

# **Burnett County Standing Rules Handbook**



**Adopted March 15, 2012  
(Amended May 17, 2012)  
(Amended April 18, 2017)**

**Burnett County**  
**Standing Rules Handbook**  
Printed June 2012

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**COUNTY BOARD CODE OF STANDING RULES  
BURNETT COUNTY BOARD OF SUPERVISORS  
Resolution 2012-09 (Adopted 03-15-12)  
(Amended 05-17-12)**

**Rule 1. County Board Meetings**

The Burnett County Board of Supervisors (County Board) believes it to be in the best interest of Burnett County to hold meetings on a regular basis to provide for the orderly transaction of business.

The County Board rescinds any and all previous resolutions establishing regular meeting dates.

(1) Meetings. They shall maintain the two regular meetings required by law, to wit: the April organizational meeting shall be held on the third Tuesday of each April pursuant to Wisconsin Statutes 59.11. The November meeting shall be held on the Tuesday following the second Monday in November pursuant to Section 59.11 of the Wisconsin Statutes.

The County Board may otherwise meet on the third Thursday of the month when so called by the Chairperson of the County Board and the County Administrator and the time is to be fixed by the Chairperson. The County Board shall also meet for special meetings when called.

The Burnett County Clerk is designated as the person to give official notice to the public of all meetings for Burnett County Government.

A majority of Supervisors who are entitled to be seated, shall constitute a quorum. In emergency situations only, the County Board Chair may call a quorum through the use of electronic communication devices. The County Board Chairperson shall have voting privileges the same as any other Supervisor.

(2) Supervisor Roll Call. Whenever the County Board convenes or reconvenes the Clerk shall make roll call of the Supervisors. All roll call attendance records of each Supervisor shall be recorded on the journal of the County Board. In order to be recorded present, any Supervisor who is not present for roll call shall at the first opportune time make their presence known to the Clerk. A Supervisor wishing to absent them self from any meeting while the meeting is in session shall first obtain consent from the County Board Chairperson who shall so notify the County Board.

- (3) Order of Business. The regular order of business shall be as follows:
- (a) Roll call.
  - (b) Approval of previous meeting minutes.
  - (c) Public comments.
  - (d) Approval of Agenda Order.
  - (e) Reception of memorials, petitions, correspondence, etc.
  - (f) Appearances.
  - (g) Resolutions and ordinances may be offered, and /or removed from the table, and considered.
  - (h) Reports of County Board Chairperson, Administrator, Committee Chairpersons and County Departments.

**Rule 2. Supervisor Speaking**

(1) Every Supervisor previous to their speaking shall raise their hand and address themselves to the County Board Chairperson.

(2) When two or more Supervisors want to speak at the same time, the County Board Chairperson shall designate who is the first to speak.

(3) A Supervisor called to order shall immediately stop speaking, unless permitted to explain; the County Board, if appealed to, shall decide the case by a majority vote.

**Rule 3. Public Speaking**

(1) Any person, not a Supervisor, desirous of addressing the County Board on any subject, shall obtain permission from the County Board Chairperson subject to a time limit set by the County Board Chairperson.

(2) The purpose of the public speaking is to provide input to the Supervisors. The Supervisors may ask for clarification but the intent is to not enter into debate with the public.

**Rule 4. Motions**

(1) No motion shall be debated or put to a vote unless the same is seconded; it shall be stated by the County Board Chairperson before debate and prior to vote.

By restating the motion, the chair formally places the motion before the body and assures that everyone heard the same proposal and can thereby keep debate focused on the motion at hand. Such motion shall be reduced to writing if any Supervisor desires it.

(2) Up until the time that the chair restates the motion, the maker of the motion owns the motion and may change it or withdraw it without the consent of the body. Once the motion has been restated by the chair, it belongs to the group and any modifications to the motion, including

withdrawal, must have the consent of the body. All motions, resolutions and amendments shall be entered at large upon the journal, unless withdrawn.

(3) When a question is under debate, no motion shall be received except to adjourn for the previous question, to lay on the table, to postpone indefinitely, to postpone to a day certain, to refer, and amend, which several motions shall have precedence in the order in which they stand arranged.

(4) The motion to adjourn shall always be in order; that and the motion to lay on the table shall be decided without debate by a majority vote.

(5) If the question under debate contains several points, any Supervisor may have it divided.

**Rule 5. Ordinances**

(1) Ordinances must be sponsored by a Standing or Special Committee in order to be presented to the full County Board for consideration.

(2) The sponsoring committee shall work with the County Administrator to identify all departments affected by the ordinance and shall assure that all affected standing committees have had an opportunity to review the ordinance prior to submission to the full County Board.

(3) All ordinances shall be reviewed by Corporate Counsel prior to submission to the County Board for approval as to legal form.

(4) All ordinances shall be submitted to the full County Board by way of a resolution and shall be submitted as an attachment to that resolution.

(5) All ordinances shall be in the hands of the County Clerk six (6) days prior to the next County Board meeting, and the County Clerk shall mail copies of such to the County Board Supervisors and also copies to the Corporation Counsel.

(6) Ordinances shall be published by the County Clerk upon adoption.

(7) Upon the passage of an ordinance affecting any county department, county office, or any town, city or village, the County Clerk shall immediately thereafter transmit a copy of the same to the county department or county office affected, and for the local municipalities shall transmit a copy of the same to the appropriate authority of the affected municipality.

**Rule 6. Resolutions**

(1) Resolutions must be sponsored by a Standing Committee, County Board Chairperson or by one or more County Board Supervisors in order to be presented to the full County Board for consideration.

(2) Any resolution with legal implications shall be reviewed by Corporate Counsel prior to submission to the County Board for approval as to legal form.

(3) All resolutions and petitions shall be in the hands of the County Clerk six (6) days prior to the next County Board meeting, and the County Clerk shall provide copies of such to the County Board Supervisors and Corporation Counsel,

(4) Upon the passage of a motion or resolution affecting any county department, county office, or any town, city or village, the County Clerk shall immediately thereafter transmit a copy of the same to the county department or county office affected, and for the local municipalities shall transmit a copy of the same to the appropriate authority of the affected municipality.

**Rule 7. Recording Motions and Seconds**

In all cases where an order, resolution or motion has been made, the name of the sponsor, the name of the Supervisor moving the same, and the name of the Supervisor seconding shall be entered in the proceedings. The proceedings shall be kept in a journal located in the County Clerk's office.

**Rule 8. Voting**

Voting by the County Board shall normally be by voice vote except when a different voting method is required by other authority or any member may call for voting by show of hands or roll call. Election of Board and Committee officers shall be by ballot. In the event of a roll call vote, the County Board Chairperson shall be called last.

**Rule 9. Reports to County Board**

(1) It shall be the responsibility of each Standing Committee Chairperson to periodically present a committee report, in person, to the County Board.

(2) It shall be the responsibility of each department head and county official to present an annual report, in person, to the County Board.

(3) It shall be the responsibility of each representative whose appointment to an external committee, commission or board has been approved by the County Board to provide at least an annual report, in person, to the County Board. Should more than one representative have

been appointed, they shall decide among themselves, who will print the report.

(4) Any Board members attending seminars or conventions shall submit a report regarding the seminar or convention to the Board following its conclusion.

**Rule 10. Suspension of Amendments of Rules**

No Standing Rules of the County Board shall be suspended, altered or amended without the concurrence of a majority of the Supervisors present.

**Rule 11. Rules Omissions, Roberts Rules**

In all matters of parliamentary practice not covered by these rules, Roberts Rules of Order shall govern the proceedings of this County Board.

**Rule 12. Repeal of Conflicting Rules**

All rules and regulations conflicting with the provisions of this Code of Standing Rules are hereby rescinded.

**Rule 13. Effective Date**

This Code of Standing Rules shall be in force and effect from and after its passage.

**Rule 14. Committees**

(1) All Committees shall be appointed by the County Board Chairperson in consultation with the County Administrator.

(2) All commission and board appointments shall be made by the County Administrator in consultation with the County Board Chairperson.

(3) All Committee, commission and board appointments shall be approved by the County Board.

(4) The County Board Chairperson may, at any time and without notice, serve as Ex-officio on any Standing Committee or Special Committee. When acting as an Ex-officio member the County Chairperson shall be seated at the committee table otherwise they will be considered public.

(5) A County Board Supervisor may attend, as an observer, any open or closed session of any Standing Committee or Special Committee. Their interaction with the committee shall be treated with the same rules as normal public interaction.

(6) A County Board Supervisor may request to have an item placed on the agenda for a Standing or Special Committee of which they are not a member. If granted, the Supervisor shall be allowed to sit at the commit-

tee table and participate in a discussion regarding the topic and be subject to time limits established by the Committee Chairperson.

(7) All payment vouchers for Committee and County Board meetings shall be submitted by each Supervisor/member to the County Clerk. County Board Supervisors may also submit vouchers for other committee, commission and board meetings, where they have been appointed to represent Burnett County, or approved by the County Board Chairperson, if not otherwise reimbursed.

(8) The Committee Chairperson will confer with the County Administrator on any agenda items when necessary.

(9) All Committee meeting dates, times, places and subject matter shall be provided to the County Clerk by the Committee Chairperson.

(10) All purchases shall be budgeted or have prior approval of the Administration Committee. With the exception of seized drug money federally allocated to the Sheriff's department.

(11) Any public person desirous of addressing a Committee, on any subject, shall obtain permission of the Committee Chairperson and be subject to time limits established by the Committee Chairperson.

(12) The County Board Chairperson may serve as a substitute Supervisor on any Committee and exercise voting rights to constitute a quorum and transact business at that meeting. If the County Board Chairperson is not available, the County Board Vice Chairperson may serve in that capacity. If both the Chairperson and Vice Chairperson are unavailable, the Second Vice Chairperson may serve in that capacity.

(13) For emergency purposes only, the County Board Chair may call a quorum through the use of electronic communication devices. Approval to participate via electronic device must be obtained from the County Board Chair or Vice-Chair.

**Rule 15. Vacancy on County Board**

(1) Any Supervisor resigning from the County Board must submit a letter of resignation to the Sheriff who shall notify the County Board Chairperson.



(2) Any vacancy on the County Board may be filled by appointment of the County Board Chairperson for the unexpired term, subject to approval of the County Board.

**Rule 16. Special Committees**

Special Committees, when created by the County Board, shall be for a definite purpose or time and shall hold over until such duties have been completed and shall in all cases report a statement of facts and their opinion in a final report given to the County Board.

**Rule 17. Standing Committees**

(1) Standing committees shall meet regularly. Committees wishing to meet more than once a month shall request permission from the County Board Chairperson.

(2) Each standing committee shall elect its own chair, vice chair and secretary.

(3) No member shall accept more than one chair position of a standing committee. This limitation shall not apply to special committees.

(4) See attached Standing Committee Definitions.

## ADMINISTRATION COMMITTEE

**Composition** Seven (7) County Board Supervisors

**Jurisdiction** Administration/Human Resources/Finance  
Corporation Counsel  
County Clerk  
County Treasurer  
Information Technology  
Register of Deeds  
Tax deeded properties

<b>Authority</b>	Administrator	Wis.Const. IV.23a; Wis.Stat. §59.18,
	Administration	Wis.Stat. §59.52
	Financing and Budget	Wis.Const VII Finance; Wis.Stat. §59.60-59.66
	Corporation Counsel	Wis.Stat. §59.42
	Clerk	Wis.Stat. §59.23,
	Treasurer	Wis.Stat. §59.25,
	Register of Deeds	Wis.Const VI.4; Wis.Stat. §59.43

### **Responsibility**

1. Review and approve budgets for all departments and offices under its jurisdiction.
2. Assure funding is allocated in the budget to support county policies.
3. Review and approve annual county budget and recommend submission to the county board.

#### **Administration/Human Resources/Finance**

1. Assure appropriate wage, fringe benefit and per diem structures are in place for employees and county officials.
2. Assure appropriate human resource policies are in place for the hiring, compensation, management, workplace conduct, safety and discipline of personnel and the maintenance of personnel records.
3. Assure appropriate implementation and training policies are in place to ensure maximum utilization of new procedures and technologies.
4. Assure policies are in place for the effective and efficient management of financial transactions at the department, committee and board levels.
5. Assure policies are in place for the effective, efficient and timely generation of the annual county budget.
6. Review and approve or deny expenditures and/or budgets

for emergency projects that have been approved and submitted by a standing committee and are outside the annual budget. The Administration Committee may suggest different budget amounts for the committee to consider for the project/expenditure or propose placing in the normal budget cycle.

7. Before any contracts or negotiations with union or non-union personnel are finalized, the agreements shall be presented to the County Board for their approval.
8. Assure all county insurance policies provide appropriate risk coverage.
9. Review all property and liability claims and when necessary work with legal counsel to facilitate handling of such claims.
10. Receive and review reports from the Investment Committee.
11. Financial resolutions to appropriate money or transfers from the General Fund shall be reported to the County Board by the Administration Committee and shall require a majority vote of the supervisors present to obtain passage.
12. Transfers from the Contingency Fund by the Administration Committee in excess of \$5,000.00 per occurrence shall be reported to the full County Board.

#### **Information Technology**

1. Assure appropriate policies are in place to maintain the county's information technology infrastructure at an acceptable level. An acceptable level will be that which ensures efficient and cost effective use of currently available information technology.
2. Assure appropriate policies are in place to secure and protect county data

#### **Tax Deeded Properties**

1. Review and approve actions related to management and disposition of tax deeded properties.
2. Set the value of all tax deeded properties to be sold at auction by the county, pursuant to Wisconsin Statutes.
3. Review any and all proposed exchanges of tax deeded land pursuant to Wisconsin Statutes and to make recommendations to the County Board before such changes are acted upon.

#### **Other County Owned Real Property**

1. Review and approve actions for the acquisition, management, exchange and disposal of real property in addition to tax-deeded property except county forest land.

### **HEALTH AND COMMUNITY SERVICES COMMITTEE**

**Composition** Eleven (11) members:  
Seven (7) County Board Supervisors  
One (1) Medical Doctor  
One (1) Nurse  
One (1) Individual who is or has been a recipient of benefits  
One (1) Veteran

**Jurisdiction** Health and Human Services Department  
Veterans Service Office

**Authority** Health and Human Services -  
Wis.Stat. §46.23 and §251.04  
Board of Health -  
Wis.Stat. Chapter 251 – Local Health Officials  
Veterans Service Office -  
Wis.Stat. §45.80

**Responsibility**

1. Review and approve annual budgets and annual plans for all departments under its jurisdiction.
2. Act as the Human Services Board as required by Wisconsin Statutes.
3. Act as the County Board of Health as required by Wisconsin Statutes.

**INFRASTRUCTURE COMMITTEE**

**Composition** Seven (7) County Board Supervisors

**Jurisdiction** Airport Department  
Maintenance Department  
Highway Department  
All county properties and capital assets, except tax deeded property and forest lands.

**Authority** Airport §59.54(17),  
Highway §59.58,  
Property §59.52(6), §59.52(29)

**Responsibility**

1. Review and approve annual budgets for all departments under its jurisdiction.
2. Assure appropriate policies are in place for the maintenance,

- repair, construction and operations of all county properties (real and personal), capital assets, buildings and grounds unless otherwise specified by the Burnett County Board Code of Standing Rules.
3. Review capital development plans for the county airport, county highways, and all other capital assets, including county buildings and county grounds unless otherwise specified by the Burnett County Board Code of Standing Rules.
  4. Perform all highway committee and airport committee duties as specified by Wisconsin Statutes.
  5. Review property change requests and approve or deny based upon compliance with county standards and approved capital development plans.
  6. Determine the process of sale for county property/assets, other than real estate, in compliance with Wisconsin Statutes.

**LAND USE AND INFORMATION COMMITTEE**

<b>Composition</b>	Seven (7) County Board Supervisors
<b>Jurisdiction</b>	County Surveyor/Land Information Department Zoning/Land Use Department
<b>Authority</b>	Surveyor/Land Information Wis.Stat. §59.45, §59.72, §59.74, §70.09 and county ordinances. Zoning/Land Use Wis.Stat. §59.69

**Responsibility**

1. Review and approve annual budgets for all departments under its jurisdiction.
2. Assure appropriate ordinances and administrative codes are in place for all land use and land information matters.
3. Develop appropriate policies for the enforcement of land use and land information matters as provided in the Wisconsin Statutes, county ordinances and resolutions.
4. Conduct public hearings for zoning amendment requests and make recommendations to the County Board.
5. Approve or deny any permits requiring committee review and approval.
6. Implement those portions of the Comprehensive Plan relative to Land Use and Information.

**NATURAL RESOURCES COMMITTEE**

<b>Composition</b>	Nine (9) members: Seven (7) County Board Supervisors, One (1) Agricultural Stabilization and Conservation Committee representative (ASCC) One (1) Lake Shore Association representative (LSA)
<b>Jurisdiction</b>	Forestry and Parks Department, Land and Water Conservation Department, University of Wisconsin – Extension, Tourism
<b>Voting</b>	Only Supervisors may be officers of the committee. Officers are elected by Supervisor vote. The ASCC [FSA Farm Service Agency] members have voting rights only for motions related to Federal funding for agricultural stabilization and conservation. LSA members have voting rights only as defined by Wisconsin Statutes § 281.68 for land and water conservation issues.
<b>Authority</b>	Forestry Wis.Stat. §28.11 Parks Wis.Stat. §27.02-§27.067 Land and Water Conservation Wis.Stat. §92.06 & §92.07 UW Extension Wis.Stat. § 59.56(3), Tourism Economic and Industrial Development Wis.Stat. §59.57

**Responsibility**

1. Review and approve annual budgets for all departments under its jurisdiction.

**Forestry and Parks**

1. Assure appropriate ordinances are in place for all Forestry and Parks matters.
2. Approve and recommend to the County Board a Comprehensive 15-Year Forest Management Plan.
3. Assure policies are in place to effectively implement the 15-Year Plan.
4. Recommend the winning bids for timber sales.
5. Review and approve Forestry and Parks contracts.
6. Assure appropriate policies are in place for the management of

County Forest Lands and maintenance of all parks and park facilities, including boat landings, and all trail maintenance and signage.

**Land and Water Conservation**

1. Approve and recommend to the County Board a long range land and water management plan for conservation of soil and water resources.
2. Assure appropriate policies are in place to effectively achieve the goals for conservation of soil and water resources.
3. Review and approve standards and specifications for land and water conservation management practices to control erosion, sedimentation and non-point source water pollution.
4. Approve the allocation of Federal, State and/or local funds for conservation programs.
5. Assure policies are in place to carry out conservation operations on public and private lands, when appropriate.
6. Assure policies are in place to provide technical assistance to land owners for conservation measures.
7. Approve contracts for conservation programs.
8. Assure policies are in place to effectively manage and maintain county dams according to state regulations.

**Recreation**

- R1. Assure policies are in place to create, promote and conduct recreational activities in the county which are conducive to the general health and welfare.

**Tourism**

1. Assure policies are in place to provide information to tourists about businesses, facilities, features, events and programs of interest in Burnett County.
2. Assure policies are in place to measure and manage the effectiveness of tourism information programs.
3. Approve contracts for Burnett County Tourist Information Centers.

**University of Wisconsin – Agriculture and Extension Education**

1. Determine county educational needs that can be facilitated by UW Extension collaboration and recommend corresponding staffing needs to the County Board.
2. Identify and assign short term analysis projects to UW Extension staff to the extent allowed by Wisconsin Statute §59.56.
3. Review the results of analysis projects and make recommendations to the County Board.

**PUBLIC SAFETY COMMITTEE**

<b>Composition</b>	Seven (7) County Board Supervisors,
<b>Jurisdiction</b>	Child Support Department Office of Clerk of Court Circuit Court Office of District Attorney Office of Sheriff Emergency Management Department Medical Examiner
<b>Authority</b>	Child Support §59.53(5)-59.53(6) Clerk of Court Wis.Const. VII.12; Wis.Stat. §59.40-59.41 Circuit Court Wis.Const. VII.6-VII.8 District Attorney Wis.Const VI.4; Wis.Stat. §978.05 Emergency Management §59.54(8) Sheriff Wis.Const VI.4; Wis.Stat. §59.26 - §59.33 Medical Examiner §59.34 - §59.39

### **Responsibilities**

1. Review and approve budgets for all departments, offices and courts under its jurisdiction.

#### **Emergency Management**

1. Review and approve the emergency management plans for the county to assure consistency with the State Plan of Emergency Management as well as the integration of the Municipal Emergency Management Plans with the county plan.
2. Assure policies are in place to effectively implement the plans.

#### **Child Support, Clerk of Court, Circuit Court, District Attorney, Sheriff**

1. Work collaboratively to identify strategic directions to assure effective and efficient operations for the county.
2. Assure policies are in place to effectively implement the strategies.



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2. Assure policies are in place to effectively implement the plans.

**Child Support, Clerk of Court, Circuit Court, District Attorney, Sheriff**

1. Work collaboratively to identify strategic directions to assure effective and efficient operations for the county.
2. Assure policies are in place to effectively implement the strategies.
3. Review reports to understand progress toward strategic goals and work collaboratively to identify corrective actions.
4. Review and approve fee structures.

**Medical Examiner**

1. Review quarterly reports and ensure that records are well kept and maintained according to the Wisconsin Statutes.
2. Review and approve fee structures.

**Burnett County Clerk**  
7410 County Road K, #105  
Siren, WI 54872