



# HANDBOOK

**2024-2025**

## Acknowledgements

Thanks to the founding Youth In Governance Planning Committee Members: Abrianna Barca, Kathleen Barca, Kim Breunig, John de Montmollin, Patricia Demos, Connie Ferwerda, Ronald Johnson, Annie Jones, Richard Kessler, Megan Kroes, Janice Marrelli, Mark Molinaro, Tom Schnaubelt, Jon Tetting, Judge Mary Wagner, Tedi Winnett, and Kenn Yance.

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Kenosha County Youth In Governance is a program of the Kenosha County Board of Supervisors in partnership with UW-Madison Division of Extension Kenosha County.



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**Kenosha County Youth In Governance**

<https://kenosha.extension.wisc.edu/youth/yig/>

**Kenosha County Board**

<https://www.kenoshacounty.org/113/County-Board-of-Supervisors>

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**Youth In Governance  
Mandatory Bus Tour  
Wednesday, June 26, 2024  
8am-5pm**

Leaving from Kenosha County Center  
19600 75<sup>th</sup> Street  
Bristol, WI 53104



## Welcome!

Congratulations on being selected as a member of Kenosha County's Youth In Governance Program! As you start this exciting venture, you may have some questions and you may become curious or concerned about some issues throughout the year. This manual was designed to assist you on your journey in Youth In Governance.

## What is Youth In Governance?

Friends and family will probably ask you to describe what Youth In Governance is all about. In case you might be unsure yourself about what exactly it is that you have signed up for or how best to explain it to others, the program could be summarized as:

*Youth In Governance (YIG) is a program that helps young people and government officials work together to make positive changes in Kenosha County. Youth In Governance members serve on one of eight Kenosha County Board committee where they have a voice in the decisions that affect them and their community.*

## History of the Kenosha County Youth In Governance Program

Data from a local Search Institute survey in 2006 documented that only 23 percent of youth perceived that their community valued youth and only 27 percent believed that youth were given useful roles in the community. These results were among the lowest of all the assets measured in the survey and were lower than similar assets measured at the national level.

Kenosha County and Kenosha County government value the youth of our community. In response to the lack of leadership opportunities for Kenosha County youth, as reported in the 2006 Search Institute survey, the Kenosha County Extension Education Committee proposed that the Kenosha County Board of Supervisors develop a Youth In Governance program. It is thought that youth leadership development is critical in building civic capacity and long-term community sustainability in Kenosha County. Programs that teach useful skills and build the self-confidence of young people ensure capable, effective leaders for the next generation.

The timeline to develop the program was as follows:

### ❖ **January 2006**

Kenosha County Healthy Community Healthy Youth Committee member, Jon Tetting, approached Kenosha County Supervisor Mark Molinaro and began a conversation about putting youth on the Kenosha County Board. Inspired by the possibilities, Supervisor Molinaro quickly became committed to the idea.

❖ ***April 2006***

Appointed to the Extension Education Committee, Supervisor Molinaro requested that the topic of Youth In Governance be placed on all future meeting agendas for discussion. Extension having already designed and implemented “Youth In Governance” programs in other counties in Wisconsin, this committee was the optimal committee to begin this process.

❖ ***September 2006***

The Kenosha County Extension Education committee hosted an exploratory meeting and invited youth, community members, school administrators, and experts in the field to give input on youth serving on the Kenosha County Board. Facilitated by Community Development Educator, Annie Jones, this gathering provided a blueprint for the Kenosha County Youth In Governance program and laid the foundation for the planning committee.

The planning committee included: Abrianna Barca, Kathleen Barca, Kim Breunig, John de Montmollin, Patricia Demos, Connie Ferwerda, Ronald Johnson, Annie Jones, Richard Kessler, Megan Kroes, Janice Marrelli, Mark Molinaro, Tom Schnaubelt, Jon Tetting, Judge Mary Wagner, Tedi Winnett, and Kenn Yance.

❖ ***November 2006***

The planning committee invited members of the Waupaca County Youth In Governance program to share their insights and experience at a face-to face meeting. It was during this meeting that a youth member from Waupaca convinced the planning committee that it would be most beneficial for the youth to serve on Kenosha County Board committees rather than on the Kenosha County Board. The reason she gave was that most discussions and decisions happen in committee meetings. The planning committee agreed, and the focus switched from placing youth on the Kenosha County Board to placing youth on Kenosha County Board committees.

❖ ***March 2007***

The Extension Education Committee partners with the Judiciary and Law Committee and the Administration Committee to introduce a Youth In Governance resolution to the Kenosha County Board. The Kenosha County Board approved Resolution #105 unanimously.

❖ ***September 2007***

After a nomination, application, and interview process, Chairman Terry Rose officially appoints eleven youth to six Kenosha County Board committees.

❖ ***March 2008***

Youth In Governance members participate in a reflection session and discuss ways in which the program can be improved.

❖ **May 2008**

Kenosha County Board Chairman Joe Clark appoints 18 youth to all nine Kenosha County Board committees.

❖ **June 2010**

Kenosha County Board Chairman Mark Molinaro appoints two youth to the Joint Services Board, bringing the total number of Youth In Governance members to 20.

❖ **May 2011**

Due to a change in Kenosha County Board Ordinance 18, the number of Kenosha County Board committees was reduced from nine to six. In turn, the number of youth serving on committees was changed to 14, including the two youth appointed to the Joint Services Board.

❖ **Fall 2014**

The Executive Committee of the Kenosha County Board no longer meets on a regular basis. For that reason, the two youth who were assigned to the Executive Committee were reassigned to other committees.

❖ **Spring 2022**

The Executive Committee of the Kenosha County Board returns to meeting monthly, and the two youth originally appointed as alternates for the 2022-2023 term are asked to serve on the Executive Committee. The Executive Committee is added to 2023-2024 application materials. In turn, the number of youth serving on committees was changed to 16.

## **Requirements to Serve**

Per Kenosha County Board 2007 Resolution #105, the Youth In Governance program consists of no more than two youth members on a county board committee. Youth members will have a non-binding advisory vote on all committees.

The requirements to be appointed to Kenosha County Youth In Governance include:

- Youth entering the program must be a high school sophomore or junior when applying for the program and a junior or senior when serving in the program.
- Youth must have a grade point average of 2.5 or greater on a 4.0 scale.
- Youth must be a Kenosha County resident.
- Youth must be able to attend monthly committee meetings and one County Board meeting.
- Youth should attempt to attend additional committee meetings and additional County Board meetings when possible.
- First-year Youth In Governance members are required to attend the bus tour. Returning members will not be required to attend the bus tour, however, it is highly recommended.
- Youth members will not be paid a stipend or mileage for attending meetings.

## **Term**

Youth will serve a one-year term (May–May). There are no term limits, but returning members must meet all the program requirements in order to re-apply.

## **Application Process**

Nomination forms are sent to every public and private high school in Kenosha County, home-school contacts, and local youth serving organizations. Local community members in these institutions nominate students based on the requirements listed above. All youth who are nominated will receive an application.

The application consists of basic contact information, school, GPA, and short-answer questions about their intended objectives for the Youth In Governance program and how the program will increase their civic awareness and leadership skills. The application will include a written recommendation.

The Kenosha County Planning, Development, & Extension Education Committee will be responsible for selection of youth members which may include a face-to-face interview. The Planning, Development, & Extension Education Committee will then recommend youth members to the Kenosha County Board Chairman for official appointment to the Kenosha County Youth In Governance program.

## **Your Role**

Your role is to represent the youth of Kenosha County on the committee to which you have been assigned to. This is no small task, as there are over 48,800 people under the age of 18 who live in Kenosha County. So, how can you be effective in your role as a representative? Here are a few simple suggestions:

- Attend meetings on a regular basis.
- Stay up-to-date on important issues facing Kenosha County.
- Make sure that you seek input of other young people.
- Connect with your mentor on a regular basis.

## **Tips for Youth Leaders from Youth Leaders**

These 13 tips are helpful to young people who serve on boards or other governing bodies with adults. They were developed by young people who have been in these positions and know the pressures involved. (*Source: 15 Points: Successfully Involving Youth in Decision-Making*)



1. ***You belong in leadership***

You might feel inexperienced at first or you may think that the adults don't want to hear what you have to say. Remember that your opinions are key to the work the group is doing. As a young person, you have a right and responsibility to be there. Young people are part of their communities and organizations need to hear from them.

2. ***Find allies***

Find people on the staff and the governing bodies who seem to take young people seriously. Sit next to them at meetings, have lunch with them, or talk to them during breaks. When you forget that your role in the group is important, they can help remind you.

3. ***Ask questions***

If you do not understand something, make sure to ask someone. Your questions are important. You need to understand what is going on, and it will not help anyone if you sit quietly without understanding certain discussions. There will be times when you will feel shy or not interested in what is going on. No matter how you are feeling, it is important to ask questions so you can stay involved.

4. ***Build a support base for yourself***

Find three friends who are interested in what you are doing with the group. Talk to them openly about what frustrates you, excites you, or bores you about your work. Choose good listeners who can help you think things through and get some of your feelings out.

5. ***Get the word out about your leadership***

You have a responsibility to get the word out about the importance of youth leadership to as many young people as possible. It is not just about serving on your board or committee. It is about giving other young people information they can use to take charge. If you are on a foundation board, or any kind of board where you can influence grant policies, encourage the board to fund those organizations that have young people in their governance structures.

6. ***Know that you are not alone***

There are many young people out there on boards, advisory boards, student councils, etc., working to make a difference in how things are done. You may sometimes feel that the work of your group is not important. Connecting with other youth leaders can help remind you that there is a youth voice movement going on and you are part of it.

7. ***If you are feeling bored, take responsibility for making the work interesting***

Learn the language of the board or of the organization (e.g., acronyms and jargon). Ask the questions you need to ask. Say at least two things at every

meeting, so you always stay engaged in what is going on. If you feel that meetings need to be jazzed up, suggest something different to do, like brainstorming or small group activities. Chances are other people will also be more engaged if meetings are more interactive.

8. ***If you do not like how something is going, change it***

You are a member of the group. If you do not think the agenda is interactive enough or you do not like your committee assignment, speak up and work with people to make changes. This may not be easy. You may have to talk it through with people a few times to win them over.

9. ***Don't get discouraged***

If it feels like people are not listening or are disrespectful, keep trying. Change usually takes time. Take notice when adults do listen and try to understand your thoughts. If you feel like someone is talking down to you, do not be quiet about it. Bring it up. The groups need to deal with the issue.

10. ***Go to all meetings***

Find out the dates and write them all down in your calendar. Be prepared for meetings. Read the materials and learn about how things work. Refer to the County Board website for information regarding committee agendas and minutes. The website is: <http://www.kenoshacounty.org>. Links to minutes and agendas are in the County Government tab. Review the County Board meeting schedule and determine which County Board meeting you will attend.

11. ***Take on leadership***

Get involved in the work that happens outside of committee meetings, and make your presence known.

12. ***Relax, have fun, and be yourself***

If you are someone who tells a lot of jokes, then tell jokes. You are a member of the governing body and you should show who you really are. Think of the other people in the group as your peers.

13. ***Appreciate adult allies***

Recognize that adults are trying their best, even if things are not going well. Resist the temptation to criticize.

## **Youth In Governance Policies**

*Approved by Extension Education Committee (March 2008)*

*Updated to Reflect that the Committee is now the Planning, Development & Extension Education Committee (2023)*

### **1. Youth participation by grade:**

Youth must be in 10<sup>th</sup> or 11<sup>th</sup> grade at the time of the application/appointment.

### **2. Non-attending youth participants:**

Mentors should contact the Planning, Development, & Extension Education Committee Chairperson regarding any attendance concerns of youth committee members.

### **3. Screening applications:**

Extension Kenosha County will review applications and select approximately 25 youth to be interviewed by the Planning, Development, & Extension Education Committee.

### **4. Youth representation:**

In an effort to strive for representation of the entire county youth population, selection of youth will be based upon equal opportunity.

### **5. Attendance:**

Any Youth In Governance member not attending at least 60% of their committee meetings by the November attendance check will be asked to step down and an alternate will take their place on their committee. Additionally, any Youth In Governance member not attending at least 60% of their committee meetings by the February attendance check will be asked to step down, an alternate will not take their place, and they will not be recognized at the County Board meeting in May. *(Approved by PDEEC August 9, 2017 & September 13, 2017)*

### **6. Youth committee appointments:**

Youth In Governance members will not serve on any committee where they (YIG member) have a family member on the committee or employed in the Department/Division of that committee's oversight. *(Approved by PDEEC Feb 13, 2013)*

### **7. Youth In Governance interviews:**

Planning, Development, & Extension Education Committee members will not participate in the Youth In Governance interviews if their family member is a candidate in the process. Another PDEEC member (or Youth In Governance member in case of youth) or the County Board Chairperson will serve on the interview committee in their place. *(Approved by PDEEC Feb 13, 2013)*

### **8. Participation in Youth In Governance and Youth As Resources:**

Kenosha County Youth In Governance (YIG) is a program of the Kenosha County Board of Supervisors and is implemented by Extension Kenosha County. Kenosha County Youth As Resources (YAR) is a partnership between United Way of Kenosha County and Extension Kenosha County. These programs were created to give young people the opportunity to enhance their leadership skills while providing an environment for youth voice and youth engagement. In order

to ensure opportunities for as many youth as possible, youth may only participate in one of these youth leadership experiences at a time. It will be up to the youth to decide which opportunity will best meet their needs and expectations. *(Approved by PDEEC April 10, 2013)*

**9. YIG Bus Tour:**

First year Kenosha County Youth In Governance members are required to attend the bus tour held the last Wednesday in June each year. If a first-year member is not able to be in attendance, they are asked not to apply for Youth In Governance. Returning members will not be required to attend the bus tour, however, it is highly recommended. *(Approved by PDEEC September 13, 2017)*

## **Operating Guidelines**

**Time Period:**

- Youth will serve on county board committees from May to May each year.

**Attendance:**

- Youth are expected to attend all committee meetings. If they are unable to attend a meeting they should contact their mentor and/or the chairperson of the committee.
- If youth develop a pattern of missing meetings, the mentor and/or chairperson of the committee should contact the Chairperson of the Planning, Development, & Extension Education Committee for further consideration.
- Any Youth In Governance member not attending at least 60% of their committee meetings by the November attendance check will be asked to step down and an alternate will take their place on their committee. Additionally, any Youth In Governance member not attending at least 60% of their committee meetings by the February attendance check will be asked to step down, an alternate will not take their place, and they will not be recognized at the County Board meeting in May. *(Approved by PDEEC August 9, 2017 & September 13, 2017)*
- Youth are required to attend at least one County Board meeting during their term. *(Approved by PDEEC January 8, 2014)*
- First-year Kenosha County Youth In Governance members are required to attend the bus tour held the last Wednesday in June each year. If a first-year member is not able to attend, they are asked not to apply for Youth In Governance. Returning members and alternates will not be required to attend the bus tour, however, it is highly recommended. *(Approved by PDEEC September 13, 2017)*

**Communications:**

- Youth should receive all communications sent to committee members. If a meeting is cancelled or location changed, remember to contact youth members.

**Meetings:**

- Youth are permitted to vote on all motions made at committee meetings. On roll call votes their vote should be taken **before** county board member votes. This is done to avoid any unintended influence by adult members. The youth vote is recorded in the minutes for the record.
- Youth In Governance members shall not attend any closed session portions of any committee meeting and are excused for the remainder of the meeting following the closed session. (*Kenosha County Board Resolution No. 16 - June 13, 2018*). YIG youth have signed confidentiality agreements to instruct them on the meaning of confidentiality. Youth are excluded from all closed sessions.

**Professional Development:**

- If youth choose to attend a conference and/or other meeting related to their role on a County Board committee (i.e. Wisconsin Counties Association meeting), they will do so at their own expense and are required to adhere to Extension Kenosha County youth development program guidelines.

## Understanding the Structure of Government

Like many other nations in the Western Hemisphere, we have a government structure known as a “federal system”. This means that we have three levels of government: national, state, and local. Most other nations in the world have a “unitary system” (notice the root word “uni” or “one”) which, simply stated, means that they have one national form of government with a small degree of local control.

All three levels (national, state, and local) mirror one another. All three levels have separated powers in the following manner: a legislative branch, an executive branch, and a judicial branch.

The Legislative Branch makes laws. At the national level, we have senators and members of the House of Representatives. Each state has two U.S. senators. Wisconsin’s senators are Tammy Baldwin and Ron Johnson. The number of members of the House of Representatives varies depending on the population of the state. Wisconsin currently has eight; Bryan Steil serves our district. The number of electoral votes each state has for presidential elections is determined by combining the number of senators and congressmen. Wisconsin, therefore, has 10 electoral votes.

The State also has its own legislative branch made up of state senators and state representatives. This is referred to as the Wisconsin State Legislature. The State Senators for Kenosha County are Senator Van H. Wanggaard (District 21), Senator Robert W. Wirth (District 22), and Senator Stephen Nass (District 11). Our local State Representatives are Tyler August (District 32), Amanda Nedweski (District 61), Tip McGuire (District 64), and Tod Ohnstad (District 65). Legislative branches at the local level include the Kenosha County Board of Supervisors, led by Chairman Gabe Nudo, each municipality has a council (city) or board (village or town). The Kenosha County directory can be referenced by going to <https://www.kenoshacounty.org/DocumentCenter/View/156/County-Directory?bidId=>.

The Executive Branch “executes”, or carries out, the laws that the Legislative Branch makes. At the national level we have President Joe Biden. Tony Evers, as our State Governor, carries out the laws of Wisconsin. Kenosha County is served by County Executive Samantha Kerkman. Each municipality also has its own executive. For instance, the City of Kenosha is served by Mayor John Antaramian. Towns are served by chairpersons and supervisors and villages are served by presidents and trustees.

Finally, the Judicial Branch makes sure that the laws themselves are fair and that they are carried out in a fair manner. The Supreme Court of the United States has nine Justices led by Chief Justice John Roberts. Wisconsin’s Supreme Court has seven justices led by Chief Justice Annette Kingsland Ziegler. Locally, we have a circuit court (Judicial Administrative District 2) and a court of appeals (District 2).

There are a few other things that everyone should know about our government. For instance, each branch has the ability to respond to the actions of the other branches. This is known as “checks and balances”, an example of how we limit the power of our politicians. We are also a representative democracy. That means that we elect representatives who make, carry out, and judge our laws for us.

## Understanding County Government

The origins of the word “county” go back to roots in England. Kingdoms were ruled by Kings; Principalities by Princes; and Counties by Counts. In England, counties also became known as shires (like Yorkshire) and the chief law enforcer in a shire was called “reeve.” We now use the term “sheriff” or “shire reeve”.

Forty-eight states have governmental divisions called counties. Louisiana uses the term “parish” and Alaska uses “borough.” Texas has the most counties with 254 and Hawaii and Delaware have the least, with three a piece. Wisconsin has 72 counties.

The first three counties in Wisconsin were created back in 1818 when we were still part of the Michigan Territory; they were called Brown, Crawford, and Michilimackinac. Milwaukee County was created in 1834 and stretched all the way to the Illinois border. Kenosha County was founded in 1850 and celebrated its sesquicentennial in 2000.

Counties can be created at any time. Wisconsin’s newest is Menominee County which was founded in 1961. Some cities, Appleton for example, have their boundaries contained in more than one county.

The way county governments are structured sometimes depends on population. For example, the population of Kenosha County is about 170,000; that means that we fall into the 100,000 - 500,000 population category and our county can have as many as 39 supervisors. We currently have 23. To run for a seat on the county board you must be a citizen of the United States who is at least 18 years old and live in the county district in which you are running.

The only counties that must have a County Executive are those with populations over 750,000. In Wisconsin, this county is Milwaukee. However, other counties can opt to have a County Executive, and eleven have chosen to do so. Those counties are: Brown, Dane, Fond du Lac, Kenosha, Manitowoc, Outagamie, Portage, Racine, Winnebago, Washington, and Waukesha County. Executives must meet the same basic qualifications as Supervisors do.

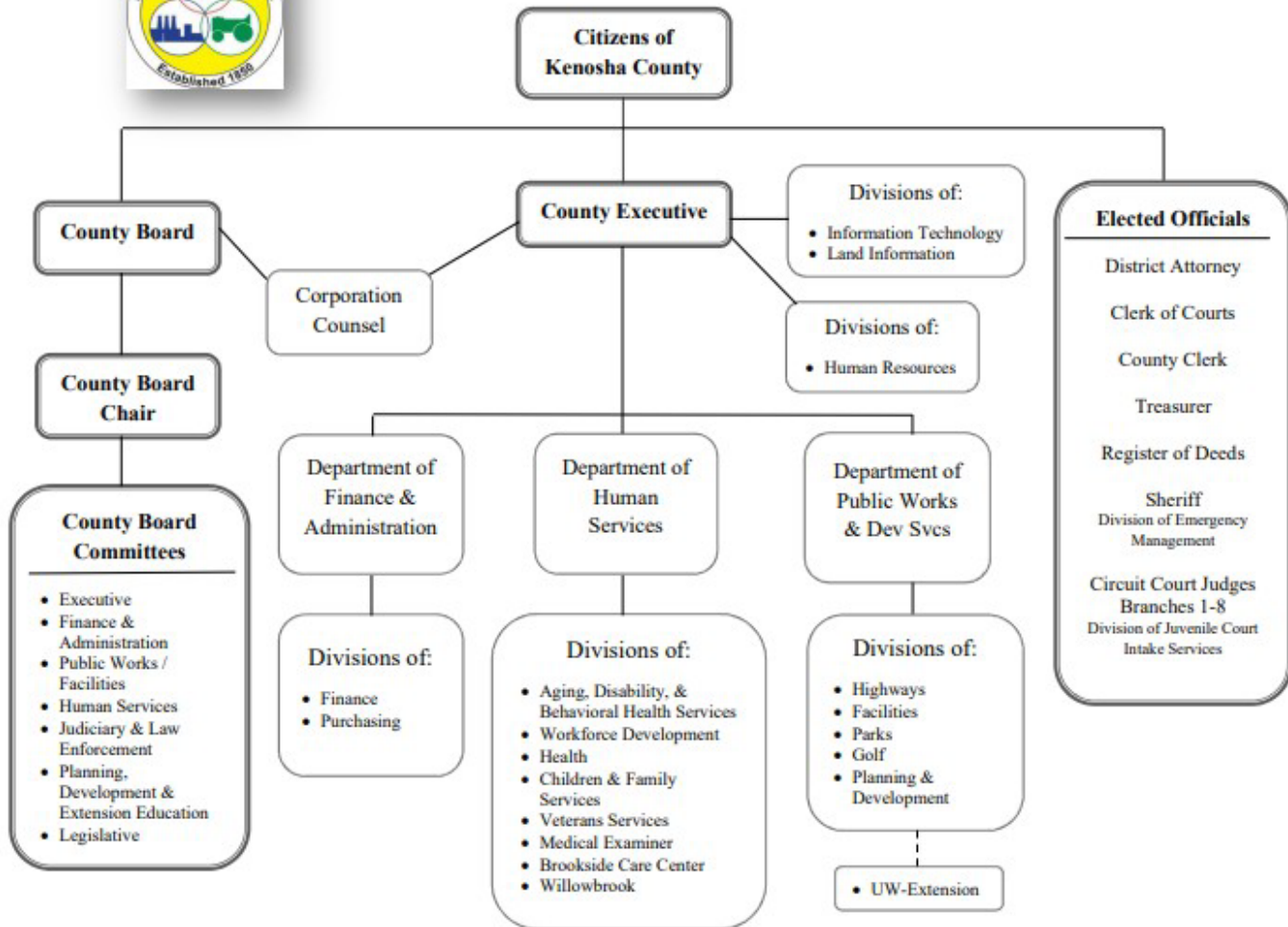
Counties have authority to do whatever their states say they can do. Counties must operate the human services system, handle roadwork for state roads, have a Sheriff’s Department, operate a jail, and handle zoning for un-incorporated areas, among other things. Each county is required to have a Sheriff, District Attorney, Register of Deeds, Treasurer, County Clerk, and Clerk of Circuit Court. They may also have a coroner, surveyor, and an Extension program. Judges are also elected officials. Salaries are determined by the County Board.

To learn more about “What Are Counties”, view this presentation:  
<https://www.youtube.com/watch?v=M6DqPjp7C8&feature=youtu.be>.





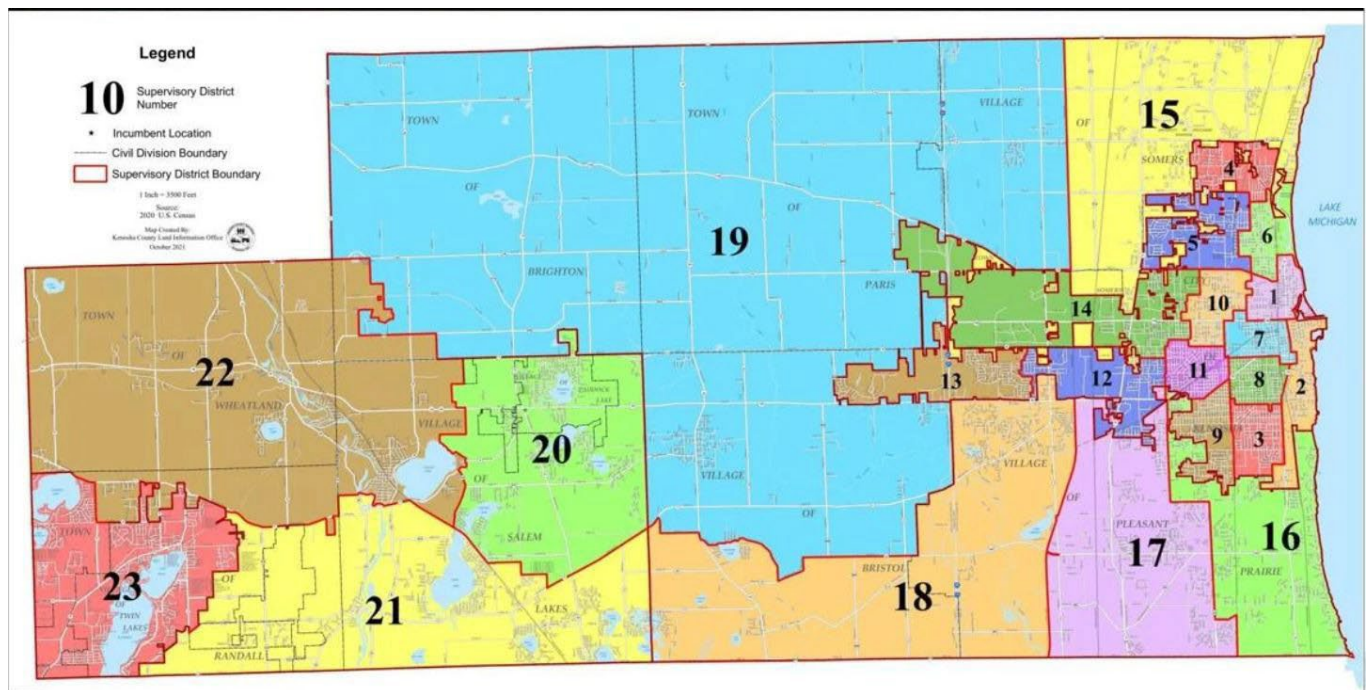
## KENOSHA COUNTY GOVERNMENT



# Explanation of Kenosha County Board of Supervisors and Government

The Kenosha County Board of Supervisors consists of 23 members and is nonpartisan. This means that no political party affiliation is identified. Each Supervisor is elected from a geographic district of about 7,300 people. Those districts are adjusted every ten years after the federal census is complete.

## 23 Kenosha County Board Supervisor Districts



The Kenosha County Board of Supervisors is the legislative branch of the county government and operates under powers granted by the state legislature. Those powers are listed in Chapter 59 of the state statutes and include the authority to establish the annual county budget and set the property tax rate for county purposes. The Kenosha County Board creates county policy, approves expenditures, and generally serves as the governing body of the county government.

The Kenosha County Board meets on the first and third Tuesday of each month at 7:30 p.m. in the County Board Chambers located on the third floor of the County Administration Building at 1010 56<sup>th</sup> Street in Kenosha.

The Kenosha County Board acts on resolutions or ordinances which are typically submitted by one of the committees. Those resolutions and ordinances are generally forwarded to the County Board for full consideration.

## Kenosha County Board Committees, Boards, Commissions

The following are very brief descriptions of each of the seven Kenosha County Board Committees and the Joint Services Board, on which Youth In Governance members serve. This does not encompass the full scope of their tasks and work. If you have specific questions, ask your Committee Chair for a more in-depth description of the committee.

- ❖ **Executive Committee** – Oversees the workings of the County Board and ensures communication across committees.
- ❖ **Finance & Administration** – matters related to personnel and all matters related to finances, purchasing, budgets, and taxes.
- ❖ **Human Services** – Oversees matters related to community health, aging services, Brookside Care Center, public welfare, child support, medical examiner, and the Department of Human Services.
- ❖ **Joint Services\*** – Oversees the operation of Joint Services which provides support services for the Kenosha County Sheriff's Department, the Kenosha Police Department, Kenosha Fire Department, and various other law enforcement and emergency service agencies.
- ❖ **Judiciary & Law** – Oversees matters related to law enforcement, court system, Sheriff's Department, Office of Juvenile Intake, Emergency Services, Medical Examiner, and District Attorney.
- ❖ **Legislative** – Oversees matters related to the policies and rules of procedure of the County Board, intergovernmental relations and communications, proposed legislation, and Corporation Counsel Office.
- ❖ **Planning, Development, & Extension Education** – Oversees matters related to land use planning, zoning, shoreland and floodplain issues, subdivision control, sanitation, Department of Planning & Development, and Extension Kenosha County.
- ❖ **Public Works & Facilities** – Oversees matters related to highways, roads, county-occupied buildings, dams, parks, recreation, and Department of Public Works.

\*Joint Services is not an official committee of the Kenosha County Board, but rather a board with representation from both the City and County of Kenosha.

## Frequently Asked Questions

### ***What do I do if I can't attend a committee meeting?***

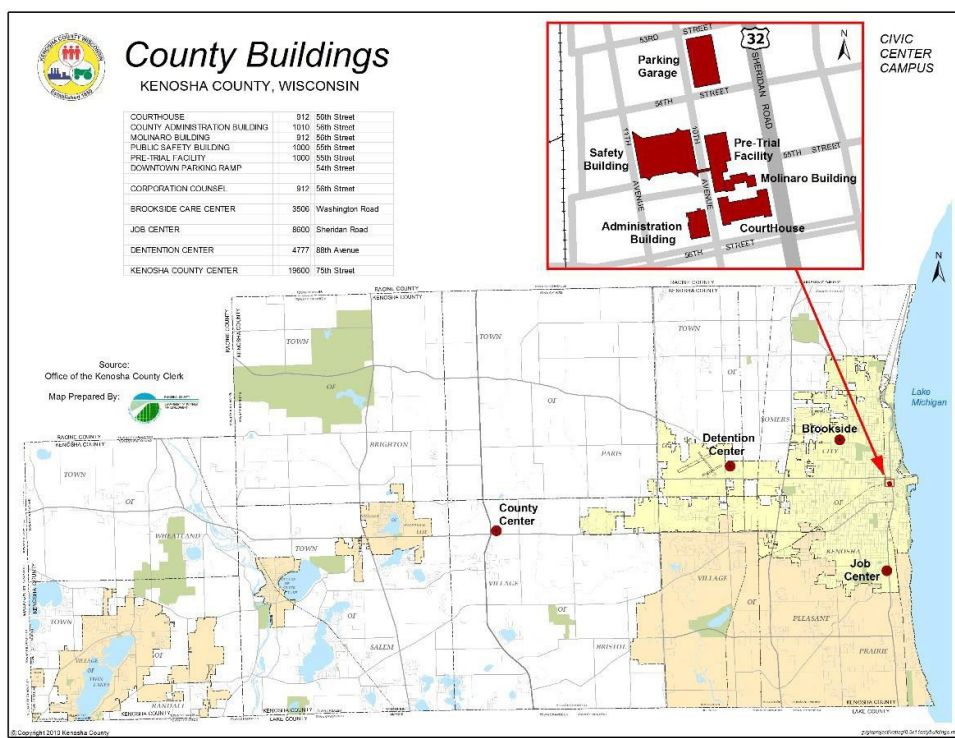
Youth are expected to attend all committee meetings. If a youth member is unable to attend a committee meeting, they should contact their mentor and/or the chairperson of the committee.

### ***As a youth representative, how many committee meetings may I miss?***

Any Youth In Governance member not attending at least 60% of their committee meetings by the November attendance check will be asked to step down and an alternate will take their place on their committee. Additionally, any Youth In Governance member not attending at least 60% of their committee meetings by the February attendance check will be asked to step down, an alternate will not take their place, and they will not be recognized at the County Board meeting in May. (Approved by PDEEC August 9, 2017 & September 13, 2017)

### ***Where and when are my committee meetings held?***

This is a difficult question to answer because each committee is unique. Typically, committees meet at the same time and same location every meeting, but there are some committees that change meeting times and locations based on the nature of the committee work. For specific details, youth members should ask their mentor and/or committee chair. Below is a map of all county buildings with an inset showing the Courthouse Complex.



***Is there a dress code for committees?***

Again, this is a difficult question to answer because each committee is unique. Please ask your mentor and/or committee chair for guidance in this area. As a general guideline, business casual is expected.

***Do I really get to vote?***

Youth are permitted to vote on all motions made at committee meetings. On roll call votes, youth members should vote before County Board supervisors vote. This is done to avoid any unintended influence by adult members. The youth vote is recorded in the minutes for the record but is a non-binding advisory vote per Kenosha County Board 2007 Resolution #105.

## Explanation of Parliamentary Procedure

Parliamentary Procedure is one of the most effective means by which individuals can take orderly action as a group. It is an organized system where the smallest minority (even just one person) can be heard, while preserving the right of the majority to prevail. Parliamentary Procedure helps make meetings easier, shorter, and more productive. One of the oldest and most popular set of rules in Parliamentary Procedure is Robert's Rules of Order. It is the set of rules used by most legislative bodies. The following information will help you to better understand the process of adhering to Robert's Rules of Order.

### ❖ ***Order of Business in Parliamentary Procedure***

1. Call to order
2. Roll call
3. Reading minutes
4. Approving minutes
5. Committee reports
6. Accepting the committee reports
7. Unfinished business
8. New business
9. Adjourn

### ❖ ***Steps in Making a Decision in Parliamentary Procedure***

1. Motion – A motion is a request that something be done or that something is the opinion or wish of the group. Only one motion should be placed before the group at one time. It is debatable and amendable. When making a motion, one should say “I move that...” instead of “I make a motion that...”
2. Second – Someone from the group must “second” the motion, or agree to the motion, so that it can be discussed.
3. Discussion – The motion “on the floor” is discussed by all members, addressing the pros and cons of the issue.
4. Re-state the motion – The chair re-states the motion before the group votes.
5. Vote – The group votes by saying “aye” for yes/approval or “no” for disapproval.

## Basic Robert's Rules of Order Motions Chart

Based on Robert's Rules of Order Newly Revised (10<sup>th</sup> Edition). *(Developed by Annie Jones, Former Extension Kenosha County Community Development Educator.)*

The motions below are intended to be a basic primer of commonly used motions. They are listed in order of common use and not in order of precedence. Some motions take precedence over other motions.

<b>You Want:</b>	<b>You Say:</b>	<b>2<sup>nd</sup>?</b>	<b>Debate?</b>	<b>Amend?</b>	<b>Vote?</b>
Bring business before assembly (a <b>main motion</b> )	I move that (or “to”)...	Yes	Yes	Yes	Majority
Modify the wording of a motion	I move to <b>amend</b> the motion by...	Yes	Yes	Yes	Majority
Lay aside temporarily	I move to <b>lay the question on the table</b>	Yes	No	No	Majority
Take matter from table	I move to <b>take from the table</b> ...	Yes	No	No	Majority
Kill main motion	I move that the motion be <b>postponed indefinitely</b>	Yes	Yes	No	Majority
<b>Refer</b> to committee	I move to refer the motion to...	Yes	Yes	Yes	Majority
<b>Limit or extend debate</b>	I move that debate be limited to...	Yes	No	Yes	2/3
Take a break	I move to <b>recess</b> for...	Yes	No	Yes	Majority
Make assembly follow the agenda	I call for the <b>orders of the day</b>	No	No	No	None
Request more information	<b>Point of information</b>	No	No	No	None
Enforce rules	<b>Point of order</b>	No	No	No	None
Demand a rising vote	<b>Division</b>	No	No	No	None
Close the meeting	I move to <b>adjourn</b>	Yes	No	No	Majority
Parliamentary law question	<b>Parliamentary inquiry</b>	No	No	No	None

## Glossary of Parliamentary Procedure Terms

- ❖ *Adjourn* – to end the meeting
- ❖ *Chair* – the presiding officer
- ❖ *Address the chair* – to rise and say “Mr./Ms. Chair”
- ❖ *Quorum* – the number of members necessary to carry on business
- ❖ *Amend* – change or modify a motion
- ❖ *Minutes* – the record of report of each meeting’s work
- ❖ *Majority vote* – the vote of more than half of the members
- ❖ *To obtain the floor* – receive from the chair the right to speak. No one speaks unless recognized by the chair.

## References

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Sazama, J. & Young, K. (2006). *15 Points: Successfully Involving Youth in Decision Making*, Fourth Edition. Somerville, MA: Youth on Board, 146-147.

The Innovation Center for Community and Youth Development (2004). *Learning and Leading: A Tool Kit for Youth Development and Civic Activism*. Takoma Park, MD

Wisconsin Counties Association (2004). *Wisconsin County Supervisor's Handbook*. Madison, WI



## Appendix A

# KENOSHA COUNTY BOARD OF SUPERVISORS 2023-2024



District 1  
William Grady



District 2  
Terry Rose



District 3  
Jeffrey Gentz



District 4  
Laura Belsky



District 5  
Brian Thomas



District 6  
Edward Kubicki



District 7  
Daniel Gaschke



District 8  
Zach Rodriguez



District 9  
John J. O'Day



District 10  
Andy Berg



District 11  
Zach Stock



District 12  
Gabe Nudo



District 13  
John Franco



District 14  
Tim Stocker



District 15  
Dave Geertsen



District 16  
Amanda  
Nedweski



District 17  
Monica Yuhas



District 18  
Jeff Wamboldt



District 19  
Brian Bashaw



District 20  
John Poole



District 21  
Mark Nordigian



District 22  
Erin Decker



District 23  
Aaron Karow

## Appendix B

# KENOSHA COUNTY KEY COMMITTEE CONTACTS 2024-2025

### Executive Committee



Gabe Nudo, Chairman, District 12  
County Board Supervisor  
1010 56<sup>th</sup> Street Kenosha, WI 53140  
(262) 620-2574  
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### Finance & Administration Committee



Clara-lin Tappa, Director  
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### Human Services Committee



John Jansen, Director  
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### Joint Services Board



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## Joint Services Board (Continued)



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## Judiciary & Law Committee



Rebecca Matoska-Mentink, Clerk of Courts Clerk of  
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## Legislative Committee



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## Planning, Development, & Extension Education Committee



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## Public Works & Facilities Committee



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Jim Wallace, General Manager of Golf Operations  
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## Appendix C

### MENTOR POSITION DESCRIPTION

The mentor position is critical to the success of the Youth In Governance Program. Simply stated, the role of the mentor is a liaison between the youth committee members and the County Board supervisors and staff. More specially, the mentors ensure that the youth selected to serve receive the full benefits from participation including:

- **Youth Voice and Representation:** Mentors should help youth find their own voice by providing information and resources so the youth can have meaningful input into discussions and decisions. Youth should be encouraged to share their ideas and opinions. This may mean from time to time that youth may disagree with their mentor's opinions.
- **Community Improvement:** Mentors should advocate for youth committee members to make sure that their ideas are heard. Providing a welcoming and respectful environment is critical for youth to add their insight and perspective (i.e. for the first 2-3 meetings all committee members and staff introduce themselves). Youth have a lot to add but sometimes, and certainly initially, they may need to be asked.
- **Positive Youth Development:** Mentors should keep in mind that this is a learning experience for young people. Mentors should reinforce skill development among youth members by helping youth improve their communication skills, organization skills, and decision-making skills. Mentors should communicate with youth on a regular basis and follow-up with youth members who are not fulfilling their responsibilities.
- **Civic Development:** Mentors should provide basic information about Kenosha County government and committee information (i.e. Roberts Rules of Order, committee protocol, etc.). In addition, mentors should encourage youth members to be responsible representatives and share information with other young people. Our civil society is strengthened when youth become informed and thoughtful citizens.

**To keep youth safe and to protect mentors, Extension recommends the following best practices when serving as a mentor:**

- ✓ Always meet your YIG members in open and public places.
- ✓ Respect the privacy of YIG members and keep the relationship professional.
- ✓ Have at least three people present when meeting with YIG members.
- ✓ Avoid transportation of YIG members.
- ✓ In order to avoid role conflict, YIG members should not participate on campaigns of Kenosha County Board Supervisors.

## Appendix F



### Youth In Governance Calendar for YIG Representatives 2024-2025

Date	Action
Tuesday, May 21, 2024 4:30 p.m. – 8:30 p.m.	Recognition and Orientation 2023-2024 YIG member recognition 2024-2025 YIG member orientation and appointment
Wednesday, June 26, 2024 approx 8:00 a.m. – 5:00 p.m.	Mandatory bus tour of Kenosha County departments
Friday, February 7, 2025 11:59 p.m.	Nomination deadline for 2025-2026 group
Friday, March 7, 2025 11:59 p.m.	Application deadline for 2025-2026 group
Week of March 17 or 24, 2025 6-8 p.m., Day TBD	Interviews for 2025-2026 group
Tuesday, May 20, 2025 4:30 p.m. – 8:30 p.m.	Recognition and Orientation 2024-2024 YIG member recognition 2025-2026 YIG member orientation and appointment