

# Policy of Richland County

<b>Policy Cover</b>	
<b>Title:</b> Defining County Leadership Roles	<b>Effective Date:</b> 18 Aug 2020
	<b>Adoption/Revision Date:</b> 21 June 2022
<b>Custodian:</b> Administrator	<b>Approving Body:</b> Richland County Board of Supervisors (RCBS)
	<b>Sponsoring Committee, Board or Commission:</b> Rules and Strategic Planning Standing Committee

**1. Authority**

- a. Wis. Stat. 59.02, 59.03, 59.51 and 59.18

**2. References**

- a. Adopting Resolution/Ordinance/Motion: Resolution 20-93;
- b. Establishment Policy: Resolution 20-93;
- c. Richland County Board Rules; and
- d. Richland County Board Committee Structure

**3. Purpose**

- a. To establish a common vision and define functions regarding the separation of the authorities of management and the roles of the individual members of our Richland County committees, boards and commissions.
- b. To establish the roles and duties of the chair of committee, boards and commissions.
- c. To establish the roles and duties of the County Board Chair and Vice

**4. Scope**

- a. Applies to Richland County management, members of committees, boards and commissions and chairs of committee, boards and commissions.
  - i. Authorities and roles that adhere to state or federal regulations, are exempt from this policy.

**5. Policy Overview**

- a. Richland County introduced a County Administrator in the spring of 2020. Expectations with the arrival the administrator included the delegation of tasks considered administrative in nature.
- b. This policy is intended establish and define the authorities of Richland County management and the roles of individual members of our Richland County supervisory bodies for future policy and procedure development, implementation and revisions.
- c. This policy is intended to define the roles and duties of chairs of committees, boards and commissions.
- d. This policy is administrative in nature and establishes powers, responsibilities, and/or rules for county employees and Board Supervisors.

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## **6. Policy Performance**

- a. All future Richland County policy development and revisions shall comply with the authorities and roles established through this policy. (Reference Section 11. Implementation of policy)
- b. The quantifiable performance indicator for this policy is one-hundred percent (100%) compliance for all new and/or revised Richland County policies with exception as described 4(a)(i).

## **Policy Content**

## **7. Management Authorities:**

- a. Richland County reserves any and all management rights regarding county operations under Federal and State regulations.
- b. The Richland County Administrator, Richland County Department Heads, or designees, are tasked with fiscal and ethical management of county personnel, resources and operations.
- c. The authorities and responsibilities of management include, but are not limited to:
  - i. Manage and direct employees;
  - ii. Ensure compliance with all regulations and laws impacting operations;
  - iii. Enforce policies and standards of performance;
  - iv. Propose ordinances, resolutions, rules, or policy to committees, boards or commissions;
  - v. Hire, promote, schedule, transfer and assign employees;
  - vi. Lay off and recall employees;
  - vii. Investigate workplace actions and direct administrative leave;
  - viii. Discharge employees or take corrective and/or disciplinary action, except as by State Statute or Federal Regulations;
  - ix. Authorize and restrict access to department properties and equipment;
  - x. Schedule overtime as required;
  - xi. Develop job descriptions and assign work duties;
  - xii. Introduce new or improved operation methods or change existing operation methods;
  - xiii. Prepare and present operating budgets;
  - xiv. Contract for goods and services;
  - xv. Discontinue unrequired operations of services;
  - xvi. Partner with other counties, agencies or organizations;
  - xvii. Educate oversight committee, county board and interested parties on department services;

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- xviii. Direct operations of Richland County; and delegate management authorities as appropriate.

## **8. Roles of Individual Members of Committee, Boards and Commissions:**

- a. The Richland County Board of Supervisors and members of Richland County committee, board or commission are responsible for establishing policy that provides the framework for county staff to run operations on behalf of Richland County. Such decisions are made as collective bodies and not by individual members.
- b. Committee, Boards and Commissions authorities and responsibilities are defined through state statute and Richland County Committee structure.
- c. Members of committee, boards and commissions are expected to individually contribute to a collaborative effort to make policy decisions that support the strategic mission and advance the priorities of the county. Examples of individual member activities include, but are not limited to:
  - i. Propose ordinances, resolutions, rules, or policy to committees, boards or commissions;
  - ii. Take part in activities of the board and/or serving on one or more standing committees or commissions;
  - iii. Participate in the process of debate and voting on proposed ordinances, resolutions and motions in county board and committee meetings;
  - iv. Provide oversight and advice to the management of county regarding delivery of county services
  - v. Respond to the needs of constituents and informing administration of community service concerns;
  - vi. Express priorities for the delivery of county services through the annual budget, tax levy and strategic planning processes;
  - vii. Request information needed to make informed decisions;
  - viii. May consult on projects at the request of administration, in a voluntary capacity;
  - ix. Discuss appropriate county matters with fellow members but avoid walking quorums.
- d. No individual member, chair or otherwise, has individual authority or responsibility with respect to committee's official business unless specified in county policy, through state statute or RCBS rules.

## **9. Roles of the Chairs of Committees, Boards, or Commissions:**

- a. The following duties and responsibilities are placed on the presiding member of the committee, board or commission:

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- i. Approve placement of items of the body's meeting agenda;
  - ii. Confirm that proper posting of meeting agenda was fulfilled prior to conducting business;
  - iii. Announce, at the conclusion of the roll call, the fact of the presence of a quorum, or not, as the case by be;
  - iv. Put to vote the questions which are regularly moved or which necessarily arise in the course of the proceedings, and to announce the result;
  - v. Restrain the members while engaged in debate within the rules of order;
  - vi. Preserve order and decorum, decide all questions of order and shall inform the Board, when necessary, on any point of order or practice. She/he may speak to points of order in preference to others and seek the advice of the County Clerk, Corporation Counsel, Administrator, Department Head, Subject Matter Expert, etc. on such points of order or practice. She/he shall decide questions of order, subject to an appeal by any member;
  - vii. Clear the meeting floor when adjourning or moving into closed session;
  - viii. Use discretion in the order of addressing agenda items;
  - ix. Limit time on the floor to speakers unless overruled by a majority vote of the body present;
  - x. Appoint/ensure that minutes are recorded;
  - xi. Use discretion in the seating configuration for meetings;
  - xii. Approve time, date and location of the next meeting if not designated in the previous meeting's adjournment; or if the time, date and location designated in the previous meeting's adjournment is not reasonable as determined by the County Board Chair; and
  - xiii. Authorize departments under the body's supervision to take emergency action to act on proposed contract, expenditure or program initiative (Rule #14e, page 6)
- b. Succession of the presiding official:
- i. In the event the Chair is absence, unable or unfit to preside, the duties and authorities shall abide by the following succession plan:
    1. Vice Chair
    2. Secretary
    3. Longevity of service on the committee, board or commission
    4. Alphabetical by last name

## **10. Roles of the County Board Chair and Vice:**

- a. The following duties and responsibilities are placed on the County Board Chair:
  - i. Perform all duties required of the Chair until the County Board elects a successor.

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- ii. Preside at County Board meetings and meetings of the Finance & Personnel Standing Committee when present.
- iii. Countersign all ordinances of the County Board.
- iv. Act as the chief elected spokesperson, and coordinates with the Administrator, who is the chief administrative spokesperson for the County.
- v. Recommend appointment of County Board supervisor members of bodies at the organizational meeting, subject to County Board confirmation (with exceptions of Pine Valley and Child Support, Finance and Personnel, and Rules and Strategic Planning).
- vi. Be responsible for the preparation of the agenda of the County Board in conjunction and with the assistance of the County Administrator and County
- vii. Act as a voting member, if a quorum is not otherwise present for a Standing Committee.
- viii. Assign all matters to the appropriate committee when there is doubt.
- ix. Represent the County at legislative hearings, conventions or other matters pertaining to the county. The Chair may delegate to department heads, County Administrator, other elected and appointed officers and other Board members such roles and responsibilities.
- x. Represent the County as a member of the following governmental bodies:
  - a) Southwest Wisconsin Workforce Development Board
  - b) Tax Incremental District Review Boards
  - c) Local Area Technical Colleges, Board Appointment Committees for Western Technical College, Southwest Wisconsin Technical College, and Madison Area Technical College
- b.
  - xi. Recommend the permanent removal of a County Board member from a body, subject to County Board confirmation. The County Board Chair shall offer the option of resignation to a County Board member from a body, before a recommendation for removal is brought before the County Board.
  - xii. Take care that all federal, state and local laws, rules and regulations, and board policies pertaining to county government are enforced.
  - xiii. Carry out other powers and duties as are set forth in County ordinances, resolutions, County Board rules, and County Board body structure.
- b. The following duties and responsibilities are placed on the County Board Vice Chair:
  - i. Perform the chairperson's duties in case of the absence or disability of the chairperson.
  - ii. Preside at meetings of the Rules & Strategic Planning Standing Committee when present.
  - iii. Carry out other powers and duties as are set forth in County ordinances,

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resolutions, County Board rules, and County Board body structure.

## **11. Implementation of Policy:**

- a. All current rules, ordinances, policies and procedures (at the time of adoption) that contradict with this policy remain in effect and take precedence over this policy until such a time where the conflicting policies are amended to reflect the vision and directives set forth in this policy.

<b>Revision History</b>		
<b>Adoption/Revision Date</b>	<b>Overview of Adoption/Revision</b>	<b>Adoption/Revision Reference</b>
18 Aug 2020	Original	Resolution 20-93
30 Mar 2022	Additions to roles of County Board Chair and Vice Section 10	Resolution 22-23
21 June 2022	Title change and added representative duties to the Board Chair	Resolution 22 - 65

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## **Policy Attachments**

### **Attachment A**

### **Policy Review Form**

#### **Completed by Policy Custodian**

Policy Title	
Overview of Adoption/Revision	
Policy Submitted By	
Policy Submitted To	
Anticipated Date of Policy Final Approval	
Existing policies, ordinances, regulations and laws referenced to ensure that conflicts do not exist	

#### **Completed by County Administrator**

Policy Received On	
Policy Reviewed /Denied On w/ Reason	
Policy Reviewed/Denied By	
Policy Storage Location	
Policy Forwarded to Corporation Counsel	

#### **Completed by Corporation Counsel**

Policy Received On	
Policy Reviewed /Denied On w/Reason	
Policy Reviewed/Denied By	
Policy Forwarded to Custodian	