

# Committee of the Whole

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*October 9, 2018*

## *Agenda Items- Distributed*

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**TRAVEL REGULATIONS  
CHAMPAIGN COUNTY, ILLINOIS  
ESTABLISHED PURSUANT TO  
CHAMPAIGN COUNTY ORDINANCE NO. 946**

**ARTICLE I. APPLICABILITY AND POLICY**

**APPLICABILITY:** These Travel Regulations apply to all Elected Officials, Appointed Officials and Employees of the County of Champaign, regardless of source of funds. Mental Health is specifically excluded from this policy. These regulations do not apply to members of advisory boards or committees or other persons who are not employed financially by the County, except as provided in Article X, A and B. Appropriations for travel must be in appropriate County budgets prior to travel.

**POLICY:** The purpose of the Regulations is to insure that Elected and Appointed Officials and Employees who travel on official business will be treated fairly and reimbursed at rates which are reasonable, consistent with actual, necessary costs, and which will insure the promotion of economy in County government. The purpose is not to create any additional source of income beyond the Official's or Employee's compensation. Reimbursement of entertainment expenses is not allowed for any Elected or Appointed Officials, or for any Employees of the County.

**EFFECTIVE DATE:** These Regulations are to be effective October 19, 2018.

**ARTICLE II. AUTHORITY TO TRAVEL**

- A. The County Board, through its budget system, shall be responsible for maintaining a system for control of travel for officials and employees which will provide for the efficient and economical conduct of the County's business, both within and outside the County.
- B. Prior authorization for all trips planned during the budget year shall be obtained as part of the approved budget for each department. If appropriations are depleted from all travel line items during the budget year, an additional appropriate sum may be added by budget amendment or transfer for unanticipated trips, subject to County Board approval. Transfers within the same category are allowed.
- C. All travel shall be approved by either Appointed or Elected Officials, as department heads, prior to the beginning of travel. Said approval may be oral, but where requested, same can be in writing.
- D. As a courtesy, summary reports of travel for Conferences and Instruction and Schooling may be reported to the relevant Department Head, or in the case of

travel of a Department Head to the County Board. Such summary reports are not a requirement for reimbursement of expenses.

### **ARTICLE III. ALLOWABLE TRANSPORTATION EXPENSES**

#### **A. Governing Regulations**

1. All travel shall be by the most direct route.
2. All travel shall be by the most economical mode of transportation available, considering travel, time, costs, and work requirements.
3. County owned vehicles shall be used whenever possible.

#### **B. Use of Public Transportation**

1. The full cost of public transportation is recoverable if it is the chosen mode of transportation in view of Article III; A, 1 and 2.

#### **C. Use of Personal Vehicle**

1. When the use of a privately owned vehicle is necessary or desirable in consideration of the County's travel policy and expenditures, it may be used at the reimbursement rate given in the current year IRS provision for determination of mileage for business expenses.
2. When the use of public transportation is a reasonable alternative to the use of a personal vehicle, the mileage payment shall not exceed the cost of travel by public transportation.
3. Mileage will be payable to only one of two or more individuals traveling in the same vehicle. The names of all travelers and their employing department shall be listed on the travel voucher, along with a travel log that indicates date, purpose of trip, and total mileage.
4. No mileage payments are allowed for Elected or Appointed departments to attend committee meetings, subcommittee meetings and County Board meetings. The County Board Chair and County Board members are allowed mileage payments to attend committee meetings, subcommittee meetings, any other meetings they attend in fulfilling their duties as County Board Members, and County Board meetings.

#### **D. Fly Local Policy**

1. When making air travel decisions for Champaign County and its employees, consideration will always be first given to flying in and out of CMI.
2. In determination of the overall expense of air travel on behalf of the County, the following will all be considered in making air travel decisions for the County:
  - i. Costs of employee time spent in travel;
  - ii. Travel reimbursement to another airport;
  - iii. Parking fees;
  - iv. Time savings of getting through security at CMI versus other airports.

## **ARTICLE IV. ALLOWABLE LIVING EXPENSES**

### **A. Meal Expense**

1. When traveling outside Champaign County, reimbursement for meals and tips shall be allowed, in accordance with Internal Revenue Service per diem meal allowances as published annually for all cities within the continental United States. In January, the Auditor's Office will provide departments with a chart of the breakfast, lunch, and dinner reimbursement allowed within each per diem category for the calendar year.

Receipts for individual meals need not be submitted, but a travel log must be submitted in accordance with IRS regulations, which substantiates the business purpose (meeting type, seminar or conference title), the travel dates, the applicable meals to be reimbursed for each day, and the place (city).

2. Meals and tips will not be reimbursed, if the cost of meals for seminars or official meetings is included in the registration fee. A copy of the meeting brochure should be submitted with the travel log at the time of request for reimbursement.
3. Within Champaign County, meals and tips may be reimbursed for Officials and Employees attending meetings, conferences and seminars, if the attendance at the meeting, conference or seminar is required by the Department Head and if the meeting, conference or seminar, includes a meal for which the employee is expected to pay. The same limits apply as noted in Article IV. Section A, Items 1 and 2.
4. Alcoholic beverages are excluded from reimbursement.

5. Any exceptions to the above shall be presented in a letter to the Policy, Personnel and Appointments Committee for approval.

**B. Lodging**

1. Actual lodging expense will be reimbursed, with the understanding that:
  - a. The person traveling will always seek, and use, when available, the “government economy” room rate offered by the hotel.
  - b. When the “government economy” rate is not available, and a convention is the reason for the trip, the person will be reimbursed only in terms of the lowest two levels of convention lodging rates, unless such accommodations are not available to the person making the trip.
2. Receipts are required to be submitted with travel vouchers to support accommodation expenses claimed.

**ARTICLE V. ALLOWANCE MISCELLANEOUS EXPENSES**

- A. The following are items that may be reimbursed by the County under Miscellaneous Expenses, if authorized by the affected elected official/department head:

1. Taxicab fares (where a hotel limousine is available, it is to be used).
2. Limousine fares, i.e. hotel limousine.
3. City transit (if used instead of taxicab or limousine).
4. Parking fees.
5. Bridge, road and tunnel tolls.
6. Registration fees.
7. Storage of baggage.
8. Hire of room for official business (when appropriate).
9. Car rentals (when appropriate).
10. Tips for parking attendants and baggage handling.

- B. Any miscellaneous expense OVER \$20.00 shall be accompanied by a receipt.

## **ARTICLE VI. EXCEPTIONS TO TRAVEL REGULATIONS**

### **A. Any Exceptions**

- 1. ~~The Policy, Personnel and Appointments Committee may direct the Auditor to grant any exceptions to the above regulations, when necessary to meet special circumstances in the best interests of the County. Any exception to the above regulations shall be presented in a letter submitted to the Policy, Personnel and Appointments Committee for approval and recommendation for approval by the County Board which must be documented with a roll call vote.~~

## **ARTICLE VII. APPROVAL OF TRAVEL EXPENSES FOR MEMBERS OF THE COUNTY BOARD**

- A. Approval of expenses. Expenses for travel, meals, and lodging of any member of the County Board may only be approved by roll call vote at an open meeting of the County Board.
- B. Documentation of expenses. Before an expense for travel, meals, or lodging may be approved for any member of the County Board, the following minimum documentation must first be submitted, in writing, to the County Board:
  - a. An estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred;
  - b. The name of the individual who received or is requesting the travel, meal, or lodging expense;
  - c. The job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and
  - d. The date or dates and nature of the official business in which the travel, meal, or lodging expense was or will be expended.
- C. All documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act.

## **ARTICLE VIII. PREPARATION OF A TRAVEL VOUCHER**

- A. All claims for the reimbursement of traveling expenditures shall be submitted within sixty (60) days of the last date of travel on a County voucher and shall be itemized in accordance with the regulations. If an employee is unable to meet the specified deadline of within sixty days of the last date of travel, the employee will not receive reimbursement.

- B. Each year, there shall be an exception period to the sixty day requirement for submission of travel receipts with regard to travel occurring up to December 31<sup>st</sup>, the last day of the fiscal year. All requests for reimbursement of travel expenses incurred in the month of December of each year should be submitted to the Auditor's Office by the deadline established by the Auditor for submission of payments to allow payment out of the appropriate fiscal year expenditure budget. If the payment is not submitted in that time frame, the Auditor's Office will not pay the reimbursement.
- C. In all instances, travel vouchers shall be supported by receipts for public transportation, lodging, and all other miscellaneous items in excess, individually, of \$20.00.
- D. Individuals submitting travel vouchers are personally responsible for the accuracy and propriety of said vouchers. Any misrepresentation shall be grounds for disciplinary or legal action.
- E. In order to avoid unnecessary paperwork, cash advances are to be issued for travel only when the trip is outside Champaign County and involves an overnight stay, otherwise reimbursements for travel shall be made through the accounts payable system and not by issuing advances.

**ARTICLE IX. OTHER EXPENSE GUIDELINES**

- A. **Items Billed Directly.** No requests for reimbursement shall be made for items of expenditure, in connection with travel, that are billed directly to the County. Travel expense items billed to a credit card should accompany an appropriately signed and completed County voucher for reimbursement.
- B. **Business Meals & Expenses.** Business breakfasts, lunches and dinners, for both County employee and appropriate guest, which are involved in the course of conducting County business shall be termed a legitimate expenditure for County Officials, Employees and appropriate County guests.

**Example:** A County employee pays for his own lunch and that of an architect working on space needs for the county. BOTH lunches would be charged to 533.84. (The cost of the employee's lunch is subject to meal allowance limitations; the cost of the guest's meal is not.)

Business breakfasts, lunches and dinners shall:

- 1. Be in accord with IRS per diem meal allowances as published annually, for county employees.

2. Have documentation of the nature of the business and expenses incurred, attached to the reimbursement voucher submitted.
- C. All reimbursement is subject to budget limitations.
  - D. Reimbursement will be made for travel expenses of job applicants while in Champaign County for interviewing purposes. This can include transportation, hotel, meals and other allowable expenses. Total expenses are set by the Policy Personnel and Appointments Committee for each job search, but other County limitations will not apply. Job applicants should be advised in advance that the Internal Revenue Service requires that we have documentation for reimbursed expenses.

The Search Committee may invite County employees, County Board members, and other public local officials to eat meals with, or attend receptions for, job applicants, subject to the total search expense limitation. Specific meal allowances per person will not apply to such meals.

#### **ARTICLE X. PROSPECT AND APPOINTEE TRAVEL**

- A. Upon the request of the County, a prospect for a position in County government may be reimbursed for reasonable travel expenses incurred in coming to County office buildings for interviews.
- B. Upon request of the County to travel to the County to conduct official business prior to employment, an individual appointed by the County to an authorized position may be reimbursed for travel expenses, within the reimbursement guidelines of this policy.

#### **ARTICLE XI. CREDIT CARDS**

A credit card may be obtained by a County department for the efficient operation of the department in regard to charging and payment of business expenses including air fares, lodging, car rental, hotels, other ground transportation, meals, and other miscellaneous expenses that cannot be conveniently paid for by other means.

- A. **ELIGIBILITY** – Champaign County business credit cards may be issued to department heads, for allowable use by that department.
- B. **POLICY** – Champaign County credit cards are issued for the convenience of department heads and their designees. Champaign County credit cards are for business related purchases only.
- C. **PROCEDURES** –
  1. **Purchasing Limits** – All Champaign County departments issued credit cards, are authorized to utilize Champaign County business credit cards

for purchases of up to \$5,000 for travel arrangements in compliance with the Champaign County Travel Policy. Purchases of all other goods and/or services, up to \$5,000, that can be made more conveniently through the use of the credit card are also authorized if made in compliance with the Champaign County Purchasing Policy.

2. Tax Exempt Status – Champaign County Department Heads are also required to ensure that vendors are made aware of and provided with Champaign County tax exemption information whenever applicable.
3. Receipts - Receipts for all purchases made on Champaign County business credit cards are to be submitted to the Department Head or his/her designee as soon as practicable after the charge is made; and receipts for all purchases made on Champaign County business credit cards are to be submitted to the Auditor's Office with the monthly payment requisition for reconciliation with account statements.
4. Examples of Allowable Use – Champaign County business credit cards may be used for, but not limited to the following:
  - i. Hotel expenses
  - ii. Conference Registration
  - iii. Business meals
  - iv. Car rentals and fuel
  - v. Supplies and equipment which can be more conveniently purchased through a credit card and whereby tax exempt purchases can be accomplished.

## **ARTICLE XII. ADVISORY BOARDS AND COMMITTEES**

- A. Boards and committees having a budget included as part of the County operating expense, are entitled to include a travel item in their budgets, subject to County revenue limitations. Members of such boards and committees shall be reimbursed for approved travel expenses in accordance with the provisions contained in these regulations.
- B. Members of advisory boards, committees, or other groups of private citizens which have no board, committee, or group-budget subject to County support, are not covered by these regulations and shall not be reimbursed for travel expenses by the County unless specifically authorized by the County Board, by the recommendation of the Policy, Personnel and Appointments Committee.

### **ARTICLE XIII. FOR COUNTY BOARD MEMBERS ONLY**

- A. County Board members shall be paid one per diem daily for meetings attended, whether local or outside Urbana, in accordance with County Board regulations and except where such per diem payment is expressly forbidden by state law. The per diem shall be in addition to approved travel allowance for transportation, meals, and other miscellaneous accompanying expenses.
- B. The County Board Chair and County Board members are allowed mileage payments to attend committee meetings, subcommittee meetings, any other meetings they attend in fulfilling their duties as County Board Members, and County Board meetings.

### **ARTICLE XIV. APPROPRIATE BUDGET LINE ITEMS FOR TRAVEL EXPENSES**

The following line items are to be used for the charging of travel expenses. The proper account should be used for travel-related expenses, based on the descriptions below:

**533.12 JOB-REQUIRED TRAVEL** – Reimbursement will be made for travel expenses as a result of performing mandatory, job-required duties. Mileage will be paid for the use of personal vehicles for business trips inside the County when such trips are a normal part of getting the job done.

Examples: - Viewing property – Assessor’s Office  
- Inspecting county roads – Highway Department  
- Delivering reports, etc. – Coroner

Reimbursement may be made for trips outside the County which are required by the individual’s job. This can include mileage, public transportation, meals, hotel, registration and other expenses as allowed by the travel policy.

Examples: - Transporting prisoners – Correctional Center  
- Meeting with IDOT officials in Paris, IL – Highway  
- Attendance at UCCI Meetings – County Board

**533.95 CONFERENCE & SCHOOLING** – Reimbursement may be made for travel expenses related to attending a conference, seminar, or workshop which employees have the option to attend. This can include mileage, public transportation, meals, hotel, registration and other expenses as allowed by the travel policy.

Examples: – National Association of County Officials Annual Conference  
- American Payroll Association Annual IRS Up-Date

- County Clerk/Recorder Zone meetings
- Total Quality Management Two-Day Seminar  
(If the zone meeting is in Champaign County, the meal will not be reimbursed, unless part of the meeting fee. If the TQM seminar is in Champaign/Urbana, tuition and books will be reimbursed, but meals and mileage will not be.)

Reimbursement may be made for expenses (registration/tuition, books) incurred by an employee while attending educational courses for the improvement of their job performance. If the approved course is out of the County, other allowable expenses may be reimbursed; transportation, hotel, and meals. All such expenses should be charged to 533.95.

Examples: - IN-COUNTY: Parkland College business writing class,  
University of Illinois accounting class

- OUT-OF-COUNTY: Danville Community College workshop on  
Microsoft Windows

Some employees are required to attend classes or workshops in order to maintain their job status. Employees generally have the option to attend courses from a list of several. This is properly considered schooling and should NOT be charged to 533.12 Job Required Travel.

Examples – Property Assessment Institute classes, for Board of Review members or Supervisor of Assessment employees, to maintain CIAO designation.

- Coroner’s classes to satisfy 24-hr annual schooling requirement.

NOTE: Restrictions set forth in the Travel Policy apply.

#### **ARTICLE XV. MISUSE OF CHAMPAIGN COUNTY TRAVEL POLICY**

Any misrepresentation or misuse of this policy shall be grounds for disciplinary and/or criminal or civil liability.

**C. Pius Weibel**  
Chair

*cweibel@co.champaign.il.us*

**Giraldo Rosales**  
Vice-Chair



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**Office of  
County Board  
Champaign County, Illinois**

**Memorandum**

**TO:** Champaign County Board Members,  
Deb Busey, Interim County Administrator

**FROM:** C. Pius Weibel, Chair

**RE:** A new state-wide organization of County Board members

**DATE:** October 8, 2018

There have been state-wide organizations of County Board members for quite some time. We currently belong to two of them. The first, the Illinois Association of County Board Members (IACBM), evolved out of an older umbrella organization for all County officials. As other elected officials formed their own state-wide organizations, the County Board officials created the IACBM as a stand-alone organization. We belong to the IACBM and through them we have our Nationwide Deferred Compensation plan for our employees. The second organization, the United Counties Council of Illinois (UCCI), evolved out of a previously established Illinois County Board Association. We also belong to the UCCI and through them we have our workman's compensation insurance.

There is a third association which we have never belonged to—the Metro Counties of Illinois, which apparently formed as the result of an internal power struggle which resulted in the suburban counties breaking away from the UCCI and forming their own association. Recently the Metro Counties of Illinois has collapsed, and a new Illinois State Association of Counties has arisen from those ashes.

The question that I present to you is this: Should we join this new organization? Our current annual dues for membership in the IACBM is \$1,700 and for the UCCI \$1,000. Membership cost are formula based and my calculation is that our annual costs would be \$8,509. We would be part of the "Large County Board Caucus" (counties with population greater than 100,000)—along with the "Cook and the Collar Counties Caucus" and the "Rural Action Caucus" (counties with population less than 100,000).

Attached you will find brief descriptions of the IACBM, the UCCI, and the by-laws for the Illinois State Association of Counties.



## ABOUT US

The Illinois Association of County Board Members (IACBM) is a not-for-profit organization that assist the state's 102 counties in providing effective county governance to the people of Illinois. With its office conveniently located near the State Capitol in Springfield, IACBM provides county officials a means to congregate, educate and advocate their interests before the state government.

The non-partisan association is governed by a Board of Directors composed of one representative from each county in good standing. An Executive Board elected by the membership performs the duties of the Board of Directors between meetings. The day-to-day operations are carried out by the executive director and staff.

All Illinois counties qualify for membership by the payment of annual dues. IACBM provides the opportunity for county board members to take leadership roles by serving on steering committees, task forces and a standing legislative committee. The organization's strength remains with the dedicated elected official.

Over the years, IACBM has evolved into a highly respected organization that offers the full spectrum of association services – education programs, legislative representation, leadership and networking opportunities, research assistance, insurance coverage, purchasing programs, and publications that keep counties well informed about local government issues.

**Illinois county officials working together to provide effective government for citizens – that's what the Illinois Association of County Board Members is all about.**

## PRESIDENT'S MESSAGE

### ABOUT US

#### PRESIDENT'S MESSAGE

#### EXECUTIVE BOARD

#### STAFF AND CONSULTANTS



**Welcome to Illinois Association of County Board Members (IACBM) website.**

Founded in 1960, the IACBM is the largest and one of the most respected organizations in the state of Illinois representing county governments. Providing an environment conducive to effective advocacy and education is a key part of our mission.

This website is designed to be a resource, not only for members, but any individual interested in learning more about the role county government plays in our lives. As you navigate these pages, we hope you gain a better understanding of Illinois county government, the laws we're governed by and the public officials that serve.

Communication and professional development are also a vital aspects of this organization. As members, we hope that you find valuable content and resources that will assist you in providing leadership to your county. Participation in our various service programs is a great way to start and at the same time, save taxpayer dollars. The highlight being the Counties of Illinois Risk Management Agency (CIRMA), which in its tenth year continues to provide counties with the most comprehensive insurance coverage at the best price.

It is an honor and privilege to be chosen to serve a President of the IACBM. I pledge to continue the esteemed work and fine traditions set by my predecessors. As we continue to expand this website, we hope to connect with our colleagues at every level of government. Even better, we hope to encourage a new generation of leaders.

Sincerely,

Donald Little, President  
Jersey County

# United Counties Council of Illinois

≡ MENU

## ABOUT US



United Counties Council of Illinois (UCCI) is a statewide association of county boards that provides numerous services to counties and county officials. UCCI tracks proposed legislation, provides legislative input, and affords units of county government a presence in the legislative process through its efforts on proposed legislation involving all aspects of county government. In addition to its legislative efforts, UCCI offers its members a broad range of services that are beneficial to counties and county officials.

A major focus of UCCI is providing educational opportunities to county officials through its **Leadership Academy program** with the University of Illinois, as well as various training programs and statewide seminars on topics of interest to its members.

The publication of an annual “**Statewide Salary and Fringe Benefits Survey**” by UCCI started in the mid ‘80s, and continues to be a valuable resource document for counties across the State of Illinois during their budgeting process and collective bargaining negotiations.

The **Illinois Counties Risk Management Trust (ICRMT)** was developed by UCCI in 1983 as an insurance pool offering numerous types of coverage to address the various risks faced by public entities. Presently, more than 200 units of local government participate in the ICRMT, including over 50% of counties located in Illinois, as well as numerous municipalities, townships and school districts.

**UMED**, a similarly structured insurance program, is a public entity group health insurance program developed by UCCI, and administered by **Insurance Program Managers Group (IPMG)**, offering public entities an affordable alternative to private health insurance carriers.

UCCI also holds the copyright to the reference guide "**Practical Guide to County Government Law**", published in 2015, which provides an overview of issues county governments and officials may face in the carrying out of their duties and responsibilities. This guide has proven to be a valuable source of information to both new and experienced county officials as they undertake their responsibilities in the governance of a county, as well as those who are concerned with the operation of county government.

As a statewide association of county boards, it is the goal of UCCI to serve its members, and their constituents, by providing the resources needed to meet the challenges of today's ever-changing times and to best serve the citizens of their communities.

# **By-Laws of the Illinois State Association of Counties**

**Adopted by the Board of Directors**

**May 31, 2018**

## **Article I Name and Principle Office**

### **Section 1. Name**

The name of the corporation is the Illinois State Association of Counties ("ISACo").

### **Section 2. Principle Office**

The principle office of ISACo shall be located at or near Springfield, IL

## **Article II Mission and Purpose of ISACo**

### **Section 1. Mission Statement**

ISACo strives to be the voice of all 102 Counties in Illinois. ISACo is a highly visible civic force, with a diverse Board of Directors representing all corners of the State, providing leadership and services to ensure fair, effective and efficient government for the good of all Counties and all the people of Illinois.

### **Section 2. Purpose of ISACo**

ISACo serves as a forum to improve and promote the needs of County Government. ISACo provides a united voice for County Government by communicating the County perspective to state officials and the public, and counseling in the implementation of new laws. ISACo provides education and training to County Board Members, Countywide Officials and their staff. ISACo performs research and develops policy statements in the interest of County Government. ISACo provides services and assistance to all Illinois Counties.

ISACo also serves:

- (a) To unite Illinois Counties and promote the best practices and policies in the administration of county government for the benefit of the people of Illinois.
- (b) To serve as a central organization for information and research, for the collection, analysis and dissemination of data relating to county government.
- (c) To Devise, promote and maintain practical and financially sound policies and programs for the efficient administration of county government.

- (d) To devise, promote and maintain workable legislation relating to the efficient administration of county government.
- (e) To cooperate and collaborate with federal, state, and local governmental agencies and other organizations in developing, promoting and maintaining practical, efficient and financially sound county government.
- (f) To publish and circulate official publications and such bulletins and reports on behalf of ISACo as may be appropriate.
- (g) To engage in any kind of activity, and to enter into, perform and carry out contracts of any kind necessary or in connection with or incidental to the accomplishment of any one or more of the non-profit purposes of ISACo.

ISACo is organized exclusively for non-profit purposes and will operate at all times in the manner contemplated by Section 501(c)(4) of the Internal Revenue Code as it now exists or its successor, or by such other provisions of such code as will accomplish its non-profit purposes.

### Article III Membership

#### Section 1. Classes of Membership

There shall be four classes of membership in ISACo ("Members"). The four classes or types of membership are active, associate, sustaining and life.

#### Section 2. Eligibility

- (a) Active membership shall be open to:
  - (i) any County in Illinois that has paid its membership dues("Member County" ); and
  - (ii) any county elected or appointed official from an Active County who seeks to participate in ISACo ("Active Member" );
- (b) Associate membership shall be open to former Active Members and such other public officials as may be determined by the Board of Directors("Associated Member" );
- (c) Sustaining membership shall be open to those individuals, firms, associates or corporations interested in supporting the purposes of ISACo ("Sustaining Member");
- (d) Life members shall include ("Life Members")
  - (i) Past Presidents of ISACo upon termination of their status as an Active Member;
  - (ii) Any former Active Member may, upon recommendation of the Board of Directors and approval by a majority vote of Member Counties present and voting at an annual or special meeting, be awarded Life membership.

### **Section 3. Termination of Membership**

Membership in ISACo shall terminate when a Member County or Active Member of any class:

- (a) Submits a written resignation to the Board of Directors;
- (b) An Active Member ceases to be an elected or appointed official of an Active County;
- (c) An Member County fails to pay, by April 15<sup>th</sup> of any year, the dues, assessments or other financial commitments to ISACo. Any membership terminated for this reason may be reinstated when the financial obligation to ISACo has been fully discharged;

### **Section 4. Suspension of Membership**

Any Member County or Active Member may be suspended with or without cause by a majority vote of Member Counties at any annual or special meeting called for that purpose. So suspended, they may be reinstated at such time and upon such conditions as may be determined by a majority vote of Member Counties at any regular or special meeting. Any Member County or Active Member who is suspended or terminated for any reason shall forfeit any dues paid, and shall not be allowed to take part in any ISACo activities.

## **Article IV Meetings of ISACo**

### **Section 1. Place of Meetings.**

Meetings shall be held at the principal office or place of business of ISACo or at such other suitable place convenient to the Members as may be designated by the Board of Directors.

### **Section 2. Annual Meeting.**

The annual meeting of ISACo shall be held on a date determined by the Board of Directors. ISACo may transact such business of ISACo as may properly come before ISACo at the annual meeting. The notice of the annual meeting shall be given to all classes of Members not less than fourteen (14) calendar days before the meeting and shall state the time and place of the meeting and a preliminary agenda of the meeting. The notice shall also include instructions for the designation of an Official Representative and Alternate of a Member County for voting purposes.

### **Section 3. Special Meetings.**

Special meetings may be called by a resolution adopted by the Board of Directors, or upon written request signed by at least twenty (20) Member Counties or twenty (20) Active Members representing twenty (20) different Member Counties. The notice of any special meeting shall state the time and place of such meeting and the purposes thereof, and shall be given to all classes of Members not less than ten (10) calendar days before such meeting. The notice shall also include instructions for the designation of an Official Representative and Alternate of a Member County for voting purposes. No business, except as stated in the notice, shall be transacted at a special meeting.

#### **Section 4. Quorum.**

Except as otherwise provided by statute, the Articles of Incorporation, or these By-Laws, at any Annual or Special meeting where one fourth (1/4) of the Official Representative or Alternate of the Member Counties are present shall constitute a quorum.

#### **Section 5. Voting**

At every annual or special meeting voting shall be accomplished by a vote of the Official Representative or Alternate of Member Counties on any question or issue relating to the adoption of resolutions, policy statements, legislative program, or amendments to these By-Laws. A simple majority of votes cast by the Official Representative or Alternate of Member Counties shall determine any question brought up before such meeting unless the question is one upon which, by law, the Articles of Incorporation, or these By-Laws, a different vote is required, in which case, such provision shall govern and control.

#### **Section 6. Designation of Official Representative and Alternate by Member Counties**

Each Member County shall, for the purposes of voting at any annual or special meeting of ISACo, designate an Official Representative and Alternate. The Official Representative and Alternate for a Member County shall be appointed by the President, Chairman or County Executive, with the advice and consent of the County Board.

In designating the Official Representative and Alternate a Member County may only name a County Board Member, Commissioner, President, Chairman or Executive.

#### **Section 7. Order of Business**

The order of business at the annual meeting shall, include at a minimum, the following items on the agenda:

- (a) The President shall call the meeting to order;
- (b) Roll call of officers;
- (c) Reading of report of Secretary and approval of the minutes of the last meeting;
- (d) Report of Officers;
- (e) Reports of standing committees, special committees, and task forces, if any;
- (f) Unfinished business;
- (g) New business;

All matters of parliamentary procedure, not inconsistent with the Articles of Incorporation, these By-Laws, and the laws of Illinois, shall be governed by Robert's Rules of Order.

### **Article V**

#### **Dues**

#### **Section 1.**

The annual dues for Member Counties shall be prescribed by the Board of Directors. No change in the dues schedule shall become effective until it has been announced at the annual meeting. Membership dues shall be payable annually in advance at the beginning of ISACo's fiscal year, provided that any County not paying its dues by April 15 shall cease to be an County Member.

E/Seven

Article VI  
Board of Directors

**Section 1. Board of Directors**

ISACo shall be governed by a Board of Directors. Such Board shall be composed of County elected or appointed officials as follows:

- Four (4) Directors:** Who are Active Members, appointed by the President of Cook County, Illinois;
- Three (3) Directors:** Who are Active Members, appointed by a majority vote of the County Chairs and Executives from DuPage, Lake, Will, Kane, McHenry and Kendall Counties;
- One (1) Director:** Who is an Active Member outside of the seven County Chicago Metropolitan area, appointed by the Board of Directors of the United County Councils of Illinois ("UCCI"). Should the UCCI fail to appoint a Director by May 31, 2018, the IACBMC shall be allowed to appoint a second Active Member outside of the seven County Chicago Metropolitan area.
- One (1) Director:** Who is an Active Member outside of the seven County Chicago Metropolitan area, appointed by the Board of Directors of the Illinois Association of County Board Members and Commissioners ("IACBMC"). Should the IACBMC fail to appoint a Director by May 31, 2018, the UCCI shall be allowed to appoint a second Active Member outside of the seven County Chicago Metropolitan area.
- One (1) Director:** Who is an Active Member, appointed by a majority vote of the Large County Caucus;
- One (1) Director:** Who is an Active Member, outside of the seven County Chicago Metropolitan area, appointed by a majority vote of the Chairs of all affiliated organizations of elected or appointed County Officials.

The above distribution of members of the Board of Directors may only be amended by a positive vote of sixty percent (60%) of Member Counties, representing at least forty percent (40%) of the total population of the State of Illinois as determined from the most recent federal census.

Each Director shall attend at least a majority of the regular and special meetings of the Board of Directors. Any director not attending a majority of the regular and special meetings of the Board of Directors during any calendar year, except for a long-term health related absence, military service, or acceptable emergency, shall be ineligible for re-appointment to the Board of Directors.

**Section 2. Director's Terms**

Every December 1, in even numbered years, or as soon thereafter as is practical, each member of the Board of Directors shall be reappointed as provided for above.

The first such reappointment shall take place on December 1, 2018. However, the first reappointments of Board Members by the United County Council of Illinois and the Illinois Association of County Board Members and Commissioners shall not take place until December 1, 2020.

### **Section 3. Governing Powers and Duties**

The Board of Directors shall have all the powers and duties necessary or appropriate for the administration of the affairs of ISACo, and may do all such acts and things as are not prohibited by law, the Articles of the Incorporation or these By-Laws.

The Board of Directors shall employ and fix the compensation of an Executive Director who shall serve at the pleasure of the Board of Directors. Provided however, that nothing in this section prohibits the Board of Directors to enter into a contract with the Executive Director specifying the terms and conditions of the employment of the Executive Director.

### **Section 4. Vacancies**

Vacancies of any member of the Board of Directors shall be filled for the remainder of the unexpired term by the same process as the vacating member was originally appointment.

### **Section 5. Compensation**

No compensation shall be paid to any Director for their services on the Board of Directors. Directors may be reimbursed for actual expenses incurred by them in the performance of their duties, and as approved by the Board of Directors.

### **Section 6. Regular Meetings**

Regular meetings of the Board of Directors may be held at such time and place as shall be determined from time to time by the President, but at least six (6) such meetings shall be held during the fiscal year. Notice of regular meetings of the Board of Directors shall be given to each Director in writing or email at least five (5) business days prior to the day named for such meeting. Any Active Member of ISACo may attend any regular meeting of the Board of Directors.

Any Director not able to attend any regular meeting of the Board of Directors shall directly notify, prior to the meeting, the President or Secretary that they shall be unable to attend. The notification shall be in writing or email and shall include the reason for the absence.

### **Section 7. Special Meetings**

Special meetings of the Board of Directors may be called by the President on at least twenty-four (24) hour notice to each Director given in writing or by email, which notice shall state the time, place and purpose of the meeting. Special meetings of the Board of Directors shall be called by the President or Secretary in like manner and on like notice on the written request of at least four (4) Directors. Any Active Member of ISACo may attend any special meeting of the Board of Directors.

Any Director not able to attend any special meeting of the Board of Directors shall directly notify, prior to the special meeting, the President or Secretary that they shall be unable to attend. The notification shall be in writing or email and shall include the reason for the absence.

### **Section 8. Quorum**

At all meetings of the Board of Directors, seven (7) Directors shall constitute a quorum.

### **Section 9. Voting Requirements**

A super-majority of seven (7) Directors shall be required for the passage of any item before the Board of Directors, except where a larger number is required by law, by the Articles of Incorporation, by these By-

Laws, or pursuant to a resolution adopted by the Board, for a specific type or specific types of issues or actions. If at any meeting of the Board of Directors less than a quorum is present, those present may discuss any issue but may not vote on any motion or resolution until a quorum is declared. A majority of those present at any meeting where less than a quorum is present may adjourn the meeting to another time. At any such adjourned meeting, any business which might have been transacted at the meeting as originally called may be transacted provided notice is provided as required herein.

#### **Section 10. Minutes**

The Secretary shall cause to be maintained minutes of the Board of Directors in a separate book and electronically and they shall be available to any Active Member of ISACo upon request.

#### **Section 11. Proxy Voting**

Proxy voting for a member of the Board of Directors shall not be permitted.

#### **Section 12. Attendance by Phone or Other Device**

At any regular or special meeting of the Board of Directors, any Director may attend the meeting by phone or other such device. Any Director so attending shall be counted for purposes of a quorum, and may vote on any and all actions by the Board of Directors as if the Director was there in person.

If a connection by phone, or other such device, ceases to function during the meeting, the President or Secretary shall attempt three (3) times to re-connect the Director to the meeting. If the connection cannot be re-established, the record of the meeting shall reflect that the Director was unable to further attend the meeting due to technical issues. If the Director's inability to continue attendance breaks a quorum, no further votes of the Board of Directors may be taken. A majority of those still present may adjourn the meeting to another time. At any such adjourned meeting, any business which might have been transacted at the meeting as originally called may be transacted provided notice is provided as required herein.

### **Article VII Executive Committee**

#### **Section 1. Designation**

The Executive Committee shall be composed of five (5) members and shall consist of:

- (a) The elected officers of ISACo: President, Vice-President, Secretary and Treasurer;
- (b) The Executive Director of ISACo shall serve in an ex – Officio capacity.

#### **Section 2. Powers and Duties**

The Executive Committee, between the meetings of the Board of Directors, shall have all the powers and exercise all the duties of the Board of Directors necessary or appropriate for the administration of the affairs of ISACo which may be lawfully delegated to it by the Board of Directors and are not by law or by the Articles of Incorporation or by these By-Laws directed to be exercised and done by the Member Counties.

#### **Section 3. Meetings**

Meetings of the Executive Committee shall be called by the President. The President shall also call a meeting of the Executive committee upon the request of any three (3) members of the Executive

Committee. Notice of meetings of the Executive Committee shall be given to each member of the Executive Committee in writing or by email at least five (5) days prior to the date of the meeting. Any Active Member of ISACo may attend any meeting of the Executive Committee, provided however, that the Executive Committee may go into executive session for any purpose.

#### **Section 4. Quorum**

At all meetings of the Executive Committee three (3) members of the Executive Committee shall constitute a quorum.

#### **Section 5. Voting Requirements**

A-vote of three (3) Executive Committee Members shall be required for the passage of any item before the Executive Committee, except where a larger number is required by law, by the Articles of Incorporation, by these By-Laws, or pursuant to a resolution adopted by the Board or the Executive Committee, for a specific type or specific types of issues or actions. If at any meeting of the Executive Committee less than a quorum is present, those present may discuss any issue but may not vote on any motion or resolution until a quorum is declared. A majority of those present at any meeting where less than a quorum is present may adjourn the meeting to another time. At any such adjourned meeting, any business which might have been transacted at the meeting as originally called may be transacted provided notice is provided as required herein.

#### **Section 6. Minutes and Reports**

The Secretary shall cause to be maintained minutes of meetings of the Executive Committee in a separate book and electronically and they shall be available to any Member upon request. Minutes of the Executive Committee shall be made available to the members of the Board of Directors at its next meeting, provided however, if the Executive Committee meets immediately prior to the meeting of the Board of Directors and on the same day, an oral report shall be given.

#### **Section 7. Committee Responsibilities**

For Audit Purposes The Executive Committee Shall:

- (a) Establish guidelines for the performance of an annual audit by a certified public accountant licensed by the State of Illinois.
- (b) Recommend to the Board of Directors the retention of a certified public accountant licensed by the State of Illinois to perform the annual audit.
- (c) Review the annual audit, make a report to the Board of Directors, and make a copy of the annual audit available to any Active Member upon request.

The Executive Director shall submit to the Executive Committee and, with the approval of the Executive Committee, shall employ and fix the compensation of persons selected to fill all positions of ISACo subject to the established pay ranges in the ISACo compensation system document as approved by the Board of Directors.

### **Section 8. Attendance by Phone or Other Device**

Any member of the Executive Committee may attend the meeting by phone or other such device. Any member so attending shall be counted for purposes of a quorum, and may vote on any and all actions by the Executive Committee as if the member was there in person.

If a connection by phone, or other such device, ceases to function during the meeting, the President or Secretary shall attempt three (3) times to re-connect the member to the meeting. If the connection cannot be re-established, the record of the meeting shall reflect that the member was unable to further attend the meeting due to technical issues. If the member's inability to continue attendance breaks a quorum, no further votes of the Executive Committee may be taken. A majority of those still present may adjourn the meeting to another time. At any such adjourned meeting, any business which might have been transacted at the meeting as originally called may be transacted provided notice is provided as required herein.

## **Article VIII Officers**

### **Section 1. Designation**

The principal officers of ISACo shall be a President, Vice President, Secretary and a Treasurer, who shall be elected by the Board of Directors from its voting members. No two offices may be held by the same person.

### **Section 2. Election of Officers**

The Officers of ISACo shall be elected every December in even numbered years by the Board of Directors. If the Board of Directors fails to meet as specified or if they are unable at that time to elect any or all Officers for any reason, then the election of those Officers not elected shall be continued to the next meeting of the Board of Directors until all Officers are elected. Officers shall serve until their successors are elected. The President shall be limited to serving not more than three (3) consecutive terms. All the Officers of ISACo shall be members of the Board of Directors and shall enjoy full voting rights at all meetings of the Board.

### **Section 3. Qualifications**

In order to be eligible to be elected as an Officer of ISACo, the individual must be appointed to the Board of Directors.

### **Section 4. President**

The President shall preside at all meetings of ISACo, the Board of Directors and the Executive Committee. The President shall be Chair of the Executive Committee and shall have all the general powers and duties usually vested in the office of the President of a corporation or association, including the power to appoint members of any caucus, committee or task force as authorized with the approval of the Board of Directors.

### **Section 5. Vice President**

The Vice-President shall assist the President in the performance of the President's duties. The Vice President shall also assist the President by coordinating the following affairs of ISACo:

- (a) Legislation

- (b) Membership
- (c) NACo Relationships
- (d) State agency relationships
- (e) Federal affairs
- (f) Personnel and staffing

#### **Section 6. Secretary**

The Secretary shall keep the records, including attendance, of all meetings of ISACo, the Board of Directors, and of the Executive Committee. The Secretary shall have custody of the seal of ISACo and of such books and records of ISACo as the Board of Directors may provide. The Secretary shall perform the duties and functions customarily performed by the Secretary of a corporation or association together with such other duties as may be prescribed by these By-Laws or by the Board of Directors. The Board of Directors shall appoint a staff member to serve as Assistant Secretary.

The Secretary shall also assist the President by coordinating the following affairs of ISACo:

- (a) Membership information
- (b) Publications
- (c) Technical assistance
- (d) Conferences and training

#### **Section 8. Treasurer**

The Treasurer shall cause to be maintained a full and accurate account of all receipts and disbursements. The Treasurer shall cause to be deposited all monies and other valuable effects in the name of and to the credit of ISACo in such depositories as may be designated by the Board of Directors. The Treasurer shall cause to be disbursed the funds of ISACo and shall render an account of all transactions as Treasurer and of the financial condition of ISACo whenever called upon to do so. The Treasurer shall comply in a timely manner with any reasonable request for financial information by an Active Member. The Board of Directors shall appoint a staff member to serve as Assistant Treasurer.

The Treasurer shall also assist the President by coordinating the following affairs of ISACo:

- (a) Budget
- (b) Finance and business affairs
- (c) Equipment

#### **Section 9. Vacancies**

If any office should become vacant for any reason during any year the following provisions shall apply:

- (a) If the office of President becomes vacant, the Vice President shall assume the office of President for the remainder of the term of office.
- (b) If the office of Vice President, Secretary or Treasurer becomes vacant, the Executive Committee shall request the Board of Directors appoint a member of the Board of Directors to fill the vacancy for the remainder of the term of office.

**Article IX**  
**Executive Director**

The Executive Director shall manage the day-to-day affairs of ISACo under the general direction of the Board of Directors. The Executive Director shall employ and fix the compensation of the staff subject to the conditions imposed herein, and as approved by the Board of Directors. The Executive Director shall be responsible for the proper and efficient conduct of the work of ISACo. The Executive Director shall cause to be maintained accurate records and accounts of all transactions of ISACo. The Executive Director shall have the following duties:

- (a) Submit an annual report to the Board of Directors and to the Members of ISACo;
- (b) Prepare and submit to the Board of Directors for its approval an annual budget covering estimated receipts and disbursements of ISACo;
- (c) Conduct the correspondence of ISACo;
- (d) Mail notices of meetings to all Members;
- (e) Collect and receive all monies due ISACo, and shall keep an accurate account thereof;
- (f) Publish the official publications of ISACo; and
- (g) Such other functions and tasks as assigned by the Board of Directors;

**Article X**  
**Caucuses**

**Section 1. Caucus Powers and Duties**

Each Caucus shall be a semi-autonomous entity working within the framework of ISACo. The Executive Director shall be an ex-officio member and attend all Caucus meetings, and ISACo shall support the Caucus with staffing and other necessities as it is able. The President or the President's designate, shall be an ex-officio member of all Caucuses, and may attend all Caucus meetings.

While the Caucuses are semi-autonomous directing their own affairs and positions on issues, each Caucus shall strive to work collegiately with ISACo, the other Caucuses, Affiliates and Organizations. Unless a Caucus, Affiliate and Organization has an opposing position on an issue, each shall strive to support the position of the other Caucus, or remain neutral on that issue.

**Section 2. Caucus Position on Issues**

After a Caucus votes on an issue pursuant to its own rules, the Caucus may take a position on any issue it deems advisable. The Caucus may direct its own lobbyist as it deems necessary to take a position on such issue. When taking a position on an issue with the State or Federal Governments, the Caucus must identify itself by its Caucus name, and not as ISACo.

**Section 3. ISACo Support of Caucus Position – County Platform**

It is the policy of ISACo not to take a position by a resolution, the County Platform, or any other means, on a matter unless that matter is germane to or has a direct impact on the core functions of County Government.

Subject to the above, any Caucus seeking to make a position part of ISACo's County Platform may submit their position on the issue to a vote of the Members at ISACo's Annual Meeting. A majority vote of the Member Counties is required to make a position part of the ISACo County Platform.

#### **Section 4. ISACo Support of Caucus Position – Immediate Support**

Any Caucus seeking ISACo to immediately take a position for or against any issue, shall submit the issue in writing to the Executive Director with supporting materials. The Executive Director shall submit the issue to the Board of Directors by email.

The Executive Director shall also submit the issue to the other Caucuses, Affiliates and Organizations by email, and notify them of the Board of Director's timeline, and method, for taking action on the issue. The other Caucuses, Affiliates and Organizations may advise the Board of Directors, in writing, that it is in favor or against the issue being voted on by the Board of Directors.

The President shall use their best judgement to determine if there is time to call together a meeting of the Board of Directors to vote on the issue (may be done via a conference call), or if time does not allow, the Board of Directors shall vote by email on the issue. The Board of Directors may vote to concur with the Caucus, or abstain from involvement at that time. The results of the Board of Director's vote shall be transmitted to all Caucuses, Affiliates and Organizations.

If the Board of Directors votes to concur with the Caucus, the Executive Director shall notify all of ISACo's lobbyists (including other Caucus lobbyists) and staff of the position taken by the Board. In addition, the Executive Director shall work with the Caucus to organize a plan to implement the Caucuses position on the issue.

#### **Section 5. Caucuses Established**

ISACo Caucuses shall include the following:

- A. **Cook and the Collar Counties Caucus ("CCCo")**, consisting of the elected President, Chair or Executive from the Member Counties of Cook, DuPage, Lake, Will, Kane, McHenry and Kendall Counties. The Caucus shall be governed by their own rules or By-Laws. The Caucus shall pay additional dues for the retention of any staff or contractors whom they shall direct, and to defray ISACo's cost of the Caucus.
  
2. **Large County Board Caucus ("LCBC")**, consisting of the elected President, Chair or Executive, and one additional County Board Member or Commissioner from Member Counties with a population over 100,000 people as determined by the last federal census. As of January 1, 2018, the Counties attaining this population threshold include: Champaign, Cook, DeKalb, DuPage, Kane, Kankakee, Kendall, Lake, LaSalle, Macon, Madison, McHenry, McLean, Peoria, Rock Island, Sangamon, St. Clair, Tazwell, Will and Winnebago Counties. The Caucus shall be governed by their own rules or By-Laws. The Caucus shall pay additional dues for the retention of any staff or contractors whom they shall direct, and to defray ISACo's cost of the Caucus.
  
3. **Rural Action Caucus ("RAC")**, consisting of the elected President, Chair or Executive, and one additional County Board Member or Commissioner from Member Counties with a population under 100,000 people as determined by the last federal census, and such other Member Counties who request to be a member. As of January 1, 2018, at least 82 Counties in Illinois would be eligible for membership in this Caucus. The Caucus shall be governed by their own rule or By-Laws. The Caucus shall pay

additional dues for the retention of any staff or contractors whom they shall direct, and to defray ISACO's cost of the Caucus.

## **Article XI Committees and Task Forces**

The President shall recommend for Board approval such committees and/or task forces necessary or desired. The President shall present to the Board of Directors:

- (a) The name of all committees to be established;
- (b) A description of the responsibilities and functions of the committees; and
- (c) The names of Active Members to serve as chair and vice-chair(s) of the committee.

At the Annual Meeting of ISACO, the President will announce to the membership the committees formed, and the chair and vice-chair(s). Any Active Member may serve on any committee established by the President. The Active Member shall submit their name to the Executive Director on the forms provided for same.

Committees shall meet as is necessary for the proper execution of their duties. The Executive Director shall assign such staff as is necessary and proper.

Committees shall report to the Executive Director on their progress, and shall present reports to the Board of Directors and Membership at the Annual Meeting of ISACO.

## **Article XII Organizations and Affiliates**

### **Section 1. Recognition of Organizations and Affiliates**

ISACO recognizes and acknowledges the United County Council of Illinois, the Illinois Association of County Board Members and Commissioners, and the Illinois Association of County Officials as presently and historically organized and functioning, and their contribution to Illinois Counties.

### **Section 2. ISACO Will Not Provide, Broker or Sell Insurance**

ISACO acknowledges the United County Council of Illinois and the Illinois Association of County Board Members and Commissioners both provide, broker or sell insurance to Counties and local governments. Accordingly, ISACO will not be a provider, broker or seller of insurance of any kind to any entity.

### **Section 3. Recognition of Existing Affiliates**

ISACO recognizes and acknowledges the many Affiliate organizations representing County elected or appointed Officers as presently and historically organized and functioning, and their contribution to Illinois Counties. These organizations include, but are not limited to, Affiliate Associations representing: Auditors, Assessors, Clerks, Clerks of the Circuit Court, Coroners/Medical Examiners, County Engineers, Regional Superintendents of Schools, Sheriffs, State's Attorneys, Treasurers, and Veterans Commissions.

#### **Section 4. Membership on Board of Directors**

In recognition of these Organizations and Affiliates contribution to Illinois County Government, the following seats have been set aside on the Board of Directors:

- One (1) Director: Who is an Active Member outside of the seven County Chicago Metropolitan area, appointed by the Board of Directors of the United County Councils of Illinois ("UCCI"). Should the UCCI fail to appoint a Director by May 31, 2018, the IACBMC shall be allowed to appoint a second Active Member outside of the seven County Chicago Metropolitan area.
- One (1) Director: Who is an Active Member outside of the seven County Chicago Metropolitan area, appointed by the Board of Directors of the Illinois Association of County Board Members and Commissioners ("IACBMC"). Should the IACBMC fail to appoint a Director by May 31, 2018, the UCCI shall be allowed to appoint a second Active Member outside of the seven County Chicago Metropolitan area.
- One (1) Director: Who is an Active Member, outside of the seven County Chicago Metropolitan area, appointed by a majority vote of the Chairs of all affiliated organizations of elected or appointed County Officials.

#### **Section 5. Cooperation with Organizations and Affiliates**

ISACo, its Officers, Board of Directors and staff shall cooperate with these Organizations and Affiliates to the extent the activities and objectives of the organizations are consistent with the activities and objectives of ISACo.

#### **Section 6. Organization or Affiliate Position on Issues**

As independent Organizations or Affiliates, each may take a position on any issue it deems advisable.

#### **Section 7. ISACo Support of Position – County Platform**

Any Organization or Affiliate may seek to make a position part of ISACo's platform by submitting their position on the issue to a vote of the Members at ISACo's Annual Meeting. A majority vote of the Member Counties is required to make a position part of the ISACo platform.

#### **Section 8. ISACo Support of Position – Immediate Support**

Any Organization or Affiliate seeking ISACo to immediately take a position for or against any issue, shall submit the issue in writing to the Executive Director with supporting materials. The Executive Director shall submit the issue to the Board of Directors by email.

The Executive Director shall also submit the issue to the other Caucuses, Affiliates and Organizations by email, and notify them of the Board of Director's timeline, and method, for taking action on the issue. The other Caucuses, Affiliates and Organizations may advise the Board of Directors, in writing, that it is in favor or against the issue being voted on by the Board of Directors.

The President shall use their best judgement to determine if there is time to call together a meeting of the Board of Directors to vote on the issue, which may be done via a conference call, or if time does not allow, the Board of Directors shall vote by email on the issue. The Board of Directors may vote to concur

with the position, or abstain from involvement at that time. The results of the Board of Director's vote shall be transmitted to all Caucuses, Affiliates and Organizations.

If the Board of Directors votes to concur with the position, the Executive Director shall notify all of ISACo's lobbyists (including other Caucus lobbyists) and staff of the position taken by the Board. In addition, the Executive Director shall work with the Caucus, , Affiliate and Organization to organize a plan to implement their position on the issue.

## Article XIII Amendments

### Section 1. Procedure

Except as otherwise required by law, or as specifically provided for in these By-Laws, these By-Laws may be amended pursuant to the following format:

1. Any amendment to these By-Laws shall first be proposed at a meeting of all Member Counties called for such purpose. Written Notice of the proposed amendment shall be given in writing or electronically by email, at least ten (10) days prior to such meeting, to all Member County Board Chairs, Presidents or Executives. Such Notice shall be sufficient as to all Active Members, but the Executive Director, or their designee, shall also attempt to send the Notice to all Active Members at their last known email address.

2. Final action, adoption/rejection, shall be taken at a second meeting of all Member Counties not less than thirty (30) days after the first meeting where the proposed amendment to these By-Laws was introduced. Written Notice of the second meeting shall be given in writing or electronically by email, at least ten (10) days prior to such meeting, to all Member County Board Chairs, Presidents or Executives. Such Notice shall be sufficient as to all Active Members, but the Executive Director, or their designee, shall also attempt to send the Notice to all Active Members at their last known email address.

3. Any amendment to these By-Laws shall require an affirmative vote of sixty percent (60%) of Member Counties, representing at least forty percent (40%) of the total population of the State of Illinois as determined from the most recent federal census.

### Section 2. Review of By-Laws

No less frequently than every five (5) years, the President, with the approval of the Board of Directors shall appoint a committee of ten (10) Active Members to review and make recommendations for any needed changes to these By-Laws.

## Article XIV Fiscal Management

### Section 1. Fiscal Year

The fiscal year of ISACo shall be the calendar year except that the first fiscal year of the corporation shall begin at the date of incorporation and end on December 31 of that year. The commencement of the fiscal year herein established shall be subject to change by the Board of Directors with the prior written approval of the Internal Revenue Service.

## **Section 2. Books and Audits**

The Books and accounts of ISACo shall be kept under the direction of the Treasurer by the Executive Director with the full knowledge of the Audit Committee.

## **Section 3. Execution of Corporate Documents**

The Board of Directors shall by resolution provide for the procedures to be used for the execution of corporate documents on behalf of ISACo. The resolution shall specify the procedures to be followed to authorize and execute notes, contracts, checks and other means to disburse or pay for the obligations including a specification of the persons or positions that are authorized to approve or execute the various classes of disbursements, transactions or functions.

## **Section 4. Fidelity Bonds**

The Board of Directors shall require that all officers and employees of ISACo having custody or control of corporate funds furnish adequate fidelity bonds. The premiums on such bonds shall be paid by ISACo.

## **Section 5. Indemnity**

Each officer, Director or employee of ISACo shall be indemnified by ISACo against expenses reasonably incurred in connection with any action, suit or proceeding to which the person may be made a party by reason of being or having been an officer, Director or an employee of ISACo, except in relation to matters as to which the person shall be finally adjudged in any such action, suit or proceeding to have been derelict in the performance of a duty as an officer, Director or employee.

## **Article XV**

### **Dissolution**

#### **Section 1. Dissolution**

ISACo may be dissolved upon a vote of the Board of Directors.

#### **Section 2. Distribution of Remaining Funds**

Upon dissolution, and following the payment of any debts, all remaining income and assets, generated or held by ISACo, will be liquidated and distributed to its current members in proportion to the amount each member paid in dues, and from any payments received by ISACo because of the member including royalties, in the previous calendar year.



**Gordy Hulten**  
**Champaign County Clerk**  
Champaign County, Illinois

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Urbana, IL 61802  
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TTY: (217)384-8601

**MEMORANDUM**

**TO:** Champaign County Board  
Champaign County Interim Administrator Deb Busey

**FROM:** Champaign County Clerk Director of Training Matt Grandone

**DATE:** October 9, 2018

**SUBJECT:** Memo regarding Cyber Navigator Program/HAVA Grant Application

This memo accompanies the Illinois State Board of Elections Cyber Navigator Program Certification of Participation in conjunction with eligibility for the 2018 Help America Vote Act (HAVA) Election Security Grant.

In 2018 the federal government made available (through additional HAVA distributions) to states, approximately \$13.9 million to the state of Illinois to be passed to local Election Authorities for increased Election Cyber Security. Initially, half of the \$13.9 (plus any additional unforeseen costs) was to remain with the State Board of Elections for their Cyber Navigator Program with any remaining portion of funds being made available directly to Election Authorities, but only those who participated in the program.

Our office along with several others, including the Sangamon County Clerk and Cook County Clerk, attended public hearings on the Cyber Navigator Program to advocate for a portion of these funds to be made available more immediately to jurisdictions that have already begun the process of participating in the Cyber Navigator Program.

On September 21<sup>st</sup> the State Board of Elections announced that \$2.9 million would be made immediately available between July 2018 (retroactively) and June 2020 to any Jurisdiction that participates in the Cyber Navigator Program. Each jurisdiction is eligible for a \$10,000 plus an additional allocation based on 2010 voting age population, making Champaign County eligible for \$40,392.00. these funds can be used for upgrades to hardware, software or maintenance costs associated with Cyber Security. It should be noted that no funds can be used to purchase voting equipment.

The Certification of Participation before the Committee is the first step in Participating in the Cyber Navigator Program to ensure that we are eligible for these funds.

Please let me know if you have any questions.

**Champaign County**  
**General Corporate Fund FY2018 Revenue Report**

FY2018 - September	FY2017 Actual	FY2018 Budget	FY2018 Projected	Budget Variance	
<b>Local Taxes</b>					
Property Taxes	\$10,753,048	\$11,972,241	\$11,426,972	-\$545,269	-4.6% 1
Back Taxes	\$6,683	\$5,500	\$6,000	\$500	9.1%
Mobile Home Tax	\$9,242	\$8,700	\$9,000	\$300	3.4%
Payment in Lieu of Tax	\$7,835	\$6,500	\$7,835	\$1,335	20.5%
Hotel Motel Tax	\$21,090	\$21,500	\$20,463	-\$1,037	-4.8%
Auto Rental Tax	\$31,570	\$32,000	\$34,276	\$2,276	7.1%
Penalties on Taxes	\$608,334	\$639,000	\$608,334	-\$30,666	-4.8%
<b>Licenses &amp; Permits</b>					
Business Licenses & Permits	\$26,705	\$29,500	\$26,623	-\$2,877	-9.8%
Non-Business Licenses & Permits	\$1,546,971	\$1,526,262	\$1,851,860	\$325,598	21.3% 2
<b>Grants</b>					
Federal Grants	\$358,397	\$367,370	\$360,480	-\$6,890	-1.9%
State Grants	\$181,284	\$184,595	\$164,595	-\$20,000	-10.8%
<b>State Shared Revenue</b>					
Corporate Personal Property Repl. Tax	\$858,166	\$678,424	\$721,271	\$42,847	6.3% 3
1% Sales Tax	\$1,350,384	\$1,333,337	\$1,425,453	\$92,116	6.9% 4
1/4% Sales Tax	\$5,563,617	\$5,638,133	\$5,742,921	\$104,788	1.9% 4
Use Tax	\$833,298	\$816,052	\$890,024	\$73,972	9.1% 4
State Reimbursement	\$1,944,463	\$1,901,923	\$1,901,923	\$0	0.0%
State Salary Reimbursement	\$309,193	\$309,301	\$309,301	\$0	0.0%
State Revenue Salary Stipends	\$48,500	\$48,500	\$45,500	-\$3,000	-6.2%
Income Tax	\$3,207,705	\$3,207,336	\$3,062,119	-\$145,217	-4.5% 5
Charitable Games License/Tax	\$68,235	\$60,000	\$58,359	-\$1,641	-2.7%
<b>Local Gov. Revenue &amp; Reimbursement</b>					
Local Government Revenue	\$726,730	\$663,922	\$760,947	\$97,025	14.6% 6
Local Government Reimbursement	\$651,458	\$631,476	\$651,458	\$19,982	3.2%
<b>Fees, Fines &amp; Forfeitures</b>					
General Government - Fees	\$3,757,973	\$3,936,729	\$3,784,348	-\$152,381	-3.9% 7
Fines (Bond Forfeitures, DUI Fines, Traffic)	\$610,337	\$648,000	\$790,015	\$142,015	21.9% 7
Forfeitures	\$30,846	\$21,000	\$19,848	-\$1,152	-5.5%
<b>Miscellaneous Revenue</b>					
Interest Earnings	\$45,011	\$11,650	\$62,500.47	\$50,850	436.5%
Rents & Royalties	\$1,008,717	\$1,115,086	\$1,085,599	-\$29,487	-2.6%
Gifts & Donations	\$18,832	\$11,000	\$15,836	\$4,836	44.0%
Sale of Fixed Assets	\$0	\$0	\$0	\$0	
Miscellaneous Revenue	\$158,620	\$117,895	\$117,895	\$0	0.0%
<b>Interfund/Interdepartment</b>					
Interfund Transfers	\$672,193	\$1,243,819	\$1,228,819	-\$15,000	-1.2%
Interfund Reimbursements	\$67,504	\$73,132	\$67,504	-\$5,628	-7.7%
Interdepartment Revenue	\$774	\$0	\$0	\$0	
<b>TOTAL</b>	<b>\$35,483,717</b>	<b>\$37,259,883</b>	<b>\$37,258,079</b>	<b>-\$1,804</b>	<b>0.0%</b>

1 - County will not receive additional budgeted property tax revenue associated with the hospital property tax exemption case.

2 - Real Estate market transactions have resulted in increased Revenue Stamp revenue. There will be a corresponding increase in Purchase Document Stamps expenditure.

3 - Per IL Dept. of Revenue Federal Tax Law changes caused FY2018 PPRT revenues to be higher than anticipated.

4 - Sales tax revenues reflect strong growth. The U of I Flash Index reached its highest level in September, since May 2016.

5 - The Governor's proposed extension of the 10% Income Tax cut was reduced to 5% for State FY2019. The cost of the 10% cut was \$321,817. The cost of the 5% cut (July 1, 2018-June 30, 2019) is estimated to be an additional \$165,000.

6 - In Sept. the City of Champaign notified the County of an unplanned TIF Surplus distribution for the expired Downtown TIF.

7 - Fees and Fines revenues continue to reflect improvement over prior fiscal year-to-date revenues.

**Champaign County**  
**General Corporate Fund FY2018 Expenditure Report**

FY2018 - September	FY2017 Actual	FY2018 Budget	FY2018 Projected	Budget Variance	
<b>Personnel</b>					
Regular Salaries & Wages	\$15,165,186	\$ 15,759,165	\$15,693,027	-\$66,138	-0.4%
SLEP Salaries	\$6,378,468	\$ 6,532,156	\$6,368,024	-\$164,132	-2.5%
SLEP Overtime	\$382,994	\$ 371,779	\$371,779	\$0	0.0%
Fringe Benefits	\$3,065,632	\$ 3,305,280	\$2,997,050	-\$308,230	-9.3%
<b>Total Personnel</b>	<b>\$24,992,280</b>	<b>\$ 25,968,380</b>	<b>\$25,429,880</b>	<b>-\$538,500</b>	<b>-2.9%</b>
<b>Commodities</b>					
Postage	\$207,889	\$ 237,857	\$207,889	-\$29,968	-12.6%
Purchase Document Stamps	\$874,963	\$ 933,333	\$1,154,577	\$221,244	23.7% 1
Gasoline & Oil	\$157,924	\$ 188,885	\$181,650	-\$7,235	-3.8%
All Other Commodities	\$769,411	\$ 714,103	\$665,557	-\$48,546	-6.8%
<b>Total Commodities</b>	<b>\$2,010,186</b>	<b>\$ 2,074,178</b>	<b>\$2,209,672</b>	<b>\$135,494</b>	<b>9.6%</b>
<b>Services</b>					
Gas Service	\$272,566	\$ 350,000	\$312,373	-\$37,627	-10.8%
Electric Service	\$825,701	\$ 780,000	\$772,692	-\$7,308	-0.9%
Medical Services	\$812,872	\$ 969,615	\$990,329	\$20,714	2.1%
All Other Services	\$4,807,984	\$ 5,181,449	\$4,766,933	-\$414,516	-8.0%
<b>Total Services</b>	<b>\$6,719,123</b>	<b>\$ 7,281,064</b>	<b>\$6,842,327</b>	<b>-\$438,737</b>	<b>-6.0%</b>
<b>Capital</b>					
Vehicles	\$214,630	\$ 145,000	\$173,970	\$28,970	20.0%
All Other Capital	\$111,331	\$0	\$0	\$0	
<b>Transfers</b>					
To Capital Improvement Fund	\$742,180	\$ 775,985	\$775,985	\$0	0.0%
To Nursing Home Fund	\$0	\$ -	\$418,474	\$418,474	2
To All Other Funds	\$137,660	\$ 58,000	\$58,000	\$0	0.0%
Interdepartment	\$774	\$ -	\$0	\$0	
<b>Debt Repayment</b>					
	\$474,576	\$ 473,188	\$473,188	\$0	0.0%
<b>TOTAL</b>	<b>\$35,402,741</b>	<b>\$36,775,795</b>	<b>\$36,381,496</b>	<b>-\$394,299</b>	<b>-1.1%</b>

1 - Increased expenditure for Document Stamp Purchases corresponds to increased revenue for Revenue Stamps.

2 - Nursing Home Transfers YTD and Forgiveness of the Boiler loan are reflected in this line.

**Champaign County  
General Corporate Fund FY2017 Summary**

\*FY2018 Budgeted Revenue includes an additional \$474,119 associated with preparing the property tax levy to capture new growth associated with a potential ruling in the hospital property tax exemption case. The County will receive this additional revenue.

FUND BALANCE 12/31/17 (unaudited)	\$4,558,983	
Beginning Fund Balance % OF BUDGET	12.4%	
	<i>Budgeted</i>	<i>Projected</i>
FY2018 REVENUE	\$37,259,883 *	\$37,258,079
FY2018 EXPENDITURE	<u>\$36,775,795</u>	<u>\$36,381,496</u>
Revenue to Expenditure Difference	\$484,088	\$876,583
<b>FUND BALANCE PROJECTION - 12/31/18</b>	<b>\$5,043,071 *</b>	<b>\$5,435,566</b>
<b>% OF 2018 Expenditure Budget</b>	<b>13.7%</b>	<b>14.9%</b>

Outstanding Nursing Home Loans Due in Dec. 2018	\$	500,000
FY2018 Expenditure with Loan Forgiveness	\$	36,881,496
Fund Balance without Loan Repayment	\$	4,935,566
Ending Fund Balance as a % of FY2018 Budget with Loan Forgiveness		13.4%

**GENERAL CORPORATE FUND  
FY2018 BUDGET CHANGE REPORT**

<b>FY2018 Original General Corporate Fund Budget</b>	<b>FY18 Budget Expend.</b> \$ 36,775,795	<b>FY18 Budget Revenue</b> \$ 37,259,883	<b>Difference</b> \$ 484,088
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**BUDGET CHANGES**

<b>Department &amp; Description</b>	<b>Expenditure Changes</b>	<b>Revenue Changes</b>	<b>Difference</b>
ADA Compliance Re-encumber ADA funds	\$ 7,700	\$ -	\$ (7,700)
Sheriff Received for totaled squad car	\$ 15,220	\$ 15,220	\$ -
Planning and Zoning Nursing Home Subdivision Application Fee	\$ 890	\$ -	\$ (890)
General County Appropriate funds to pay Nursing Home Invoices	\$ 94,038	\$ -	\$ (94,038)
Planning and Zoning Re-encumber Demolition Funds for 504 S. Dodson Dr.	\$ 8,100	\$ -	\$ (8,100)
General County Remove Add. P.Tax Revenue	\$ -	\$ (474,119)	\$ (474,119)
IT Antivirus Software	\$ 19,893	\$ -	\$ (19,893)
Sheriff Received for totaled squad car	\$ 11,025	\$ 11,025	\$ -
EMA Donation for Radio/Comm. Equipment	\$ 1,400	\$ 1,400	\$ -
State's Attorney Carle Property Tax Case Costs	\$ 65,000	\$ -	\$ (65,000)
Super. of Assessments Assessor Publications	\$ 5,650	\$ -	\$ (5,650)
General County Forgiveness of Nursing Home Loan for Boiler System Replacement	\$ 226,802	\$ -	\$ (226,802)
			\$ -
<b>TOTAL CHANGES</b>	<b>\$ 455,718</b>	<b>\$ (446,474)</b>	<b>\$ (902,192)</b>

<b>General Corporate Fund Budget as of 12/31/18</b>	<b>Current Budgeted Exp</b>	<b>Current Budgeted Rev</b>	<b>Difference</b>
	\$ 37,231,513	\$ 36,813,409	\$ (418,104)
<b>% of Increase/Decrease</b>	1.2%	-1.2%	

Changes Attributable to One-Time Factors	\$ 365,175	\$ (446,474)	\$ (811,649)
Changes Attributable to Recurring Costs	\$ 90,543	\$ -	\$ (90,543)