

RCICC

Racine County Intergovernmental Cooperation Council

BY-LAWS OF RACINE COUNTY INTERGOVERNMENTAL COOPERATION COUNCIL

The Racine County Intergovernmental Cooperation Council (hereinafter, "Council") embodies the vision of the seventeen Cities, Villages and Towns in Racine County and Racine County to attain the greatest degree of intergovernmental cooperation possible within Racine County to assure maximum efficiency and economy in governmental operations so as to provide every citizen with the utmost value for every tax dollar without the loss of local autonomy and home rule.

Article I. Authority

- A. Pursuant to Section 8(D) of the Voluntary Compact of Intergovernmental Cooperation Council for Racine County and its Municipalities (hereinafter, "Compact"), approved for adoption by the undersigned parties, the Council hereby provides for its own rules of procedure. The Council will fully comply with the terms and provisions of the Compact, as may be amended pursuant thereto, from time to time. In the event of any conflict between the terms and provisions of these By-Laws with the terms and provisions of the Compact, the terms and provisions of the Compact shall prevail.

Article II. Objectives

The Council will:

- A. Conduct itself in accordance with those principles, objectives, and functions set forth in the Compact.
- B. Function solely as an administrative and advisory body, as set forth in Section 13. of the Compact.

Article III. Council Membership

- A. Pursuant to Section 5 of the Compact, the permanent membership of the Council as of the date of adoption of these By-Laws shall consist of 18 members, as follows:
 - 1. The Mayor of the City of Burlington;
 - 2. The Chair of the Town of Burlington;
 - 3. The President of the Village of Caledonia;
 - 4. The Chair of the Town of Dover;
 - 5. The President of the Village of Elmwood Park;

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6. The President of the Village of Mount Pleasant;
7. The President of the Village of North Bay
8. The Chair of the Town of Norway;
9. The Mayor of the City of Racine;
10. The Racine County Executive;
11. The President of the Village of Raymond;
12. The President of the Village of Rochester;
13. The President of the Village of Sturtevant;
14. The President of the Village of Union Grove;
15. The Chair of the Town of Waterford;
16. The President of the Village of Waterford;
17. The President of the Village of Wind Point; and
18. The President of the Village of Yorkville

- B. Each permanent member is authorized to appoint a designated representative to act for the permanent member in the event of the permanent member's absence, pursuant to Section 5(A) of the Compact. Such designation shall be in writing (paper or electronic) and filed with the Council Chair, or Vice-Chair in the absence of the Chair, prior to any meeting at which the designee may act.

Article IV. Officers

- A. Pursuant to Section 8(D) of the Compact, the Council shall annually elect a Chair and a Vice-Chair. The Council shall also annually elect a Secretary and a Treasurer. Such elections shall take place at the May meeting.

Article V. Chair and Vice-Chair Duties

- A. Chair. The Chair shall:

1. Preside over all meetings of the Council.
2. Appoint the chair of standing committees and any ad hoc committees of the Council.
3. Establish the agenda for meetings of the Council.
4. Call meetings of the Council pursuant to the Compact and these By-Laws.
5. Act as the official liaison between the Council, its Committees and Subsidiary Groups and other governmental agencies for all resolutions, recommendations, and information requests.
6. Serve as an *ex officio* member of all Committees.
7. Endorse checks for the expenditure of funds in accordance with the directions of the Council.

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B. Vice-Chair. The Vice-Chair shall:

1. Preside over meetings of the Council in the Chair's absence.
2. Perform other duties as may be appropriate in the Chair's absence.
3. Assist the Chair, from time to time, as the Chair may designate.
4. In the event of a vacancy before the completion of the Chair's term, serve as the Chair.

C. Secretary. The Secretary shall:

1. Prepare Council meeting minutes and deliver them to the Chair for distribution to Council members.
2. Ensure, together with the Chair, that meeting minutes are properly on file as required by Article XV of these By-Laws.
3. Assist the Chair at meetings and, from time to time, as the Chair may designate.

D. Treasurer. The Treasurer shall:

1. Have the duty to examine the accounts which may be established by the Council for the accuracy of deposits and withdrawals as may be authorized by the Council.
2. Have the duty to examine the vouchers providing for expenditures as may be authorized by the Council to determine their accuracy.
3. Counter-sign and endorse checks for the expenditure of funds in accordance with the directions of the Council.
4. Prepare a report to the Council of the revenues and expenditures of the Council in relation to the annual budget established by the Council, upon the expiration of a fiscal year and as may be directed by the Council in its deliberations of an annual budget, and as the Secretary may otherwise determine to be necessary.

Article VI. Meetings

- A. Pursuant to Section 8(A) of the Compact, the Council shall meet in regular sessions which shall be open to the public and the press, and which shall be held on the third Thursday of January, March, May, August, and November; regular meetings shall also be held at the place and time designated by the Council at a prior meeting.
- B. Special meetings may be called as set forth in Section 8(B) of the Compact.
- C. Council members may submit proposed agenda items to the Chair or Vice-Chair in the absence of the Chair. The Chair or Vice-Chair in the absence of the Chair shall approve the agenda for all meetings.
- D. Meetings. All meetings of the Council and the activities of the Council members as they may constitute a meeting of a governmental body shall be subject to

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Subchapter V of Chapter 19 of the Wisconsin Statutes, the Wisconsin Open Meetings Law.

1. Open Meetings.

- a. Unless otherwise noticed in advance and as permitted by law, all Council meetings shall be open to the public.
- b. Members of the public may attend any meeting or portion of a meeting that is not closed to the public and may, at the determination of the Chair, be afforded opportunity to offer public comment at such meeting. The Chair may decide in advance to exclude oral public comment during a meeting, in which case the meeting notice will note that oral comment from the public is excluded. In such a case, the Council will accept written comments as an alternative. In addition, members of the public may submit written statements to the Council at any time.
- c. All materials brought before, or presented to, the Council during the conduct of an open meeting, including, but not limited to, the minutes of the proceedings of the previous open meeting, will be available to the public for review or copying at the municipal office of the Chair as described under Article XV., upon request or on the Racine County's website.
- d. Minutes of open meetings shall be available to the public on Racine County's website.

E. Closed Sessions.

1. Notices regarding meetings or portions of meetings to be closed to the public will be noticed as required by law in advance of the meeting.
2. Council meetings or portions of meetings will be closed to the public only in limited circumstances and in accordance with applicable law.

F. Minutes.

1. The Secretary shall assure that minutes of each meeting are prepared and together with the Chair, or his or her designee, distributed to Council members.
2. Meeting minutes shall include the following: (1) Time; (2) Date; (3) Location; (4) Record of persons present, including the names of Council members, Council Committee members and staff, and the names of members of the public making written or oral presentations; (5) A complete and accurate description of the matters discussed and conclusions reached; and (6) Copies of all reports received, issued, or approved by the Council.
3. Meeting minutes are considered part of the official record.
4. All documents, reports, or other materials prepared by or for the Council constitute official government records and shall be maintained for public inspection as set forth under Article XV of these By-Laws.

Article VII. Quorum and Proxy Voting

A. Quorum.

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1. A quorum shall be established when 10 permanent members or respective designee(s) are present for a meeting as determined by a roll call or quorum call of the Council members.
- B. Proxy Votes.
 1. Proxy voting is prohibited.
- C. Voting Generally.
 1. The Council shall agree to actions by majority vote of those present and voting, except as is otherwise set forth in these By-Laws.
 2. Votes by the Council on recommendations to any specific City, Village, or Town, or to Racine County shall have the ayes, nays, and abstentions recorded.

Article VIII. Committees

In appointing members to committees, the Council shall pay particular attention to ensuring diverse Racine County area membership.

- A. Meetings.
 1. All committees may meet at any time for the purpose of conducting their business, including telephonically or through electronic media, provided that such meeting is held in compliance with the Wisconsin Open Meetings Law.
 2. Ad-Hoc Committees.
 - a. A Council member wishing to establish an ad-hoc committee must present to the Council the reason(s) he or she is requesting the committee.
 - b. The Council may, at any time, by majority vote, establish an ad-hoc committee.
 - c. Once an ad-hoc committee has been established, the Chair shall appoint members to the ad-hoc committee.

Article IX. Annual Budget

The Council shall establish an annual budget for such purposes and in such amounts and from such funding sources as the Council may determine. The fiscal year of the Council shall end on December 31st of each year.

Article X. Amendments

- A. The Chair shall promulgate a form for proposing an amendment to the Council's By-Laws.

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1. The form shall require the specific language of the proposed amendment to be included, identify the author of the amendment, and be designed to elicit the rationale and impact of the proposed amendment.
- B. All proposed By-Law changes must be submitted in writing to the Chair no later than 10 days prior to the Council meeting at which the amendment is to be taken up.
- C. These By-Laws may be amended by a three-fourths (3/4) vote of the Council membership. Only permanent members, not a designated representative under Article III(2), are eligible to vote upon a proposed By-Law amendment.

Article XII. Expenses and Reimbursement

- A. Expenses related to Council operations shall be borne by the member incurring same, unless otherwise authorized by a majority vote of the Council.
- B. Council members shall not receive any compensation for their services.
- C. Expenses for the administration of the ICC as it relates to the normal and customary preparation of materials, the distribution of these materials and the cost of labor associated with this administration shall be paid for by the Chair of the ICC and such costs shall be subject to challenge by any of the permanent members at any monthly meeting of the ICC.
- D. Expenses related to reimbursement to a member shall be raised at any monthly meeting of the ICC or with the Chair of the ICC.

Article XII. Parliamentary Authority

- A. The rules contained in the current edition of *Robert's Rules of Order Newly Revised*, 10th Edition, shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special rules of order the Council may adopt.
- B. Voting procedures for the Council and its Committees and Subsidiary Groups shall follow the accepted procedure according to Robert's Rules of Order.

Article XIV. Records.

The records of the Council are public records and shall be retained and maintained by the Chair pursuant to Subchapter II of Chapter 19 of the Wisconsin Statutes, the Wisconsin Public Records Law. The Chair shall be the custodian of such records, with the City or Village Hall of the Chair's municipality or in the case of the County Executive as Chair, the Office of the County Executive, being the place where such records are kept and available for public inspection. The duty of the Chair as custodian shall pass with the Office.

Article XV. Effective Date

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- A. These By-Laws are effective upon adoption by the Council upon a three-fourths (3/4) vote of the Council membership (designated representatives not eligible to vote upon By-Law adoption or amendment).

Article XVI. Transition Procedures and Ratification

- A. The adoption of these By-Laws has no effect on the selection, terms or appointment of the officers or members of the Council, or a Committee or Subsidiary Group of the Council, or the Council's Appointees serving on the effective date of these By-Laws.
- B. All acts of the Council or a Committee of the Council are hereby ratified, except to the extent that an act does not conform to the Compact or these By-Laws before the effective date of these By-Laws. These By-Laws supersede all previous versions. These By-Laws shall prevail in the event of any conflict between these By-Laws and any prior act of the Council or its Committees or Subsidiary Groups.

IN WITNESS WHEREOF, the Parties have caused this MOU to be duly executed as of the date first written above.

CITY OF BURLINGTON

Jeannie Hefty
Mayor

TOWN OF BURLINGTON

Ralph Rice
Town Chair

VILLAGE OF CALEDONIA

Jim Dobbs
Village President

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TOWN OF DOVER

Sam Stratton
Town Chairman

VILLAGE OF ELMWOOD PARK

Ernie Rossi
Village President

VILLAGE OF MT. PLEASANT

Dave DeGroot
Village President

VILLAGE OF NORTH BAY

Mark Schall
Village President

TOWN OF NORWAY

Jean Jacobson
Town Chair

CITY OF RACINE

Cory Mason
Mayor

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VILLAGE OF RAYMOND

Kari Morgan
Village President

VILLAGE OF ROCHESTER

Edward Chart
Village President

VILLAGE OF STURTEVANT

Mike Rosenbaum
Village President

VILLAGE OF UNION GROVE

Steve Wicklund
Village President

VILLAGE OF YORKVILLE

Douglas Nelson
Village President

TOWN OF WATERFORD

Tom Hincz
Town Chair

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VILLAGE OF WATERFORD

Don Houston
Village President

VILLAGE OF WIND POINT

Susan Sanabria
Village President

RACINE COUNTY

Jonathan Delagrave
County Executive