

2022 (ADOPTED 4/19/22)
RULES OF ORDER & ORGANIZATION OF ALL
COUNTY BOARD SUB-UNITS

I. Committee Organization

- A. The first member listed on any committee shall be the Chairperson. The Chairperson shall appoint a secretary to record minutes of all the committee meetings. Each committee should elect a Vice-Chairperson.
- B. The County Board Chairperson, Vice Chairperson, or other person designated to perform the Chairperson's duties, is an ex-officio member of all committees. An ex-officio member has the same rights and privileges as, but none of the obligations of, all other members. Generally an ex-officio member does not have the right to vote and should not be counted in determining the number required for a quorum or whether a quorum is present at a meeting. If a quorum is not present at a meeting, then an ex-officio member may be counted in determining whether a quorum is present and may vote.

II. Quorum

- A. A majority of the entire membership elected to the committee shall constitute a quorum. A quorum must initially be established, and continue to exist, in order for a committee to transact business.
- B. If for some reason a member is unable to attend a Committee or County Board meeting, let the Chairperson or department head know.

Supervisor Compensation & Reimbursement (Effective April 19, 2022, per Resolution 2021-81)

III. Compensation

- A. The method of compensation for supervisors shall be determined by the board.
 - B. Each supervisor shall be paid an annual salary of seven thousand five hundred dollars (\$7,500) except as provided in 1. & 2. below.
 - 1. The annual salary for County Board Chairperson is twelve thousand dollars (\$12,000).
 - 2. The annual salary for County Board Vice-Chairperson is eight thousand five hundred dollars (\$8,500).
- Supervisors' salary will be paid monthly, in 12 equal installments.
- C. Supplementary Compensation
 - 1. Supervisors conducting a public hearing will receive supplementary compensation of twenty-five dollars (\$25) per hour. Does not include hearings conducted by the County Board.

IV. Reimbursement for Expenses (Authorized Meal, Mileage, Lodging and Registration Expenses)

- A. Each supervisor will be allocated up to one thousand five hundred dollars (\$1,500) annually for authorized expenses (i.e., meal, lodging and registration) actually incurred and related to approved conferences, conventions, institutes, schools, seminars, training or workshops. Mileage is addressed separately in Par. IV. B. below.
 - 1. Authorized meal expenses, incurred by a Supervisor shall be reimbursed as set forth in *Door County's Administrative Manual (Section 2.15 Expense Reimbursement, A. Meal Expenses, 1.-3.)*.
 - 2. Authorized lodging expenses, incurred by a Supervisor shall be reimbursed as set forth in *Door County's Administrative Manual (Section 2.15 Expense Reimbursement, D. Lodging)*.
 - 3. Authorized registration expenses, incurred by a Supervisor shall be reimbursed as set forth in *Door County's Administrative Manual (Section 2.15 Expense Reimbursement, E. Registration Fees)*.

Funds not used by the end of a year will be returned to the General Fund. A supervisor may only exceed the annual allocation with prior approval of the County Board.

- B. Mileage (§ 59.10(3)(g), Wis. Stats.)
 - 1. Each supervisor shall receive mileage for each mile traveled in going to and returning from approved conferences, conventions, hearings, institutes, meetings, proceedings, schools, seminars, training or workshops by the most usual traveled route at the rate established by the County Board under § 59.22 Wis. Stats. as the standard mileage allowance for all County employees and officers (*See: Door County's Administrative Manual - Section 2.15 Expense Reimbursement, B. Mileage*).

2. Mileage reimbursement is to be calculated from the Supervisor's residence or their work location within Door County. If a Supervisor's work location is outside of Door County, mileage reimbursement will be calculated from the County line.

C. Supervisor Residing on Washington Island:

1. Is eligible to be reimbursed for one round-trip ferry ticket per day; and
2. Will, if an overnight stay on the mainland is necessary due to a meeting, be eligible for reimbursement for in-county lodging expense and meal expense consistent with Par. IV. A. 1. & 2. above.

This is in addition to, and not in lieu of, other compensation and reimbursement set forth herein.

D. Reimbursement can only be made for allowable expenses actually incurred.

V. Compensation / Reimbursement Procedure

- A. All requests for reimbursement must (as a condition precedent to payment) be timely submitted (to the Finance Department) on properly completed and fully executed reimbursement request form(s), accompanied by any required documentation.
- B. These forms and instructions are available in the Office of County Clerk, and the Finance Department.

VI. Miscellaneous

- A. The above is intended, and should be deemed, to fix the compensation and reimbursement, establish additional compensation, and increase the number of days for which compensation and reimbursement may be paid for Supervisors as allowed under Ch. 59, Wis. Stats.
- B. The above is intended, and should be deemed as, the different amount fixed as a maximum by the County Board for Highway Committee members as contemplated by § 83.015(1)(b), Wis. Stats.
- C. The purpose of any function for which a Board member claims a per diem, mileage or other reimbursement, must be specifically stated and become part of the committee minutes and the voucher thereof, must be co-signed by another committee member and must be approved by the committee.
- D. Whether board members, serving as members of an Ad-Hoc committee, shall receive compensation in the form of per diems, mileage or allowable expenses for attendance at Ad Hoc Committee meetings shall be determined at the time of the creation of the Ad Hoc Committee.
- E. Joint Meetings (of two or more Boards or Committees)
 1. Calling of Joint Meetings
 - a) The chairperson of each board, commission, or committee involved must agree to authorize a joint meeting.
 2. One Presiding Officer or Chairperson of a Joint Meeting.
 - a) To be determined by consensus of the chairpersons of the Boards, commissions, or committees involved.
 - b) Absent such consensus, to be determined by drawing straws.
 3. Quorum
 - a) A majority of the entire membership of each board, commission, or committee involved in the joint meeting must be present.
- F. Sub-Unit Members Who Are Not Door County Board Supervisors.
 1. Will receive compensation for attendance at a meeting (i.e., a timely noticed and properly convened meeting, with a quorum present) of a sub-unit (i.e., commission, committee, or board) of the County Board of which they are a member as follows:
 - a. Fifty dollars (\$50); *and*
 - b. Twenty-five dollars (\$25) for each hour above one (1) hour (up to eight (8) hours / not to exceed two hundred and twenty-five dollars (\$225)) per day.
 - c. Hourly Rates will be prorated as follows:
 - The hourly rate is to be prorated at twelve dollars and fifty cents (\$12.50) per one-half hour.
 - Any fraction of an hour shall be rounded (up or down) to the nearest half-hour.

2. Are eligible for expense reimbursement as set forth in *Door County's Administrative Manual (Section 2.15 Expense Reimbursement)*.
3. Residing on Washington Island:
 - a. Are eligible to be reimbursed for one round-trip ferry ticket per day; and
 - b. Will, if an overnight stay on the mainland is necessary due to a meeting, be eligible for reimbursement for in-county lodging expense and meal expense consistent with Par. IV. A. 1. – 2. above.

This is in addition to, and not in lieu of, other compensation and reimbursement set forth herein.

III. Agenda and Minutes [Wisconsin's Open Meetings Law (Sec. 19.81 - 19.90 Wis. Stats) Applies]

- A. Every meeting shall be preceded by public notice, consistent with Sec. 19.84 Wis. Stats. or as otherwise required by any other statute. Such public notice shall, at a minimum, be given in the following manner:
 1. By communication from the chairperson or such person's designee to the public, to those news media who have filed a written request for such notices, and to an official newspaper.
 2. By posting meeting notices in one or more places likely to be seen by the general public. As a rule, notice should be posted at three different locations within Door County.
 3. Meeting notices may also be posted at the County's website as a supplement to other public notices, but web posting should not be used as a substitute for other methods of notice. If a meeting notice is posted on the County's website, amendments to the notice should also be posted.
 4. Every public notice of a meeting of a governmental body shall set forth the time, date, place and subject matter of the meeting, including that intended for consideration at any contemplated closed session, in such form as is reasonably likely to apprise members of the public and the news media thereof.
 5. The public notice of a meeting of a governmental body may provide for a period of public comment, during which the body may receive information from members of the public.
 6. Public notice of every meeting of a governmental body shall be given at least 24 hours prior to the commencement of such meeting unless for good cause such notice is impossible or impractical, in which case shorter notice may be given, but in no case may the notice be provided less than 2 hours in advance of the meeting.
 7. Separate public notice shall be given for each meeting of a governmental body at a time and date reasonably proximate to the time and date of the meeting.
- B. The Chair of the committee, commission, or board, in coordination with the respective department head(s), is responsible for the preparation of an agenda for all meetings. The chairperson of the committee, commission, or board must approve the final agenda prior to distribution to other committee, commission, or board members.
- C. The secretary of the committee, commission, or board shall be responsible for providing copies of such agenda to other committee members, forty-eight (48) hours prior to such meeting. An electronic or paper agenda shall be posted on a board for public inspection and note thereon the date and time of such posting and the name or initials of the person doing the posting. Likewise, an agenda shall be delivered to the County Clerk's Office.
- D. Informational material for items identified on the agenda shall also be provided for review by the membership, when available, at the same time as forwarding the notice of the meeting to allow review and research by the committee members.
- E. A full agenda (notice with supporting documents) shall be furnished to the Administrator as specified above.
- F. Consistent with Sec. 19.88(3) Wis. Stats., the minutes must include the motions and roll call votes of each meeting. As long as the body creates and preserves a reasonably intelligible description of the essential substantive elements of every motion made, who initiated and seconded the motion, the outcome of any vote on the motion, and, if a roll-call vote, how each member voted, it is not required by the open meetings law to take more formal or detailed minutes of other aspects of the meeting. Although the minutes should also accurately reflect the substance of the meeting.

- G. Other statutes outside the open meetings law, however, may prescribe particular minute-taking requirements for certain bodies and officials that go beyond what is required by the open meetings law. For instance, Sec. 59.23(2)(a) Wis. Stats. requires a county clerk to, among other things, keep and record in a book therefor true minutes of all the proceedings of the board; make regular entries of the board's resolutions and decisions upon all questions; record the vote of each supervisor on any question submitted to the board, if required by any member present; and perform all duties prescribed by law or required by the board in connection with its meetings and transactions.
- H. Minutes of all meetings shall be filed with the County Clerk's Office within ten (10) days of the meeting.

IV. Authorization to Speak or Perform Limited Duties

A member of a standing, special committee, or commission may perform limited duties or speak for the entire committee or commission only when specifically authorized by the committee or commission.

V. Budget

The County's annual budget process is governed by, and comports with, Sec. 65.90 Wis. Stats.

VI. Vouchers

Copies of Vouchers will be submitted to the County Board for its information

VII. Other

All Committees shall be governed by the same applicable rules adopted for the Door County Board. If there are no rules specified for a particular situation, Roberts Rules of Order (current and authorized edition) will apply.