

Sawyer County Board of Supervisors
Policy and Procedure Manual



Originally Adopted June 16, 2016

Table of Contents

Amendments/Additions Log	Page 3
Mission Statement.....	Page 4
Self-Organization	Page 5
Governing Rules of the County Board	Page 7
Board Compensation	Page 15
Committees, Boards and Commissions	Page 17
Roles & Responsibilities of Standing Committees	Page 21
Part II: Boards Commission and Other Committees	Page 28
Open and Closed Meetings	Page 30
Public Records not drafted	
Appendix A: Supermajority of the County Board	Page 32
Appendix B: Code of Ethics	Page 35

Amendment/Addition Log:

- Adopted June 16, 2016
- Approved April 2018
- Approved May 2018
- Approved July 2018
- March 21, 2019
 - Added Part I Section C. 3.
- Approved April 21, 2020
- Amended February 18, 2021
 - Added Mission Statement
 - Amend Rule 1(3)
 - Amend Rule 2(9) and 2(10)
 - Added Part I, No.'s 21-22
- Amended March 16, 2021
 - Added Appendix A and identified Appendix B
- Amended April 22, 2021
 - Added Part I Section C.2. Public Safety/Court Systems (approved at 4/20/21 Board meeting)
 - Expanded Table of Contents
 - Added an Amendment/Addition Log
 - Added PACE Commission to list on Page 19
- Amended June 17, 2021
 - Added Part I Section D. Economic Development and UW Extension and Agriculture Committee (approved at 6/17/21 Board meeting)
 - Expanded Table of Contents
- Amended July 15, 2021
 - Amended Board Rule 2(10) to read September 16, 2021, instead of July 1, 2021, per extension approved
 - Amended Committee Section A(22) to read September 16, 2021, instead of July 1, 2021, per extension approved
- Amended October 21, 2021
 - Amended Virtual Meeting policies - deleted Rule 2(8)-2(10) and created Rule 2(8) a-f of County Board meetings
 - Amended Virtual Meeting policies – deleted Part I, Section A No. 20-22 and created new No. 20 a-f of Committee meetings
- Amended April 21, 2022
 - Remove bullet point in Rule 5: Organizational Meeting: “Election of members of the committee which has jurisdiction over the Highway Department”
- Amended September 15, 2022
 - Comprehensive Review -Multiple updates; includes adding committee descriptions/roles & responsibilities, amending public comment language, removing special elections for vacant seats, implementing new Code of Ethics.

Mission Statement: The Sawyer County Board of Supervisors will strive to provide excellent services and responsible leadership to protect and enhance Sawyer County citizens, businesses, and resources, while preserving our unique heritage.

Sawyer County, Wisconsin Self-Organized County

Section A: Authority.

This ordinance is adopted under authority granted by Section 59.10, Wisconsin State Statutes. To give Sawyer County the largest measure of self-government under that Statute, the contents of the Sawyer County Board of Supervisors Policy and Procedure Manual shall be liberally construed in favor of the rights, powers, and privileges of the County to exercise any organizational or administrative power not contrary to the State of Wisconsin Constitution or to any enactment of the State Legislature that is of statewide concern and which uniformly affects every County.

Section B: Title.

This ordinance shall be known as the Sawyer County Self-Organized County Ordinance.

Section C: General Provisions.

1. For the purpose of improving the ability of the county government to organize its administrative structure, Sawyer County elects to become a self-organized county and to act under the provisions of Section 59.10 (1), Wisconsin State Statutes.
 - a) Terms of office for election of County Board of Supervisors. Supervisors are county officers and shall be elected for two-year terms in the election to be held on the first Tuesday in April in even numbered years and shall take office the third Tuesday in April of that year.
 - b) Methods for filling vacancies on the County Board. Vacancies shall be filled by procedures determined by the County Board and defined in the Sawyer County Board of Supervisors Policy and Procedure Manual.
 - c) Compensation of County Board Members. The method of compensation for County Board Supervisors shall be determined by the County Board. The County Board shall at or before its annual meeting in odd numbered years by a two-thirds vote of members entitled to a seat, fix the compensation of the board members to be next elected. The Board may also at or before its annual meeting in odd numbered years by a two-thirds vote of members entitled to a seat, provide additional compensation for the County Board Chairperson to be next elected. In addition to the per diem, the County Board Supervisors shall receive mileage for attending Board meetings and other official meetings in accordance with the Sawyer County Board of Supervisors Policy and Procedure Manual.
2. The County Clerk shall file a certified copy of the Self- Organized County ordinance with the Wisconsin Secretary of State upon passage by the Sawyer County Board.

Section D: Conflicting Ordinances.

Any prior Sawyer County ordinances or parts thereof in conflict with the provision of this ordinance insofar as they regulate the establishment of Sawyer County as a self-organized county are hereby repealed and rescinded effective the effective date of this ordinance.

Section E: Severability.

The provisions of this ordinance shall be deemed severable and it is expressly declared that the Sawyer County Board of Supervisors would have passed the other provision of this ordinance irrespective of whether one or more provisions may be declared invalid and if any provisions of this ordinance, the application thereof to any person or circumstances is held invalid the remainder of the ordinance and the application of such provision to other persons or circumstance shall not be affected thereby.

Section F: Effective Date

This ordinance shall take effect upon passage and publication as provided by law.

Sawyer County Board of Supervisors Governing Rules of the County Board

Role of a County Board Member

Service as a Board Member is an honor and a trust requiring the holder to serve the public through use of judgement for the benefit of the public. A Board Member is sworn to uphold the Constitution of the United States of America and the State of Wisconsin. A Board Member is responsible for impartially carrying the laws of our nation, our state, and the county.

County Board Members come from society at large. It is probable that Board Members will hold different views, have different perspectives and see things differently. However, it is not these individual traits that must prevail. It is the collective action of the Board that must prevail. Board Members are required to courteously work together for the public good of the whole county.

Board Members are expected to individually contribute to a collaborative effort to set the county's mission and advance the county's priorities. Examples of such activity include:

1. Participating in the process of debate and voting on proposed ordinances, resolutions and motions at the county board and committee meetings.
2. Serving on one or more standing committee(s) or other committee(s), boards and commissions
3. Spending the time needed to understand the issues that come before the board and their committees by preparing for such debate and deliberation in advance of the meetings.
4. Setting policy for the county, accepting that the County Administrator and county employees are responsible for carrying out the policy. As such, a board member should not interfere with the County Administrator's duties to oversee the daily operations of the county.
5. Being responsive to the issues raised by constituents.
6. Conducting oneself so that all aspects of one's public life reflect positively on the board and its members.
7. Avoiding the appearance of a conflict of interest, and bringing to the Ethics Board attention any potential conflict.

Rule 1: Board Members

1. The County Board shall consist of a representative from each of the County's supervisory districts established under Wis. Stat. § 59.10(3).
2. Board Members shall serve a two-year term beginning at the convening of the organizational meeting on the third Tuesday in April in the even numbered years with the term expiring as provided by law.

3. If a vacancy occurs on the Board, the Chair shall, within 90 days of the vacancy, appoint a person who is a qualified elector and resident of the Board district to fill the vacancy subject to confirmation by majority vote of those Board members voting. The appointed person shall serve for the unexpired portion of the term to which the person is appointed. Vacancy occurs upon the death of an incumbent, written resignation, removal or ceasing to be a resident of the district or for any other reason set forth in state statute.
4. No county officer or employee is eligible to hold the office of County Board Supervisor, but a Supervisor may be a member of a school board, town board, city council or village board of trustees.
5. The Chair and Vice Chair may be removed by a majority vote of those members voting.

Rule 2: Meetings and Quorum

1. Pursuant to Wis. Stat. § 59.11(1)(a), the Annual Meeting of the County Board will be at a time established by the Board on the Tuesday after the second Monday in November, unless that date falls on November 11 in which case the meeting will be held the following day.
2. Pursuant to Wis. Stat. § 59.11(1)(c), the Organizational Meeting of the County Board will be at a time established by the Board on the third Tuesday in April in even-numbered years. Other regular meetings of the County Board shall be on the third Thursday of each month starting at 6:30 pm. The dates and times for meetings other than the Annual Meeting and Organizational meeting may be changed by a majority vote of the county board.
3. A special meeting, which is not an emergency meeting, may be called by a written request of a majority of board members by delivering such request in writing to the County Clerk which shall be signed by the board members requesting the meeting, identify the date and time of the meeting (at least 48 hours from the delivery of the request to the Clerk) and specifying the agenda for the special meeting.
4. A special meeting may be called by the Chair in the event the Chair determines there has been an event of emergency. Upon declaring an event of emergency, the Chair may call an emergency meeting in any manner reasonably designed to give notice to supervisors and the public including by electronic means. Notice must precede meeting time by at least two hours. An emergency is defined as a situation which requires immediate Board action without which the county government or its citizens are likely to suffer risk of physical, financial, or other harm.
5. In the event of inclement weather, the Chair may cancel a meeting provided notice of cancellation is delivered by written, telephonic or electronic means to all board members, news media and the public at least three hours before the scheduled start of the meeting. Any meeting so cancelled shall be held within the next succeeding week.
6. Board members not able to attend a Board Meeting shall contact the Chair, County Administrator or County Clerk before the meeting giving an explanation for the anticipated absence. The Clerk shall note in the official minutes of the Board Meeting the fact of the Board Member's absence and the provision of an explanation, if such an explanation is

given. Any Board Member absent from a Board Member without providing an explanation for the absence prior to the meeting will be subject to discipline consistent with these Rules.

7. A majority of Board Members who are entitled to a seat shall constitute a quorum for purposes of enacting ordinances and adopting resolutions (unless a larger vote is required by law).
8. All County Board meetings shall be held in person and there is a presumption that all County Board members shall attend County Board meetings in person. However, the County Board recognizes that some circumstances may require virtual attendance. County Board meetings may be held virtually, and County Board Members may virtually attend in-person County Board meetings, pursuant to the following rules:
 - a) All virtual County Board meetings, attendance and participation shall be subject to and shall comply with all applicable laws, including, but not limited to, Wisconsin's open meetings laws set forth in Wis. Stat. Ch. 19. All County Board meeting notices and agendas shall have instructions for virtual access.
 - b) The County Board Chair may authorize a fully-virtual County Board meeting if deemed necessary, within the County Board Chair's discretion. The County shall make arrangements for any County Board Member to attend a fully-virtual meeting in person so long as the facility provided to the County Board Member for in person attendance is accessible to the public.
 - c) A County Board Member may virtually attend a County Board meeting if the County Board Member provides notice to the County Board Chair and County Clerk no later than 24 hours prior to the County Board meeting, except in emergency circumstances.
 - d) The County Board Chair shall attend every County Board meeting in person unless a fully-virtual meeting is called pursuant to (a) above, or in the event of emergency or other extraordinary circumstance.
 - e) Any County Board Member virtually attending a meeting shall comply with all rules of conduct, etiquette and ethics as required by these Rules and other applicable laws. In addition, a County Board Member virtually attending a meeting shall keep his or her camera active during the entirety of the meeting unless the meeting is in recess.
 - f) In the event of a County Board Member's non-compliance or abuse of this Rule 2(8), the County Board Chair shall review these Rules and expectations with the County Board Member.
9. If the Chair of a Committee determines, in advance of the meeting, that a quorum of the Committee will not be present at any scheduled Committee meeting, the Chair of the Committee may invite a Board Member who is not a member of the Committee to attend the Committee meeting and serve as an alternate member of the Committee, with full membership privileges, for that meeting only. In no event shall more than one Board Member serve as an alternate Committee member at any Committee meeting.

Rule 3: Organizational Meeting and Election of Board Officers

1. At its Organizational Meeting, the Board shall elect a Chair and Vice Chair.
2. Following nominations (including self-nominations), which need not be seconded, each nominee may address the board for up to three minutes. Handouts, literature, PowerPoints and other presentation materials are not allowed.

3. Secret ballots will be used to elect the Chair and Vice Chair by separate votes for each. Votes cast for persons that were not nominated shall not be counted.
4. A person receiving a majority vote of Members present shall be declared elected. If no majority is reached, balloting shall continue, including all nominees, until a majority is reached.
5. If the office of the Chair or Vice Chair is vacated, new elections for the vacant office will be held. If both offices are vacant simultaneously, the election for Chair shall precede the election for Vice Chair. Following nominations, which need not be seconded, each nominee may address the Board for up to three minutes. Handouts, literature, PowerPoints and other presentation materials are not allowed. Secret ballot will be used for the election. Only persons nominated shall be voted for. A person receiving a majority vote of Members present shall be declared elected. If no majority is reached, balloting shall continue, including all nominees, until a majority is reached.

Rule 4: Chairperson Powers and Duties

1. The Chair, or in their absence, the Vice Chair shall call the meeting to order and preside over the meeting.
2. In the absence of the Chair and Vice Chair, the County Clerk will preside until the Board elects a Chair Pro-Tem.
3. The Chair shall have the powers and duties provided under Wis. Stat. § 59.12. The Chair shall preserve the order of the Board and decide the questions of order and procedure subject to an appeal to the Board. The Chair will ensure the Board and individual Board Members act consistent with the rules of order. The Chair shall preside at Board Meetings in an efficient and effective manner and shall set the general tone for each meeting through positive leadership. Board deliberations will be fair, open and thorough, with all Members wishing to speak given a chance to do so. The Chair is also responsible to recognize public and staff comment as allowed or appropriate.
4. The Chair, working with the County Administrator, will be responsible for the preparation of the written agenda. Every attempt will be made to distribute the Board agenda, related resolutions, ordinances and other attachments and minutes from the preceding meeting will be distributed to the board members at least five calendar days before the scheduled board meeting.
5. The Chair can be a member of standing committees.
6. The Chair shall have the power to vote at committee meetings when requested by that committee chair to fill a position caused by the absence of a Member of that committee.
7. As soon as practicable following the Organizational Meeting, the Chair shall appoint all Members of the standing committees of the Board with approval by the majority of the Board, with the exception of elected committees. The full Board shall elect, members of the elected committees by majority vote.

8. The Chair may remove appointed committee members with the concurrence of the County Board. The full County Board may remove or replace a member of an elected committee by a majority vote.
9. The Chair shall be entitled to vote on all questions coming before the Board. The Chair shall sign all ordinances and resolutions approved by the County Board and where required to do so by Board action counter sign orders, contracts, and the like. The Chair shall transact all necessary County Board business with others and represent Sawyer County at legislative hearings, conventions or other matters pertaining to the County.

Rule 5: Order of Business

1. The order of business at the Organizational Meeting shall be as follows:
 - Call to order
 - Administration of oath of office
 - Roll call by the County Clerk
 - Pledge of allegiance
 - Certification of compliance with the open meeting law
 - Approval of agenda
 - Approval of minutes of last meeting
 - Election of Chairperson
 - Election of Vice Chairperson
 - Adoption of Rules of Order
 - Follow order of business as established for other meetings
2. The order of business at Regular Meetings shall be as follows provided, however, that the Chair may modify the order of business as necessary (subject to requirements of the open meetings law):
 - Call to order
 - Roll call by County Clerk
 - Pledge of allegiance
 - Certification of compliance with the open meetings law
 - Approval of agenda
 - Public comment See Rule 8
 - Approval of minutes of last meeting
 - Presentations when appropriate
 - Public hearing when needed
 - Committee reports, resolutions and ordinances
 - Election and appointments as needed
 - Correspondence, reports from conferences and meetings, items for future agendas
 - Adjourn

Rule 6: Resolutions and Ordinances

1. All resolutions and ordinances must be in writing.
2. Resolutions and ordinances sponsored by committees, or by at least two Board Members, shall

be delivered to the County Administrator at least six (6) calendar days before the Board meeting.

3. Resolutions or ordinances sponsored by at least two Board Members and not previously considered by a committee of the Board shall, be referred by the Chair, without motion to adopt or discussion, to the appropriate committee.
4. Any resolution or ordinance presented for consideration must bear the signature of the Board Members offering the resolution or ordinance, or if being presented by a committee, the signatures of those committee members approving the resolution or ordinance and the number of votes in favor and against the resolution or ordinance in the committee.

Rule 7: Voting and Procedure

1. Unless provided for in the Wisconsin Statutes or these Rules the most recent edition of Robert's Rules of Order shall govern the procedures of the Board.
2. When a Board Member wishes to speak, he or she shall activate the red light on his or her speaker, wait to be recognized by the Chair, and address the Chair. When two or more Board Members activate the red light at the same time, the Chair shall designate the Board Member who is to speak first. In all cases, a Board Member who activates the red light first shall speak first after being recognized by the Chair.
3. Board Members speaking on any item of business before the Board shall confine their remarks to the subject at hand and shall not deal in personalities. When called to order, the Board Member speaking will not proceed further without express permission of the Chair.
4. Any unanimous vote shall be considered and recorded as an affirmative unanimous roll call vote when so directed by the Chair.
5. Any Board Member can demand a roll call vote on any business before the Board. Whenever there is a roll call vote, the County Clerk shall call the roll by name. The County Clerk may take roll call votes in rotating fashion at the County Clerk's discretion or as otherwise directed by the Chair.
6. No vote shall be taken on any orally presented motion or amendment to a resolution or ordinance until the County Clerk has written it out in full and read it back to the Board.
7. When a motion is made and seconded, it shall be stated by the Chair or designee prior to debate (except for motions to adjourn, postpone, table or commit). Thereafter, it is in the possession of the Board for debate.
8. Absent consent from the Chair, each Board Member will be provided only up to two opportunities to speak on an action being debated by the Board.
9. If a motion before the Board contains several points, any Member may have it divided so that each point may be voted upon separately.

10. Any Member wanting to terminate the debate may move the previous question. The Chair will ask if there is an objection to closing debate. If a Member objects to closing debate, the Chair shall call for a motion to move the previous question, which if passed ends debate. If the motion is made and seconded, the Chair shall immediately call for a vote on the motion to close debate. Such a motion requires a two-thirds vote to pass.
11. Once debate on a motion has begun, no other motions are permitted except the following, all of which need a second:

	<u>Debatable</u>	<u>Votes to Pass</u>
To adjourn or fix the time to adjourn	No	Majority
To recess	Yes	Majority
To lay on the table	No	Majority
Move the previous question	No	2/3
privilege	No	Raise a question of Chair
Call for Orders of the Day	No	Chair
Postpone to certain day	Yes	Majority
To refer to a committee	Yes	Majority
To amend	Yes	Majority
To postpone indefinitely	Yes	Majority
To consider	Yes	Majority

Majority shall mean the majority of members voting.
Two-thirds shall mean two-thirds of members voting.

See appendix A for a more complete list of resolutions requiring a supermajority vote of the Board.

12. No motion is in order when another Member has the floor or when the Board is voting.
13. All motions amending or changing the current year budget as approved by the Board shall clearly state the reason for the amendment or change, the dollar amounts involved and the source of funding. Such motions require a two-thirds vote of the entire board to pass (10 votes). Voting shall be by roll call.
14. It is in order for a Member who voted on the prevailing side, or a member absent from the previous board meeting, to move for reconsideration of the vote on any question in the same or next regular meeting of the Board provided that any item of business that has been acted upon by the County based upon the outcome of the vote is not subject to reconsideration.
15. If the Chair is participating in debate, the Chair shall upon the request of any Member, relinquish the gavel to the Vice Chair who shall not participate in the debate.
16. Other than situations where secret ballot is authorized by law, all votes will be public by voice (ayes and nays), show of hands, roll call, paper if the Board Members name is on the ballot, or by electronic voting if implemented.
17. All Members are required to vote unless it would present a conflict of interest concern with the Member voting (which concern must be expressed publicly) or unless otherwise excused by the Chair.

18. A Member with a conflict of interest concern shall not vote, and prior to the matter being debated, seek authority from the Chair to abstain.

Rule 8: Public Participation in Board Meetings

The public is encouraged to attend Board meetings and, to the extent provided in these Rules participate in its proceedings. Such participation must be balanced with the orderly and efficient proceeding to the Board meetings. It is important to remember that public participation in Board meetings is a privilege and not a right – the Chair and the Board have an obligation to maintain appropriate decorum at Board meetings. Members of the public will be given the opportunity to address the Board during the Public Comment portion of the meeting. The Chair is also able to exercise discretion to recognize and allow non-Board Member comment and participation during the meeting pertaining to agenda items.

Those wishing to speak will sign up before the Board meeting indicating their name and topic they wish to address. They will be recognized by the Chair at the appropriate time. Once recognized, the person wishing to speak will approach the podium and state their name, address, and subject upon which they will speak. The time allocated to any person addressing the board will be a maximum of 3 minutes and all public comment will be limited to a maximum of 30 minutes unless extended at the discretion of the Chair.

Rule9: Suspension of the Rules

Unless otherwise provided by law these rules may be suspended by a two-thirds vote of those Members voting.

Sawyer County Board of Supervisors Board Compensation

Section A: Per Diem

1. At or before its annual meeting in odd numbered years, the County Board shall fix the compensation of the board members to be next elected by a two-thirds vote of members entitled to a seat. Compensation will be paid to committee members, a substitute for an absent committee member, or if requested to attend the committee meeting by the committee chair or Board Chair for the following;
 - a. All Board and County Board committee meetings.
 - b. Meetings of other entities or committees to which the board member has been appointed.
 - c. Formally schedule meetings such as the interviewing candidates to fill an open position or to provide guidance.
2. Travel time is not counted as meeting time except to attend the Wisconsin Counties Association Annual Conference, other conventions and training sessions that involves a significant commute. Per diem / compensation will be established according to the process in Section A 1. above.

Section B: Mileage and Other Travel Expenses

A Board Member may charge mileage for travel to drive from their homes to any meeting, conference or training session for which they are eligible to receive a per diem. The mileage rate will be the same as that paid to county employees who drive their own car when no county car is available. When traveling to events involving a significant commute, board members are encouraged to car pool.

All other travel related expenses will be reimbursed according to what is set forth in the Personnel – Administrative Manual or as set by Board.

Sawyer County Board of Supervisors Committees, Boards and Commissions

Part I Standing and Ad hoc Committees of the Board

Section A: General Rules for All Committees

1. At its first meeting, a committee shall elect a chair and a vice chair. Following nominations, which need not be seconded each nominee may address the committee for three minutes. Pursuant to Wis. Stat. § 19.88(1), a voice vote or, if requested, roll call vote will be used to elect the committee chair and vice chair by separate votes on each. Only persons nominated may be voted for. A person receiving a majority vote of all committee members shall be declared elected. If no majority is reached, balloting shall continue, including all nominees, until a majority is reached.
2. When approved by the County Clerk, the committee may appoint a recording secretary. The recording secretary shall submit all agendas, minutes, and other records of all committee meetings to the County Clerk.
3. The committee chair, or in his or her absence, the vice chair shall call the meeting to order and preside over the meeting following the order of business as prescribed in Board Rule 5.
4. If the committee chair or vice chair position is vacated a new committee chair or vice chair will be elected as according to the process in Section 1 above.
5. If the committee does not have a quorum when a meeting is called to order, the meeting will be rescheduled. . The time required to properly notice the meeting under the open meetings law should be considered when setting the new meeting date.
6. Board Rule 7 shall apply to committee meetings.
7. No board member may serve on more than three standing committees.
8. In conjunction with the County Administrator, each committee shall approve goals and objectives for all programs and activities of the departments the committee oversees.
9. After approval by the Board as to purpose and members, each committee may create ad-hoc subcommittees.
10. The committee chair working with the County Administrator and County Clerk will be responsible for the preparation of the written agenda. The agenda, resolutions, ordinances and other attachments and minutes from the preceding meeting will, to the extent possible, be distributed to the committee members at least five calendar days before the scheduled meeting. In rare instances it may be necessary to add items to the committee agenda packet

subsequent to the agenda being distributed. In such case, the documentation concerning that agenda item will be distributed to committee members as soon as possible.

11. The County Clerk is responsible for publishing committee agendas and proceedings in compliance with the open meetings law.

Board Members not on the committee will be considered as part of the public and have the privilege to speak only when called upon by the committee chair. If a Board Member is attending at the invitation of the committee chair, the Board Member may participate in the discussion on the relevant agenda item.

12. Each committee shall act on all resolutions and ordinances which come before it that affect any department or agency that it oversees.
13. Resolution and ordinances presented for consideration at any meeting must be in writing. If approved by the committee, resolutions and ordinances forwarded to the County Board shall bear the signatures of committee members voting for the resolution or ordinance.
14. Approved resolutions and ordinances must be forwarded to the County Administrator within two days of the committee meeting.
15. The chair of each committee shall present that committee's resolutions and ordinances to the Board.
16. Members of the public may be given the opportunity to address the Committee during public comment for items not on the agenda, or at the time of consideration for items on the agenda at the discretion of the committee chair. The committee chair will call on the member of the public at the appropriate time. The committee chair has the discretion to limit the amount of time each person may speak and the total amount of time devoted to public comment.
17. A member with a conflict of interest concern shall not vote and prior to the matter being debated, shall seek authority from the chair (vice chair in the case of the committee chair) to leave the room during consideration of the item of business and abstain from voting on such item of business.
18. All Committee meetings shall be held in person and there is a presumption that all Committee members shall attend Committee meetings in person. However, the County Board recognizes that some circumstances may require virtual attendance. Committee meetings may be held virtually, and Committee Members may virtually attend in-person Committee meetings, pursuant to the following rules:
 - a) All virtual Committee meetings, attendance and participation shall be subject to and shall comply with all applicable laws, including, but not limited to, Wisconsin's open meetings laws set forth in Wis. Stat. Ch. 19. All County Board meeting notices and agendas shall have instructions for virtual access.
 - b) The Committee Chair may authorize a fully-virtual Committee meeting if deemed necessary, within the Committee Chair's discretion. the County shall make arrangements for any Committee Member to attend a fully-virtual meeting in person so long as the facility provided to the Committee Member for in person attendance is accessible to the public.

- c) A Committee Member, except for the Chair, may virtually attend a Committee meeting if the Committee Member provides notice to the Committee Chair and County Clerk no later than 24 hours prior to the Committee meeting, except in emergency circumstances.
- d) The Committee Chair shall attend every Committee meeting in person unless a fully-virtual meeting is called pursuant to (a) above, or in the event of emergency or other extraordinary circumstance.
- e) Any Committee Member virtually attending a meeting shall comply with all rules of conduct, etiquette and ethics as required by these Rules and other applicable laws. In addition, a Committee Member virtually attending a meeting shall keep his or her camera active during the entirety of the meeting unless the meeting is in recess.
- f) In the event of a Committee Member's non-compliance or abuse of this Rule No. 20, the Committee Chair and County Board Chair shall review these Rules and expectations with the Committee Member.

Section B: Standing Committees

1. Committee Members shall be appointed for two-year terms in accordance with Rule 4.. The standing committees are:
 - a. Administration Committee consisting of the County Board Chair and Vice Chair sitting as Chair and Vice Chair of the committee plus three appointed members.
 - b. Public Safety/Court System Committee consisting of five appointed members.
 - c. Land, Water & Forest Resources Committee consisting of six members five of which will be members of the Sawyer County Board and one representative of the Sawyer County farm service agency (Wisconsin statute s. 59.56 (3) (b).).
 - d. Public Works Committee consisting of five appointed members, which is considered the county highway committee under Wis. Stat. § 83.015
 - e. Economic Development/UW-Extension Committee consisting of five appointed members.
 - f. Zoning Committee consisting of five appointed members, and one additional alternate member.
 - g. Finance Committee consisting of five appointed members.

Roles and responsibilities of the standing committees are as follows:

This section will be drafted by the standing committees and approved by the majority of board members voting.

2. **Roles and responsibilities of the standing committees are as follows:**

A) Administration Committee

Mission: Develop, guide and implement policies that address overall management, coordination, and operation of County government. Including County Administration and administrative support function.

Composition: County Board Chair and Vice-Chair and three additional Board members appointed by Chair and confirmed by a majority of the Board

Committee of Jurisdiction for: Administration, Human Resources, Veterans Services, and Information Technology

Primary Responsibilities:

- Address policy related to administrative and operational elements of County.
- Address Human Resource issues and policy.
- Approve Personnel Policy manual changes and forward as needed to Board for approval.
- Review and maintain Board policies, and make recommendations to Board on updated or new Board policies.
- Review budgets for the departments subject to the committee's jurisdiction. Provide recommendations to the County Administrator about his/her proposed changes to the budgets submitted by the departments.
- Approve contracts and agreements pertaining to facilities and infrastructure, and where the counter party requires board approval, forward to the County Board for approval.
- Deal with all other issues of policy raised by the departments subject to the committee's jurisdiction while avoiding interfering the day to operations of county government.
- Receive monthly reports from departments subject to the committee's jurisdiction.
- Approve annual goals and objectives and long-range plans for departments and County subject to the committee's jurisdiction.
- Approve grant requests for departments subject to the committee's jurisdiction where such approval is required by the grantor. Such approvals are forwarded to the County Board for approval

B.) Public Safety/Court System

Mission / Purpose: Provide leadership for Sawyer County by coordinating with the Public Safety and Justice Departments for the County, which provide for the safety of the citizens and guests of Sawyer County; monitoring outcomes, reviewing, and recommending to the County Board policies related to the public safety initiatives of the County.

Membership: The Public Safety Committee shall be comprised of five (5) County Board Supervisors appointed by the Chair of the Sawyer County Board of Supervisors at the April meeting of the full county board in even numbered years.

Term: Members shall serve for a two-year term concurrent with their terms of office as County Board Supervisors.

Reporting Relationship: The Public Safety Committee shall be accountable to the County Board.

Committees of Jurisdiction: The Public Safety Committee shall serve as the County liaison and have the primary responsibility of conferring with and providing guidance, including review of policies and developing budgets, to the following County departments:

- Sheriff
- Ambulance
- Coroner
- Emergency Services
- Clerk of Courts
- District Attorney
- Circuit Court
- Child Support

And receive reports from:
Criminal Justice Collaboration Council

The duties and responsibilities of the Public Safety Committee include but are not limited to:

1. Identify the need for and recommend to the County Board policies related to the public safety of the County.
2. Review programs and associated budget requirements prior to their being considered for inclusion in the County budget.
3. Facilitate broad based discussion of issues and policies encouraging public involvement and communications with the public.
4. Serve as the initial contact point for individuals and/or organizations who wish to introduce or review County Board policy regarding County public safety.
5. Initiate a study to determine future criminal justice issues.
6. Fulfill all statutory requirements assigned by the County Board.

C) Land, Water & Forest Resources Committee

Mission: Develop, guide and implement policies that protect and ensure the sustainability of our bio-diverse community.

Composition: Six members appointed by the Chair with approval of the board.

Five members will be members of the Sawyer County Board. Two of which are to be members of the Committee of jurisdiction for agriculture and extension education (Sawyer County Economic Development Committee) and a representative of the Sawyer County farm service agency (Wisconsin statute s. 92.06 (1)(b) 1. & 2)

Committee of Jurisdiction for: Land, Water, Forestry, Land Records, Land Information, Surveyor and Register of Deeds

Primary Responsibilities:

- Approve the sale of property acquired by tax foreclosure.
- Approve semiannual forestry stumpage bids.
- Approve bids for trail work on trails overseen by the Forestry Department.
- Approve events to be held on County forest land
- Approve Forestry, Land and Water Conservation and Land Information plans that are required by governmental bodies.
- Oversee management of the County Forest per Wis. Stat. § 28.11
- Hear reports from Sawyer County Trails Alliance, LCO Conservation, Wisconsin DNR Forestry and National Resources Conservation Services.
- Receive monthly reports from departments subject to the committee's jurisdiction.
- Approve annual goals and objectives and long-range plans for departments subject to the committee's jurisdiction.
- Approve grant requests for departments subject to the committee's jurisdiction where such approval is required by the grantor. Such approvals are forwarded to the County Board for approval
- Approve contracts and agreements, and where the counter party requires board approval, forward to the County Board for approval.
- Review budgets for the departments subject to the committee's jurisdiction. Provide recommendations to the County Administrator about his/her proposed changes to the budgets submitted by the departments
- Approve changes or amendments to the previously adopted annual budget (excluding line item transfers) for departments subject to the committee's jurisdiction. This action will be passed on to the Finance Committee and then the County Board.
- Deal with all other issues of policy raised by the departments subject to the committee's jurisdiction while avoiding interfering the day to operations of county government.

D) Health and Human Services Board

The Health and Human Services Board is governance and responsibilities are covered in Wis. Stats. §§ 46.23 and 250.01 and the Health and Human Services Board Bylaws – which can be found in Appendix _____

E) Public Works Committee

Mission: Develop, guide and implement policies that address management and operation of County facilities and infrastructure.

Composition: Five County Board members.

Committee of Jurisdiction for: Maintenance, Airport, Highway

Primary Responsibilities:

- Act as the designated Highway Committee per Wis. Stat. § 83.015
- Act as the designated Airport Committee, and address policy and operation of the airport.
- Address policy related to operation of County facilities.
- Review budgets for the departments subject to the committee's jurisdiction. Provide recommendations to the County Administrator about his/her proposed changes to the budgets submitted by the departments
- Review utilization of County facilities, space needs, and capital improvements.
- Approve contracts and agreements pertaining to facilities and infrastructure, and where the counter party requires board approval, forward to the County Board for approval.
- Deal with all other issues of policy raised by the departments subject to the committee's jurisdiction while avoiding interfering the day to operations of county government.
- Receive monthly reports from departments subject to the committee's jurisdiction.
- Approve annual goals and objectives and long-range plans for departments subject to the committee's jurisdiction.
- Approve grant requests for departments subject to the committee's jurisdiction where such approval is required by the grantor. Such approvals are forwarded to the County Board for approval
- Review and approve Airport agreements (Management Contracts, Contracts for Services, and Leases). Such approvals are forwarded to the County Board for approval.
- Monitor building projects including new construction and remodeling.

F) Economic Development and UW Extension and Agriculture Committee

The following provisions shall apply to the Sawyer County Board of Supervisor's ("County Board") standing committee entitled the Economic Development and UW Extension and Agriculture Committee (the "Committee"):

Mission/Purpose: Provide the leadership for implementation of the Education and Economic Development for Sawyer County. To provide leadership in monitoring outcomes, reviewing, and recommending to the County Board all policies related to educational and economic development initiatives of Sawyer County.

Statutory Authority and Responsibilities: Wis. Stat. § 59.56(3).; Wis. Stat. § 92.06(1)(b)1.

Membership: Shall be comprised of five (5) County Board Members. Pursuant to Wis. Stat. § 92.06(1)(b)1, at least two (2) members of the Committee shall also be members of the County Land, Water & Forest Resources Committee.

Term: Committee members shall serve for a two (2) year term concurrent with their terms of office as County Board Supervisors.

Reporting Relationship: The Committee shall have responsibility for outcome, monitoring and oversight of the performance of economic development initiatives supported by Sawyer County. The Committee shall have the primary responsibility of conferring with and acting as liaison for the following organizations for purposes of economic and community development:

- Northwest Regional Planning Commission
- Hayward Lakes Visitor and Convention Bureau
- Sawyer County Snowmobile/ATV Alliance
- Silent Sports
- American Birkebeiner
- UW Extension
- Sawyer County Fair Association
- SC/LCO Economic Development Corporation
- Sawyer County Libraries (Hayward, Winter, LCO)

Duties and Responsibilities of the Committee include but are not limited to:

1. Foster the implementation of Sawyer County's initiatives related to economic development.
2. Identify the need for, and recommend to the County Board, policies related to education and economic development initiatives appropriately supported by Sawyer County.
3. Review new programs and associated budget requirements prior to their being considered for inclusion in Sawyer County's annual budget.
4. Facilitate broad-based discussion of issues and policies relating to education and economic development by encouraging public involvement.
5. Serve as the initial contact point for individuals and/or organizations who wish to influence County Board policy regarding Sawyer County's economic development.

6. Review and recommend operational procedures and practices to appropriate administrative committee(s) and department(s) of the County.
7. Review and recommend to the County Board programmatic and facility plans consistent with the community's expectations for the University of Wisconsin-Extension.
8. Serve as Sawyer County's Extension and Education Committee, as defined in Wis. Stat. § 59.56(3)(b) by performing the following responsibilities:
 - Establish UW/ Sawyer County based extension policy; and
 - Provide budget oversight of UW/Sawyer County based extension department; and
 - Provide input and monitor the performance of the UW Extension programming; and
 - Create policies and strategies that accomplish educational needs in an efficient and cost-effective manner; and
 - Provide a leadership role with the County Board and other community partners to preserve and enhance access to the resources of the public university; and
 - Assess future community educational needs; and
 - Facilitate a partnership between Sawyer County and the University of Wisconsin.
9. Additional duties as assigned by the County Board.

G.) Zoning Committee

The Zoning Committee governance and responsibilities can be found in the Zoning Committee Bylaws which are located in Appendix _____

H.) Finance Committee

Roles and Responsibilities of the Finance Committee

Budget

1. Approves budget guidelines departments should follow when preparing the budget as proposed by the County Administrator
2. Acts as a sounding board for the County Administrator when determining modifications to service levels are needed to balance the budget.
3. Reviews balanced budget submitted by the County Administrator forwarding it to the Board for approval.
4. Reviews projected large (the greater of \$25,000 or 20% of budget annualized) adverse (lower revenue or higher expenses) impacts to the approved budget as submitted by the County Administrator. Projected large adverse budgeted items noted for the Finance Committee will be reviewed with the appropriate committee by the County Administrator These items will be included in the Finance Committee's report to the Board if not included in the report of the responsible committee.
5. Reviews unbudgeted items (other than line-item transfers) including transfers from the contingency account. Resolution forwarded to Board for approval

Internal Controls

1. Approves selection of independent auditor as recommended by the County Administrator
2. Reviews with the independent auditor the final draft audit and approves such audit report.
3. Reviews the County Administrators proposed corrective action on internal control and other weakness noted by the independent auditor and monitors the progress towards correcting these deficiencies.
4. Reviews significant internal control breaches. Breaches would include duplicate payments, errors in recording transactions or any other events where the assets of the county are not safeguarded or the financial statements do not accurately reflect the county's operations

Policies:

1. Approves policies and changes there to as submitted by the County Administrator in the areas of finance, treasury and other elements of asset protection forwarding them to the Board for approval.

Other Actives:

1. Reviews requests for borrowing forwarding them to the Board for approval.

Section C: Ad Hoc Committees

The Chair will recommend creation of an ad hoc committee and shall appoint members of that committee with the approval of the majority of those board members voting. Prior to voting, the purpose of the ad hoc committee will be clearly stated. Once that purpose has been accomplished, the committee will automatically disband.

Part II Boards, Commissions and other Committees

Section A: Other Boards and Commissions

County board members and/or other members where indicated will be appointed by the County Administrator, confirmed by a majority of the board members voting to the following committees and boards:

INTERNAL

Criminal Justice Coordinating Committee – two appointed board members
Ethics Board – three appointed board members and two Sawyer County citizens
Labor Negotiations – two appointed board members
Land Information Council – one appointed board member
Zoning Board of Appeals - no board members

QUASI Governmental

Aging and Disability Resource Center of the North - one appointed board member
Indianhead Community Action Program - one appointed board member
Local Emergency Planning Committee - one appointed board member
Northern Regional Trail Advisory Committee-NoRTAC – one appointed board member
Northern Waters Library Service - one appointed board member
Northwest Regional Community Development Block Grant Housing Program – one appointed board member
Northwest Regional Planning Commission two appointed board members of which second member is an alternate.
NW Wisconsin CEP - one appointed board member
PACE Commission – one appointed board member

EXTERNAL

American Birkebeiner Foundation - one appointed board member
Hayward Lakes Visitor/Convention Bureau - two appointed members of which one must be a board member
LCO Library - one appointed board member
Sawyer County Fair - one appointed board member
Sawyer County Housing Authority Commission - two board members. By State Statute all members appointed to the commission must be approved by the County Board
Sawyer County/LCO Economic Development Corporation – two appointed board members
Sawyer County/LCO Joint Committee – two appointed board members
Sawyer County /LCO Transit - three appointed members
Senior Resource Center (Aging unit) – two appointed board members
Traffic Safety Committee – one appointed board member

Visions Northwest – one appointed member
Weiss Community Library Board - one appointed board member
Winter Library Board - one appointed board member

Sawyer County Board Open/Closed Meetings

Section A: Policy

It is the policy of Sawyer County that the public is entitled to the fullest and most complete information regarding the affairs of county government as is compatible with conduct of county affairs and the transaction of county business. All meetings of the Board, committees, boards and commissions shall be held in public buildings or any place accessible to members of the public and shall be “open sessions” as provided by Wis. Stat. § 19.83, Wis. Stats. To that end:

1. The Board of Supervisors, committees, boards and commissions shall comply with the Open Meeting Law. Every meeting shall be preceded by a public notice. Discussion shall be held and action shall be initiated, deliberated upon and acted upon only in open session unless a closed session is noted.
2. Every public notice of a board meeting, standing or ad hoc committees shall set forth the time, date, place and subject matter of the meeting, including the intended consideration at any contemplated closed session. The notice must be in enough detail so that it is reasonably clear to members of the public and the news media the business to be transacted. Public notice of every meeting shall be given at least 24 hours prior to commencement of such meeting, unless for good cause such notice is impossible or impractical, in which case shorted notice can be given, but no less than 2 hours prior to the meeting. The “good cause” provision should be used sparingly and only when truly necessary.

Section B: Closed Session

The County Board or any committees, upon motion duly made and carried by roll call vote may convene in closed session. This motion may not be adopted unless the Chair announces to those present at the meeting the nature of the business to be considered in closed session and the specific statutory exemption by which such closed session is claimed. Such announcement will be recorded in the minutes. No business may be taken up at any closed session except that which relates to matters germane to the closed session.

The Chair of the Board or Chair of a Committee will state which, if any, non-board members may attend a closed session. A closed session may be held for any of the following purposes set forth in Wis. Stat. § 19.85(1):

If the Board or committee intends to meet in open session after a closed session, the public notice must indicate this intent. If not, the Board or committee cannot convene within 12 hours of recession of the closed session.

No member of the county board shall be excluded from any closed session of the County Board or any standing committee of the Board. No person attending a closed session shall divulge any information pertaining to such closed session without specific authorization to do so.

APPENDIX A

Supermajority Votes of the County Board

Copied on 3/16/21 from: <https://localgovernment.extension.wisc.edu/counties-in-wisconsin/>

In most cases, adoption of a motion on the floor of the county board requires a simple majority vote, i.e. more than half. From time to time, though, state statutes and parliamentary authorities subject the county board to a higher threshold. Rather than a simple majority, these motions require at least a two-thirds (2/3) vote or even a three-fourths (3/4) vote for approval.

The following tables list the actions requiring a supermajority vote. There is no attempt to describe any procedures that need to be followed prior to these actions being taken. It often takes more than simply adopting a motion at a county board meeting for board action to be legal. For example, while it is true that the vote requirement for removing certain county officers is two-thirds, the board would first need to comply with section 17.16 of the Wisconsin statutes which contains the procedures that must be followed.

Motion before the County Board	Statute	Vote Required
Removal from office of the county clerk, county treasurer, county surveyor, or county board supervisor	17.09(1)	Not less than 2/3 of all supervisors entitled to a seat on the county board.
Removal from office of county officers appointed by the county board.	17.10(2)	Not less than 2/3 of the supervisors entitled to seats on the county board.
Make application to withdraw land from county forest program Also, if application is denied county board may appeal to a review committee. And, if application is approved, county board must approve resolution to withdraw the land.	28.11(11)(a)1 28.11(11)(a)4 28.11(11)(a)6	Not less than 2/3 of county board membership. Not less than 2/3 of county board membership. Not less than 2/3 of county board membership.
Financing harbor improvements..... assume the obligation of paying the principal and interest of such evidences of indebtedness as are then outstanding.	30.34(3)(b)	Not less than 2/3 of county board membership.
Withdrawal from a public library system.	43.18(1)(am)	Not less than 2/3 of county board membership.
Removal for misconduct or neglect of a trustee of a county institution.	46.18(3)	Not less than 2/3 of county board membership.
Removal of a county social services board member appointed by the county board.	46.22(1m)(c)2	Not less than 2/3 of county board membership.
Removal of a member of a county human services board.	46.23(4)(c)1	Not less than 2/3 of county board membership.

Motion before the County Board	Statute	Vote Required
Removal of a member of a county community programs board.	51.42(4)(a)1.a	Not less than 2/3 of county board membership.
Removal of a member of a county developmental disabilities services board.	51.437(7)(a)1	Not less than 2/3 of appointing authority.
Fix the compensation of the board members to be next elected.	59.10(3)(f)	Not less than 2/3 of county board membership.
Override a veto of the county executive.	59.17(6)	Not less than 2/3 of the members-elect of the board.
Discontinue furnishing abstracts.	59.44(5)	Not less than 2/3 of county board membership.
Purchase membership in an association of county boards.	59.52(22)	Not less than 2/3 vote.
Authorization to take certain actions related to public transit in counties.	59.58(3)(i)	Not less than 2/3 vote of county board membership
Amending a zoning ordinance in an airport affected area.	59.69(5)(e)5m	Not less than 2/3 of the members of the board present and voting.
Removal of a member of a solid waste management board.	59.70(2)	Not less than 2/3 vote of the appointing authority.
Changes or amendments to a previously adopted budget.	65.90(5)(a)	Not less than 2/3 of county board membership.
Withdrawal from a regional planning commission.	66.0309(16)	Not less than 2/3 vote of the members elect.
Authorization to expend in excess of funds available or appropriated.	66.0607(7)	Not less than 2/3 of county board membership.
Relief from conditions of gifts and dedications.	66.1025(1)	Not less than 2/3 vote of the members elect.
Declaration as premier resort area.	66.1113(2)(a)	Not less than 2/3 of the members of the county board who are present when the vote is taken.
Motions requiring a 3/4s vote		
Change in restricted use of land.	27.065(15)	Not less than 3/4 of the county board.
Financing harbor improvements through bonds or notes.	30.35(1)	Not less than 3/4 of the county board.
Amendment or repeal of previously adopted ordinance related to fixing the number of deputy sheriffs and their salaries	59.26(8)(d)	Not less than 3/4 of the members elect.
Bypassing bidding requirements for certain public works projects done directly by the county.	59.52(29)(a)	Not less than 3/4 of the county board.
When protest filed against a proposed zoning ordinance amendment.	59.69(5)(e)5g	Not less than 3/4 of the members present and voting.
One of the ways that a county can meet the conditions to issue debt	67.045(1)(f)	Not less than 3/4 of the members elect

This table includes some of the common motions under Robert’s Rules of order, Newly Revised that require more than a majority for approval.

Motion before the County Board	Robert’s Rules of Order	Vote Required
Limit or extend the limits of debate on a pending question	Chapter 15	2/3 of members voting
Limit or extend the limits of debate for the duration of the meeting.	Chapter 15	2/3 of members voting
Objection to consideration of a question	Chapter 26	2/3 of members voting
Previous question (end debate and vote on the pending question)	Chapter 16	2/3 of members voting
Suspend the rules	Chapter 25	2/3 of members voting

Compiled by Dan Hill, Local Government Specialist.

Reviewed by Philip Freeburg, Local Government Law Educator.

Appendix B

Sawyer County Board of Supervisors Code of Ethics

SAWYER COUNTY CODE OF ETHICS

(1) STATEMENT OF POLICY:

All officials and employees of Sawyer County hold their office or position for the benefit of the public. The proper operation of democratic government requires that:

- County officials and employees be impartial and responsible to the people;
- Government decisions and policy be made in proper channels of the governmental structure;
- Public office is not used for personal gain; and
- County operations facilitate the retention of public confidence in the integrity of its government.

In recognition of these goals, the County establishes a Code of Ethics for all County employees and officials in order to assist them in identifying and avoiding those acts or actions that may conflict with the best interests of the County and create a substantial and material conflict between personal interests and public responsibilities. No County official or employee shall engage in any act which violates Wis. Stat. § 19.59, *Code of Ethics for Local Government Officials, Employees and Candidates*, Wis. Stat. Chap. 946, *Bribery and Official Misconduct*, or this ordinance.

This ordinance covers *all* employees and *all* County officials, whether elected or appointed, including all members of boards, committees and commissions. This policy also covers *all* candidates for county office. Nothing herein contained is intended to deny to any individual the rights granted by the Constitution of the State of Wisconsin and the Constitution of the United States, state or federal laws, or bargaining agreements.

(2) DEFINITIONS:

- a. "ANYTHING OF VALUE" means any money or property, favor, service, payment, advance, forbearance, loan, or promise of future employment, but does not include compensation and expenses paid by the County, fees and expenses which are permitted and reported under § 19.56, *Honorariums, Fees and Expenses*, or *Political Contributions* reported under Wis. Stats. Chapter 11, or hospitality extended for a purpose unrelated to County business by a person other than an organization. Wis. Stat. § 19.42 (1). "Anything of value" does not include coffee mugs, pens, paper supplies, calendars or other such items often provided at seminars or training sessions. For purposes of this policy, "anything of value" is defined as an object with a likely value in excess of \$25.00. When in doubt about the value of an item, the employee or official should discuss the matter with Corporation Counsel, who may, upon request, provide a written legal opinion. If an unsolicited item of value is received by an employee or official, the gift should be reported to his/her supervisor or Corporation Counsel for proper disposition and documentation.

- b. "ASSOCIATED" when used with reference to an organization, includes any organization in which an individual or a member of his or her immediate family is a director, officer or trustee, or owns or controls directly or indirectly, and severally or in the aggregate, at least 10% of the outstanding equity or of which an individual or a member of his or her immediate family is an authorized representative or agent. Wis. Stat. § 19.42 (2).
- c. "CANDIDATE" means every person for whom it is contemplated or desired that votes be cast at any election held for a County office within this County, whether or not the person is elected or nominated, and who either tacitly or expressly consents to be so considered. A person does not cease to be a candidate, for purposes of compliance with this policy, after the date of an election and no person is released from any requirement or liability otherwise imposed under this policy by virtue of the passing of the date of the election.
- d. "EMPLOYEE" means all persons filling an allocated position of County employment and all members of boards, committees and commissions not included in definition of "Official," below.
- e. "IMMEDIATE FAMILY" means an individual's spouse and an individual's relative by marriage, lineal descent or adoption who receives, directly or indirectly, more than one-half of his or her support from the individual or from whom the individual receives, directly or indirectly, more than one-half of his or her support. Wis. Stat. § 19.42 (7).
- f. "OFFICIAL" means the County Administrator, Supervisors and all other County elected officers, including candidates for County supervisor or any other County elective office, except judges.
- g. "PRIVILEGED INFORMATION" means written or oral material related to County government which has not become part of the body of public information and which is designated by statute, court decision, lawful orders or custom as privileged and includes, but is not limited to, information disclosed in a closed session meeting.

(3) CONDUCT RELATED:

- (a) Impermissible Use of Public Office. No official or employee may use his or her public position or office to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for an organization with which he or she is associated. Wis. Stat. § 19.59(1)(a).

Exception: This provision does not prohibit a local public official from using the title or prestige of his or her office to obtain campaign contributions that are permitted and reported as required under Wis. Stat. ch. 11. Wis. Stat. § 19.59(1)(a).

- (b) Donation, Solicitation, or Acceptance of "Anything of Value." No official or employee may solicit or accept from any person, directly or indirectly, anything of value if it could reasonably be expected to influence the official's or employee's vote, official actions or judgment, or could reasonably be considered as a reward for any official action or inaction on the part of the official or employee. This paragraph does not prohibit an official or employee from engaging in outside employment, except as set forth in paragraph (3)(e)(5) below. Wis. Stat. § 19.59(1)(b).
- (c) Prohibited Voting Practice and Influence. No official or candidate may, directly or by means of an agent,

give, or offer or promise to give, or withhold, or offer or promise to withhold, his or her vote or influence, or promise to take or refrain from taking official action with respect to any proposed or pending matter in consideration of, or upon condition that, any other person make or refrain from making a political contribution, or provide or refrain from providing any service or other thing of value, to or for the benefit of a candidate, a political party, any person who is subject to a registration requirement under Wis. Stat. § 11.05, or any person making a communication that contains a reference to a clearly identified official or to a candidate. Wis. Stat. § 19.59(1)(br).

(d) Additional Conduct Regulated. No official or employee shall:

1. Take any official action substantially affecting a matter in which the official, employee, a member of his or her immediate family, or an organization with which the official or employee is associated has a substantial financial interest. Wis. Stat. § 19.59(1)(c)1.
2. Use his or her office in a way that produces or assists in the production of a substantial benefit, direct or indirect, for the official or employee, one or more members of the official's or employee's immediate family, either separately or together, or an organization with which the official or employee is associated. Wis. Stat. § 19.59(1)(c)2.
 - a. This does not prohibit an official or employee from taking an action concerning the lawful payment of salaries or employee benefits or reimbursement of actual and necessary expenses, or prohibit an official from taking official action with respect to any proposal to modify a county ordinance. Wis. Stat. § 19.59(1)(d).
3. Use County equipment, property, or services for personal benefit.
4. Engage in or accept private employment or render service for private interests when such employment or service is incompatible with the proper discharge of official duties or would tend to impair independence of judgment or action in the performance of official duties, unless otherwise permitted by law.
5. Without lawful authority, knowingly disclose privileged information to any person not lawfully authorized to receive such privileged information. No official or employee shall use privileged information to advance his or her financial or personal interest or that of his or her immediate family.

(4) ADMINISTRATION OF ORDINANCE:

(a) Ethics Board. The Sawyer County Ethics Board ("Board") shall administer and enforce the Code of Ethics.

1. The Board shall consist of five members comprised of three County Board members and two citizen members who are residents of Sawyer County. All members of the Board shall be appointed by the County Administrator subject to County Board approval.
2. Board members shall serve staggered three-year terms and no Board member may serve more than two consecutive three-year terms. In cases where a member is appointed to serve out an unexpired term of a Board member, the appointed member may complete an unexpired term and then be appointed for two full terms.
3. Board members shall be compensated consistent with the compensation provided County Board members for service on a committee of the County Board.
4. The Corporation Counsel, or designee, shall provide legal assistance to the Board as the need arises.
5. The Board shall elect its own Chair and Vice Chair and shall otherwise conduct its affairs consistent with state and county laws, regulations and rules.
6. The Board shall be responsible for: (i) administering and enforcing the Sawyer County Code of Ethics; (ii) investigating complaints; and (iii) issuing advisory opinions.

(b) Complaints. Any individual, either personally or on behalf of an organization may submit a complaint regarding an alleged Code of Ethics violation to the office of County Administrator and County Clerk who will forward it to the Corporation Counsel or designee. If the County Administrator or County Clerk is the subject of the complaint, the submission shall be made to the County Board Chair who will then forward it to the Corporation Counsel or designee. If the Corporation Counsel is the subject of the complaint, the County Administrator and County Clerk will determine if hiring outside counsel is appropriate in terms of processing the complaint. All complaints shall be made in writing and include the following information:

1. Complainant's name, address, phone number, and County position, if any;
2. Name, address, and County position of person(s) named in complaint;
3. The specific policy or statutory provision which is alleged to have been violated;
4. Information supporting the allegation(s), including witnesses (providing both name and contact information).

(c) Preliminary Review and Investigation. Within ten (10) days of receipt of the complaint, Corporation Counsel (or designee) shall forward a copy of the complaint to the subject of the complaint. After sending notice to the respondent, Corporation Counsel (or designee) shall within thirty (30) days:

1. Determine whether the complaint alleges facts sufficient to constitute a violation of the Code of Ethics.
 - i. Corporation Counsel (or designee) may dismiss the complaint if it is determined that the complaint does not allege facts sufficient to constitute a violation of the Code of Ethics and/or that the complaint was made for harassment purposes. The complainant and the respondent will be notified of

case dismissal in writing.

- ii. Corporation Counsel (or designee) may initiate an investigation of possible violation(s). Each person who is the subject of the investigation shall be notified in writing of the exact nature and purpose of the investigation and the actions or activities to be investigated. If, in the course of the investigation, Corporation Counsel (or designee) believes that a violation, other than the violation alleged in the complaint, may have occurred, the complaint may be amended by Corporation Counsel (or designee) to include such additional violation(s). If necessary, Corporation Counsel (or designee) may request the Chair of the Board issue a subpoena under Wis. Stat. § 885.01(3) for purposes of the investigation.
- iii. No action may be taken on any complaint which is filed more than 90 days after the time of the alleged violation of the Ethics Code.

2. Determine whether the complaint is in compliance with statutory restrictions on filing of certain complaints during election cycles.
3. Schedule a hearing on the complaint before the Ethics Board, if necessary.

(d) Hearings. The Ethics Board shall schedule any hearing before it and give the subject of the complaint at least 20 days notice of the hearing date. Such hearings shall be conducted in accordance with the rules established by the Ethics Board. The Ethics Board will conduct the hearing with the Chair of the Board presiding.

1. Right to representation. During all stages of an investigation or proceeding conducted under this section, the subject of the complaint, or any person whose activities are under investigation, shall be entitled to be represented by counsel of his/her own choosing, at his or her own expense.
2. Due process. The subject of the complaint or his/her representative shall have an adequate opportunity to:
 - i. Examine all documents and records to be introduced at the hearing at a reasonable time before the date of the hearing, as well as during the hearing;
 - ii. Present witnesses;
 - iii. Establish all pertinent facts and circumstances; and
 - iv. Question or refute any testimony or evidence, including the opportunity to confront and cross-examine adverse witnesses.
3. Power to subpoena. In the conduct of any hearing or investigation, the Chair of the Board shall have the power to compel the attendance of witnesses and to issue subpoenas granted other boards and commissions under Wis. Stat. § 885.01(3).

4. Vote of the Board. Except as otherwise provided herein, a majority vote of the Board shall be required for any action taken by the Board.
- (e) Written Decision. Within thirty days (30) after the hearing, the Board, with Corporation Counsel's assistance, shall issue a written decision containing the findings of fact and the conclusions concerning the allegation(s) of Code of Ethics violation.
- (f) Violations and Penalties. If the written decision contains a finding of a violation of the Code of Ethics, the Board shall direct one or more of the following actions:
1. Order the officer or employee to conform his or her conduct to the Code of Ethics;
 2. Recommend to the County Board that the offending official or employee be censured, suspended, removed from office or employment or other disciplinary action;
 3. Impose upon the offending officer or employee a civil forfeiture of not less than \$100 nor more than \$1,000 for each violation;
 4. Refer the matter to the district attorney for enforcement proceedings pursuant to Wis. Stat. § 19.59.
- (g) Records. All records of the Board shall be open to public inspection at any time, except that to the extent allowed under the Public Records Law, the names of individuals and identifying matter which clearly discloses the identity of any individual shall be kept confidential, and copies of such records shall be altered to remove any such identifying information, except that no such alterations shall be made to disclosure statements.

(5) ADVISORY OPINIONS:

If any official or employee is requested or required to take action that may implicate the Ethics Code, the employee or official shall not take any action until he or she has prepared a statement as to his or her concern and possible conflict of interest, and provided a copy of this statement to his or her supervisor and to the Ethics Board. The employee or official may request either informal feedback or a formal, written Advisory Opinion on the matter, in order to determine whether corrective or mitigating action is appropriate.

Any person subject to the provisions of this ordinance, either personally or on behalf of an organization, may request a formal Advisory Opinion as to the interpretation of any provisions of the Code of Ethics and application of the Code of Ethics to any particular situation confronting the person.

Corporation Counsel (or designee) shall confer with the Ethics Board in the review, evaluation and drafting of all Advisory Opinions. Unless otherwise required under the Public Records Law, the Ethics Board may make an Advisory Opinion public with the written consent of the individual requesting the opinion or the organization/governmental body on whose behalf it is requested and may make public a summary of an Advisory Opinion after making sufficient alterations in the summary to prevent disclosing the identities of individuals involved in the opinion. A person who makes or purports to make public the substance of or any portion of an Advisory Opinion requested by or on behalf of the person waives the confidentiality of the request for an Advisory Opinion and of any records obtained or prepared by the Ethics Board.

(6) DISCLOSURE OF ECONOMIC INTEREST:

The County Board may require candidates, officials and employees to file a disclosure statement of economic interests and/or a conflict of interest statement and establish a penalty for failure to file. It shall be a violation of this ordinance to knowingly omit or misstate required information on the disclosure statement.

(7) RETALIATION PROHIBITED:

Retaliatory acts taken against officials and employees for reporting a complaint, requesting an Advisory Opinion, or assisting in the investigation of an alleged Code of Ethics violation will not be tolerated by the County, is considered a violation of this ordinance and may subject the offender to appropriate disciplinary action.

