

RULES – SELECTION OF COMMITTEE CHAIRS AND VICE CHAIRS

2.01(6) Rule 6. Duties of the Chairperson of the Board of Supervisors. The County Board Chairperson shall act in the capacity of the Chief Elected Officer of the County, and shall:

- (a) Appoint ~~chairpersons of Supervisors~~ to all Standing committees and taskforces.
- (b) Decide all questions of order, subject to an appeal of the County Board.
- (c) Preserve and may speak to points of order in preference to the Supervisors.
- (d) Be required to vote on all questions and may participate in the County Board discussion, except questions on appeal from their decision and their vote shall be recorded with the rest of the Board members' votes.
- (e) Be an ex officio member of all committees.
- (f) Ensure the County Board and individual Supervisors act consistently with the County Board's Rules and Policies including Rule 18 Guidelines and Expectations.
- (g) Preside at County Board meetings in an efficient and effective manner and shall set the general tone of the meeting through positive leadership.
- (h) Ensure the other Supervisors have access to current and pending County Board issues and processes.
- (i) Represent or may assign a designee to represent the County at all ceremonial events or functions when so requested.
- (j) Have the right to speak as any other member.
- (k) Be obligated to maintain impartiality when presiding over County Board meetings.
- (l) Fill County Board vacancies pursuant to § 59.10(3)(e), Wis. Stats., or successor statutes.
 - 1. The chair shall convene the vice-chair to assist the chair in conducting interviews of interested candidates. The County Administrator, or his designee, shall provide staff assistance in the interview process.
 - 2. Said meetings shall comply with the Wisconsin Open Meetings Law and the chair shall communicate the date, time and location of the interviews to members of the Board of Supervisors via electronic mail.
 - 3. Although meetings shall be open to the public, candidates shall be sequestered during the interview process to minimize the risk of unfair advantage.
- (m) Fulfill other performance expectations to the Board's satisfaction. See document entitled, "County Board Chairperson Guidelines and Expectations," which shall be maintained by the Executive Committee and reviewed every two years by the Executive Committee at a minimum in the September before the establishment of the Chairperson's salary and then approved by the Board in October that same year.
- (n) Consider requests received from county board supervisors and non-elected individuals appointed to serve on subordinate committees, commissions, and boards, for expense and travel reimbursement in accordance with Rule [2.01\(20\)](#).
- (o) Shall serve as a member of the City-County Information Technology Commission.
- (p) Shall serve as either Chair or Vice-Chair of the Criminal Justice Coordinating Council pursuant to the bylaws of that Council.

2.01(13): *Rule 13. Appointments to committees, boards and commissions.*

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(a) The appointment of all committees, boards or commissions shall be by the County Board Chairperson or the County Administrator and confirmed by the County Board.

i. Chairpersons and Vice-Chairpersons of the Standing and Program committees and task forces shall be ~~appointed by the County Board Chair and confirmed by the County Board~~ elected by a majority vote of the Standing or Program Committee or task force at the first scheduled meeting of the subordinate body following the most recent supervisory election. Terms for each elected Chairperson and Vice-Chairperson shall run from the first scheduled meeting of the body to the next supervisory election.

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ii. The County Administrator shall not appoint himself to serve on any county board committee, board, or commission. This rule does not prohibit the County Administrator's service on any committee, board, or commission whereon the Administrator serves by virtue of designation of his position.

(b) Should a vacancy on a committee, board, or commission occur, ~~or a vacancy in the position of chair or vice-chair of a committee, commission and/or board occur for which Marathon County has the responsibility for appointment,~~ the appropriate appointing authority (County Board Chair or County Administrator) shall appoint a successor no later than the second meeting of the committee, board or commission after the vacancy occurs or by exception, as soon as the vacancy can be filled. Such appointment shall be for the remainder of the term for the vacant position. All committee, board and/or commission member appointments shall be approved or rejected by the County Board at the next County Board meeting following recommendation by the appointing authority.

(c) The County Board Chairperson shall appoint all standing committees, joint committees, program committees and task forces unless otherwise mandated by state statute.

(d) The County Administrator shall appoint all statutory committees, unless otherwise mandated by state statute.

(e) The citizen members (non-County Board and non-staff members) of all committees, boards or commissions shall receive \$20.00 per meeting attended with the maximum compensation of \$240.00 per year, unless prohibited by law.

(f) Citizen members' mileage. Citizen members of committees, boards or commissions shall be paid mileage reimbursements of no less than \$2.00 per meeting and actual mileage when the total mileage is more than \$2.00 at the prevailing County mileage rate.

(g) Committees may audit claims. Each and every committee may examine and compare all bills and claims against the County referred to them or a summary thereof, together with the law and authority under which payment of such bill or claim is demanded and to recommend in accordance with the facts fully and in writing as to all matters to such committee for examination and report.

(h) Removal from committees. The Chairperson of each committee has the responsibility to lead the work of the committee and to assure that each committee member is actively engaged. Upon determining that an individual committee member is not engaged due to failure to attend committee activities, the committee Chair shall recommend to the County Board Chairperson removal of the committee member from said committee. The County Board Chairperson will notify the committee member of the recommended removal. Upon consultation with the committee member, the County Board Chairperson may recommend removal to the County Board which will take action on the removal.