



HANDBOOK

2026-2027



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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UNIVERSITY OF WISCONSIN-MADISON
KENOSHA COUNTY



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[HTTPS://WWW.KENOSHACOUNTY.ORG/113/COUNTY-BOARD-OF-SUPERVISORS](https://www.kenoshacounty.org/113/county-board-of-supervisors)

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Youth In Governance Mandatory Bus Tour

Wednesday, June 24, 2026

8am-5pm

Leaving from Kenosha County Center
19600 75th Street
Bristol, WI 53104



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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 youth and government officials work together to make positive changes in Kenosha County. Youth In Governance representatives serve on one of seven Kenosha County Board committees where they have a voice in the decisions that affect them and their community.

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.

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.



YOUTH IN GOVERNANCE

APPLICATION PROCESS OVERVIEW

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:



2025-26 YIG Bus Tour

- 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.
- Youth must attend three County Board meetings over the course of their term.
- 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.

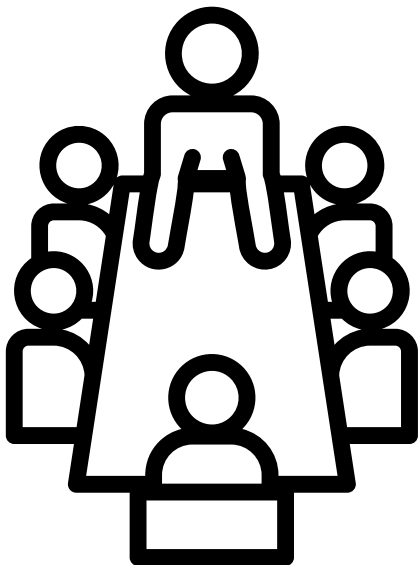
Application Process

Nomination forms are sent by the Kenosha County Positive Youth Development Educator, subsequently referred to as Extension Educator, to every public and private high school in Kenosha County, home-school contacts, and local youth-serving organizations. Local community members, including youth themselves, are encouraged to nominate students, including self-nominations, based on the requirements listed on the previous page. 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 Kenosha County Planning, Development, & Extension Education Committee will be responsible for the selection of youth members which may include a face-to-face interview. The Extension Educator receives the applications and assists in the preliminary and logistical stages of the interviews. After interviewing youth candidates, the Planning, Development, & Extension Education Committee will then recommend youth members to the Kenosha County Board Chairperson for official appointment to the Kenosha County Youth In Governance program.

Your Role As a Youth Representative



Your role is to represent the youth of Kenosha County on the committee to which you have been assigned. This is no small task as there are over 36, 198 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.

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 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.

2. Non-attending youth participants:

Mentors should contact the Extension Educator regarding any attendance concerns of youth committee members.

3. Screening applications:

The Extension Educator 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)

POLICIES (CONTINUED)

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:

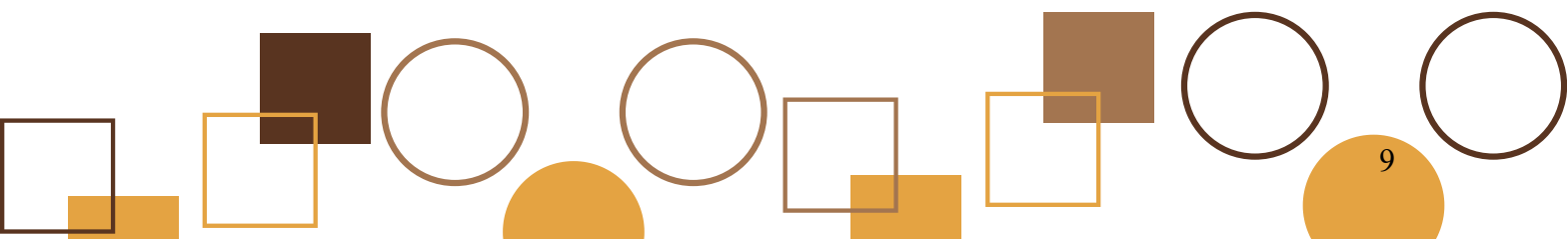
Planning, Development, & Extension Education Committee members will not participate in the Youth In Governance interviews if their family member is a candidate in the process. Another PDEEC member (or Youth In Governance member in case of youth) or the County Board Chairperson will serve on the interview 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 in partnership with UW-Madison Division of 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. The bus tour is organized by the Extension Educator. First-year members who are not able to be in attendance 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:

Term:

- Youth will be appointed to County Board committees and serve from the third Tuesday of May to the third Tuesday of 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 the Chairperson of the committee should contact the Extension Educator 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 three County Board meetings during their term (Approved by PDEEC March 12, 2025). Any youth who does not attend three County Board meetings by the end of their term will be asked to step down.
- First-year Kenosha County Youth In Governance members are required to attend the bus tour held the last Wednesday in June each year. The bus tour is organized by the Extension Educator. First-year members who are not able to attend 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).

OPERATING GUIDELINES (CONTINUED):

Communications:

- Youth should receive all communications sent to committee members, including meeting cancellations or location changes.

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 supervisors vote. 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 are permitted to attend closed session portions of any committee meeting subject to the majority vote of the committee (Kenosha County Board Resolution No. 16 - June 17, 2008). YIG youth have signed confidentiality agreements to instruct them on the meaning of confidentiality.

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.

Service Project (optional):

- The youth are encouraged to and have the option of collectively designing and leading a service project in Kenosha County. The youth can choose if they are interested in the project, and then collaborate with one another to design, lead, and implement it. Mentors and the Extension Educator will help support their efforts.

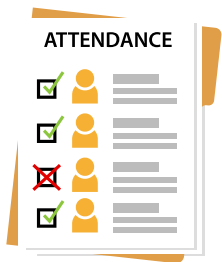
FREQUENTLY ASKED QUESTIONS:



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.

If you are not feeling well, excuse yourself from the meeting and follow up with an email to your mentor and/or committee chair.



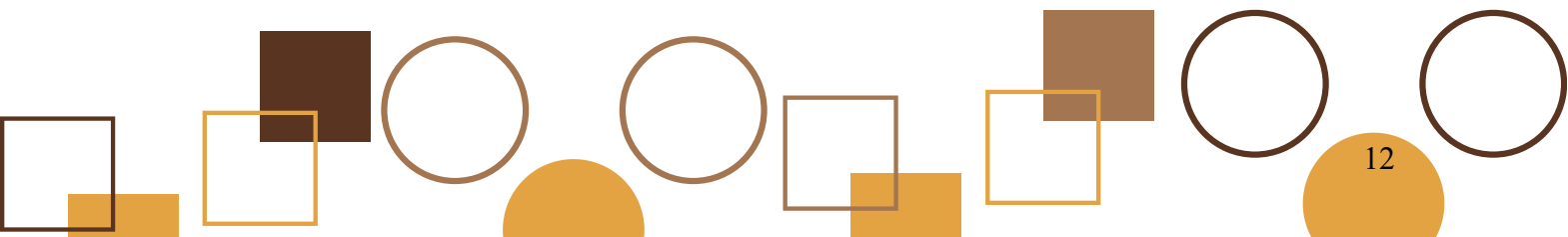
As a youth representative, how many committee meetings may I miss?

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?

Generally, committees meet at the same time and same location every meeting. Check with your mentor to confirm. Additionally, please refer to the Kenosha County Agenda Center website for specific committee details. Go to the webpage, select the respective committee, and open up the agenda. Look at the top of the document for the location and time information. Access the website by scanning the QR Code or using this link:

<https://www.kenoshacounty.org/AgendaCenter>



FREQUENTLY ASKED QUESTIONS:



Is there a dress code for committees?

As a general guideline, business casual is expected. Check with your mentor for guidance on how the committee dresses, as it may differ amongst each committee.



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.



How long does a committee meeting typically last?

This varies from meeting to meeting. Generally, Youth In Governance representatives should expect committee meetings to last around 60-90 minutes. They can run as short as half hour or go as long as three hours, depending on the agenda and citizen comments.



When can YIG representatives leave a meeting?

Youth In Governance representatives are expected to attend the full length of the meeting. However, if a meeting is running unusually long, check in with your YIG mentor or committee chair to receive permission to leave. Some meetings take longer due to citizen comments and it is understood that YIG members have school the next day.



How does the service project work?

The service project is intended to be a collaborative, group project amongst all members that gives back to the Kenosha County community. If a majority of the youth representatives choose to do a service project, it is up to the representatives to decide, plan, and implement the service project.

KENOSHA COUNTY BOARD COMMITTEES & BOARDS

Finance & Administration	Human Services	Judiciary & Law
Oversees matters related to personnel and all matters related to finances, purchasing, budgets, and taxes.	Oversees matters related to community health, aging services, Brookside Care Center, public welfare, child support, medical examiner, and the Department of Human Services.	Oversees matters related to law enforcement, court system, Sheriff's Department, Office of Juvenile Intake, Emergency Services, Medical Examiner, and District Attorney.

Legislative	Planning, Development, & Extension Education	Public Works & Facilities
Oversees matters related to the policies and rules of procedure of the County Board, intergovernmental relations and communications, proposed legislation, and Corporation Counsel Office.	Oversees matters related to land use planning, zoning, shoreland and floodplain issues, subdivision control, sanitation, Department of Planning & Development, and Extension Kenosha County.	Oversees matters related to highways, roads, county-owned buildings, dams, parks, recreation, and Department of Public Works.

Joint Services Board*

Oversees the operation of Joint Services which provides support services for the Kenosha County Sheriff's Department, the Kenosha Police Department, Kenosha Fire Department, the 911 Call Center, and various other law enforcement and emergency service agencies.

*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.

Youth In Governance Mentorship Guidelines

Mentor Position Requirements:

- County Board Supervisors or other adults serving as mentors are required to have a criminal background check completed every two years (UW Madison-Extension Policy).
- Mentors must attend the annual Mentor & Mentee Orientation organized by the Extension Educator.
- Mentors must regularly communicate on committee or County Board agenda items to Youth In Governance mentees.
- Mentors are responsible for supporting youth attendance and communicating with the Extension Educator on any attendance concerns.

2026-2027 Mentor Contact:

Mentor Name	Mentor Email	Mentor Committee
S. Julia Robinson	julia.robinson@kenoshacountywi.gov	Finance & Administration
S. Guida Brown	guida.brown@kenoshacountywi.gov	Human Services
S. Daniel Gaschke	daniel.gaschke@kenoshacountywi.gov	Joint Services
S. Keith Gray	keith.gray@kenoshacountywi.gov	Judiciary & Law
S. Erin Decker	erin.decker@kenoshacountywi.gov	Legislative
S. Sarah Kirby	sarah.kirby@kenoshacountywi.gov	Planning, Development, & Extension Education
S. Aaron Karow	aaron.karow@kenoshacountywi.gov	Public Works & Facilities

WHAT WE EXPECT FROM MENTORS

SAFETY PRACTICES

- 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.

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.



PROFESSIONAL

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.



GIVE THE BEST

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.

Advice from Kenosha County Youth Leaders



The 2024-2025 Kenosha County Youth In Governance Representatives wanted to share advice based on their own experience. They were once in your shoes, and had several questions upon entering their role. After one or two years of experience and service, here is some advice:

Beginning of YIG term:

Becoming a member can seem really overwhelming at first, but it is a great opportunity that involves minimal stress. I remember being stressed out after hearing all the information at once and wondering how this could fit into my jam-packed schedule. But, once I started going to my meetings it became apart of my routine and it is really not too much to handle!

Communicating Absences:

“...If you are going to be absent let your mentor... know. If you do this, people will be much more understanding and helpful towards you...”

Learning YIG Committee Role:

Youth in Governance is a program where your growth is directly tied to your level of engagement. The more you participate, ask questions, and seek guidance from mentors and board members, the more you'll learn and benefit. Don't be afraid to speak up or ask questions—even those that may seem insignificant—because the essence of Youth in Governance is to help you gain a deeper understanding of your committee and the deep thinking that each one requires.

Opportunities from the YIG Program:

Following the bus tour, make sure you follow up with the presenters. All are passionate about their jobs and will be happy to teach you more or allow you to shadow them. This is a great way to network and learn about further career/internship opportunities!



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 assembly representatives. This is referred to as the Wisconsin State Legislature. The State Senators for Kenosha County are Senator Stephen Nass (District 11) and Senator Robert W. Wirch (District 22). Our local State Assembly Representatives are Amanda Nedweski (District 32), Tip McGuire (District 64), and Ben Desmidt (District 65). Legislative branches at the local level include the Kenosha County Board of Supervisors, led by Chairperson Mark Nordigian, 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 Donald Trump. 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 David Bogdala. 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 Ann Walsh Bradley until June 30, 2025. 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.

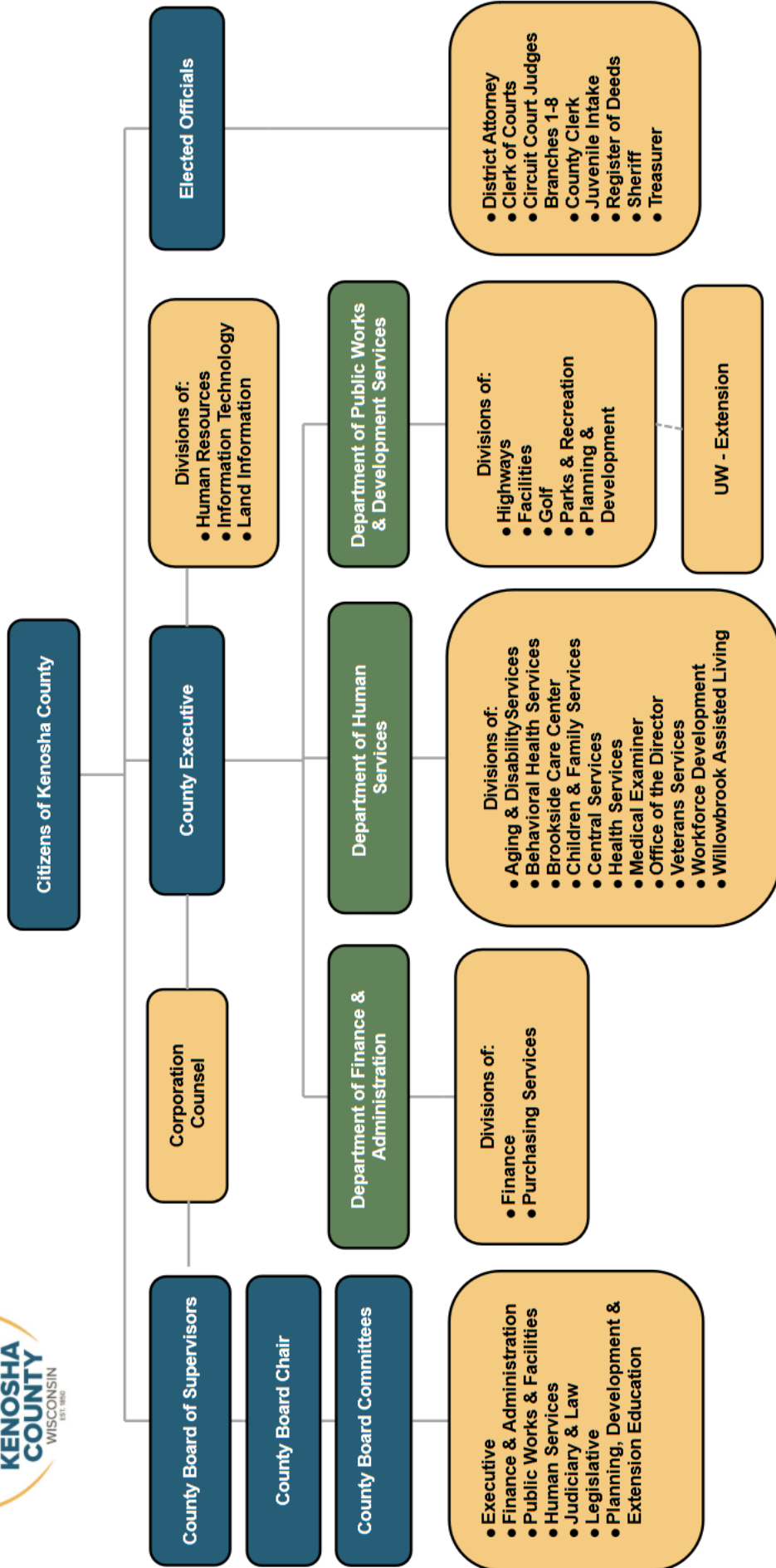
The only counties that must have a County Executive are those with populations over 750,000. In Wisconsin, this county is Milwaukee. However, other counties can opt to have a County Executive, and eleven have chosen to do so. Those counties are: Brown, Dane, Fond du Lac, Kenosha, Manitowoc, Outagamie,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

Counties have the 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 unincorporated 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, excluding judges salaries, are determined by the County Board.

To learn more about “What Are Counties”, view this presentation:
<https://www.youtube.com/watch?v=M6DiqPjp7C8&feature=youtu.be>.



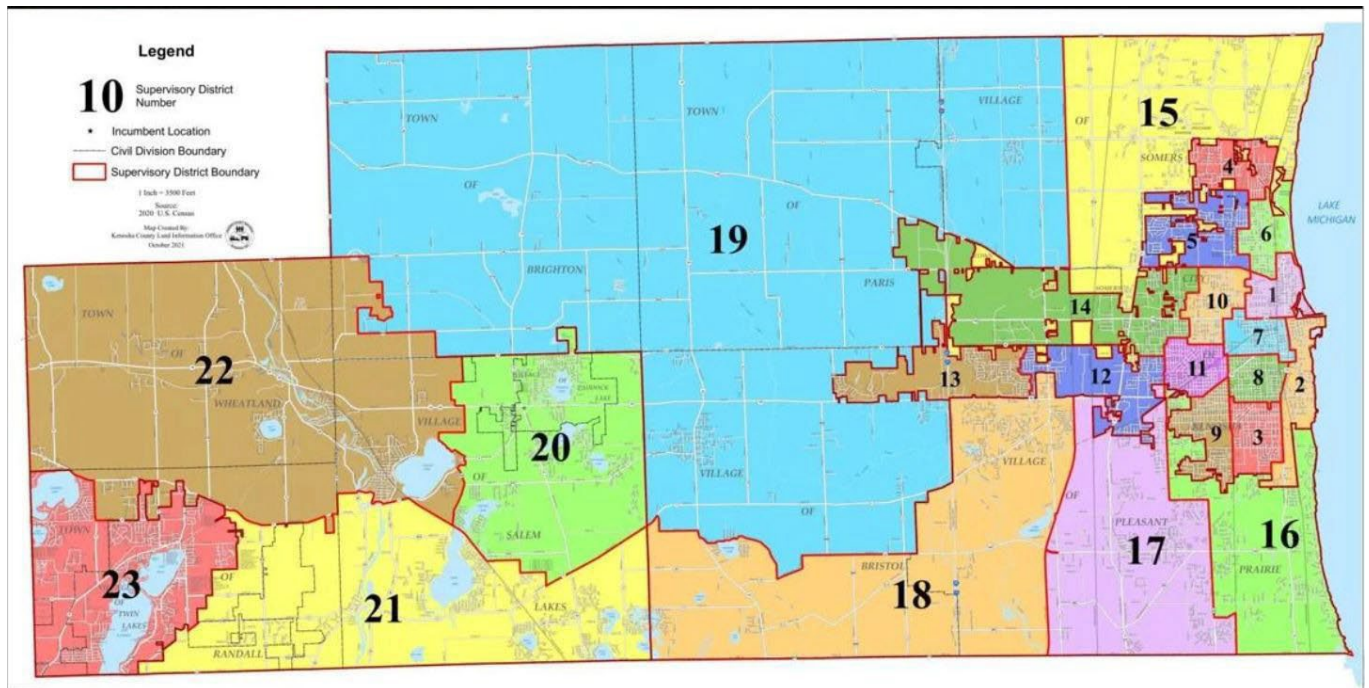
KENOSHA COUNTY GOVERNMENT



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 7:00 p.m. in the County Board Chambers located on the third floor of the County Administration Building at 1010 56th 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.

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 Kenosha County Board Parliamentary Procedure*

1. Call to Order
2. Pledge of Allegiance
3. Roll Call of Supervisors
4. Citizen Comments
5. Announcements of the Chair
6. Supervisor Reports
7. Old Business
8. New Business
9. Communications
10. Supervisor Comments
11. Approval of Minutes
12. 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 (10th 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.

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

Calvert, M. (2006). *Wisconsin Models for Youth Involvement in Local Government Decision Making*, Madison, WI: University of Wisconsin-Extension.

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



TIMELINE

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.

Spring 2024

- Following the recent April 2024 election, the Executive Committee will not meet monthly. The two youth appointed to the Executive Committee are asked to serve on a committee of their choosing (Human Services). Chairperson Monica M. Yuhas asks that the Executive committee is removed from available committees youth could serve on for the 2025-2026 year.

Fall 2024

- Youth In Governance meet in the fall to review the handbook and propose new changes to improve on the Youth In Governance program experience.

December 2024

- Youth In Governance members present their proposed handbook changes before PDEEC. Following discussion, youth prepare for a second draft.

March 2025

- Youth In Governance members present their proposed handbook changes before PDEEC. Following discussion, PDEEC approves handbook changes based on youth feedback.



Appendix A

**KENOSHA COUNTY BOARD OF SUPERVISORS
2024-2026**



**District 1
William Grady**



**District 2
Stephanie Knezz**



**District 3
Riki Tagliapietra**



**District 4
Laura Belsky**



**District 5
Julia Robinson**



**District 6
Dave Tarzon**



**District 7
Daniel Gaschke**



**District 8
Sarah Kirby**



**District 9
John Morrissey**



**District 10
David Lux**



**District 11
Guida Brown**



**District 12
Gabe Nudo**



**District 13
John Franco**



**District 14
Tim Stocker**



**District 15
Dave Geertsen**



**District 16
Jeff Cologna**



District 17
Luke Pollock



District 18
Eric Meadows



District 19
Keith Gray



District 20
John Poole



District 21
Mark Norigian



District 22
Erin Decker



District 23
Aaron Karow

Appendix B

KENOSHA COUNTY KEY COMMITTEE CONTACTS 2025-2026

County Board Chairperson



Mark Nordigian, Chairperson, District 21
County Board Supervisor
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Finance & Administration Committee



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Patricia Merrill, Director
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Human Services Committee



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Joint Services Board



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Joint Services Board (Continued)



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Judiciary & Law Committee



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David Zoerner, Sheriff
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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 F



Youth In Governance Calendar for YIG Representatives 2026-2027

Date	Action
Tuesday, May 19, 2026, 4:00 p.m. – 8:00 p.m.	Recognition Ceremony and Orientation 2025-2026 YIG member recognition 2026-2027 YIG member orientation and appointment
Wednesday, June 24, 2026 approx 8:00 a.m. – 5:00 p.m.	Mandatory bus tour of Kenosha County departments
Friday, January 15, 2027 at 11:59 p.m.	Nomination deadline for 2027-2028 group
Friday, February 12, 2027 at 11:59 p.m.	Application deadline for 2027-2028 group
Week of Feb. 22 or March 1, 2027 6-8 p.m., Day TBD	Interviews for 2027-2028 group
Tuesday, May 18, 2027 4:00 p.m. – 8:00 p.m.	Recognition and Orientation 2026-2027 YIG member recognition 2027-2028 YIG member orientation and appointment