

## CHAPTER 2 - RULES OF THE COUNTY BOARD

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### 2.01 Rules.

1. All meetings of the County Board shall be conducted under the most recently revised edition of Robert's Rules of Order, except as specifically changed and/or altered by these rules or the Code.
2. All prior existing rules and regulations conflicting with the provisions of this Code of Rules are hereby rescinded.
3. This Code of Rules shall be effective immediately upon its passage by the County Board.
4. No rule of the Board shall be suspended, altered, or amended without the consent of two-thirds (2/3) of the membership elect.
5. If any part of these rules or their application to a particular circumstance or person shall be held invalid, the remaining part of their application shall not be affected.
6. An Ad Hoc Committee shall be appointed on or before October 1 of odd numbered years to review this Rules document and recommend any changes for the following term of office.
7. The rules set forth in this Chapter shall govern all County Board Supervisors until amended or repealed and do not need to be adopted by any newly seated County Board of Supervisors to apply.

*2.01(7) amended by Resolution No. 13-2016 dated March 15, 2016; passed March 15, 2016; published March 24, 2016; effective April 4, 2016.*

*2.01(1) amended by Resolution No. 11-2022 dated March 15, 2022; passed March 15, 2022; published April 28, 2022; effective April 29, 2022.*

*2.01(6) amended by Resolution No. 28-2023 dated July 18, 2023; passed July 18, 2023; published August 24, 2023; effective August 25, 2023.*

*2.01(1) amended by Resolution No. 50-2023 dated November 14, 2023;*

*passed November 14, 2023; published December 28, 2023; effective April 16, 2024.*

## **2.02 Agenda.**

1. The order of business of County Board meetings shall be as according to the agenda established by the County Board Chairperson and Vice Chairperson, in conjunction with the County Clerk, and shall be provided with the notice of the meeting. The agenda must be approved or amended as the first order of business. The Boards, Committees and Commissions of the County Board shall operate in the same manner with the respective Chairpersons establishing the agenda. Any Board member may request legally permissible agenda items be included on Board, Committee or Commission agendas by requesting same through the Chairperson or his or her designee in writing. Each agenda shall have an agenda item of 'Future Agenda Items'. The County Board/Committee/Commission will then vote on the proposed agenda item being added to the next agenda. A consent agenda system may be used by the County Board or any of the Standing Committees. Any member may request the removal of individual items from a consent agenda in order that separate consideration of said item(s) may be made.

*2.02 amended by Resolution No. 13-2016 dated March 15, 2016; passed March 15, 2016; published March 24, 2016; effective April 4, 2016.*

*2.02 amended by Resolution No. 50-2023 dated November 14, 2023; passed November 14, 2023; published December 28, 2023; effective April 16, 2024.*

*2.02 amended by Resolution No. 63-2025 dated November 12, 2025; passed November 12, 2025; published December 25, 2025; effective April 21, 2026.*

## **2.03 Meetings.**

1. The two-year period of time between the organizational meetings in Section 2.01(A) hereof shall constitute a session of the County Board, and any business pending and upon which the Board has not acted prior to the close of a session can no longer be acted upon without being reintroduced.
2. In accordance with statutory provisions, the Board shall organize on the third Tuesday of April annually. Regular meetings of the County Board shall be held on the third Tuesday of each month, except the month in which the annual meeting is held, unless otherwise ordered by the Chairperson. Special meetings may be called by the Board in the manner and for the purposes provided by §59.11(2), Wis. Stats.
3. County Board Supervisors are encouraged to attend a minimum of 50% of County Board meetings in person.
4. At the appointed hour for the meeting the County Clerk shall either verbally or electronically call the roll for the members marking the absentees and asking whether a quorum is present. The Chairperson shall call the Board to order, and if a quorum is present, proceed with the business. If a quorum is not present, the Board shall adjourn until a stated time.
5. The annual meeting of the County Board shall be held on the Tuesday after the 2nd Monday of November, except that the Chairperson may designate an earlier date in October or November for the annual meeting. The meeting may be adjourned by the County Clerk to a different date upon written notice from a majority of the

Supervisors as prescribed by §59.11(1)(b), Wis. Stats. When the day of the meeting falls on November 11, the meeting shall be held on the next succeeding day.

*2.03(2) amended by Resolution No. 11-2022 dated March 15, 2022; passed March 15, 2022; published April 28, 2022; effective April 29, 2022.*

*2.03(2) newly created by Resolution No. 50-2023 dated November 14, 2023; passed November 14, 2023; published December 28, 2023; effective April 16, 2024.*

*2.03(1) newly created by Resolution No. 63-2025 dated November 12, 2025; passed November 12, 2025; published December 25, 2025; effective April 21, 2026.*

## **2.04 Closed Session.**

1. Attendance at a closed session of a legally constituted unit of the County government shall be limited to the members of that Board, Committee or Commission and any County Board Supervisor. The Chairperson shall determine what other individuals may remain in the closed session. Rulings of the Chairperson regarding attendance at closed sessions may be appealed by the Board, Committee or Commission membership and decided per Robert's Rules of Order.
2. Closed session topics must be limited to those defined in §19.85, Wis. Stats., and only the topic(s) announced in open session may be taken up in closed session. The motion to convene in closed session shall be carried by a majority vote in such a manner that the vote of each member is ascertained and recorded in the minutes.
3. Virtual attendance during closed session will be allowed at the discretion of the chairperson and the committee/board.

*2.04(3) amended by Resolution No. 11-2022 dated March 15, 2022; passed March 15, 2022; published April 28, 2022; effective April 29, 2022.*

*2.04(3) newly created with previous language removed by Resolution No. 50-2023 dated November 14, 2023; passed November 14, 2023; published December 28, 2023; effective April 16, 2024.*

*2.04(3) amended by Resolution No. 63-2025 dated November 12, 2025; passed November 12, 2025; published December 25, 2025; effective April 21, 2026.*

## **2.05 Minutes.**

1. The minutes of each Board, Committee or Commission meeting shall be provided to all County Board Supervisors prior to the next meeting of the County Board on SharePoint. Errors and omissions of the County Board meeting minutes shall be corrected, and changes approved by the Supervisors at the next meeting of the County Board.
2. In all cases, when an order, resolution or motion shall be entered in the minutes of the Board, the name of the member moving the same shall be entered in the minutes.

*2.05(1) amended by Resolution No. 11-2022 dated March 15, 2022; passed March 15, 2022; published April 28, 2022; effective April 29, 2022.*

## **2.06 Organization.**

### **A. Election of Chairperson and Vice Chairperson.**

1. Board Members interested in nomination for the position of Board Chair and Vice Chair are encouraged to indicate their interest in the positions on the County Board Chair/Vice Chair candidate answers form. In addition, such Board members are encouraged to answer two additional questions (beyond the minimum questions on the Board Member Biography form):
  - If you are elected, are there things you will try to change or do differently as County Board Chair/Vice Chair?
  - How would you describe the style you will use in working with your fellow Board Members, County Committees, County Administrator, and other staff?

The County Clerk will then distribute the submitted answer forms via mail and make available on electronic devices prior to the organizational meeting.

2. At the April Organizational Meeting after the spring election of County Supervisors, the Board shall elect, by secret ballot, members to be its Chairperson and Vice Chairperson, both of whom shall hold office for two (2) years. These ballots may be ordered destroyed following the announcement of the results by motion of the County Board.
3. To begin the organizational meeting during even numbered or supervisory election years, the Administrator or County Clerk shall call the meeting to order, call the roll, establish a quorum, and proceed with ceremonies to swear in and seat the newly elected Supervisors. A quorum being established, the County Board shall review and approve the agenda and then proceed to elect a County Board Chairperson. Then the Administrator or County Clerk shall turn the meeting over to the Chairperson, and the County Board shall proceed to elect a Vice Chairperson. The Chairperson shall then proceed with the organizational meeting as per the agenda.
4. Nominations by members of the Board for Chairperson and Vice Chairperson shall be made from the floor. An opportunity shall be afforded the nominee or nominees to address the Board for five (5) minutes or less and an opportunity consisting of ten minutes shall be afforded the members of the Board to ask questions of the nominee or nominees prior to voting.
5. In the absence of the Chairperson, the Vice Chairperson shall preside; in the absence of both Chairperson and Vice Chairperson, the Board shall elect a Chairperson pro-tem.

*2.06(A)(3) deleted by Resolution No. 13-2020 dated March 17, 2020;*

*passed March 17, 2020; published May 7, 2020; effective May 8, 2020. 2.06(A)(1) newly created and 2.06(A)(3) amended by Resolution No. 63-2025 dated November 12, 2025; passed November 12, 2025; published December 25, 2025; effective April 21, 2026.*

**B. Duties of the Chairperson and Vice Chairperson.**

1. The Chairperson shall preside at all meetings of the Board and shall decide questions of order, subject to appeal. He or she shall preserve order and enforce rules.
2. The Board Chairperson shall diligently carry out all rules adopted by the County Board. The Chairperson shall have all powers and duties set forth in § 59.12(1), Wis. Stats., not limited to presiding over its operation; calling to order at the designated hour; countersigning all Chapters; transacting County Board business with Local and County Officers; expediting measures as may be directed by the County Board; and taking care that all Federal, State and local laws, rules and regulations pertaining to County government are faithfully followed. The Chairperson shall have oversight over all committees as directed by the County Board.
3. The Board Chairperson and Vice Chairperson shall be given notice of and have the privilege of attending and participating in the deliberations of any other Committee of the Board but shall not vote unless his/her presence is necessary to create a quorum of the Committee.
4. The Board Chairperson shall be the Chairperson of the Executive & Finance Committee and Parks & Rural Planning Committee.
5. The Board Vice Chairperson shall perform the Chairperson's duties in case of the absence or disability of the Board Chairperson and such other duties as may be assigned by the County Board.
6. Both the Board Chairperson and the Board Vice Chairperson may enter debate, speak, and vote on any issue while acting in their capacity as Chairperson or Vice Chairperson.
7. If either the Board Chairperson or Board Vice Chairperson position is vacant, a special election shall be held to fill the position.
8. Resolutions from third parties (not originating from the County Board or any committee of the County Board) receiving a recommendation for presentation to the County Board by a standing committee shall be placed on the County Board agenda. Any third-party resolution that does not receive a recommendation from a standing committee may only be brought before the County Board upon signature from at least one-fourth (1/4) of the County Board membership. Signatures shall be in writing and must be made in advance and by the close of business the Wednesday before the next scheduled County Board meeting at the office of the County Clerk.
9. Any resolution (including a third-party resolution) proposing a referendum must be reviewed at least sixty (60) days prior to the statutory deadline for potential placement on the ballot by the Executive and Finance Committee for fiscal impact to the County and recommendation to the County Board.

*2.06(B)(3) and (6) amended by Resolution No. 13-2016 dated March 15, 2016; passed March 15, 2016; published March 24, 2016; effective April 4, 2016.*

*2.06(B)(7) and (8) newly created Resolution No. 13-2016 dated March 15, 2016; passed March 15, 2016; published March 24, 2016; effective April 4, 2016.*

*2.06(B)(9) and (10) newly created by Resolution No. 13-2020 dated March 17, 2020; passed March 17, 2020; published May 7, 2020; effective May 8, 2020.*

*2.06(B)(6) removed by Resolution No. 63-2025 dated November 12, 2025; passed November 12, 2025; published December 25, 2025; effective April 21, 2026.*

### **C. Training.**

Mandatory in-service training for newly elected and ongoing elected Supervisors shall be conducted prior to the Organizational Meeting in April or upon appointment to a vacant position. There will also be a minimum of two (2) training sessions held annually during County Board meetings to benefit and educate supervisors. The County Board meetings will begin earlier than the traditional start time of 7 p.m. when a training is provided. This will include, but is not limited to IT training, WCA training, and other statutory/legislative updates.

*2.06(C) amended by Resolution No. 11-2022 dated March 15, 2022; passed March 15, 2022; published April 28, 2022; effective April 29, 2022.*

*2.06(C) amended by Resolution No. 63-2025 dated November 12, 2025; passed November 12, 2025; published December 25, 2025; effective April 21, 2026.*

### **D. Elections.**

1. All elections of the County Board shall be by ballot.
2. The presiding officer shall appoint two (2) non-board tellers to collect and tally the ballots.
3. To be elected Chairperson or Vice Chairperson a candidate must receive a majority of the votes cast by members present. If additional balloting is necessary, the candidate(s) receiving the lowest number of votes shall be asked if he or she wishes to withdraw from consideration and the balloting process shall continue until a majority vote is cast for a candidate.

*2.06(D)(3) amended by Resolution No. 13-2016 dated March 15, 2016; passed March 15, 2016; published March 24, 2016; effective April 4, 2016.*

*2.06(D)(2) amended by Resolution No. 11-2022 dated March 15, 2022; passed March 15, 2022; published April 28, 2022; effective April 29, 2022.*

*2.06(D)(2) amended by Resolution No. 50-2023 dated November 14, 2023; passed November 14, 2023; published December 28, 2023;*

*effective April 16, 2024.  
2.06(D)(3) amended by Resolution No. 63-2025 dated November 12,  
2025; passed November 12, 2025; published December 25, 2025;  
effective April 21, 2026.*

**E. Committees of the Board.**

1. Balloting for occasional Board elections shall be conducted with nominations for the positions being voted upon displayed visually for all County Board Members to see. The voting shall be on a paper ballot with the number of candidates to be voted based upon the number of positions that need to be filled. Any candidate or candidates receiving a majority vote as cast on the first ballot shall be declared elected and the process shall continue, if needed, until all positions are filled. These ballots must indicate the name of the voting member to meet the requirements of the Wisconsin Open Meetings law and the ballots must be retained for 30 days as a public record.
2. An Ad Hoc Committee consisting of three (3) supervisors and the Chairperson and Vice Chairperson, in consultation with the Administrator, shall appoint all other Committees unless otherwise provided by the Board or state statute. Such appointments shall be made and announced within seven (7) days following the Organizational Meeting where the Ad Hoc Committee is formed. The process by which the Ad Hoc Committee is formed is by randomly drawn names. If a supervisor declines appointment, another name will be drawn until three (3) supervisors have been chosen.
3. All Committees of the Board shall meet and elect their respective Chairpersons at the first meeting of the Committee unless stated otherwise in these Rules, following the organizational meeting, and report the results to the County Board Chairperson. The Administrator or County Clerk shall serve as temporary Chairperson for all organizational meetings of Committees, Boards and Commissions until the Chairperson is elected.
4. All County Board Supervisors serving on Committees shall continue serving until their successors have been appointed as long as the County Board Supervisor(s) have been re-elected.
5. All Committees shall have authority conferred by the statutes and laws of the State of Wisconsin and given them by resolution or Ordinance of this County Board and shall be limited in their authority by the laws and statutes of this state or by the Chapter or resolution of this Board.
6. It shall be a suggested goal that all County Board Supervisors serve, if possible, on an equal number of Committee assignments.
7. Each Committee Chairperson may give a brief oral report to the County Board at regular County Board meetings.
8. Select or special Committees, i.e., Ad Hoc, may be provided for on motion or by resolution, designating the number and object, and unless otherwise ordered, shall be appointed by the Chairperson and Vice Chairperson, in consultation with the Administrator.

9. A majority of any Committee shall constitute a quorum for the transaction of business. Accurate minutes are to be kept of all proceedings. Such minutes are to be kept in the respective Department offices and in the office of the County Clerk. A copy of the proceedings of all Committees of the County Board and all daily proceedings of the County Board shall be provided to each member of the County Board.
10. The Committee, Board or Commission responsible for oversight of a County Department shall review payment claims from that Department.

*2.06(E)(1) amended by Resolution No. 13-2016 dated March 15, 2016; passed March 15, 2016; published March 24, 2016; effective April 4, 2016.*

*2.06(E)(2) and (11) amended by Resolution No. 11-2022 dated March 15, 2022; passed March 15, 2022; published April 28, 2022; effective April 29, 2022.*

*2.06(E)(1),(8), and (9) amended by Resolution No. 50-2023 dated November 14, 2023; passed November 14, 2023; published December 28, 2023; effective April 16, 2024.*

*2.06(E)(1) and 2.06(E)(3) amended, 2.06(E)(2) and 2.06(E)(4) deleted and 2.06(E)(2) newly created by Resolution No. 63-2025 dated November 12, 2025; passed November 12, 2025; published December 25, 2025; effective April 21, 2026.*

## **F. Removal.**

County Board Officers, Committee Officers and Committee Members may be removed in the same manner in which they were appointed or elected.

*2.06(F) newly created by Resolution No. 13-2016 dated March 15, 2016; passed March 15, 2016; published March 24, 2016; effective April 4, 2016.*

## **2.07 Action of the Floor of the County Board.**

### **A. Voting.**

1. Voting is permitted both verbally and electronically.
2. The Chairperson shall vote in his or her regular turn, except on appeals of his or her own decisions. Upon appeal of the decision of the Chair, the question shall be, "*Shall the decision of the Chairperson be sustained?*" A tie vote, or a majority vote, shall sustain the decision of the Chairperson. Any motion or resolution or amendment thereto must receive a majority of the votes of the Board to be passed or adopted.
3. A vote on any question shall be taken when called for by any member and shall be taken on all questions involving the expenditure of money.
4. The roll call shall be advanced by one (1) name on taking of each roll call when voting on resolutions in order to rotate the initial vote between the members.

5. Every member shall vote unless he or she has reason to abstain.
6. Any member of the County Board may call for paper ballot voting in lieu of voting by roll call on a specific agenda matter coming before the County Board by requesting same at least one day in advance of a County Board meeting by notification to the County Clerk.

*2.07(A)(1) added and remaining subsections renumbered by Resolution No. 11-2022 dated March 15, 2022; passed March 15, 2022; published April 28, 2022; effective April 29, 2022.*

**B. Speaking on the Floor.**

1. Every member, previous to speaking, shall address the Chairperson and be recognized by the Chairperson.
2. When two (2) or more members address the Chairperson at the same time, the Chairperson shall designate the member who is to speak first.
3. No member shall speak more than twice on the same question for more than 5 minutes each time without leave of the Board.
4. No person, not a member of the Board, shall be allowed to speak during the session of the Board without leave of the Chairperson.
5. A member called to order shall immediately take his or her seat, unless permitted to explain, and the Board, if appealed to, shall decide the case. If there is no appeal, the decision of the Chairperson shall be submitted to.
6. Citizen comment periods shall be limited to comments and issues raised by non-Board members. A person commenting shall place his or her name on a sign-in sheet and indicate in which town, city, or village the citizen resides or owns property prior to making a citizen comment. Citizen comments are limited to three (3) minutes, or as otherwise determined by the County Board Chairperson at his or her sole discretion and may include-limiting comments by those that are not residing or owning property in Marquette County. Citizens cannot yield unused time or save time for others. The Board Chairperson shall determine what limits or restrictions, if any, shall apply to public comments or appearances as circumstances dictate. Board members shall refrain from raising issues as citizens during these times. Board members shall contact the Chairperson or a Committee Chairperson to arrange for matters to be placed on an agenda in accordance with section 2.02.

*2.07(B)(6) newly created by Resolution No. 26-2015 dated April 21, 2015; passed March 17, 2015; published April 30, 2015; effective May 1, 2015.*

*2.07(B)(6) amended by Resolution No. 13-2016 dated March 15, 2016; passed March 15, 2016; published March 24, 2016; effective April 4, 2016.*

*2.07(6) amended by Resolution No. 13-2020 dated March 17, 2020; passed March 17, 2020; published May 7, 2020; effective May 8, 2020.*

*2.07(B)(6) replaced by Resolution No. 34-2021 dated July 20, 2021; passed July 20, 2021; published August 26, 2021; effective August 27,*

2021.  
2.07(B)(3) and (6) amended by Resolution No. 50-2023 dated November 14, 2023; passed November 14, 2023; published December 28, 2023; effective April 16, 2024.

**C. Motions and Debate on the Floor.**

1. No motion shall be considered or debated unless it is seconded; the motion shall be stated by the Chairperson before it is debated; and any such motion shall be reduced to writing if any member desires it.
2. After the Chairperson states a motion, it shall be deemed to be in the possession of the Board. The proposing Supervisor may withdraw a motion, with consent of the second, at any time before amendment or decision if allowed by a majority of the Board. All motions, resolutions, and amendments shall be entered at large in the minutes unless withdrawn.
3. The Chairperson shall state all questions. Roll call vote shall be taken if the Chairperson is in doubt as to a majority or a decision or if requested by a member.
4. When a question is under debate, no motion shall be received except a motion to adjourn, for the previous question, lay on the table, postpone to a certain day, refer or amend, which several motions shall have precedence in the order in which they stand arranged.
5. The motion for the previous question shall be in this form: *"I move the previous question."* The motion must be seconded, and when approved by a 2/3 (two-thirds) majority vote of the Board present, has the effect of closing debate on the current motion. The motion may not be made while another member has the floor and is not debatable. The next vote shall be upon amendments, and then upon the main question. A motion to lay on the table, recess, or adjourn takes precedence over a motion for the previous question.
6. If a question under consideration contains several points, any member may have it divided.
7. All questions shall be put in the order they are moved, except privileged questions.
8. A motion to reconsider is in order at any time, even when another member has the floor during the same day as, or next calendar day after, a motion has been voted upon, in the same session. It cannot be processed while another question is before the Board. In such a case, it can be seconded, stated by the Chairperson, and processed later at anyone's request. A member who voted with the prevailing side must make the motion.
9. Two members of the County Board having signed a resolution for introduction of the same shall have the same effect as a formal motion being made on the floor to allow consideration of said resolution by the County Board.

2.07(C)(9) newly created by Resolution No. 13-2016 dated March 15,

*2016; passed March 15, 2016; published March 24, 2016; effective April 4, 2016.*

**D. Adjournment.**

1. The motion to adjourn shall always be in order and shall be decided without debate. The motion to adjourn may be amended prior to adjournment being declared.
2. Any meeting, whether annual, organizational, regular, or special, may be adjourned from time to time, to a certain day, upon a vote of majority of the Supervisors present.
3. The Chairperson of the Board or Committee may declare the meeting adjourned upon completion of the agenda.

**E. Petitions, Memorials & Other Papers Addressed to the Board.**

Petitions, memorials, and other papers addressed to the Board shall be filed with the County Clerk and may be presented to the Board at the next meeting.

*2.07(E) amended by Resolution No. 50-2023 dated November 14, 2023; passed November 14, 2023; published December 28, 2023; effective April 16, 2024.*

**F. Resolutions.**

1. Every resolution shall be submitted in writing and have endorsed thereon the name of the submitting Committee or member of the County Board.
2. Resolutions with financial impact shall be referred to the Executive & Finance Committee for a recommendation.
3. All resolutions shall be submitted to the County Clerk by noon five (5) calendar days prior to the next meeting of the County Board. A copy of each resolution shall accompany the notice of the meeting and shall be provided to each member by the County Clerk at the close of business three (3) calendar days prior to the next meeting. The synopsis of the resolutions shall be included with the agenda and include reference to Committee approvals.
4. This shall not preclude the County Board Chairperson, Administrator and County Clerk from adding to the agenda when matters arise as long as the twenty-four (24) hour notice requirements are met for public posting and media notification.
5. Resolutions shall be taken up in the order received unless otherwise ordered or consented to by the Board.
6. Resolutions will contain a fiscal note on statement of appropriation provided by the Administration and 2/3 approval for any resolution when positions are involved.

*2.07(G)(1) deleted by Resolution No. 13-2020 dated March 17, 2020; passed March 17, 2020; published May 7, 2020; effective May 8, 2020.*

*2.07(F)(4) amended by Resolution No. 44-2021 dated September 21, 2021; passed September 21, 2021; published October 21, 2021; effective October 22, 2021.*

*2.07(G)(2) amended and moved to 4.02(H) by Resolution No. 11-2022 dated March 15, 2022; passed March 15, 2022; published April 28, 2022; effective April 29, 2022. Section (G) deleted.*

*2.07(F)(3) amended by Resolution No. 50-2023 dated November 14, 2023; passed November 14, 2023; published December 28, 2023; effective April 16, 2024.*

*2.07(F)(3) amended and 2.07(F)(6) newly created by Resolution No. 63-2025 dated November 12, 2025; passed November 12, 2025; published December 25, 2025; effective April 21, 2026.*

## **2.08 Compensation.**

### **A. County Board, Boards, and Commissions Compensation.**

1. The County Board meeting payment for Board sessions, and Committee, Board, or Commission meetings shall be set by resolution of the County Board and shall not take effect until the following term. Each County Board Supervisor is responsible for submitting a timesheet/expense reimbursement either in writing or electronically to the County Clerk in a timely manner.
2. The salaries of the Board Chairperson and Vice Chairperson, in addition to regular compensation for meetings, shall also be set by resolution of the County Board and shall not take effect until the following term.
3. Reference is made to Appendix A for a policy regarding expense reimbursement and Appendix B regarding compensation of citizen members of Boards, Commissions and Committees.
4. Members of the County Board shall not be compensated for unofficial gatherings and events unless approved by the County Board Chairperson in cooperation with the County Clerk as the payroll officer for the County Board. Appeals may be made to the Executive & Finance Committee if a member disagrees with a compensation decision.
5. Supervisors shall not be entitled to additional compensation for committee meetings of sixty (60) minutes or less occurring prior to or after the County Board Meeting.

*2.08(A)(5) newly created by Resolution No. 13-2020 dated March 17, 2020; passed March 17, 2020; published May 7, 2020; effective May 8, 2020.*

*2.08(A)(1) amended by Resolution No. 50-2023 dated November 14, 2023; passed November 14, 2023; published December 28, 2023; effective April 16, 2024.*

*2.08(A)(5) amended by Resolution No. 63-2025 dated November 12, 2025; passed November 12, 2025; published December 25, 2025; effective April 21, 2026.*

## 2.09 Committees.

The following are the standing Committees of the County Board: Land & Water and UW Extension Committee, Highway Committee, Executive & Finance Committee, Human Services Board, Parks & Rural Planning Committee, Property Committee, Judicial and Public Safety Committee, Planning & Zoning Committee and Board of Health. A suggested practice shall include the rotation of at least one member of each of the appointed standing committees for each term of office. Standing Committee meetings will convene at least 6 times per year, unless dictated by statute, or at the discretion of the Committee Chairperson. The County Administrator shall directly receive applications from citizens wishing to serve on Boards, Committees and Commissions when there are vacancies or expired terms involved. All citizen members of Boards, Committees and Commissions shall be term limited to two terms. This rule may be suspended in the event the County Administrator determines another eligible citizen cannot be found for appointment to serve except when involving Boards, Committee and Commissions where the statutes require a fixed term limit.

*2.09 amended by Resolution No. 50-2023 dated November 14, 2023; passed November 14, 2023; published December 28, 2023; effective April 16, 2024.*

*2.09 amended by Resolution No. 63-2025 dated November 12, 2025; passed November 12, 2025; published December 25, 2025; effective April 21, 2026.*

Their duties are stated below:

### A. Land & Water and UW Extension Committee.

1. The Committee consists of three (3) members of the County Board and a County Lakes Association Representative. The County Board shall also select one additional person as a member of the committee who shall be the agricultural use representative as defined in 91.01 (2) 1 to 7. Its duties shall be in accordance with § 59.56(3)(b) and Chapter 92 Wis. Stats. The Committee shall draw up a program of work for each year.
2. The Committee shall confer and have policy-making responsibility for the Land & Water Department and the UW Extension Department.
3. It shall promote the growth of natural resources of the County, supervision of operation and maintenance of County owned dams, and assist in determining appropriate programs to be provided by the County Extension Department.
4. One member of the Land & Water and UW Extension Committee shall serve on the Fair Board.

*2.09(A)(2) amended by Resolution No. 11-2022 adopted March 15, 2022; passed March 15, 2022; published April 28, 2022; effective April 29, 2022.*

*2.09(A)(2) amended by Resolution No. 50-2023 dated November 14, 2023; passed November 14, 2023; published December 28, 2023; effective April 16, 2024.*

*2.09 (A)(2) and (3) amended by Resolution 2-2024 dated January 16, 2024; published February 29, 2024; effective April 16, 2024.*

*2.09(A)(1) removed and 2.09(A)(1)-2.09(A)(4) amended and newly created by Resolution No. 63-2025 dated November 12, 2025; passed November 12, 2025; published December 25, 2025; effective April 21, 2026.*

## **B. Highway Committee.**

1. The Committee shall consist of five (5) County Supervisors. The duties of the Highway Committee shall be as stated in the Wisconsin State Statutes and Chapter 60 of the Code.
2. It shall make annual reports and recommendations to the County Board on all matters pertaining to their jurisdiction in accordance with § 83.015, Wis. Stats.

*2.09(B)(1) removed by Resolution No. 63-2025 dated November 12, 2025; passed November 12, 2025; published December 25, 2025; effective April 21, 2026.*

## **C. Executive & Finance Committee.**

1. Voting members of the Executive & Finance Committee shall consist of the Chairperson and Vice Chairperson of the County Board. The County Board Chairperson shall be the Chairperson of this Committee. Voting membership shall also consist of the Chairpersons of the following Committees: Land & Water and UW Extension, Highway, Property, Judicial & Public Safety, Planning & Zoning, the Human Services Board, and the Board of Health. If the same Board member serves more than one of these positions, that member shall select one position he or she shall represent. The Committees that remain non-represented shall then elect a County Board member from within their membership to represent them on the Executive and Finance Committee.
2. The Human Services Board and Board of Health representatives shall be a member of the County Board. If the Chairperson of either of those Boards is not a County Board member, the Committee shall elect a County Board member from within its membership to represent the Human Services Board or Board of Health on the Executive & Finance Committee.
3. The County Administrator, in consultation with the Executive & Finance Committee shall select auditors to audit the books of the County, review the certified audit report, confer with the auditor in charge regarding details of the audit, and make such recommendations to the County Board and/or other Committees as necessary.
4. It shall be the responsibility of the Committee to attend to the proper publishing and printing of the proceedings of the County Board.
5. This Committee shall have the power to designate depositories and

determine, based on the recommendations of the County Treasurer and County Administrator, the policy of investment of the County funds. The Committee shall have authority to make transfers from the Contingent Fund per § 65.90(5)(b), Wis. Stats., and Board Resolution 24-81.

6. The Committee shall oversee the County's administrative affairs and shall be the governing Committee for the Administrator/Finance Director. Its responsibility is to ensure proper coordination and cooperation between the various County Departments and agencies. It shall ensure that the proper practices are observed, that efficiency is maintained, and that the best interests of the citizens of the County are served.
7. The County Administrator shall prepare a budget and tax levy, in temporary form, for the Committee to review prior to presentation to the County Board; to be amended and approved by the County Board.
8. The Committee shall purchase all necessary insurance protection for the employees and property of the County, in consultation with the Administrator.
9. It shall consult with the Administrator/Finance Director, Treasurer, County Clerk, Management Information Systems Director, Tourism and Social Media Coordinator, and Corporation Counsel pertaining to matters and issues in their Departments. It shall review the budgets of these Departments prior to presentation to the County Board.

*2.09(C)(11) erroneously excluded when the Code was adopted as language approved by Resolution No. 44-2014 dated July 15, 2014; Correction passed March 17, 2015; published April 30, 2015; effective May 1, 2015.*

*2.09(C)(10) amended by Resolution No. 13-2016 dated March 15, 2016; passed March 15, 2016; published March 24, 2016; effective April 4, 2016.*

*2.09(C)(6), (8), and (10) amended by Resolution No. 44-2021 dated September 21, 2021; passed September 21, 2021; published October 28, 2021; effective October 29, 2021.*

*2.09(C)(3), (5), and (7) amended, and (11) deleted, by Resolution No. 11-2022 dated March 15, 2022; passed March 15, 2022; published April 28, 2022; effective April 29, 2022.*

*2.09(C)(1) and (9) amended and previous version of (9) removed by Resolution No. 50-2023 dated November 14, 2023; passed November 14, 2023; published December 28, 2023; effective April 16, 2024.*

*2.09(C)(1) and 2.09(C)(9) amended by Resolution No. 63-2025 dated November 12, 2025; passed November 12, 2025; published December 25, 2025; effective April 21, 2026.*

#### **D. Human Services Board.**

1. The Human Services Board shall consist of nine (9) members, five (5) of whom shall be County Board Supervisors, and shall have the functions, duties, powers and responsibilities as described in § 46.23, Wis. Stats., and as assigned by County Board resolution or ordinance.
2. The County Administrator shall appoint the citizen members of the Human

Services Board, subject to confirmation by the County Board of Supervisors. The Human Services Board shall appoint the Human Services Director, subject to the personnel policies and procedures established by the County Board.

3. The Human Services Board shall oversee the activities of the Human Services Department and confer with the Human Services Director on issues related to the Department.
4. The Human Services Board shall oversee the activities of the Veteran Service Officer and with the assistance of the County Administrator and Veterans Service Officer, review and present to the Executive & Finance Committee the budget for the Veterans Service Officer.
5. The term of the Chairperson of the Human Services Board shall run concurrently with the term of County Supervisors.

*2.09(D)(3) newly created by Resolution No. 13-2016 dated March 15, 2016; passed March 15, 2016; published March 24, 2016; effective April 4, 2016.*

*2.09(D) amended by Resolution No. 11-2022 dated March 15, 2022; passed March 15, 2022; published April 28, 2022; effective April 29, 2022.*

*2.09(D)(2) amended by Resolution No. 50-2023 dated November 14, 2023; passed November 14, 2023; published December 28, 2023; effective April 16, 2024.*

#### **E. Parks & Rural Planning Committee.**

The Rural Planning Committee shall be appointed as provided in §27.019, Wis. Stats., and perform the duties provided therein. The Committee shall consist of the two County Board members, being the Chairperson of the County Board and the Highway and Facilities Committee Chairperson, and two citizens.

*2.09(E) amended by Resolution No. 50-2023 dated November 14, 2023; passed November 14, 2023; published December 28, 2023; effective April 16, 2024.*

*2.09 (E) amended by Resolution No. 63-2025 dated November 12, 2025; passed November 12, 2025; published December 25, 2025; effective April 21, 2026.*

#### **F. Property Committee.**

1. This Committee shall consist of five (5) County Supervisors. Its duties shall be to maintain and keep in repair the public buildings and personal property owned and operated by the County, except those explicitly under the jurisdiction of another Committee.
2. The Committee may make inspections of County-owned property, including the County Jail.
3. The County Administrator shall have authority to approve and direct all

building and office space allocations for the County Departments, unless otherwise directed by the County Board, and shall consult with the Committee as the Administrator deems appropriate.

4. It shall order the County Clerk to take tax deeds on tax delinquent property, have jurisdiction over all matters pertaining to the County property taken by tax deed, and the sale thereof.
5. It shall be the governing Committee of the Building & Grounds Department.
6. It shall perform such other functions as may be assigned by the County Board.

*2.09(F)(1), (3), and (5) amended by Resolution No. 11-2022 dated March 15, 2022; passed March 15, 2022; published April 28, 2022; effective April 29, 2022.*

*2.09(F)(2) and (5) amended and (7) removed by Resolution No. 50-2023 dated November 14, 2023; passed November 14, 2023; published December 28, 2023; effective April 16, 2024.*

#### **G. Judicial and Public Safety Committee.**

1. It shall consist of five (5) County Supervisors.
2. It shall be the duty of this Committee to consult with the Sheriff regarding matters pertaining to the Sheriff's Office and on matters affecting law enforcement in the County.
3. It shall be the duty of this Committee to perform duties as required by the County Law Enforcement Chapter.
4. The Committee shall inspect the County Jail no less than once per year.
5. With the assistance of the County Administrator and the Officer/Department Head, the Committee shall review the budgets for the Sheriff's Office, Medical Examiner, Emergency Medical Services, Emergency Government, Circuit Court, Clerk of Circuit Court, District Attorney, and Family Court Commissioner, and the Humane Officer contract.
6. The Committee shall have oversight over the Emergency Medical Services Department and County Emergency Management program. It shall handle all matters pertaining to civilian defense in the County in accordance with Wisconsin State Statutes.
7. The Committee shall consult with the County Administrator with regard to the Circuit Court, Clerk of Circuit Court, District Attorney and Family Court Commissioner regarding matters and issues in their Departments.

*2.09(G) renamed by Resolution No. 13-2016 dated March 15, 2016; passed March 15, 2016; published March 24, 2016; effective April 4, 2016.*

*2.09(G)(7) newly created by Resolution No. 13-2016 dated March 15, 2016; passed March 15, 2016; published March 24, 2016; effective April 4, 2016.*

*2.09(G)(4)-(7) amended by Resolution No. 11-2022 dated March 15, 2022; passed March 15, 2022; published April 28, 2022; effective April*

29, 2022.

*2.09(G)(3) and (4) amended by Resolution No. 50-2023 dated November 14, 2023; passed November 14, 2023; published December 28, 2023; effective April 16, 2024.*

*2.09(G)(1) and 2.09(G)(4) amended by Resolution No. 63-2025 dated November 12, 2025; passed November 12, 2025; published December 25, 2025; effective April 21, 2026.*

## **H. Planning and Zoning Committee.**

1. The Planning and Zoning Committee shall consist of five (5) County Supervisors who shall consult and work with the Register of Deeds, Zoning Administrator, and Land Information Director.
2. With the assistance of the County Administrator and the Department Head, the Committee shall review the budgets of these Departments. It shall be the duty of this Committee to act as the governing Committee of the Zoning Department and the Land Information Office to set policies concerning the Departments when not in conflict with the Wisconsin State Statutes.

*2.09(H)(1) amended by Resolution No. 13-2016 dated March 15, 2016; passed March 15, 2016; published March 24, 2016; effective April 4, 2016.*

*2.09(H)(2) amended by Resolution No. 11-2022 dated March 15, 2022; passed March 15, 2022; published April 28, 2022; effective April 29, 2022.*

*2.09(H)(1) and (2) amended by Resolution No. 50-2023 dated November 14, 2023; passed November 14, 2023; published December 28, 2023; effective April 16, 2024.*

*2.09(H)(1) and 2.09(H)(2) amended by Resolution No. 63-2025 dated November 12, 2025; passed November 12, 2025; published December 25, 2025; effective April 21, 2026.*

## **I. Board of Health.**

1. The Board of Health shall consist of not more than nine (9) members, appointed by the County Board Chairperson in consultation with the County Administrator and Health Officer, and with approval by the County Board of Supervisors, with five (5) members to be County Board Supervisors and up to four (4) members being citizen appointments with an interest in public health with a good faith effort to appoint a registered nurse and a physician. The composition of the Board of Health shall be guided by § 251.03, Wis. Stats., and Resolution No. 57-93.
2. This Board shall meet in accordance with § 251.04, Wis. Stats. to oversee the Health Department created pursuant to § 251.02, Wis. Stats.
3. The term of the Chairperson of the Board of Health shall run concurrently with the term of County Supervisors.

*2.09(I)(1) amended by Resolution No. 11-2022 dated March 15, 2022; passed March 15, 2022; published April 28, 2022; effective April 29, 2022.*

*2.09(I)(2) amended by Resolution No. 40-2022 dated August 16, 2022; passed August 16, 2022; published September 29, 2022; effective September 30, 2022.*

**J. Ad Hoc Committees.**

1. The County Board Chairperson and Vice Chairperson shall, in consultation with the County Administrator, appoint members to Ad Hoc Committees created by resolution and/or the consent agenda. Committee membership will be determined by interest in those wishing to serve, knowledge of the subject matter to be discussed, and distribution of current committee assignments. These assignments shall be for a definite purpose and time and shall hold over until such duties have been completed and a final written report given to the Board. Standing Committees may create their own temporary sub-Committees on an ad hoc basis for special purposes in conjunction with the County Board Chairperson and Vice Chairperson.
2. Ad Hoc Committees to whom reference is made shall in all cases make an interim verbal report on no less than an annual basis. Such reports shall be given in addition to the final written reports.
3. An Ad Hoc Committee shall automatically dissolve upon issuance of its final report to its governing Board or Committee.

*2.09(J)(3) newly created by Resolution No. 13-2016 dated March 15, 2016; passed March 15, 2016; published March 24, 2016; effective April 4, 2016.*

*2.09(J)(1) amended by Resolution No. 11-2022 dated March 15, 2022; passed March 15, 2022; published April 28, 2022; effective April 29, 2022.*

*2.09(J)(1) amended by Resolution No. 50-2023 dated November 14, 2023; passed November 14, 2023; published December 28, 2023; effective April 16, 2024.*

**K. Other Boards and Commissions.**

1. Membership on the various Boards and Commissions set by law or contractual obligation shall be governed by statute and specific resolutions, except as set forth in this Chapter.
2. Membership of individuals serving on other Boards and Commissions as a County Supervisor representative of the County Board shall terminate should the individual so serving cease being a County Supervisor.
3. Terms, including terms for citizen members, on various Committees, Subcommittees, and Advisory Panels shall run concurrently with the County Board term of office unless statutes dictate otherwise, or upon majority vote

- of the County Board.
4. Sub-committees and Advisory Panels shall be limited to a total of up to seven (7) paid individuals, at least one (1) of which shall be a County Board Supervisor, unless an exception is made by majority vote of the County Board.
  5. Citizen members of any Committee, Sub-committee, or Advisory Panel are limited to six (6) years of consecutive service, subject to exception by majority vote of the County Board, or as otherwise dictated by law.
  6. A minimum of one (1) member of the County Board shall serve on each Board, Committee, Sub-committee, or Advisory Panel that receives compensation from the County. The County Board member shall be a member of the Parent Standing Committee or Board unless otherwise approved by majority vote of the County Board.

*2.09(K)(1) and (3) amended and (K)(4), (5) and (6) newly created by Resolution No. 13-2020 dated March 17, 2020; passed March 17, 2020; published May 7, 2020; effective May 8, 2020.*

#### **L. Miscellaneous.**

1. All County Board Members shall silence their mobile phones and all other personal electronic devices during a meeting of the County Board and of any Committee on which the Board Member serves. Such devices may not be used during any such meeting except in the event of an emergency or with permission of the Chair of the meeting.
2. Committee members shall follow the same rules regarding public comment and appearances during meetings as set forth in section 2.07(B)(6).
3. If a Board member will be absent for a scheduled meeting, if feasible, they shall notify the Board/Committee/Commission Chairperson and County Clerk prior to the meeting.
4. Vacancies on the County Board, or citizens serving on other Committees, Sub-Committees, or Advisory Panels, shall be advertised on the Marquette County website and in the Marquette County Tribune prior to being filled. Those interested in filling vacant positions shall submit letters of interest to the County Administrator who shall forward a copy to the Department Head or Committee, as appropriate. The County Board Chairperson and Vice-Chairperson shall conduct interviews for potential County Board Members and then the County Board Chairperson will submit his or her nominee to the County Board for confirmation. Interviews for potential citizen members shall be by the County Administrator, as deemed appropriate, and shall submit his or her nominees for citizen member replacements to the County Board for confirmation.
5. Remote and Livestream Meetings:
  - a. County Board and citizen members are permitted to attend meetings by conference call or other electronic means to the extent the County's technology permits provided that the cost of any such attendance shall be paid at the member's expense. Members are encouraged to attend in person

whenever possible.

b. County Board members that attend virtually are encouraged to have cameras active and have adequate support for all technological needs.

c. When a Committee Chairperson must attend virtually, the Chairperson should choose an in-person committee attendee to act as a stand-in Chairperson.

d. To the extent the County's technology permits and personnel is available, the County will endeavor to record meetings of the County Board and standing committees and provide access for view by the public on whatever platform the County MIS Department Head decides to utilize, or as determined by the County Board. The County Board or other standing committees also have the option to provide a meeting livestream. Nothing in this rule requires that meetings be recorded or livestreamed.

e. Members of the public attending remotely may be allowed to make comments during the public comment period in the same manner as those members of the public that are attending in person, including asking to be recognized, stating name and address, and the topic to be addressed. Rules of decorum will be observed.

f. A member of the public that wishes to appear before the County Board with regard to a specific agenda item (outside of the general public comment time period) is encouraged to attend in person unless a remote appearance is otherwise required because of a disability or illness.

6. All County Department Heads and/or elected officials shall provide a written annual report in April, May, or June, as scheduled by the County Board Chairperson, regarding the previous calendar year. Reports shall be submitted to the office of the County Clerk for distribution to the County Board members at least thirty (30) days prior to the County Board meeting when the report is scheduled to be given.

*2.09(L) newly created by Resolution No. 26-2015 dated April 21, 2015; passed March 17, 2015; published April 30, 2015; effective May 1, 2015.*

*2.09(L) amended by Resolution No. 13-2016 dated March 15, 2016; passed March 15, 2016; published March 24, 2016; effective April 4, 2016.*

*2.09(L)(2), (3), and (4) newly created by Resolution No. 13-2020 dated March 17, 2020; passed March 17, 2020; published May 7, 2020; effective May 8, 2020.*

*2.09(L)(3) replaced by Resolution No. 34-2021 dated July 20, 2021; passed July 20, 2021; published August 26, 2021; effective August 27, 2021.*

*2.09(L)(2) amended by Resolution No. 11-2022 dated March 15, 2022; passed March 15, 2022; published April 28, 2022; effective April 29, 2022.*

*2.09(L)(2), (4b), and 4(c) newly created by Resolution No. 50-2023 dated November 14, 2023; passed November 14, 2023; published December 28, 2023; effective April 16, 2024.*

*2.09(L)(4f) amended by Resolution No. 50-2023 dated November 14,*

*2023; passed November 14, 2023; published December 28, 2023; effective April 16, 2024.  
2.09(L)(1) newly created and 2.09 (L)(5)(a) amended by Resolution No. 63-2025 dated November 12, 2025; passed November 12, 2025; published December 25, 2025; effective April 21, 2026.*

## **2.10 Ethics, Board Responsibilities, & Procedures.**

### **A. Responsibility of Public Office.**

1. County officials and employees are agents of public purpose and hold office to serve the public interest. They are bound to uphold the Constitution of the United States, the Constitution of the State of Wisconsin and to carry out efficiently and impartially all laws of the United States, the State of Wisconsin and the County.
2. Each elected County Board Supervisor will sign and return a mandatory Marquette County Supervisor Disclosure Form prior to the organizational meeting. See Appendix D.
3. Each is bound to observe in their official acts; the standards of ethics set forth in the County Ethics Chapter and faithfully discharge the duties of their office. The public interest must be their primary concern. Furthermore, specific attention to Wisconsin State Statute 19.59 must be adhered to including those sections specifically outlined in 19.59(c) outlined below:

(c) Except as otherwise provided in par. (d), no local public official may:

1. Take any official action substantially affecting a matter in which the official, a member of his or her immediate family, or an organization with which the official is associated has a substantial financial interest.
2. Use his or her office or position in a way that produces or assists in the production of a substantial benefit, direct or indirect, for the official, one or more members of the official's immediate family either separately or together, or an organization with which the official is associated.

*2.10(A)(2) added along with Appendix D, and section renumbered, (3) amended by Resolution No. 11-2022 dated March 15, 2022; passed March 15, 2022; published April 28, 2022; effective April 29, 2022.*

### **B. Role of a County Supervisor.**

1. The Board of Supervisors of the County is a team with seventeen members, responsible for ensuring that the County is properly managed in terms of planning, policy, and decisions on which the Board has reached agreement in a regular or special session. Members of the Board of Supervisors are laypersons elected within their district boundaries, and act on behalf of and for the welfare of the people in the district and for the benefit of the County as a whole.

2. Individual Supervisors exercise the authority and responsibility of their position only when the Board is in session, but the public regards the person as a member of the Board twenty-four (24) -hours a day. The Supervisor’s own interest and desire to serve the community through membership on the Board of Supervisors continues even when the Board is not in session. An individual Supervisor has no authority and cannot speak for the Board of Supervisors, but the public has the right to expect the member to be able to discuss the County’s matters with understanding. All Supervisors have the right to access any information that makes it possible for them to be informed about the County’s affairs.
3. The Board of Supervisors can only transact business which is legally binding on the County when the Board of Supervisors is in regular or special session with a quorum present, or at officially designated Committee meetings of the Board, and its proceedings duly recorded in the minutes of the meeting. Members of the Board of Supervisors shall not represent, by personal commitment, any special group, interest, or pressure.
4. The Board of Supervisors is responsible for performing an annual review and outline objectives for the County Administrator in the first quarter.

*2.10(B)(4) removed and 2,10(B)(4) newly created by Resolution No. 63-2025 dated November 12, 2025; passed November 12, 2025; published December 25, 2025; effective April 21, 2026.*

**C. Confidentiality.**

All members of the Board of Supervisors shall recognize that certain “*privileged*” business of the Board, as prescribed and sanctioned by Wisconsin State Statutes, shall be treated as confidential to preserve the integrity of the Board and to safeguard the rights and dignity of all persons involved in legally recognized confidential testimony.

**D. County Administration.**

1. The Board of Supervisors should avoid taking direct action in the administration of the County, thereby keeping the functions and responsibilities of its appointed officials clear to members of the general public and staff.
2. The Board of Supervisors retains full budgetary control, legislative authority and policy-making responsibility in accordance with the Wisconsin State Statutes and the expressed will of the electorate, but delegates all administrative, supervisory, and instructional authority to its appointed staff under the direction of the County Board Chairperson or Administrator.

*2.10(D)(2) amended by Resolution No. 44-2021 dated September 21, 2021; passed September 21, 2021; published October 28, 2021; effective October 29, 2021.*

**E. Complaints from the Public.**

1. At times a person or group of persons may confront a single Board member with a problem or complaint that should be handled by management personnel. Each Board member must decide how much time one can spend on this sort of thing and what the demands of courtesy should be in each case. The official policy of the Board in such cases is as stated below:

*“No member, nor the Board itself, will officially consider such problems or complaints until they have been submitted to the proper administrative authority and a report made by that authority to the Board, or Committee, convened in legal session.”*
2. No member of the Board of Supervisors shall consider a complaint from any member of the County staff unless he/she has first determined that the complainant has gone through the normal chain of command, including the Administrator.
3. It is recognized that grievances or complaints from the public will at times be brought to the attention of the members of the Board of Supervisors. If a Supervisor does not know where to refer a particular grievance or concern, the Supervisor shall refer the matter to the Administrator or the County Board Chairperson. Such matters shall be handled in the following order:
  - a. Referred immediately to the appropriate Department Head who will either deal directly with the problem or delegate its resolution to an employee closest to the problem.
  - b. Referred to the Administrator/Finance Director who will either deal directly with the problem or delegate its resolution to an administrator or manager closest to the problem.
  - c. Referred to the next immediate session of the appropriate Committee, Board or Commission, for official consideration and possible action.
  - d. Referred to the next immediate session of the Board of Supervisors, for official consideration and possible action.
4. Much of a Board member’s information may come to that person in casual conversation with members of the public or employees of the County. Much more of this information will come from minutes of Committee meetings and other publications distributed by the County Clerk’s Office. When a Board member is seeking information about a specific problem, the member should ask the appropriate Department Head or Administrator to prepare a report on the matter with the aid of staff if necessary.
5. If satisfactory adjustment cannot be made by this procedure, the Board may, if it deems advisable, grant a hearing to the person(s) interested. Such hearings will be held during regular or special session of the Board.

*2.10(E) (2), (3), (4) amended by Resolution No. 44-2021 dated September 21, 2021; passed September 21, 2021; published October 28, 2021; effective October 29, 2021.*

## **APPENDIX A. Policy Regarding Expense Reimbursement:**

The County will reimburse County Board Supervisors for reasonable business travel expenses incurred while on official County Business assignments. Supervisors are responsible for making their own travel arrangements. The actual costs of travel, meals, lodging, and other expenses directly related to accomplishing the business travel objectives will be reimbursed by the County, to the extent such expenses would be deductible by an employee according to current IRS regulations. Supervisors are expected to limit expenses to reasonable amounts.

Expenses that generally will be reimbursed include the following:

- \* Mileage costs for use of personal cars, only when less expensive transportation is not available.
- \* Cost of meals, *eaten outside of the County*, associated with conventions or overnight travel will be reimbursed when accompanied by an original detailed receipt. The cost of alcoholic beverages and tips will not be reimbursed. The maximum daily amount will be periodically reviewed and set by the County Administrator and approved by the Executive & Finance Committee.
- \* Charges for telephone calls, fax, and similar services required for business purposes.
- \* The County Board Chairperson or Committee Chairperson must approve attendance at events involving overnight travel for which a supervisor requests reimbursement.

Expenses that will not be reimbursed include the following:

- \* Any meal without an attached detailed vendor receipt.
- \* Any expense report submitted for reimbursement after sixty (60) days from when it was incurred.
- \* Any expense not documented as to date, place and purpose.

*Mileage Reimbursement* - Use of a personal vehicle for County business shall be reimbursed at the rate of the IRS business mile rate.

*Other Means of Transportation* - If traveling by bus or other means of transportation, the appropriate fare will be reimbursed by the County.

Supervisors who are involved in an accident while traveling on County business must promptly report the incident to the Administration Office. Vehicles owned, leased, or rented by the County may not be used for personal use without prior approval.

Supervisors traveling on County business may be accompanied by a family member or friend, when the presence of a companion will not interfere with successful completion of County business objectives. Additional expenses incurred for family members or friends will not be

reimbursed and are the responsibility of the Supervisor. Generally, Supervisors are also permitted to combine personal travel with business travel. Additional expenses arising from such non-business travel are also the responsibility of the Supervisor.

Reimbursement requests should be accompanied by receipts for all individual expenses.

Supervisors should contact the Administration Office or the County Clerk for guidance and assistance on procedures related to travel arrangements, reimbursement of specific expenses, requests for reimbursement, or any other business travel issues.

*Appendix A amended by Resolution No. 13-2020 dated March 17, 2020; passed March 17, 2020; published May 7, 2020; effective May 8, 2020.  
Appendix A amended by Resolution No. 31-2022 dated June 21, 2022; passed June 21, 2022; published July 28, 2022; effective July 29, 2022.*

**APPENDIX B. Policy Regarding Compensation for Meeting Attendance to Citizen Members of Boards, Committees, Sub-Committees, Advisory Panels, and Commissions:**

Policy shall be to compensate citizen members for attending meetings in the same manner as County Supervisors when the citizen is serving in an appointed capacity through selection by the County Administrator and/or the County Board Chairperson and confirmation by the County Board. In the event another agency is paying a per diem or mileage or reimbursing other expenses for his or her meeting attendance then the citizen member shall not be compensated by the County in duplication for that same item.

*Appendix B amended by Resolution No. 13-2020 dated March 17, 2020; passed March 17, 2020; published May 7, 2020; effective May 8, 2020.  
Appendix B amended by Resolution No. 11-2022 dated March 15, 2022; passed March 15, 2022; published April 28, 2022; effective April 29, 2022.*

**APPENDIX C. Resolutions Cited in These Rules:**

Resolution No. 24-81

NOW THEREFORE BE IT RESOLVED that the Marquette County Board of Supervisors hereby authorize the Finance Committee to transfer funds from the Contingency Fund to the individual office or department, not to exceed ten percent (10%) of the original appropriation in accordance with Section 65.90 (5)(b) of the Wisconsin Statutes.

Resolution No. 57-93

THEREFORE BE IT RESOLVED that effective January 1, 1994 that a Board of Health be created by Marquette County and that the Board of Health shall consist of not more than 9 members, appointed by the County Board Chairman, with approval by the County Board of Supervisors, and

BE IT FURTHER RESOLVED that the members of the Board shall be chosen in accordance with the requirements of Section 251.03 of the Wisconsin Statutes and that a good faith effort shall be made to appoint a registered nurse and a physician.

Resolution No. 61-2015

NOW THEREFORE BE IT RESOLVED that effective with the term beginning on the third Tuesday of April, 2016, the County Board, Committees, Boards and Commissions shall be paid \$75.00 per meeting and an additional \$75.00 shall be paid if a meeting exceeds four hours.

BE IT FURTHER RESOLVED that the annual salary of the County Board Chairperson shall be \$5,000.00 and the annual salary of the County Board Vice Chairperson shall be \$4,000.00, to be paid in monthly installments, effective with the term beginning on the third Tuesday of April, 2016.

Resolution No. 12-2009

NOW THEREFORE BE IT RESOLVED that three additional committee members positions are created within the Parks and Rural Planning Committee.

BE IT FURTHER RESOLVED that these positions are authorized with an effective date of April 13, 2009.

Resolution No. 13-2020

NOW THEREFORE BE IT RESOLVED that the Marquette County Board of Supervisors does ordain that Chapter 2 shall be amended as set forth in the updated edition of Chapter 2 dated March 17, 2020.

Resolution No. 34-2021

NOW THEREFORE BE IT ORDAINED by the Marquette County Board of Supervisors that Section Chapter 2, Rules of the County Board of the Marquette County Code of Ordinances be amended as follows:

Section 2.07(B)(6) is replaced with the following:

Citizen comment periods shall be limited to comments and issues raised by non-Board members. A person commenting shall place his or her name on a sign-in sheet and indicate in which town, city or

village the citizen resides or owns property prior to making a citizen comment. Citizen comments are limited to three (3) or five (5) minutes, or as otherwise determined by the County Board Chairperson at his or her sole discretion, and may include limiting comments by those that are not residing or owning property in Marquette County. The Board Chairperson shall determine what limits or restrictions, if any, shall apply to public comments or appearances as circumstances dictate. Board members shall refrain from raising issues as citizens during these times. Board members shall contact the Chairperson or a Committee Chairperson to arrange for matters to be placed on an agenda in accordance with section 2.02.

Section 2.09(L)(3) is replaced with the following:

Remote and Livestream Meetings:

- a. County Board and citizen members are permitted to attend meetings by conference call or other electronic means to the extent the County’s technology permits provided that the cost of any such attendance shall be paid at the member’s expense. The member may be compensated at the current meeting rate. Members are encouraged to attend in person whenever possible.
- b. To the extent the County’s technology permits and personnel is available, the County will endeavor to record meetings of the County Board and standing committees and provide access for view by the public on whatever platform the County MIS Department Head decides to utilize, or as determined by the County Board. The County Board or other standing committees also have the option to provide a meeting livestream. Nothing in this rule requires that meetings be recorded or livestreamed.
- c. Members of the public attending remotely may be allowed to make comments during the public comment period in the same manner as those members of the public that are attending in person.
- d. A member of the public that wishes to appear before the County Board with regard to a specific agenda item (outside of the general public comment time period) shall appear in person unless a remote appearance is otherwise required because of a disability or illness.

Resolution No. 44-2021

NOW THEREFORE BE IT ORDAINED by the Marquette County Board of Supervisors that Section Chapter 2, Rules of the County Board, and Chapter 80, Public Property, of the Marquette County Code of Ordinances be amended to replace the term “Administrative Coordinator” with “Administrator”.

Resolution No. 11-2022

NOW THEREFORE BE IT RESOLVED that the Marquette County Board of Supervisors does ordain that Chapter 2 shall be amended as set forth in the updated edition of Chapter 2 dated March 15, 2022, AND  
Section 4.05(G) is amended to delete the word “grants”, AND  
Section 4.05(H) is added to read: Any line-item budgeted expenditure shall be under the authority of the County Administrator. The County Administrator will report any expenditure in excess of fifteen thousand dollars (\$15,000.00) to the appropriate governing Board, Committee or Commission. No expenditures shall be over Department funds available.

Resolution No. 28-2023

NOW THEREFORE BE IT RESOLVED that Section 2.01(6) is amended to read as follows:

6. An Ad Hoc Committee shall be appointed on or before October 1 of odd numbered years to review this Rules document and recommend any changes for the following term of office.

Resolution No. 50-2023

NOW THEREFORE, BE IT RESOLVED, that the Marquette County Board of Supervisors does ordain that Chapter 2 shall be amended as set forth in the updated edition of Chapter 2 dated November 14, 2023.

Resolution No. 2-2024

NOW THEREFORE, BE IT RESOLVED, that Section 2.09(A) (2) and (3), which describes the duties of both the Agriculture & Extension Education Committee and Land and Water Conservation Committee, is amended to read as follows:

2. The Committee consists of three (3) members of the County Board, one being the Chairperson of the Board. Its duties shall be in accordance with § 59.56(3)(b), Wis. Stats. It shall have additional duties as follows: to consult and advise with UW-Extension. The Committee shall draw up a program of work for each year. The County Board may select one additional person as a member of the committee who shall be the agricultural use representative seated on the Land and Water Conservation Committee.

3. It shall promote the growth of natural resources of the County and shall, along with a person who is engaged in agricultural use, as defined under s. 91.01 (2) (a) 1 to 7 and the County Lakes Association representative, constitute the Land and Water Conservation Committee.

Resolution 62-2025

NOW THEREFORE BE IT RESOLVED, that effective with the term beginning on the third Tuesday of April 2026, the County Board members attending in person or virtually shall continue to be paid \$75.00 per meeting. Members of Committees, Boards and Commissions shall be paid \$50.00 per meeting. The policy of one additional meeting payment shall continue to be allowed if a meeting exceeds four hours in length as per the applicable rate.

BE IT FURTHER RESOLVED, that the annual salary of the County Board Chairperson shall be \$4,000.00 and the annual salary of the County Board Vice Chairperson shall be \$1,000.00, to be paid in monthly installments, effective with the term beginning on the third Tuesday of April 2026.

Resolution No. 63-2025

NOW THEREFORE BE IT RESOLVED, that the Marquette County Board of Supervisors does ordain that Chapter 2 shall be amended as set forth in the updated edition of Chapter 2 dated November 12, 2025.

**APPENDIX D:**

**MARQUETTE COUNTY  
ADMINISTRATION OFFICE**

**RON BARGER**  
County Administrator  
(608) 297-3001



**STACY KOHN**  
Lead Accountant  
(608) 297-3000

**MELANIE ZUEHLS**  
HR/Payroll Manager  
(608) 297-3084

**JILLIAN BAERWOLF**  
Accounting Tech  
(608) 297-3002

77 W Park St., Montello, WI 53949 Fax: (608) 297-7606

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**Marquette County Supervisor Disclosure Form**

Name: \_\_\_\_\_  
County Supervisory District: \_\_\_\_\_  
Address, City, Zip: \_\_\_\_\_  
\_\_\_\_\_

If employed, name of employer: \_\_\_\_\_

Names of business interests, civic or community groups in which you hold office or membership in. Include businesses in which you have at least a 25% financial interest in:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any family members currently employed by Marquette County Government and the department they work in (include spouse, parent, children, stepchildren, grandchildren, siblings, in-laws, son/daughter in-law, niece/nephew):

Name: _____	Department: _____

I attest that the information on this form is true and accurate to the best of my understanding and that I will notify the County Clerk of any changes or modifications to the above information in a timely manner:

Signature: \_\_\_\_\_

*Appendix D added by Resolution No. 11-2022 dated March 15, 2022; passed March 15, 2022; published April 28, 2022; effective April 29, 2022.*

*Appendix D amended by Resolution No. 63-2025 dated November 12, 2025; passed November 12, 2025; published December 25, 2025; effective April 21, 2026.*