

AMENDING CHAPTER 7 OF THE DANE COUNTY CODE OF ORDINANCES,  
AMENDING THE COUNTY BOARD RULES

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

ARTICLE 1. Unless otherwise expressly stated herein, all references to section and chapter numbers are to those of the Dane County Code of Ordinances.

ARTICLE 2. Subsection 7.02(2)(a) is amended to read as follows:

**7.02 OFFICERS.**

**(2) Removal of officers.** **(a)** Any supervisor may be removed from the position of chairperson, vice-chairperson, sergeant-at-arms or any other position or appointment by the county board, chairperson or a committee, by a two-thirds vote of the members of the County Board. Officers serve at the pleasure of the body and may be removed at will.

ARTICLE 3. Subsections (2) and (6) of 7.03 are amended to read as follows:

**7.03 DUTIES OF THE CHAIRPERSON.**

**(2)** The chairperson shall appoint each supervisor to only one standing committee of the board, other than the executive committee, and shall also appoint members to other committees or commissions as directed by the board. The chairperson shall consider the recommendations of the UW Extension Committee in the appointment of 2 youth members to each standing committee, except for the executive committee.

**(6)** The chairperson shall be an ex-officio member of all committees, commissions and boards created by the board and may meet and deliberate in their meetings, may make motions, but may not vote while acting as ex-officio member. However, the chair may be counted as a member present for the purposes of reaching a quorum.

ARTICLE 4. Subsection (4) of Section 7.11 is amended to read as follows:

**7.11 STANDING COMMITTEES**

**(4)** As soon as possible after appointments to standing committees have been made, each committee shall elect a chairperson, vice-chairperson and a secretary and promptly report the results of the election to the board. These officers shall serve two-year terms or until their successors are elected. Officers may be removed from office at the pleasure of the membership as provided in this subchapter.

**(a)** The county board chair may place a motion on a committee agenda to remove the chairperson, vice-chairperson, or secretary of a committee if, after a request to do so by members of the committee making up one less than a quorum, the committee chairperson fails or refuses to place the item on the agenda.

**(b)** The county board chair shall serve as a full voting member of a committee for the purpose of voting on removal of the chairperson, vice-chairperson, or secretary of a committee.

**(c)** Any supervisor may be removed from the position of chairperson, vice-chairperson, or secretary of a committee by a majority vote of members of the committee.

ARTICLE 5. Subsection (10) of Section 7.11 is created to read as follows:

**7.11 STANDING COMMITTEES**

**(10)** Except for the executive committee, the chairperson, with consideration of the recommendations of the UW Extension Committee, shall appoint two youth members to each standing committee for a one-year term from June to May.

**(a)** Youth members must be Dane County residents in grades 9 – 12 and make application to serve through the Dane County Extension Department.

**(b)** Youth members shall have a non-binding advisory vote on standing committees, and committee minutes should record their votes separately as advisory. Youth members shall be given the same opportunities for committee participation and involvement as elected county supervisors.

**(c)** Committee closed sessions may not include youth members.

**(d)** Youth members shall not be counted for purpose of quorum.

ARTICLE 6. Subsections (2) and (3) of Section 7.15 are amended and subsection (4) renumbered to read as follows:

**7.15 THE HEALTH & HUMAN NEEDS COMMITTEE.**

(2) Act as the policy oversight committee for the Dane County Housing Authority, the specialized transportation commission, and the Dane County Humane Society; and act as the budget review committee for the Board of Health for Madison and Dane County.

(3) Monitor, coordinate and advise the county board on all aspects of human service policy and delivery in Dane County to the extent permitted by law.

**7.17 THE PUBLIC PROTECTION & JUDICIARY COMMITTEE**

(1) Act as supervisory committee for the corporation counsel, family court commissioner, family court counseling service, public safety communications center, the juvenile court program, emergency management department, medical examiner, and on all matters pertaining to telecommunications and emergency medical services.

(2) Act as the policy oversight committee for the commission on sensitive crimes, Dane County Local Emergency Planning Committee, offices of sheriff, district attorney and clerk of courts, and the Dane County court system.

ARTICLE 7. Subsection (2)(a) of Section 7.225 is created to read as follows:

**7.225 PUBLIC APPEARANCES AT COMMITTEE MEETINGS.**

(2) The chairperson may limit the time for each speaker to 5 minutes, exclusive of time allotted to questioning by committee members.

(a) If a committee has taken testimony on an item and the same committee considers action on the item at a separate meeting, the public shall not have the opportunity to testify if that same item appears on subsequent agendas of the same committee.

ARTICLE 8. Subsections (1) and (5) of Section 7.52 are amended to read as follows:

**7.52 RESOLUTIONS; FORM.**

(1) All resolutions, ordinances and ordinance amendments shall be signed by at least one supervisor and only by supervisors. Supervisors shall indicate their district number after the signature.

(5) Copies of all resolutions and ordinances referred to committee shall be emailed to supervisors, by the Wednesday following their introduction. Copies shall be placed in a member's box in the county board office upon request.

ARTICLE 9. Subsection (2) of Section 7.53 is amended to read as follows:

**7.53 RESOLUTIONS; REFERRALS.**

(2) If a resolution has been approved by any board or commission prior to its introduction to the county board, and such approval is recorded in the minutes of the commission or board and is noted on the face of the resolution itself, the chairperson need not refer such a resolution to the commission or board which has already approved it.

ARTICLE 10. Subsection (2) of Section 7.54 is repealed and recreated to read as follows:

**7.54 RESOLUTIONS; COMMITTEE REPORTS.**

(2) A supervisor may move to place a resolution, ordinance, or ordinance amendment on the county board calendar. A motion to place a resolution, ordinance, or ordinance amendment on the county board calendar may be made at a county board meeting only after at least 45 days have elapsed from the date of referral. and the motion will be placed on the county board calendar for the next regular county board meeting. If the motion is approved by a majority of the supervisors present at that meeting, the resolution, ordinance or ordinance amendment shall be placed on the calendar for action at the next regular county board meeting. However, for a resolution, ordinance, or ordinance amendment referred to committee by the county board, a motion to place the item on the calendar may be made at any time.

ARTICLE 11. Subsection (1)(a) of Section 7.56 is amended to read as follows:

**7.56 RESOLUTIONS; FISCAL ANALYSIS.**

**(1) (a)** The introduction of a resolution or ordinance involving the expenditure or receipt of funds or which establishes or changes a county policy, shall be accompanied by a fiscal or policy note, or both, as appropriate. A fiscal note shall detail the resolution's or ordinance's effect on county finances, detailing projected expenditures for the current and subsequent years, including any applicable state and federal offsetting revenues. Fiscal notes for resolutions that authorize borrowing, shall include information regarding the term of borrowing, unless the information is already included in the resolution itself. A policy note shall be concise and shall identify the existing policy, if any, on the issue; and the existing practice if there is no formally adopted policy; and specify the impact on existing county policy or practice. Fiscal and policy notes shall be on a form approved by the personnel & finance committee.

ARTICLE 12. Section 7.57 is amended and renumbered to read as follows:

**7.57 RESOLUTIONS; COUNTY BOARD ACTION ON.**

**(1)** The county board chair shall place a resolution, ordinance or ordinance amendment on the county board calendar within 60 days after a committee(s) has made a recommendation to the county board. This shall not affect the ability of a supervisor to make a motion to place a resolution, ordinance, or ordinance amendment on the county board calendar after at least 45 days have elapsed from the date of referral.

**(2)** After a committee(s) has made a recommendation to the county board on a resolution, the question before the county board shall be the recommendation of the first standing committee to make a recommendation, other than "no recommendation."

**(3)** Except for zoning amendments, if the recommendation of the first standing committee to make a recommendation is for indefinite postponement, rejection or denial, any member may move for adoption and the motion before the board shall be for adoption.

**(4)** If the recommendation of the first committee to make a recommendation is for indefinite postponement, but an amendment is offered during the county board meeting and adopted, then the question before the county board shall be adoption of the resolution as amended.

ARTICLE 13. Subsection (12) of Section 7.58 is created to read as follows:

**7.58 RESOLUTIONS; MISCELLANEOUS CONSIDERATIONS.**

**(12)** All amendments to resolutions, ordinance amendments and the budget must be made in writing.

ARTICLE 14. Subsection (1) B. 3. and Subsection (1) F. 1. of Section 7.61 are amended to read as follows

**7.61 COUNTY BOARD CALENDAR; ORDER OF BUSINESS.**

**(1)** The order of business for county board meetings shall be as follows:

B. Special Matters and Announcements

1. Memorial resolutions, proclamations and special presentations (limited to ten minutes)

2. Appearances by the county executive

3. Announcements (limited to two minutes and to the announcement of a coming event or the introduction of an item)

F. Motions from previous meetings

1. Motions from previous meetings, including motions to reconsider, rescind, place a resolution, ordinance, or ordinance amendment on the calendar, or override a county executive veto.

ARTICLE 15. Subsection (2) of Section 7.63 is created to read as follows:

**7.63 COUNTY BOARD MEETINGS; REGISTRATIONS.**

**(1)** Members of the general public and others who are not members of the county board may address the county board on any matter pending before the board, as printed on the calendar, except that no registrations shall be in order on Special Matters and Announcements or procedural motions which are on the calendar. Before addressing the board, such persons shall file with the clerk a registration form giving his or her name, address, the subject on which he or she wishes to speak, and such other information as required.

**(2)** If the county board has taken testimony on an item and considers action on the item at a separate meeting, the public shall not have the opportunity to testify when that same item appears on subsequent county board calendars.

- (3)** Such registration forms shall be available in the county clerk's office during normal working hours and sufficient blank copies shall be placed in a convenient location in the county board meeting room on the date said board is scheduled to meet. However, the forms are to be used only to register appearances before the county board, and not by those who are not in attendance and simply wish to indicate their positions on issues.
- (4)** As any particular resolution, ordinance or other matter is brought before the board, the chairperson shall announce the number of registrations filed along with the subject matter.
- (5)** Registrants will be allowed to speak at the time the issue identified in the registration is before the board. However, no registrants will be allowed to speak once county board debate on the matter has begun.
- (6)** No registrant shall speak for more than five minutes except that on matters being reconsidered by the board, and consideration of motions to override county executive vetoes, no registrant shall speak for more than two minutes.
- (7)** Questioning of registrants by supervisors shall occur after every 10 registrants on the particular subject have completed their appearances. The presiding officer shall have discretion to vary the intervals between questioning by supervisors.
- (8)** Subsections (5) through (7) shall not apply to county officials or employees requested by the board to appear and give information.
- (9)** Non-supervisors, other than a member of the public who has registered to speak pursuant to s. 7.63, shall not be allowed to address the board on any issue except that department heads or other county staff may be permitted to speak in response to questions from members of the board. County staff does not include the executive.