business days prior to the date of the meeting at which the appointment is to be considered, the nominee shall be notified in writing by the appointing authority to appear before the committee. Confirmation of such appointment shall be determined by roll call vote. The foregoing requirement of references shall not apply to members of the county board nor to members of any board or commission nominated for reappointment to their own position. The county clerk shall notify the county executive or county board chairperson, in writing, of the rejection of confirmation by the county board of all appointments.

1.22. Publication of proceedings.

The proceedings of the county board shall be published in electronic form .

1.23. Repeal, amendment or correction of rules.

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

(b) *Correction of errors.* The county clerk shall have authority to correct any ordinance, resolution or memorial for:

- (1) Spelling errors,
- (2) Punctuation,
- (3) The use of one word for another (e.g. affect for effect),
- (4) Mistakes in numbering/lettering of sections and subsections,
- (5) Insertion of an "ordaining" clause in an ordinance when such clause has been inadvertently omitted,
- (6) Insertion of a current department, division, board, commission, committee or council that replaces that of a former name,
- (7) Insertion of a current position title to replace that of a former position title, and
- (8) Insertion of a current state statute number to replace that of a former state statute number.

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

1.24. Budgetary procedure.

- (1) *Executive budget.*
 - (a) Pursuant to state statutes, the county executive shall hold public hearings at which the head or a representative of every department shall appear and give information with regards to the appropriations requested. The department head shall also provide to policymakers a written and concise summary of the programmatic impacts that would occur if the department's requested annual budget were adopted without any additional changes.
 - (b) Pursuant to state statutes, the county executive shall, on or before October 1, submit to the county board the executive budget. The county board may hold a regular meeting in either September or October for the purpose of hearing the county executive's budget message, should he/she elect to deliver a budget message.
 - (c) Upon receipt of the county executive's budget, county board staff shall prepare, for distribution to all county supervisors and any interested county officials and citizens, a written overview of the budget, including

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

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

(3) *Committee on finance and audit hearings.*

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

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

(4) *Supervisor amendments.*

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

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

(5) *Executive budget vetoes.*

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

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

“Shall the item as approved by the county board in the budget resolution and vetoed by his/her honor, the county executive, be adopted? If you wish to override the veto, you vote ‘aye’; if you wish to sustain the veto, you vote ‘no’.”

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

1.25. Directives of the county board; how enforced.

(1) *County clerk; responsibilities.* Whenever the county board adopts a resolution or ordinance which directs any county officer, board or commission to perform a certain act or to make a report, it shall be the responsibility of the county clerk, to transmit a copy of the resolution or ordinance which was adopted to the county officer, board or commission 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.

1.26. Application of Robert's Rules of Order.

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

1.27 Chairperson of board is head of department.

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

1.28. 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 appellate court or federal courts above the district court level shall be referred to the committee on judiciary, safety and general services for a recommendation prior to authorization and approval by the county board. Such requests for leave to implement or begin the appeal shall be set forth in writing with sufficient explanation to validate the need to appeal as well as a reliable estimate of the fiscal effect.

(2) Whenever time limits do not permit making application to meet this section in cases of imminent emergency, prior authorization may be acquired by oral 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.

1.29. Decorum of supervisors in committee meetings.

Representatives of the news media, county executive and all staff, county supervisors and designated staff, constitutional officers, department heads and all other officers and employees of county government, as well as other public and private citizens, who either participate at or appear before any meetings of the county board or of any standing committees or any special or select committees, 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. 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.

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

Adopted by the Milwaukee County Board of Supervisors

March 15, 2012

Final Adopted Amended Version
Engrossed by County Clerk