

Rules of Order

COUNTY BOARD
Vermilion County, Illinois



Michael Marron
County Board Chairman

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COUNTY BOARD
Vermilion County, Illinois

Michael Marron
County Board Chairman

Todd Johnson
Vice-Chairman

Cathy Jenkins
County Clerk

Presented by the
Judicial & Rules Committee

Adam Hart, Chairman
Larry Baughn, Member
Robert Boyd, Member
Phearn Butler, Member
Tom Morse, Member
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Deanna Witzel, Member

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RULES OF ORDER

Rule 1. Time and place of meeting.

- (a) Organizational Meeting. An organizational meeting of the County Board shall be held at 6:00 p.m. on the first Monday of the month following a month in which County Board members are regularly elected, or on such other day as may be provided by statute.
- (b) Regular meetings. Regular meetings of the County Board shall be held at 6:00 p.m. on the second Tuesday of each month;

Provided, that if the regular meeting of the Board falls on a County holiday, the regular meeting shall be held on the following day, and if the regular meeting falls on an election day, the regular meeting shall be held on the third Tuesday of the month:

Provided, also, that for convenience or necessity, a regular meeting of the County Board may be changed to a different day upon proper notice to all Board members, the Press, and the Public. Such a notice shall be given by the Chairman. The location of any meeting may similarly be changed upon proper notice to accommodate the Public.

Provided further, that in a month in which an organizational meeting is required to be held, the regular meeting of the Board shall be held on the day of the organizational meeting, with the regular business of the Board conducted after the conclusion of the organizational meeting.

- (c) Special Meetings. Special meetings may be held when scheduled by the County Board Chairman as needed to accomplish County business. Special meetings may be held when requested by at least one-third of the members of the Board. A request for a special meeting by a Board member shall be in writing, addressed to the Clerk of the Board. The request shall specify the time and place of the meeting, and shall contain a proposed agenda for the meeting specifying the subjects to be considered. Notice of the meeting shall be provided by the Clerk of the Board according to statute.
- (d) Organizational meetings of the County Board shall be held on the first Monday of the month following the month of election, typically the first Monday on December, in the County Board Chambers, 2nd Floor, Courthouse Annex, 6 North Vermilion Street, Danville, Illinois. See 55 ILCS 5/2-3009(a). Regular meetings shall be held in the County Board Chambers, unless the Board votes at a regular meeting to change the place of a subsequent regular meeting. Special meetings shall be held at the place indicated in the request. In case of an emergency which prevents assembly in the Chambers or other place designated, the place of any organizational, regular, or special meeting may be changed; provided, notice specifying the new place for

the meeting shall be conspicuously posted at, or as near as possible to, the original place for the meeting.

Rule 2. Organizational meeting.

(a) Notice. The County Board Chairman shall prepare the agenda for the organizational meeting. Notice of the organizational meeting shall be given by mailing or delivering a copy of the agenda to the County Clerk and to current and newly-elected members of the County Board at least seven days prior to the meeting. Notice shall be provided to the public in the same manner as for regular meetings. The agenda shall include the order of business for the organizational meeting and any items of regular business for the month.

(b) Order of Business. The order of business for an organizational meeting shall be:

- 1) Call to Order (County Clerk in Chair)
- 2) Invocation
- 3) Pledge of Allegiance
- 4) Roll call (of members to be sworn)
- 5) Report of Credentials Committee (as needed)
- 6) Oath of Office
- 7) Roll Call (all members-dispensd with at decennial organizational meeting)
- 8) Adoption of Rules of Order
- 9) Drawing of Lots for Length of Term (at decennial organizational meetings)
- 10) Election of Temporary Chairman (see Rule 2 (c), below)
- 11) Election of Committee on Committee (see Rule 2 (d), below)
- 12) Election of County Board Chairman (see Rule 2 (e), below)
- 13) Election of County Board Vice-Chairman (see Rule 2 (e), below)
- 14) Recess for Meeting of Committee on Committees
- 15) Report of Committee on Committees
- 16) Recess
- 17) Adoption or Amendment of Agenda

18) Regular Business of the Month (items (5) through (16) on regular meeting order of business)

(c) Election of Temporary Chairman. The County Clerk shall call for nominations for Temporary Chairman. After nominations have been received and seconded, the Clerk shall take a roll call vote, and the person receiving the most votes shall be Temporary Chairman. In case of a tie, the Temporary Chairman shall be chosen by lot. The Temporary Chairman shall take the Chair immediately upon election.

(d) Election of Committee on Committees.

(1) The Temporary Chairman shall call for nominations for the Committee on Committees. When nominations are closed, the Committee shall be elected by roll call vote. Each member of the Board shall be entitled to one vote, and the five persons receiving the highest number of votes shall constitute the Committee.

(2) In case of a tie involving candidates for one or more seats on the Committee, a runoff vote shall be held by roll call. Each County Board member shall have one vote in each round of a runoff. The candidate having the fewest votes in each runoff round shall be eliminated, and Board members shall vote on the remaining candidates in each successive round until only enough candidates remain to fill the five seats on the Committee.

(e) Election of Chairman and Vice-Chairman.

(1) The Temporary Chairman shall call for nominations for County Board Chairman. After nominations are closed, a vote for County Board Chairman shall be taken by roll call. If two candidates have been nominated, the person with the highest number of votes will be Chairman.

(2) If three or more candidates are nominated and no candidate receives a majority of the votes of those present, the candidate receiving the fewest votes will be eliminated, and a runoff vote, by roll call, will be taken as to the remaining candidates. Runoff voting will continue until one candidate receives a majority of the votes of those present.

(3) The County Board Chairman shall take the Chair immediately upon election. Upon taking the Chair, the County Board Chairman shall call for nominations for County Board Vice-Chairman. After nominations are closed, a vote for County Board Vice-Chairman shall be taken by roll call. If two candidates have been nominated, the person with the highest number of votes will be Vice-Chairman.

If three or more candidates are nominated and no candidate receives a majority of the votes of those present, the candidate receiving the fewest votes will be eliminated, and a runoff vote, by roll call, will be taken as to the remaining candidates. Runoff voting will continue until one candidate receives a majority of the votes of those present.

Rule 3.**Regular meetings.**

- (a) Notice. The County Board Chairman shall provide public notice of regular County Board meetings as provided in the Illinois Open Meetings Act, as now or hereafter amended. The County Board Chairman shall give notice of regular meetings to all County Board members by mailing a copy of the proposed agenda for the meeting to each member by first class mail at least five days prior to the date of the meeting. A copy of the agenda shall be delivered to each County office holder and department head five days prior to the meeting. Any Board member or department head may request electronic delivery of agendas and notices in lieu of mailing.
- (b) Agenda.
- (1) The agenda for each regular meeting shall be prepared by the County Board Chairman. The agenda shall follow the regular order of business set out in Rule 3(d). Specific items of business shall be listed under the appropriate category of the order of business.
 - (2) The County Board Chairman shall include in the agenda items properly forwarded by the appropriate committee(s). The County Board Chairman may place other items on the agenda at his or her discretion. The County Board Chairman shall add any other item to the agenda upon written request of two or more Board members; provided, the County Board Chairman shall not be required to add a matter to the agenda which has been returned to a standing committee by the Finance Committee pursuant to Rule 19(e), or 19(g)(2), nor any proposal which has been rejected by a parent committee (Rule 19(f)).
 - (3) Items for the agenda must be submitted to the County Board Chairman by 9:30 a.m. on the Tuesday not less than seven days prior to the meeting at which they are to be considered. In so far as possible, copies of any resolutions or ordinances to be considered and any information deemed relevant to the agenda items shall be attached to the agenda when it is mailed to Board members.
- (c) Supplemental Agenda. The County Board Chairman may propose additional items of business for a meeting by preparing a supplemental agenda. The supplemental agenda shall be mailed to each Board member by first class mail if time allows, or may be distributed to Board members at the meeting. New items of business in a supplemental agenda may be added on motion of a member at the meeting, upon approval by a majority of members present. Any item added with less than 48 hours public notice shall be for discussion only. No vote taking action on such matters shall be allowed, except that such matters may be scheduled for future meetings to comply with the Open Meetings Act.

(d) Order of Business. The order of business at regular meetings of the County Board, unless modified by motion and approval of the Board, shall be:

- 1) Invocation
- 2) Moment of Silence for Veterans and all Armed Service Members
- 3) Pledge of Allegiance
- 4) Roll Call
- 5) Adoption or Amendment of Agenda
- 6) Approval of Minutes
- 7) Review of Minutes of Closed Meetings
- 8) Audience Comments
- 9) Approval of Report on Claims
- 10) Unfinished Business
- 11) Committee Reports and New Business
- 12) Report of Credentials Committee (As needed)
- 13) Chairman's Comments
- 14) Appointments and Nominations
- 15) Clerk's Table
- 16) Per Diem Roll Call

Additional items may be added if in compliance with the Open Meetings Act.

Rule 4. Robert's Rules.

Robert's Rules of Order Newly Revised (9th Edition, 1990) shall govern the County Board and its committees in all cases to which they are applicable and are not inconsistent with these Rules of Order or the law of this State.

Rule 5. Quorum.

A majority of the members of the County Board shall constitute a quorum for the transaction of business.

Rule 6. Chair of Meetings.

- (a) The Chairman of the County Board shall be the presiding officer at all meetings of the County Board, and in his or her absence, the Vice-Chairman shall preside. If the Chairman and the Vice-Chairman are absent, the Clerk of the County Board shall call the meeting to order, and the members present may elect a member to preside at the meeting as provided in Rule 2(c). The Clerk of the County Board shall preside at each organizational meeting until a Temporary Chairman is elected.
- (b) The presiding officer (except the Clerk of the Board when so acting) may comment, debate, or vote on any matter before the Board, but may not make or second a motion.
- (c) In the event that the Chairman is absent or unable to continue as Chairman, the Vice-Chairman shall serve as Chairman for the balance of the term until the next reorganizational meeting.

Rule 7. Appeal of Rulings of the Chair.

Any member may appeal to the Board from a ruling of the presiding officer. If the appeal is seconded, the member making the appeal may briefly state his reason for the same, and the presiding officer may briefly explain his ruling, but there shall be no debate, and no other member shall participate in the discussion. The presiding officer shall then put the question: "Shall the decision of the Chair be sustained?" If a majority of members present vote "no," the decision of the presiding officer shall be overruled; otherwise it shall be sustained.

Rule 8. Audience Participation.

Audience comments will be heard at regular and special meetings of the County Board and committee meetings at the time appointed in the agenda. Comments will be limited to three (3) minutes a person, and no more than thirty (30) minutes will be permitted for all audience comments. Written comments from any interested person may also be submitted at any time by delivering the same to the County Board office or by rendering them directly to individual board members. Mailboxes for each board member shall be maintained at the County Board Office and electronically.

Rule 9. Debate

- (a) Prior to speaking, members shall be recognized by the Chair.
- (b) A member ruled out of order shall immediately discontinue speaking provided, the Chair shall permit the member to appeal the ruling.
- (c) A member, when recognized, may ask for the privilege of the floor for a non-member who shall, by consent of a majority of members present, be permitted to speak to the subject of any pending motion, or to other matters pertaining to the welfare of the public. The Chairman may limit the time permitted a non-member as may be necessary for the orderly conduct of business.
- (d) Debate is not allowed unless a motion is pending before the Board.
- (e) Motions to adjourn, to table, or to reconsider are not debatable, except that on a motion to table or reconsider, the member making the motion may make a brief statement (not to exceed 3 minutes) of the reasons for the motion.

Rule 10. Motion, Resolution, and Ordinances.

- (a) All motions, at the request of the Clerk of the Board, or two or more members of the Board, shall be reduced to writing before a vote is taken.
- (b) All resolutions and ordinances shall be in writing.
- (c) (1) A motion for approval of a resolution or ordinance may be made as a motion for approval with amendments, modifications, or corrections. When a motion for approval with amendments, modifications or corrections is made and seconded, the presiding officer shall ask for unanimous consent to consider the resolution or ordinance as a whole with the amendments, modifications or corrections incorporated.

(2) If no member objects, the resolution or ordinance shall be considered as a whole with amendments, modifications or corrections incorporated. The Clerk of the County Board shall reduce such amendments, modifications, or corrections to writing, and append them to the original resolution or ordinance.

(3) If any member objects to consideration as a whole, the amendments, modifications, or corrections shall be considered as an amendment to the motion to approve the resolution or ordinance. No further motion or second shall be required, and the presiding officer shall state the question of consideration of the amendment. The motion to approve the resolution or ordinance shall remain pending; however, if the amendment fails, the member who moved for approval of the resolution or ordinance may withdraw the motion.

(d) Amendments to a motion for approval of a resolution or ordinance must be germane to the resolution or ordinance; and, if not germane, shall be ruled out of order by the Chair.

(e) (1) Approval of a motion to table shall 1) terminate consideration of the matter for the session, 2) render void any amendments whether previously passed or pending at the time the matter is laid on the table, and 3) refer the matter to the standing committee with oversight of the subject, with direction to report back to the Board at its next regular meeting. When reporting back, the standing committee may recommend the same action or different action from that previously considered by the Board, or may recommend no action with respect to the matter referred. At the next Board meeting the ordinance or resolution shall be considered under Unfinished Business without a formal motion to take the matter off the table.

(2) A motion to refer to a committee shall have the same procedural effect as a motion to table, except that a motion to refer to committee may be debated.

(3) A motion to table, or to refer to a committee, shall require a two-thirds vote of members present; provided, a motion to table or to refer to committee shall require a majority vote, if the matter was an item on a supplemental agenda, or had not been considered by any committee before being brought to the Board.

Rule 11. Voting

- (a) Voting on motions shall be by voice vote; provided, ayes and nays shall be taken by roll call and entered on the record on all questions involving the appropriation of money, the allowance of claims, the creation of any contract liability, the closure of a meeting, and when otherwise required by these Rules. Upon the request of any member, duly seconded, or upon the Chair's own motion, a roll call vote shall be taken on any other question.
- (b) Roll call votes shall be taken in rotating alphabetical order as administered by the Clerk of the Board, with the Chair voting last, unless the Chair directs the Clerk of the Board to take the roll in reverse order (Chair voting first followed by members in reverse rotating alphabetical order).
- (c) When called to vote on a roll call, a member may vote aye, nay, abstain (or present), or pass. If any member has passed during a roll call, the Clerk of the Board shall request that member's vote at the end of the calling of the roll. If any member who voted "pass" fails to give his or her vote when called for a second time, the Clerk of the Board shall record that member's vote as "abstain". The Clerk of the County Board shall record the votes of those voting aye, nay, and abstain (including those voting present or failing to vote after passing) and shall announce the result.
- (d) Passage by a majority vote shall require an affirmative vote of a majority of members present at a meeting at which a quorum is present. Passage by a two-thirds vote (for budget amendments) shall require an affirmative vote by two-thirds of all members of the County Board. Passage by a two-thirds vote (for matters other than budget amendments) shall require an affirmative vote of two-thirds of members present at a meeting at which a quorum is present. Members voting "abstain" shall be included in the count of members present.

Rule 12. Reconsideration.

- (a) A vote on a motion requiring a majority for passage, including a vote by which a motion failed, may be reconsidered at the same meeting when moved for by one who voted with the majority (including a member who abstained on a motion which failed). If a motion requiring a majority failed due to a tie vote, any member may move to reconsider. A motion which required a two-thirds vote may be reconsidered on motion of a member who voted for the measure if it was passed; or by one who voted against, if it failed. Any member present may second a motion to reconsider.

- (b) A motion to reconsider must be approved by a two-thirds vote; provided, reconsideration of the annual tax levy, budget and appropriations ordinances may be reconsidered on approval by a majority vote. A motion to reconsider which fails may not be reconsidered, and a subsequent motion to reconsider the same vote at the same meeting shall be out of order.
- (c) The Chair may rule that a motion shall be treated as a motion for reconsideration, if a similar motion has been voted on by the Board at the meeting. If the Chair so rules, the Chair shall advise that the motion is out of order unless properly made as a motion to reconsider. A decision of the Chair to treat a motion as a motion for reconsideration shall be final unless the Board sustains an appeal of the ruling. A member may request that a motion be treated as a motion to reconsider under this Rule 12(c) or Rule 12 (d); however, if the Chair declines to so treat the motion, that decision shall be final and is not subject to appeal.
- (d) After the Board has voted on two or more motions to amend a main motion, the Chair may elect to treat all further motions to amend as motions for reconsideration under Rule 12(c), whether or not the amendments are similar to prior amendments. The Chair's decision to invoke this Rule 12(d) shall not be subject to appeal, and when invoked shall apply to every subsequent amendment to the main motion during the session.

Rule 13. Closed Sessions.

- (a) Closed sessions of the Board shall be conducted in accordance with the Illinois Open Meetings Act. Meetings may be closed for any reason permitted by the Open Meetings Act on motion approved by a majority of members present at an open meeting for which notice has been properly given, regardless of whether the meeting agenda indicates a closed session will be held. The motion to go into closed session shall state the reason for closing the meeting, and the topics to be discussed. Debate during closed session shall be limited to the topics stated in the motion to close the session, and matters germane to such topics.
- (b) Minutes of closed sessions shall be reviewed on at least a semi-annual basis to determine whether the need for confidentiality still exists for all or part of the minutes or whether the minutes or portions thereof no longer require confidential treatment and are available for public inspection.

Rule 14. Sessions and Adjournment.

- (a) A regular or organizational meeting of the Board is a session of the Board. Sessions may be adjourned on motion of a member, seconded, and approved by a majority of members present. If no time is specified, a motion to adjourn ends the session, and the next session will be held at the time of the next regular or organizational meeting as provided by these Rules of Order. If a motion to adjourn specifies a time to which the meeting is adjourned, the session of the Board at which such motion was made shall continue at the time specified in the motion.

- (b) The September session of the Board shall be adjourned from time to time until the annual tax levy, budget and appropriations ordinances have been properly passed by the Board. A motion to adjourn the September session of the Board, or any meeting to which it has been adjourned, before the annual tax levy, budget and appropriations ordinances have been passed shall be deemed and construed for all purposes to be a motion to adjourn to the regular or organizational meeting of the Board next scheduled as provided by these Rules, unless a different date and time are specified.

Rule 15. Suspension of Rules.

Rules of Order, including rules incorporated by Rule 4, may be suspended upon a two-thirds vote, except for Rules 1 through 4 and 16, which may not be suspended.

Rule 16. Scope, Duration and Amendment of Rules.

- (a) These Rules of Order shall apply to all meetings of the County Board, and to meetings of any standing committee of the Board. These Rules shall also apply to meetings of special committees, unless otherwise provided by law, ordinance, or resolution.

- (b) These Rules of Order shall be in effect from the date of their approval by the County Board, and shall remain in full force and effect until modified, superseded, or repealed by the County Board. All prior Rules of Order are repealed.

- (c) At each organizational meeting, the County Board may adopt these Rules for the term of the Board. If the County Board does not adopt these Rules, said Rules shall remain in effect; however, any of these Rules may then be suspended by a majority vote. A term of the Board, as used herein, begins when members are sworn in at an organizational meeting, and ends when members are sworn in at the next organizational meeting.
- (d) Rules of Order may be added, deleted, or amended by majority vote at any regular or organizational meeting of the Board; provided, notice of a proposal to add, delete, or amend Rules, including the text of any new or amended Rule, shall be given to all members no later than the regular or organizational meeting immediately preceding the meeting at which a vote is to be taken.
- (e) The provision of these Rules are adopted to facilitate the transaction of business by the County Board, and are procedural only. Failure of the County Board to strictly observe such Rules shall not affect the jurisdiction of the County Board, nor invalidate any action taken at a meeting that is otherwise held in conformity with law.

Rule 17. RESERVED

Rule 18. Committees. (Definitions)

- (a) “Standing Committee” means a committee established by Rule 21. Standing committees may be created or abolished by action of the County Board.
- (b) “Special Committee” means a subcommittee of a standing committee (Rule 22), an ad hoc committee (Rule 23), or an advisory committee (Rule 24). As used in these Rules, special committee also refers to other boards, commissions and committees which may be established by the County Board. Members of special committees shall serve without compensation, unless per diem or other compensation is specifically authorized by the County Board.
- (c) “Parent Committee” means the standing committee designated by Rule 21 to oversee the operations of, and act on all ordinances and resolutions concerning, a particular County office, department, or other entity for which it has oversight responsibility.

Rule 19. General Provisions on Committees.

- (a) A standing committee shall have the duty and authority to:
- (1) prepare an annual budget for each office, department, or other entity for which it is the parent committee, if County funds are to be appropriated for such office, department or other entity;
 - (2) examine and pass upon all bills and claims for payment of County funds from any office, department, or other entity for which it is the parent committee;
 - (3) receive and review financial and other reports required by statute to be made to the County Board by office holders and appointed officials for whom it is the parent committee, and report on the same to the County Board;
 - (4) keep written minutes of all open and closed sessions, and file and maintain the same in the County Board Office;
 - (5) investigate, and as necessary, recommend County Board action on any matters within the committee's area of general oversight or any matter of concern to the County involving the operation and management of County assets, operations, personnel matters;
 - (6) inform the Finance Committee of any problems with current budgets and any anticipated major changes in future budgets as far in advance as possible;
 - (7) take necessary action on matters referred by the County Board, the County Board Chairman, or a standing committee;
 - (8) take necessary action as parent committee on proposals by office holders and department heads.
- (b) Matters referred to a standing committee by the County Board or the County Board Chairman must be acted on promptly, and the committee's action shall be reported at the County Board's next meeting or such other time specified by the Board, or the County Board Chairman.
- (c) The following matters must be referred by a standing committee to the Finance Committee (and the Personnel and Labor Relations Committee when specified) before being brought to the County Board:

- (1) Budget amendments and out of category line item transfers (see Resolution # 09-1111);
 - (2) Matters which will require funding by a budget amendment requiring a two-thirds vote of all members (whether the budget amendment is to be requested immediately or at a later time);
 - (3) Matters involving issuance of bonds or the borrowing of money; Any contract which by law, ordinance or resolution is subject to competitive bidding;
 - (4) Any contract which would require the County to indemnify or hold harmless any person or entity, or which would waive any claim, right, or cause of action of the County; or, any contract which would require payment in advance of receipt of goods or services; or, any contract with or on behalf of any unit of local government or school district, or with the federal government, a state, or any agency or instrumentality of the federal government or a state; or, any contract which would require appropriation of funds in a future fiscal year;
 - (5) Any measure which would increase or decrease taxes, charges for services, fees, or otherwise affect revenues;
 - (6) Annual budgets.
- (d) A matter approved by a standing committee which does not require referral to another committee under Rule 19(c), shall be forwarded to the County Board, and may not be referred to another committee by the standing committee.
- (e) A committee to which a matter is referred under Rule 19(c) shall act upon the matter at its next meeting and, unless final action may be taken by the committee, shall forward the matter to the County Board with a recommendation to approve or reject; provided, if a matter referred to the Finance Committee fails to receive at least two votes in favor (or if no motion is made and seconded to approve the matter), it shall be returned to the parent committee for further action, except for the annual budget, appropriations, and tax levy ordinance, matters forwarded under this Rule shall be reported to the Board by the parent committee.
- (f) Office holders and department heads may request County Board action through their parent committees by sending a written proposal to their parent committee chairman not less than seven days before the committee's next meeting. If such a proposal is rejected (or if no motion is made and seconded to approve the proposal), the parent committee shall not forward the proposal to the County Board or refer it to any committee. A committee chairman may decline to place

an office holder or department head proposal on the agenda, if the proposal has been rejected by the committee more than once in a fiscal year.

- (g) (1) The Finance Committee shall have delegated authority to take action on behalf of the County Board with respect to final approval of contracts for goods and services to be paid for from funds appropriated for the purpose, except contracts requiring expenditures in excess of \$75,000 and any contract meeting one or more of the criteria of Rule 19(c)(5)

(2) The Finance Committee Chairman is authorized to sign any contract approved by the Finance Committee pursuant to Rule 19(g)(1). A contract rejected by the Finance Committee shall be forwarded to the County Board with a negative recommendation; provided, if a contract fails to receive at least two votes in favor (or if no motion is made and seconded to approve the contract), it shall be returned to the parent committee for further action.

- (h) If a member misses three consecutive committee meetings without notice or explanation to the committee chairman, said member shall be removed from the committee. At the next County Board meeting, the Committee on Committees shall recommend a replacement. A committee chairman or the County Board Chairman may request temporary assignment of a Board member to replace a committee member suffering an extended illness or absence. Said temporary member of the committee will serve until the regular committee member is able to return.

Rule 20. Committee Meetings.

- (a) Committee meetings shall be held on an as needed basis at regular times and places established annually. Committee meetings shall, to the extent possible, be set on separate dates to allow any and all members of the County Board to attend such meetings.
- (b) Committee chairman may change the times and places of committee meetings, cancel meetings, or call special meetings. Changes to times and places of meetings and the calling of special meetings shall be upon such notice as may be required by the Open Meetings Act. The County Board Office shall be notified immediately of any special meetings or changes. Meetings may be cancelled by notifying committee members and the County Board office by phone or mail.
- (c) (1) Committee chairman shall prepare an agenda for each meeting of their committee. The agenda shall include: 1) matters referred by the County Board or the County Board Chairman; 2) matters referred pursuant to Rule 19(c); 3) matters returned to the committee pursuant to Rule 19(e), *or* 19(g)(2), 4) proposals by an office holder or department head timely submitted pursuant to Rule 19(f); and 5)

other matters within the committee's area of general oversight the chairman desires to bring to the committee.

(2) Committee chairman shall submit their proposed agenda, together with any supporting documents, to the County Board Office seven days prior to the committee meeting for which it is prepared. The agenda shall be mailed to committee members by the County Board Office at least five days in advance, when possible.

(d) Committee meetings shall be conducted according to the Rules for County Board meetings, with the following exceptions:

(1) The committee chairman shall preside at committee meetings, and may make or second any motion, and comment on or debate any matter before the committee.

(2) Each committee shall elect a vice-chairman, who shall preside at meetings in the chairman's absence, and perform such other duties as requested by the chairman.

(3) Any Board member may attend committee meetings (open or closed). Committee chairman may allow a Board member who is not on the committee to debate or comment during the meeting. The County Board Chairman, Vice-Chairman or Finance Committee Chairman may participate in any committee meeting, and may, when necessary for the purpose of obtaining a quorum, act as an ex officio voting member of the committee. In the case that the Vice-Chairman and Finance Chairman are the same person, then the Vice-Chairman of the Finance Committee may serve as ex officio voting member.

(4) Committees may debate any matter on the agenda without having a motion pending before the committee.

(5) At the request of the State's Attorney or the attorney assigned as counsel to the Board, Committees shall review the minutes of their closed meetings.

(6) The chairman of a committee may adjourn a committee meeting to a specified time on the day of the next County Board meeting on his or her own motion, at which time the meeting shall continue. If a committee chairman moves or intends to move to adjourn to the day of the next Board meeting, the chairman may rule any other motion to adjourn out of order, which ruling shall be final and not subject to appeal.

(7) Committees may not table, delay, or refuse to act on matters referred for action under these Rules.

(e) Joint meetings of committees may be held when deemed desirable by the committee chairmen, or when required by these Rules. Each committee participating must

have a quorum present, and if any vote is taken, it must be taken and recorded separately for each committee; this shall include any Joint Committee meeting with any other governmental body.

Rule 21. Standing Committees.

(a) COMMITTEE ON COMMITTEES (5 MEMBERS)

Committee on Committees is responsible for making recommendations to the County Board regarding committee appointments, assignment of new members to committees, and reassignment of committee members. The Committee shall ensure each standing committee has at least one member of the political party in the minority.

The Committee shall also serve as the County Board's Credentials Committee. The Committee shall meet as the Credentials Committee on the day of the Board meeting following the election of Board members, and shall report to the Board on the credentials of the members-elect. The Credentials Committee shall also meet at such other times as new members are elected or appointed, and report on the credentials of said new members before they are sworn.

The Committee on Committees shall meet at organizational meetings, and thereafter at the call of the County Board Chairman.

(b) EXECUTIVE & LEGISLATION COMMITTEE (5 TO 9 MEMBERS)

The Executive and Legislation Committee shall be the parent committee for Vermilion Advantage, Board of Commissioners for North Fork Special Service Area Numbers 1, 2, and 3; and Technology Services/G.I.S. Department. The County Board Chairman shall represent the County Board for Vermilion Advantage.

The Executive and Legislation Committee shall have general oversight of economic development matters, matters relating to the actions of the County Tax Agent, and policy and procedure for operation of the County Board. The Executive and Legislation Committee may also consider matters of general interest to the County, as determined by the County Board Chairman, and shall monitor proposed state and federal legislation and keep the County Board Chairman and Chairpersons of the various committees of the County Board apprised of the substance and progress of proposed legislation affecting the County.

The Executive and Legislative Committee shall work with the Liquor Commissioner (County Board Chairman) on the development of rules and ordinances relating to the Liquor Ordinance, and on all matters relative to that ordinance when requested by the Liquor Commissioner.

The Executive and Legislation Committee shall meet in joint session with the appropriate parent committee to consider, interview, and make recommendations to the County Board concerning the appointment of a department head when requested by the County Board Chairman.

The Executive and Legislation Committee shall be comprised of the County Board Chairman, Vice Chairman, Finance Chairman, and up to six members at large. The County Board Chairman shall act as Chairman of the Committee.

(c) FINANCE & PERSONNEL COMMITTEE (5 TO 9 MEMBERS)

The Finance and Personnel Committee shall be the parent committee for the Auditor, County Board Office, the Treasurer (except for issues entrusted to the Taxation and Elections Committee), and the Job Training Partnership Program.

WHEREAS, it is suggested by the Finance & Personnel Committee and the Judicial & Rules Committee to add a note to the Rules of Order, Rules 21, Section (c) that states:

“The JTP Program was replaced with the Workforce Investment Act of 1998 (WIA) and is affiliated with the Work Force Investment Board. Resolution 99-1104 allowed for Vermilion County to retain the name Job Training Partnership for its name recognition within the community”.

The Finance and Personnel Committee shall have general oversight of preparation of the annual budget and tax levies, insurance and self-insurance matters, claims, County revenues and expenditures, long-term financial planning, purchasing, fiscal policies and procedures, and other financial matters affecting the County.

The Finance and Personnel Committee shall have general oversight of County personnel policies including, but not limited to, salary and benefit plans, job classifications, and employee guidelines; the Committee shall act as liaison between county personnel, department heads/office holders, and the County Board.

(d) HEALTH & EDUCATION COMMITTEE (5 TO 9 MEMBERS)

The Health & Education Committee shall be the parent committee for the County Health Department and the Board of Health, the Department of Animal Regulation, the Mental Health 708 Board, the Regional Superintendent of Schools and the Regional Board of School Trustees.

The Health & Education Committee shall have general oversight of public health and environmental matters, and matters affecting public education. The Committee shall review all applications for approval of plats, and make recommendations to the County Board concerning the same.

(e) JUDICIAL & RULES COMMITTEE (5 TO 9 MEMBERS)

The Judicial and Rules Committee shall be the parent committee of the Circuit Clerk, Court Administration, the Judiciary, the Jury Commission, the Probation Department, the Juvenile Detention Center, the Public Defender, and the State's Attorney.

The Judicial and Rules Committee shall have oversight of all matters relating to the operations and administration of the court system, shall examine all legal matters presented to the Committee with the advice of the State's Attorney, and shall consider all matters concerning the County Board Rules of Order.

(f) PROPERTY COMMITTEE (5 TO 9 MEMBERS)

The Property Committee shall be the parent committee of the Building and Grounds Department.

The Property Committee shall have general oversight of construction and maintenance of improvements to real property, except when included in the duties of other committees; the Committee shall have general oversight of the acquisition, leasing, and disposition of real property; the Committee shall be responsible for ensuring an accurate inventory of all County property is maintained, and shall have authority to declare as surplus and dispose of excess property as may be permitted by law or ordinance.

(g) PUBLIC SAFETY COMMITTEE (5 TO 9 MEMBERS)

The Public Safety Committee shall be the parent committee of the Coroner, Emergency Management Agency, the Merit Commission, the Public Building Commission, the Sheriff's Department, and the Vermilion County Metropolitan Enforcement Group.

The Public Safety Committee shall have general oversight of issues relating to the safety and protection of the public and the operations of the County Jail.

(h) TAXATION & ELECTIONS COMMITTEE (5 TO 9 MEMBERS)

The Taxation and Elections Committee shall be the parent committee of the Board of Review, the County Clerk, the Election Commission, the Recorder, the Supervisor of Assessments, and the Treasurer (for matters relating to tax bills and collection of taxes only).

The Taxation and Elections Committee shall have general oversight of matters relating to elections, and matters relating to the assessment and collection of taxes.

(i) **TRANSPORTATION COMMITTEE (5 TO 9 MEMBERS)**

The Transportation Committee shall be the parent committee of the Highway Department.

The Transportation Committee shall have general oversight of the operations and programs of the Highway Department and all matters relating to transportation; the Committee shall also make recommendations regarding construction and maintenance of roads including, but not limited to, recommending priorities for road work, securing bids for work, and recommending contracts for work to the County Board.

The Transportation Committee shall have the authority to acquire necessary right-of-way on behalf of the County, and the Chairman may appoint a three member subcommittee to negotiate such acquisitions. Right-of-way purchases shall be approved by the Committee, and the Committee may authorize payment of the cost of purchase and the expenses of the subcommittee, from the right-of way fund.

FOR ALL COMMITTEES

Quorums shall be determined by the committee assignments at the organizational meeting. The Committee on Committees may at the request of the Chairman, thereafter reduce or increase the size of a committee, between 7 to 9 members as needed thenceforth.

Rule 22. Subcommittee.

Subcommittees may be appointed by committee chairmen to study special problems or questions of concern to the committee. Subcommittees shall report to the standing committee and may make recommendations, but shall have no authority to take action on behalf of the committee or the County Board.

Rule 23. Ad hoc Committees.

Ad hoc committees may be appointed by the County Board Chairman to study any matter of interest to the County. The County Board Chairman shall appoint ad hoc committees at a regular or organizational meeting of the County Board. Ad hoc committees shall report to the County Board Chairman, and may make recommendations, but shall have no authority to take action on behalf of the County Board.

Rule 24. Advisory Committees.

Advisory committees may be created on motion approved by the County Board to study any matter of interest to the County, to hold hearings on specific matters, or to perform other functions as necessary. The County Board Chairman shall make appointments to advisory committees with the advice and consent of the County Board. Advisory committees shall report to the County Board, and may make recommendations, but shall have no authority to take action on behalf of the County Board, unless authority has been specifically delegated to the advisory committee by the County Board.

Rule 25. Per Diem.

Board Members shall receive a monthly combined salary and per diem of \$250 per month, provided however that for every unexcused absence during any month, the salary/per diem of that board member shall be reduced by \$50 for each unexcused absence. An unexcused absence is defined as being absent without prior notice to the County Board Chairman or Board Office.

Rule 26. Emergency Meetings.

Emergency meetings of the County Board and its Standing and Special Committees may be held at such times and on such notice as may be permitted by the Illinois Open Meetings Act.

Rule 27. Emergency Action.

The County Board Chairman, as statutory supervisor of the EMA Department, may take emergency action in the event a bona fide emergency occurs that requires immediate action. The County Board Chairman, in the event of an emergency, shall notify the Vice-Chairman, the Finance Chairman, and the County Clerk of said emergency. If time allows, a meeting of the Executive Committee shall be held with notice as set out in 5 ILCS 120/202 (Open Meetings Act) to vote on required action. If the nature of the emergency does not allow a meeting, the chairman may take such limited action as required to prevent further harm until a meeting may be scheduled, including the authority to authorize the expenditure of funds or use of County assets and personnel. Any such temporary action shall be communicated to the Finance Chairman and County Clerk. The Chairman shall act in the spirit of the Illinois Emergency Management Agency Act, 20ILCS 3305, and shall now, with the assistance of the EMA Director, develop plans for emergencies as may be encountered by the County in the future.

Rule 28. Monthly and Annual Calendar of Meetings.

The County Board Office shall prepare a monthly calendar of all meetings of the County Board and its committees, and any other County boards, commissions, or agencies. The monthly calendar may also include notice of meetings of other public agencies of interest to County residents. The monthly calendar shall be prominently posted as required by the Illinois Open Meetings Act, and distributed to County Board members, County office holders and department heads, and any other persons who request copies.

The County Board Office will prepare an annual notice of scheduled meetings of the County Board and its committees, and any other County boards, commissions, or agencies. The annual notice shall be posted and distributed in the same manner as the monthly calendar.