

## Chapter JC 2

## COMMISSION ORGANIZATION

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**JC 2.01 Officers.** The officers of the commission are a chairperson and vice chairperson. If the chairperson is absent, unavailable, or otherwise unable to act, or refuses to act, the vice chairperson shall perform the duties of the chairperson. If the chairperson resigns or dies, the vice chairperson succeeds to the office of chairperson until the next regularly scheduled election of officers. The term for each office is one year. An officer may serve no more than 2 consecutive terms in a particular office, but is eligible to serve in an office other than the one previously held. Officers shall be elected at the first meeting after August 1 of each year.

History: Cr. Register, May, 1979, No. 281, eff. 6-1-79; am. Register, August, 1991, No. 428, eff. 9-1-91.

**JC 2.02 Meetings.** (1) Regular meetings shall be held at least 6 times a year upon the call of and at a time and place fixed by the chairperson. Sufficient notice shall be given to enable the commissioners so notified to attend the meetings. Public notice of all meetings shall comply with s. 19.84, Stats.

(2) Special meetings shall be held at the request of the chairperson or at the request of any 3 commissioners. Commissioners shall be notified of the meeting not less than 72 hours in advance of the meeting, unless a majority of the commission agrees to meet on less than 72 hours' notice. A special meeting to consider the question of probable cause shall require at least 72 hours' notice to all commissioners not disqualified in the matter.

(3) Regular or special meetings may take place by telephone conference with the consent of a majority of the commission. Telephone conference meetings shall be accessible to the public.

(4) Any notice to commissioners required under this section may be given in person, in writing or by telephone, whichever is most practicable.

(5) All voting at commission meetings shall be by show of hands or roll call.

(6) The minutes of a commission meeting shall include all motions made and seconded, all voting, including abstentions, and all absences and disqualifications.

History: Cr. Register, May, 1979, No. 281, eff. 6-1-79; am. (1), (2) and (4), r. and recr. (3), cr. (5) and (6), Register, August, 1991, No. 428, eff. 9-1-91.

**JC 2.03 Screening committee.** The chairperson shall appoint a screening committee consisting of at least 3 commissioners to review annually a sample of decisions to close initial inquiries made by staff without commission action, for appropriateness and consistency of those decisions, to

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do preliminary evaluations of allegations when requested by the chairperson and otherwise to serve at the pleasure of the chairperson.

**History:** Cr. Register, May, 1979, No. 281, eff. 6-1-79; am. Register, August, 1991, No. 428, eff. 9-1-91.

**JC 2.04 Other committees.** The chairperson shall appoint a personnel and a nominations committee and any additional committee that the commission establishes for a specified purpose, to serve at the pleasure of the chairperson or the commission.

**History:** Cr. Register, August, 1991, No. 428, eff. 9-1-91.