

Charter of the Milwaukee County Land Information Council

Summary:

The Milwaukee County Land Information Council (LIC) was created by the Milwaukee County Board of Supervisors on March 17th, 2016, pursuant to adopted Resolution File No. 16-104. The Council serves in an advisory role to the Milwaukee County Land Information Office (LIO) on matters relating to the Land Information Program for Milwaukee County.

The Council currently consists of 11 member organizations appointed by the Milwaukee County Board. Membership on the Council consists of representatives from Milwaukee County departments and from various outside sectors that develop or utilize land information records. The members have been authorized to make their own appointments, serving terms of two years each. The LIO serves as the Secretary of the Council. The Milwaukee County Land Information Office will provide staff support for council meetings.

Land Information Council:

- (a) *Creation.* The Land Information Council was created by Wisconsin § [59.72\(3m\)](#). In May 2010, Wisconsin enacted SB-507 (2009 Wisconsin Act 214) which requires that counties with a Land Information Office also establish a Land Information Council.
- (b) *Appointment Process.* Appointments to the council will be solicited by the current membership and then brought forward to the MCLIC. The Chairman will bring the candidates forward to the MCLIC for approval.
- (c) *Membership.* The Council shall consist of the following members:

[59.72\(3m\) \(a\)](#) If the board has established a land information office under sub. (3), the board shall have a land information council consisting of not less than 8 members. The council shall consist of the register of deeds, the treasurer, and, if one has been appointed, the real property lister or their designees and the following members appointed by the board for terms prescribed by the board:

1. A member of the board.
 2. A representative of the land information office.
 3. A realtor or a member of the Realtors Association employed within the county.
 4. A public safety or emergency communications representative employed within the county.
 - 4m. The county surveyor or a professional land surveyor employed within the county.
 5. Any other members of the board or public that the board designates. (am) Notwithstanding par. (a), if no person is willing to serve under par. (a) 3., 4., or 4m., the board may create or maintain the council without the member designated under par. (a) 3., 4., or 4m.
- (b) The land information council shall review the priorities, needs, policies, and expenditures of a land information office established by the board under sub. (3) and advise the county on matters affecting the land information office.”

ORGANIZATION	AGENCY	APPOINTEE
Milwaukee County	Board of Supervisors	Supervisor Jason Haas
Milwaukee County	Land Information Office	Kevin Bruhn
Milwaukee County	Treasurer	Cathleen Hollers for David Cullen
Milwaukee County	Register of Deeds	Kathleen Bach for John LaFave
Milwaukee County	Office of Emergency Management	Christine Westrich
Milwaukee County	Department of Administrative Services	Greg High
SEWRPC for Milwaukee County	Surveyor	Robert Merry
City of Milwaukee	Chief Information Officer	Nancy Olson
Milwaukee Metropolitan Sewerage District	Geographic Information Systems	Emily Champagne
Intergovernmental Coordinating Council	Village President - Shorewood	Allison Rozek
We Energies	Manager, EDAM Support	Dawn Neuy

(d) *Duties.* The Council shall do all the following:

1. Per § [59.72\(3\)\(b\)](#) and [16.967 \(3\) \(e\)](#), The MCLIC must review and approve a countywide plan for land records modernization by January 1st every 3 years.
2. Advise the Milwaukee County Land Information Office, such as the allocation of grant funds.
3. Recommend project objectives for strategic initiative grants.
4. Annually evaluate the efficacy of projects funded with Milwaukee County Register of Deeds recording fees.
5. Assist the MCLIO in identifying and obtaining funding to implement Milwaukee County land records modernization initiatives.
6. Recommend guidelines to coordinate the modernization of land records.
7. Periodically review and recommend statutory updates to improve land records modernization.

Authorized Date XX, 20XX

Bylaws of the Milwaukee County Land Information Council

Preamble

The Milwaukee County Land Information Council (MCLIC), exists by virtue of legislative action by the Milwaukee County Board of Supervisors in adopting Resolution File No. 16-104 on March 17th, 2016. The provisions, rules of construction, and definitions of the charter shall govern the Council, in addition to the following bylaws.

Officers and Duties

MCLIC will have a Chair elected by the membership. The Chair will serve two-year terms, and may serve consecutive terms. Officer responsibilities are described below.

- (a) *Chair*. Run MCLIC meetings and moderate meeting discussions; represent MCLIC externally (e.g., communications with stakeholder entities); produce meeting agendas.
- (b) *Secretary (MCLIO staff)*. Coordinate meeting logistics; take and distribute draft MCLIC meeting minutes; post final minutes to webpage; facilitate MCLIC voting; distribute final MCLIC agendas to email list and post to webpage; conduct MCLIC webpage updates; add agendas and materials to County Legislative Information Center (CLIC) meeting and document resource website and other duties as requested by the Council.

Terms and Vacancies

When a member's two-year term concludes, MCLIC will accept applications for a new member. Any member shall be eligible for re-appointment for any number of two-year terms.

When a vacancy on the council exists mid-term, MCLIC will accept nominations for a new member. The new member appointed by MCLIC will serve immediately upon appointment for the remainder of the calendar year, plus a term of two complete calendar years, to begin on January 1st and conclude on December 31st of the third year.

Resignation, Termination, and Absences

Resignation from the Council must be in writing and received by the Chair. A Council member shall be terminated from the Council due to excess absences without naming a proxy, defined as more than two absences from Council meetings in a year. A Council member may be removed for other reasons by a simple majority vote of the remaining members in attendance at a Council meeting.

Distribution Lists

MCLIC utilizes one primary email distribution list:

- (a) *MCLIC Email List*. This list includes MCLIC membership and MCLIO staff and is maintained by MCLIO.

Meeting of Members.

Currently the LIO meets twice a year, once mid-year to cover revenue projections and budget expenditures and once at the end of the year to cover incoming revenue budget projection and to develop the next year workplan.

- (a) *Notice of Meetings*. Agendas will be established and distributed a minimum of five full business days before each MCLIC meeting. Meeting agendas will be made publicly available

online via the Milwaukee County Legislative Information Center (CLIC) webpage a minimum of five full business days before each MCLIC meeting. Solicitation for agenda topics will be made and items will be added as new items in the agenda.

(b) *Meeting Minutes.* Minutes will be taken by the MCLIC secretary. Draft minutes will be prepared and distributed 10 business days after each MCLIC meeting for review prior to, and approval during, the next MCLIC meeting.

(c) *Open Meetings.* MCLIC meetings shall be open to the public and follow Robert's Rule of Order.

Quorum

MCLIC will have sufficient representation of its membership if at least half of its membership is in attendance.

Decision Making and Voting

Consensus decision making, where all Council members support a specific direction, will be the preferred model. If consensus is not reached, a decision will be made using a vote of the attending membership. A vote resulting in a tie will be considered a failure or no vote. Any minority or dissenting opinions will be noted in the meeting minutes.

Rules of Order

Roberts Rules of Order, where applicable and except as modified in the bylaws, shall serve as a guide for MCLIC meetings.

Bylaws Revisions

Any future revisions to these bylaws must be approved by a simple majority vote of attending membership.

Certification

These bylaws were approved at a meeting of the Council by a majority vote of attending Council members on XX, 2018.