

RULES AND REGULATIONS
FOREST COUNTY BOARD OF SUPERVISORS
FOREST COUNTY
CRANDON, WISCONSIN

RESOLUTION

Resolution offered by the EXECUTIVE COMMITTEE.

RESOLVED by the Board of Supervisors of Forest County, Wisconsin, That,

WHEREAS, the Executive Committee Convened on April 10th, May 24th, and August 1st, 2017 reviewed the existing rules as well as rules in effect in other counties and have determined that it is necessary and desirable to amend and update said rules and regulations governing the conduct of the Forest County board of Supervisors as well as the committees of said Board, and

WHEREAS, the Executive Committee submitted a draft of the proposed rules and regulations at the County Board Meeting of August 15th, 2017, and

WHEREAS, as a result of the foregoing the Executive Committee recommends the suggested changes outlined herein and should be implemented into the rules and regulations.

NOW, THEREFORE BE IT RESOLVED that the Rules of order governing the Forest County Board of Supervisors of Forest County, Wisconsin, be and the same, are hereby adopted as set forth on the attached document heretofore known as Exhibit "A" containing Rules I through XI, said rules to take effect upon their adoption and publication as provided for by the law.

BE IT FURTHER RESOLVED that the document entitled "Structures and Responsibilities of the Standing Committees of the Forest County Board" formerly designated

as Exhibit “B”, a true and correct copy of which is attached hereto, are also adopted.

EXHIBIT A
GOVERNING RULES OF THE
FOREST COUNTY BOARD OF SUPERVISORS:
RULE I: NUMBER OF SUPERVISORS

The governing body of Forest County shall be known as the Forest County Board of Supervisors. The County Board shall consist of twenty (21) supervisors representing 21 supervisory districts.

RULE II: MEETINGS OF THE COUNTY BOARD:

- A. The Annual Meeting of the County Board shall be held on the Tuesday after the second Monday in November, unless another date is established, pursuant to and in accordance with Wis. Stats. §59.04.
- B. The Organizational Meeting of the County Board shall be held on the third Tuesday in April.
- C. Meetings other than in November shall be held on the third Tuesday of February, April, June, August and October of each year.
- D. Special meetings may be called by the Board in accordance with Wisconsin statutes.
- E. All meetings shall be called to order at 7:00 P.M. except that the Regular and Organizational Meetings of April, which shall be called to order at 1:00 P.M.
- F. At the first meeting after an election for County Board Supervisors, the Board shall elect by signed ballot a Chairman, Vice-Chairman, and Second Vice-Chairman.

RULE III: CHAIRMAN – POWER AND DUTIES:

- A. The Chairman of the County Board, or in his absence, the Vice-Chairman or Second Vice-Chairman, shall take the chair at the hour to which the Board convenes and shall call the Board to order and direct the calling of the roll by the Clerk.

- B. In the absence of the Chairman, Vice-Chairman and Second Vice-Chairman, the County Clerk shall proceed until a Chairman Pro-Term is elected.
- C. The Chairman shall be responsible for the preparation of the written agenda of the County Board in conjunction and with the assistance of the County Clerk.
- D. The Chairman shall act as Ex Officio member of all committees of the County Board.
- E. The Chairman, as Ex Officio member, shall have the power to vote in such committee only if his presence is necessary to constitute a quorum of said committee.
- F. The Chairman shall receive all requests and communications not specifically addressed to any committee or official of the County and refer such matters to the appropriate committee or official.
- G. The Chairman shall be entitled to vote on all questions coming before the Board.
- H. The Chairman shall sign all ordinances of the County Board when directed by ordinances or resolutions of the County Board and countersign all County orders and contracts when directed.
- I. The Chairman shall transact all necessary County Board business with local and other County offices.
- J. The Chairman shall appoint all the members of the standing committees of the Forest County Board of Supervisors with the input of the Executive Committee.
- K. The Chairman shall have the authority to delegate to Department Heads and/or County Board members the right to represent Forest County at legislative hearings, conventions or other matters pertaining to County business.

RULE IV: ORDER OF BUSINESS AT COUNTY BOARD MEETINGS:

- A. **Organizational Meeting**

- (1) At the Organizational Meeting, the Chairman, or in his absence, the Vice-Chairman or Second Vice-Chairman of the previous board, shall call the new meeting to order. If neither is present, the County Clerk shall call the meeting to order. The Order of Business shall be:
- (a) Roll call in a manner prescribed by rule VI.
 - (b) In even numbered years subsequent to a General Election for County Board Supervisors, the Board at its Organizational Meeting in said even numbered years, shall elect a permanent chairman, permanent Vice-Chairman, permanent Second Vice-Chairman, Highway Committee consisting of three (3) members of the County Board, said three members thereupon electing their own Chairman.
 - (c) Such other business as may be legally brought before the Organizational Meetings in the order prescribed under rules for General Meetings.

RULE V: GENERAL ORDER OF BUSINESS AT COUNTY BOARD MEETINGS:

- A. Pledge of Allegiance.
- B. Roll Call.
- C. Approval of Agenda.
- D. Approval of minutes from previous meeting.
- E. Communications on file with the Board.
- F. Appointments or Elections
- G. Personal Appearances.
- H. Resolutions.
- I. Ordinances.
- J. Reports on file.
- K. Any other business that may lawfully come before the Board.
- L. Adjournment.

RULE VI: VOTING:

- A. Voting shall be by signed ballots for elections and by ayes and nays on other questions except that the roll shall

be called and each vote recorded on all questions involving the expenditure of money and any and all resolutions and ordinances coming before the County Board.

- B. When the vote on any question is a tie, it shall be deemed to have been lost. Any member voting on either side of the question may move to reconsider said question by a two-thirds (2/3rds) vote, but such a motion shall be made and acted upon at the same meeting.
- C. No vote shall be taken on any orally presented motion or amendment to a resolution until the Clerk has written it out in full and read it back to the Board so as to give the Board a clear statement and the proceedings a clear record.
- D. No motion shall be debated or put to a vote unless it has been seconded.
- E. After a motion is stated by the Chairman, it shall be deemed in possession of the Board. However, it may be withdrawn at any time before amendment or decision. If withdrawn, it shall not be entered upon the minutes of the meeting.
- F. When a motion is under debate, no motion shall be received except to amend, to lay on the table, to postpone indefinitely, to postpone to a date certain; or to adjourn.
- G. If a question before the Board contains several points, any member may have it divided so that each point may be voted upon separately.
- H. In all cases where an order, resolution, or motion shall be entered in the minutes of the Board, the names of the member moving the same and his second, shall be entered upon the minutes.
- I. All questions, except privileged questions, shall be put in the order in which they are moved unless otherwise directed by the Board.
- J. Whenever the vote is by roll call, the Clerk shall call the roll alphabetically commencing with the first roll call

after the effective date of these rules. However, with each roll call vote, the Clerk shall commence the roll by calling that member whose name is next in alphabetical sequence to the member whose name was called first in the last roll call vote.

The clerk shall continue with this sequence from meeting to meeting until the next Organizational Meeting, at which time the clerk shall call the roll by calling the name of that member whose name is at the beginning of the alphabet.

RULE VII: MEMBERS WISHING TO SPEAK:

Whenever any member wishes to speak to the Board, he shall raise his hand, address the Chairman and be recognized. When two or more members raise their hands at once, the Chair shall designate the member who is to speak first and in all cases, the member who shall first raise his hand and address the Chair shall speak first.

He shall confine his remarks to the subject matter at hand and shall not deal in personalities. When called to order, he shall not be allowed to proceed further without the express permission of the Chairman.

RULE VIII: RIGHTS OF NON-MEMBERS DESIRING TO ADDRESS THE BOARD:

Any citizen, not a member of the Board, may be allowed to address the Board provided permission is asked of the Board by a Board member to allow the non-member to speak and further, provided permission is granted by the Board Chairman or by a two-thirds (2/3rds) vote and further, subject to the following:

- A. That when permission is requested, the full Board is advised of the nature of the business upon which the non-member wishes to address the Board, prior to the vote taken upon the request.

B. If the subject matter relates to a matter that is on the agenda before the Board, the non-member shall be allowed five (5) minutes to address the Board.

C. If the subject matter is a matter not on the agenda, the non-member shall be allowed three (3) minutes to address the Board.

D. That no non-member may address the Board twice on any given subject at the same meeting unless in response to a question presented to that non-member by any member of the Board.

RULE IX: REPORTS, RESOLUTIONS, OR ORDINANCES:

A. Any reports or resolutions shall be sponsored by committees and shall be in writing and filed with the County Clerk not less than ten (10) days prior to the meeting of the County Board.

B. The Clerk shall cause said reports or resolutions to be copied and mailed to members for their information and consideration not less than five (5) days prior to the meeting.

C. Resolutions not previously submitted to the Clerk within the time limit set forth in subsection A shall be referred to an appropriate committee by the Chairman without a motion to adopt or any discussion thereon. However, if the resolution or report is submitted by a Committee, then the Resolution shall be placed on the agenda for the next County Board meeting unless a member moves to waive this rule and allow immediate action thereon. Said motion must be approved by a two-thirds (2/3rds) vote of the County Board.

D. Any resolution or ordinance sponsored by an individual, and not previously reviewed or studied by an appropriate committee shall, without motion to adopt or discussion thereon, be referred by the Chairman to an appropriate committee.

The Committee, to whom such a resolution or ordinance is referred, shall report its recommendation thereon at the next regularly scheduled meeting of the County Board. Notwithstanding the provisions of Rule X, this rule may be suspended and the subject resolution or ordinance may be immediately acted upon by the County Board only upon motion of a member, approved by a two-thirds (2/3rds) vote and then, only if, as part of the said motion and vote, it is established that an emergency exists or that immediate action is absolutely necessary and that no reason exists for allowing study on the subject resolution or ordinance by a committee of the County Board.

- E. Any resolution presented for consideration at any meeting must bear the signature of the member offering same or if by a committee, the signature of the Chairman of that committee. However, if said chairman is unavailable, any member of the committee may sign said resolution.
- F. The County Board Chairman shall have the authority to bring forth a report, resolution or ordinance at anytime in which he or she deems in the best interest of the County.

RULE X: SUSPENSION OF RULES:

Unless otherwise indicated, no rule shall be suspended, altered, or amended without the consent of two-thirds (2/3rds) of the members present.

RULE XI: GOVERNING RULES:

On all parliamentary questions raised during any given session of the Board of Supervisors and which are not covered by the foregoing rules, will be governed by the appropriate rules of Roberts Rules of Order.

EXHIBIT B

**STRUCTURES AND RESPONSIBILITIES OF
THE STANDING COMMITTEES OF THE
FOREST COUNTY BOARD OF SUPERVISORS**

- A. GENERAL PROVISIONS:

1. All committees of the county board shall keep minutes of their meetings including dates, members in attendance, matters considered including all information on bids submitted for approval and the action thereon, in a committee file and tendered to the county Clerk within five (5) days of such meetings. These minutes shall be public record unless the Committee convenes in Executive Session as provided for in Wis. Stats., Chapter 19.85.
2. Any committee which is to consider any resolution or ordinance which affects any County department or office shall notify said department or office prior to final action on said resolution or ordinance and allow a representative of that department an opportunity to be heard regarding said resolution or ordinance before said committee takes final action thereon.
3. The County Board Chairman reserves the right to establish additional committees not specifically identified herein and expand or narrow the scope or authority delegated to said committee.
4. Individual departments may make purchases up to but not exceeding \$1,000.00 if within their individual departmental budgetary guidelines. If a purchase exceeds \$1,000.00 said committee shall obtain three (3) bids and seek approval by the Public Property Committee (unless a larger expenditure is specifically authorized herein).

B. THE FOLLOWING ARE THE POWERS AND DUTIES DELEGATED AND PRESCRIBED FOR THE RESPECTIVE STANDING COMMITTEES OF THE FOREST COUNTY BOARD OF SUPERVISORS:

1. **Personnel Committee**—This committee shall consist of seven (7) members.
 - (a) Unless otherwise specifically provided for herein, the Personnel Committee shall have the responsibility for all matters pertaining to salary, working conditions, employee

benefits, and job descriptions for all County employees. To negotiate with the union and other representatives of employees in all departments and units of the County with the advice and cooperation of all committees having jurisdiction over the various departments and units.

- (b) To recommend approval of negotiated contracts to the County Board of salaries of all elected officials prior to the election of such officials. This Committee shall investigate and examine employee grievances and enforce necessary discipline in cooperation with department heads and committees having jurisdiction over various departments and units.
- (c) It shall consider and make recommendations to the County Board regarding departmental organization, number of positions, reorganization, and staffing levels.
- (d) Salary and wages shall be determined by the County Board as provided for in Section 59.13 of the Wisconsin statutes after consideration and recommendation of the Personnel Committee for all employees except those in the Social Services Department, which are subject to the State merit system. Further, contract or limited term employees shall have their salaries determined by the Personnel Committee who shall take into consideration the recommendation of the committee that is in charge of their duties.
- (e) The Personnel Committee shall have the authority to hire all County employees except those employees in the Social Services Department which shall be the responsibility of the Social Services Committee; those employees in the Highway Department which shall be the responsibility of the Highway Committee; and those employees in the Sheriff's Department insofar as those employees are governed by the Civil Service System.

The Personnel Committee shall be responsible for determining the required work and working conditions of all County employees subject to this paragraph. However, the

Personnel Committee shall take into consideration the recommendations of those committees working directly with County employees and officers and furthermore, the Personnel Committee shall not act contrary to the recommendations of the various committees working directly with County employees and officers subject to this paragraph unless good cause exists. Such committees and employees to whom these provisions apply are as follows:

- (i) The elected officers for Deputy Clerks and other employees to these offices.
- (ii) Agricultural Extension Committee for all employees under its supervision.
- (iii) The Public Property Committee for all employees employed in the maintenance and care of County buildings and property under the County's jurisdiction.
- (iv) The Forest Crop Committee for the County Forest and Land Administrator and employees related thereto.
- (v) The Commission on Aging supervising the Coordinator on Aging and any employees thereunder.
- (vi) The Health committee for all employees in the Nurses Office.
- (vii) At least once a year, the Personnel Committee may meet with all department heads and the Chairmen of all committees. The purpose of this meeting will be to discuss personnel policies for the forthcoming year, wages and other matters deemed relevant by either the Personnel Committee or any Department Head or Chairman of a standing committee of the County Board.

2. **Advertising Committee**—This committee shall consist of three (3) members.

It shall be the duty of this committee to advertise the advantages, attractions, and recreational facilities of Forest County. This committee shall advertise Forest County in any show, as appropriated by budget that provides the public with information regarding the attractiveness of Forest County. It

shall have the authority to secure all necessary printing, brochures, and other publicity generating materials in furtherance of its duties as provided for hereunder. Furthermore, said committee shall by its minutes duly recorded, require the County Clerk to disburse County funds for the payment of any expenses incurred provided same is allocated in the annual budget. However, the County Board shall approve any expense or cost which is in excess of \$2,000.00.

This committee shall also work closely with the Forest County Area Chamber of Commerce and or support their efforts.

3. **Audit and Claims**

Committee—This committee shall consist of three (3) members.

This committee is authorized, directed, and empowered to exercise the power of the County Board in examining, auditing, allowing, disallowing, or adjusting any account or claim against Forest County. The committee is further authorized, directed and empowered to examine, audit, allow, disallow or adjust any account or claim as may be necessary in any of the County's various department's budgets. This committee may confer with the Corporation Counsel and receive his/her opinion when the legality and/or sufficiency of any bill is questioned and to investigate any claims in which there is any question or doubt. Further, this committee shall have the power to disallow a claim, if, upon investigation, it is determined that the claim is not one to which the County is obligated.

4. **Land Conservation/Extension**

Committee—This Committee shall consist of five (5) members and the County Board Chairman as provided for by law.

To this committee shall be referred all matters pertaining to County participation in UW-Extension programs. Further, it

shall perform all duties as prescribed by Wis. Stats. 59.56 (3) (b), and other duties as are from time to time delegated to said committee by the County Board.

This committee advises the County Board with respect to all resolutions and ordinances concerning extension education. The committee enters into joint employment agreements with the University of Wisconsin-Extension. This committee evaluates UW-Extension education programs and provides guidance concerning prioritization of Forest County UW-Extension programming and requests funding of the County Board. The Forest County UW-Extension includes programs in community resource development, family living, 4-H and youth development.

5. **Emergency Governmental Committee**—This committee shall consist of three (3) members including county Board Chairman as provided by law.

This committee shall perform the duties as provided for in Wis. Stats. Chapter 166.03(4). Further, this committee shall perform such duties as has been or may hereafter be provided for by appropriate resolution or enactment of the County Board.

6. **Finance & Public Property Committee**—This committee shall consist of five (5) members.

- (a) It shall be the duty of this committee to draft or have submitted to it by other committees, any and all resolutions, ordinances, which are for the expenditure of County funds (except as otherwise directed herein) and make recommendations thereon to the County Board and further, to recommend transfer of funds within departments.
- (b) To invest temporarily unused County funds and to make arrangements for safekeeping of county funds and securities for sale, reinvestment, redemption as they seem to be in the best interest of Forest County.

- (c) To prepare annually a budget for the entire County and to submit same to the Forest County Board at the November meeting. It shall act upon and verify all demands of the cancellation of illegal tax certificates and deeds and matters related thereto. It shall consult and advise the County Clerk in matters of adequate liability, property damage, fire and casualty and health insurance coverage, and bonds of all types deemed necessary and to authorize the purchase of same in any manner most advantageous to the County and lastly, to generally supervise all financial matters of the County for the purpose of keeping expenditures under control within the budget adopted by the County Board.
- (d) Responsible for the approval of supplies, equipment, maintenance, repair, and upkeep of the Courthouse and any and all other County owned buildings which shall be the province of the Public Property Committee. It shall be responsible for remodeling and assigning office space in the Courthouse and other County Buildings and further, shall have the power and authority to purchase materials used for construction and repair of County buildings, grounds, and equipment and shall have the authority to enter into County Contracts for accomplishing any of the above.
- (e) It shall supervise and set up the duties and hours of the custodians and the staff and provide an accounting for their support.
- (f) It shall have the right to take funds from the acquired Lands excess for the purpose of Courthouse Maintenance.

7. **Forestry Committee**—This committee shall consist of seven (7) members.

- (a) This committee shall supervise and be responsible for the overall management and administration of all County lands in accordance with Wis. Stats. Chapters 26, 27, 28, 29, and 59.
- (b) This committee shall make or cause to be made appraisals of all timber lands the timber of which is to be sold for fair market

value, advertise said timber for sale, accept and open all bids and accept a successful bidder on behalf of the County and have the authority to enter into binding contracts for the sale of the County timber except as hereinafter modified or limited by the County Board.

- (c) Shall negotiate for the acquisition or sale of lands within the County Forest and Recreation areas by purchase, gift, or bequest or by exchange of County owned lands outside such areas for better administration or for recreational purposes.
- (d) Shall advise and consult with the Forest County Land Conservation Committee and other appropriate committees and State agencies involving wildlife and recreational projects and all other conservation questions which may touch upon or involve County owned lands.
- (e) Shall supervise the County Forest Administrator and other County employees as may be approved by the County Board from time to time.
- (f) Shall inventory and manage all time on County lands to insure the maximum public benefit.
- (g) Shall be authorized to sell timber in accordance with Chapter 28 of Wis. Stats. And further, guided by sound forest management practices.
- (h) County Forest Administrator shall act as agent and coordinate all activities on behalf of the Forestry Committee.

8. **Highway Committee**—This committee shall consist of three (3) members.

It shall have all duties as set forth in Wis. Stats. Chapter 83 including but not limited to the purchase and sale of County road machinery; entering into Highway payrolls and material claims; administer town roads for compliance with State law so that said roads meet minimum design standards; enter into agreements with the State Division of Highways for the maintenance of State trunk highways located in Forest County and any and all other duties

incident to maintaining highways over which Forest County has jurisdiction. Furthermore, it shall keep and repair and have complete supervision and control and management of all highway buildings and grounds. It shall further direct the expenditure of all highway maintenance funds received from the State or provided by County tax, limited however, to the extent that any expenditure in excess of \$35,000.00 and not specifically appropriated in the County budget must be authorized by County Board resolution after having been reviewed by the Finance Committee.

The Highway Committee and Highway Commissioner shall further determine the number of persons needed to be employed in order to meet said committee's responsibility in carrying out the construction and maintenance of highways over which the County has jurisdiction. Further, said committee and commissioner shall have the authority to employ, discharge, suspend, or reinstate such personnel as they deem necessary for such purposes. The term personnel or persons shall include all patrolmen, laborers, foremen, clerks, stenographers, or other employees necessary to carry on such activities. Further, the Highway Committee shall designate one of its members as an adviser to the County Personnel Committee on any and all negotiations regarding wages, hours, and working conditions of employees in the Highway Department.

Board of Health

Committee—This committee shall consist of six (6) members, three of them are County Board Supervisors. The other members shall consist of a registered nurse, a nurse practitioner and a physician.

- (a) It shall be the general duty of this committee to have supervision of the County Health Department provided for by law and further provided for under Section 251.04 of Wis. Stats.

9. **Sheriff's and Justice Committee**—This committee shall consist of three (3) members.
- (a) This committee shall supervise activities in the Sheriff's Department and be responsible to keep the Sheriff's Department consistent with its annual budget.
 - (b) To audit and approve all claims and expenditures pertaining to the Sheriff's Department, its fees, meals for prisoners and contracts thereof, and charges for transportation of patients and prisoners to various institutions and claims of any law enforcement officer for services and all other financial affairs of the department and to approve and to submit all vouchers to the Audit and Claims Committee.
 - (c) The committee shall consider and make recommendations to the Personnel Committee regarding departmental organization, number of positions, reorganization, and staffing levels.
 - (d) It shall approve the purchase of cars, supplies, and equipment for the Sheriff's Department, see that proper jail records are kept and have charge of all matters pertaining to operation of the radio and teletype systems. This committee shall have the power to issue requisitions for equipment, supplies, and materials for the Sheriff's Department subject to the limitation that no one purchase exceeds \$1,000.00 in value. If a purchase exceeds \$1,000.00 the committee shall obtain three (3) bids and seek approval by the Public Property Committee (unless expenditures are specifically authorized herein).
 - (e) The committee shall meet with the Civil Service Commission when necessary.
 - (f) The committee shall make recommendations to the Personnel Committee concerning wages and working conditions of the Sheriff, Chief Deputy, and Clerk/Matron.

10. **Social Services Committee—**

This committee shall consist of five (5) members.

(a) Social Services Committee shall have the powers and duties as granted by Sec. 46.22 of Wis. Stats., including but not limited to:

(i) Appointment of all staff in the Social Services Department;

(ii) The supervision of the working of the department including policy making determinations and broad outlines and principals governing the administration of the functions, duties, and powers assigned to the Social Services Department and the Veterans Service Officer;

(iii) The preparation of the annual budget and the annual report to the County Board in consultation with the Forest County Social Services Director;

(b) The Board of Social Services shall meet monthly or more often if necessary, and lastly the Board of Social Services shall review from time to time the County's general relief policies to insure such programs are administered according to law for the benefit of the citizens of Forest County.

11. **Land & Water—**This committee shall consist of three (3) members.

(a) This committee shall supervise the County Zoning Administrator and other employees as may be approved from time to time by the County Board.

(b) Shall have the responsibility to review all ordinances pertaining to zoning and environmental protection.

(c) Conduct public hearings as provided for by the Forest County Zoning Ordinance adopted June 10, 1981.

- (d) Make recommendations to the Forest County Board regarding revisions said ordinances as from time to time it may deem necessary. All effort and objectives shall be in accordance with Wis. Stats. germane to such committee namely §59.69 through §59.7, §87.30, §236.02(1), §236.45.

12. **Child Support Committee**—This committee shall consist of three (3) members.

This committee shall supervise the activities of the Child Support coordinator, including but not limited to establishing policies in the enforcement of child support orders in effect in Forest County.

13. **Fair Committee**—This committee shall consist of five (5) members.

The duties of the Fair Committee shall be the supervision of the County's interest in the Forest County Fairgrounds and supervise the maintenance and improvements of the Fairgrounds. This committee shall have the authority to enter into contracts for the leasing of the Fairgrounds property and facilities and to make all necessary arrangements and to enter into any contracts for the annual Forest County Fair.

14. **Land and Water Conservation Committee**—This committee shall consist of three (3) members.

This committee seeks input from and works closely with a diverse group of agencies, associations, and organization involved in resource management and protection in Forest County.

15. **Land Sales and Delinquent Tax Committee**—This committee shall consist of five (5) members.

It shall be the duty of this committee to care for and have jurisdiction of all tax delinquent lands, houses, and miscellaneous buildings. Further, said committee shall have the authority to sell all County lands acquired due to delinquent

taxes following the procedure outlined in Resolution No. 14 adopted by the Forest County board of Supervisors on April 17, 1951, as from time to time amended. Furthermore, this committee shall have the duty prior to the sale of said lands to make an appraisal thereon without the necessity of retaining an appraiser.

16. **Commission on Aging**—This committee shall consist of two (2) members.

This committee shall have jurisdiction and control over the Commission on Aging Coordinator in all aspects and programs affecting the elderly of Forest County. The Committee shall be composed of two County board members and at least nine but no more than 13 members of whom at least 51% shall be senior citizens 60 years of age and older and further, provided that at least one member shall be under the age of 30. That the duties prescribed herein shall be those duties which are more fully set forth in Resolution No. 23, adopted February 26, 1974, by the Forest County Board of Supervisors, as from time to time amended.

17. **Economic Development**

Committee- This committee shall consist of three (3) members

- (a) The Economic Development Committee shall serve as a recommending body to the Forest County Board in all matters involving economic development in Forest County.
- (b) The Committee shall have the authority and direction to study all matters relating to economic development and to report thereon from time to time to the Forest County Board of Supervisors.
- (c) Further, should it become necessary, the Economic Development Committee shall enter into negotiations with other agencies or public or private entities for purposes of entering into contractual arrangements between Forest County and said other agencies, the purpose of which shall be to foster economic development within Forest County. Any

contracts, however, shall be first approved and adopted by the Forest County Board of Supervisors.

- (d) In addition, should it become necessary from time to time for employees to be hired in an effort to foster economic development, then at such time, the hiring of persons shall be done by the Personnel Committee based upon the recommendation and with the advice of the Economic Development Committee.
- (e) The Committee shall also have any further powers and responsibilities as may be delegated to it by the Forest County Board of Supervisors or the Forest County Board Chairman.
- (f) Further, the County Board Chairman may appoint up to five (5) non-County Board members to serve as advisors to the Committee, however, said advisors shall not have the right to vote on any questions that may come before the Committee.

18. **Library Committee-** This committee shall consist of two (2) members

This Committee shall survey and study the Library needs of the County and develop and report to the County Board plans and proposals for improving Library services within the County. It shall annually review the services of the Wisconsin Valley Library Service and make its recommendations to the County Board.

19. **Veterans' Service Committee-**

This committee shall consist of three (3) members.

- (a) The Committee shall serve in an advisory capacity to the Veterans' Service Officer.
- (b) This Committee shall be responsible for oversight of the Veterans' Service Office.
- (c) This Committee shall recommend and review the budget for the Veterans' Service Office.
- (d) This Committee shall hold meetings as necessary to carry out the Committee's Duties.

20. **Executive Committee-** This committee shall consist of five (5) members.
- (a) The Executive Committee shall be comprised of five (5) County Board Supervisors, which shall consist of:
 - (i) County Board Chair, which will be the Committee Chair.
 - (ii) First (1st) Vice Chair, which will be the Committee Vice-Chair.
 - (iii) Second (2nd) Vice Chair
 - (iv) Two (2) elected County Board Supervisors at large.
 - (b) The term of the initial Committee Members begins with the April 2011 County Board meeting and will be for a term of one (1) year. Thereafter, the term of the Committee Members shall be as needed, at the discretion of the County Board Chair or by a majority of Executive Committee Members.
 - (c) Duties and responsibilities include, but are not limited to the following:
 - (i) Examine and administer any claims or legal action concerning the County.
 - (ii) Introduce Policy Resolutions that are not the responsibility of another committee or that affect the County Government as a whole.
 - (iii) Communication and liaison between all committees, municipalities and government units, to work out problems of mutual concern.
 - (iv) Review proposed federal, state and local legislation concerning County Government and make recommendations.
 - (v) Review, approve and update the County's mission and goals.
 - (vi) Develop short and long range plans for the County.
 - (vii) Handle all other matters not specifically delegated to any other committee.
 - (viii) To perform other duties as required by resolution or County Board action.
 - (ix) May provide input to the County Chair concerning committee appointments.

- (x) This Committee shall be empowered to authorize expenditures in any emergency arising between Board sessions.
- (xi) To act on behalf of the County Board on matters requiring immediate attention or official authorization.
- (xii) To assist the Chair in maintaining the internal discipline of the County Board by investigating at the request of the Chair the conduct of the County Board Supervisors, which may be contrary to the State and County Code of Ethics, including, but not limited to, leaks of confidential information from closed sessions, disclosure of confidential information received by the County Board Supervisor in his or her capacity as a Board member or member of any County Committee, Commission or subservient Board or any other conduct, which brings discredit upon the Forest County Board of Supervisors. Based upon the results of any such investigation, the Committee shall recommend appropriate action to the full Board, including censure, discipline or removal to the extent permitted by law.
- (xiii) If any elected officials within the County have concerns pertaining to their positions and/or the offices they represent; this committee shall be available for said concerns.