

Duties of the County Executive (pursuant to 55 ILCS 5/2-5009, unless otherwise noted)

1. ~~(a)~~ shall see that all of the orders, resolutions and regulations of the board are faithfully executed; ~~(i)~~ shall require reports and examine accounts, records and operations of all county administrative units, with the exception of unit of elected and appointed officials (BOR and SOA—do we need to include any of this phrase?); ~~(j)~~ shall supervise the care and custody of all county property including institutions and agencies; (q) and shall perform such other duties as shall be required of her/him by the board.

2. ~~(b)~~ shall coordinate and direct by executive order or otherwise all administrative and management functions of the county government, except the offices of elected and appointed?? county officers, per the Drug and Alcohol, Economic Development, Energy, Ethics, Financial, Personnel, Purchasing, Travel, Grant Applications, and Information Technology policies. Is this OK as modified?

3. ~~(e)~~ shall prepare and submit to the board for its approval the annual budget for the county in September required by Division 6-1 of this Code; [Better Source—SAO].

4. ~~(f)~~ shall make an annual report to the board on the affairs of the county within the month of either April or May on such date and at such time as the board shall designate, and keep the board fully advised as to the financial condition of the county and its future financial needs; ~~(f-5) for a county executive of a county that has adopted the executive form of government on or before the effective date of this amendatory Act of the 96th General Assembly, appoint, with the advice and consent of the board, all department heads for any county departments;~~
~~(d) appoint, with the advice and consent of the board, persons to serve on the various boards and commissions to which appointments are provided by law to be made by the board;~~
~~(e) appoint, with the advice and consent of the board, persons to serve on various special districts within the county except where appointment to serve on such districts is otherwise provided by law;~~

5. ~~shall~~ appoint, with the advice and consent of the board, persons to serve on (a) the various boards and commissions to which appointments are provided by law to be made by the board, ~~and~~ (b) the various special districts within the county except where appointment to serve on such districts is otherwise provided by law (Public Health District Board?, IL WorkNet?).

6. ~~(g)~~ shall appoint, with the advice and consent of the board, such subordinate deputies, employees and appointees for the general administration of county affairs as considered necessary, except those deputies, employees and appointees in the office of an elected ~~and appointed~~ county officer; ~~however, the advice and consent requirement set forth in this paragraph shall not apply to persons employed as a member of the immediate personal staff of a county executive of a county that has adopted the executive form of government on or before the effective date of this amendatory Act of the 96th General Assembly;~~ (Does it include departments like P&Z, O&M, and Highway? Or is the CE ultimately responsible for the hiring of all employees except for elected/appointed officials?)

7. ~~(h)~~ shall remove or suspend in ~~her~~/his discretion, after due notice and hearing, anyone whom ~~she~~/he has the power to appoint. (What is the meaning of suspension for Appointments—BOR/SOA? only)[What is a hearing? Does it require due notice and due process? Is it a public hearing? Does the CE have to publically state why a person is removed/suspended? Is this a trial?

8. ~~(m)~~ shall call a special meeting of the county board, by a written executive order [What is a "written" executive order in the 21st century?] signed by her/him and upon 24 hours-notice by delivery of a copy of such order to the residence of each board member; (What does "notice by delivery of a copy of such order to the residence of each board member" mean in the 21st century?)" [How is a 24-hour notice recorded?] What happens if some of the Board members received their notice after 24-hours?]

9. ~~(l)~~ shall preside over ~~regular and special~~ board meetings; however, the County Executive is not entitled to vote except to break a tie vote; ~~(l-5) for a county executive of a county that has adopted the executive form of government on or before the effective date of this~~

~~amendatory Act of the 96th General Assembly, if the County Executive is temporarily not available to preside over a board meeting, the County Executive shall designate a board member to preside over the board meeting; in~~; if the County Executive is temporarily not available to preside over a board meeting, the County Executive shall designate a member of her/his staff, or a board member to preside over the board meeting; such a designated board member will vote with the board. [Can an unelected staff member be designated the CB presider if the CE is absent? Can the same designated staff member presider vote to break a tie]

10. ~~(k)~~ shall approve or veto ordinances or resolutions ~~(pursuant to Section 2-5010)~~. See section ***. [Can an unelected staff member who is the designated CB presider also have the approval/veto power, if the CE is absent?]

11. ~~(n)~~ with the advice and consent of the county board, shall enter into intergovernmental agreements with other governmental units;

12. ~~(o)~~ with the advice and consent of the county board, shall negotiate on behalf of the county with governmental units and the private sector for the purpose of promoting economic growth and development;

13. ~~(p)~~ shall, at her/his discretion, appoint a person to serve as legal counsel at an annual salary established by the county board at an amount no greater than the annual salary of the state's attorney of the county.

14. shall direct that a weekly calendar be prepared indicating the date and place of all meetings of the Board and special committees. This calendar shall be distributed weekly, in advance, to all Board members, all news media which have filed an annual request under the Illinois Open Meetings Act, and to any citizen of the County who provides a written request. This calendar shall also be posted, in advance, in the lobbies ~~of the Champaign County Courthouse~~ and of the Brookens Administrative Center. The calendar shall also be posted on the County website. [Moved over from CB Chair duties.]

Separate Section: Approval/veto of ordinances.

Any ordinance passed, adopted or otherwise enacted by the board shall before it becomes effective be presented to the County Executive. If the County Executive approves such ordinance, resolution or motion, she/he shall sign it; if not, she/he shall return it to the board with her/his objections, which shall be entered and spread upon the journal [*How is this done outside of the meetings?*][*Is there an official approval/veto journal??*], and the board shall proceed to reconsider the matter. If after such reconsideration 3/5 of the members of the board pass such ordinance, it shall become effective on the date prescribed, but not earlier than the date of passage following reconsideration. In all such cases the votes of the members of the board shall be determined by roll call ~~eyes and nays~~ and the names of the members voting for or against such ordinance objected to by the County Executive shall be entered in the minutes. ~~and spread upon the journal.~~ [*Is this ok??*]. If any ordinance is not returned by the County Executive to the board at its first meeting occurring not less than 6 days, Sundays excepted, after it has been presented to her/him, it shall become effective unless the board has recessed or adjourned for a period in excess of 60 days, in which case it shall not become effective without her/his approval. [*This statement could be a problem from September to November when the Board is in recess for the 3-month period, because the budget is "supposed" to be passed in September. So what do we do?—will go to the next monthly meeting or does it have to wait until December?*] *The last day of the 6-day veto period shall be entered onto the County calendar of meetings for all regular Board meetings [Is this a good idea?].* Items of appropriation may be approved or vetoed by the County Executive. Any item approved by the County Executive and all items not vetoed shall become law, and any item vetoed shall be returned to and reconsidered by the board in the same manner as provided in this Section for other ordinances returned to the board without approval [*What other ordinances and how is this done within the 3 month fall period?*]. (Sec. 2-5010).

Duties of County Board Chair

A. The County Board Chair shall preside at meetings of Committee of the Whole.

B. The County Board Chair shall appoint the deputy and assistant deputies for each area of County Board responsibility assigned to the Committee of the Whole, and the Chair, Assistant Chair and members of each standing committee, subject to the advice and consent of the Board, and after receiving the advice of the respective party caucuses. To the greatest extent possible, appointments made by the County Board Chair shall reflect the expressed will of the party caucuses.

C. Subject to the advice and consent of the Board, and after receiving the advice of the respective party caucuses, the County Board Chair may establish special committees and appoint their members, Chair and Vice Chair and fix the duration of their existence. To the greatest extent possible, such appointments by the County Board Chair shall reflect the expressed will of the party caucuses. Such special committees shall be dissolved upon the completion of a session of the Board. **[Subject to changes in committee structure]**

D. All Standing committees, special committees, and subcommittees shall be composed of members of each of the political parties represented on the Board, in approximate proportion to those parties' representation on the Board. Each member of the County Board shall be appointed to **at least??** one standing committee. **[Subject to changes in committee structure]**

E. Unless assigned to the relevant committee, the County Board Chair is a non-voting ex-officio member of all standing committees, special committees, and subcommittees.

~~F. The County Board Chair shall be responsible for the proper and timely implementation of the resolutions, ordinances, and policies of the Board, and shall act in concert with the County Administrator to enforce the ordinances, orders, resolutions, and policies of the Board relevant to the operations of the Champaign County government.~~

[Is it Ok to remove this item?]

G. The County Board Chair shall be the Board liaison with the **office of the County Administrator Executive**. [Is it this Ok as modified?]

H. The County Board Chair shall timely perform all duties set forth herein or otherwise imposed by action of the Board or by law. [Is this needed?]

I. The County Board Chair, in accordance with statute, shall, whenever a Board vacancy occurs, give notice of the vacancy to the County Central Committee of each political party within the County within three (3) days of the occurrence of the vacancy. Within 60 days, the Board Chair, with the advice of the respective party's Central Committee, shall appoint a successor to that office who shall be of the same political party as that to which the holder of that office belonged when elected. Such appointments shall be subject to the approval of the Board. [Would this action be done by the County Executive?]

~~J. The County Board Chair shall direct that a weekly calendar be prepared indicating the date and place of all meetings of the Board and special committees. This calendar shall be distributed weekly, in advance, to all Board members, all news media which have filed an annual request under the Illinois Open Meetings Act, and to any citizen of the County who provides a written request. This calendar shall also be posted, in advance, in the lobbies of the Champaign County Courthouse and the Brookens Administrative Center. [Moved over to C.E. duties.]~~

K. The County Board Chair, in cooperation with **appropriate Department Heads**, the Deputy Chairs for areas of responsibility assigned to the Committee of the Whole, the Chairs of the standing committees, the County **Administrator Executive**, and the Administrative Services Department, shall be responsible for developing the agenda for each meeting.

MOVE TO NEW SECTION about CONSENT AGENDAs

The County Board Chair shall designate a portion of the regular monthly County Board Meeting agenda as the Consent Agenda. Items included in the Consent Agenda shall be items that the County Board Chair believes will be unanimously adopted without discussion. Motions to go into closed session may not be included in the Consent Agenda.

RESOLUTION NO. 9162
A RESOLUTION THAT SUPERSEDES RESOLUTION NO. 8857
ON ESTABLISHMENT OF ORGANIZATION, DUTIES, RULES, POLICIES, AND
PROCEDURES OF THE CHAMPAIGN COUNTY BOARD

&

RESOLUTION NO. 10132
AMENDING COUNTY BOARD RULES REGARDING THE ASSIGNMENT OF GRANT
AWARD BUSINESS TO BOARD COMMITTEES

WHEREAS, The Champaign County Board by Resolution No.8857, established the organization, duties, rules, policies, and procedures of the Champaign County Board; and

WHEREAS, The Champaign County Board has determined that Resolution 8857 requires revision;

NOW, THEREFORE, BE IT RESOLVED by the Champaign County Board that the following rules shall govern the organization, duties, rules, policies, and procedures of the Champaign County Board, except as otherwise required by law, and shall supersede all previous resolutions concerning the same matters adopted by the Champaign County Board.

All open and closed meetings or sessions held by the Board, including Committee of the Whole, standing committees, special committees, subcommittees, and informal or incidental meetings of these bodies (including those which may occur during party caucuses) shall be held in accordance with the provisions of the Illinois Open Meetings Act (5 ILCS 120). All meetings of the Board shall be preserved by an audio recording.

1. County Board

Organization and Duties of the County Board

The governing body of Champaign County, Illinois, as legally constituted, shall be known as the Champaign County Board (hereinafter "Board"). The number of members of the Board, number of County Board Districts and number of members representing each district shall be determined by the Board, effective on or before July 1, 2001, and every ten years thereafter, as required by statute. Every member of the County Board shall be a member of the Committee of the Whole.

2. Biennial Organizational Meeting

~~Unless otherwise required by law,~~ the Board shall hold an organizational meeting on the first Monday in December of each even numbered year, being the first meeting in the month following the month in which Board members are elected. The organizational meeting will be conducted as follows: (statute)

- will be presided by the C.E., and she/he*
- A. The meeting chair (~~the sitting Board Chair, sitting Board Vice-Chair, or if neither is still a member of the County Board, a temporary Board Chair selected by the majority of board members present~~), shall accept nominations from the floor for the position of Board Chair. Any member may nominate any member who is not currently a nominee,

including himself or herself. ~~The meeting chair may offer a nomination after all other members have had an opportunity to do so.~~ A member may decline nomination. When all members who wish to do so, including the meeting chair, have offered nominations, ~~the meeting chair shall declare nominations closed.~~ *R.E.C.*

presiding chair

B. The ~~meeting chair~~ shall give each nominee an opportunity to speak, once, in order of their nomination. ~~A nominee may choose to withdraw from consideration at any time prior to the start of the Roll Call vote.~~ *The nominee may speak on her/his behalf only.*

Separate clause

C. After all nominees have one opportunity to speak, the ~~meeting chair~~ shall call for a Roll Call vote. Each member present shall vote by stating the name of their preferred nominee. A member may not abstain. A member may vote for any nominee. *The person who is elected cannot withdraw.*

D. If a nominee receives the votes of a majority of the members present during the Roll Call vote, the nominee is elected. ~~In the case of the election for Board Chair, a successfully elected nominee immediately becomes the meeting chair.~~ If no nominee receives the votes of a majority of the members present, the ~~meeting chair~~ shall call for a ten minute recess for individual or caucus discussion (subject to the provisions of the Illinois Open Meetings Act). Upon return from the recess, the process shall start over with Step 1, except that all current nominees remain nominated, and members who previously declined nomination or withdrew from consideration may be nominated again. The process continues until a nominee has been successfully elected. *The election of the Board chair cannot be vetoed.*

*her/his
be held only.
C.F.
The person who is elected cannot withdraw.
in the event of a tie.
only votes if in the absence of a tie.
The election of the Board chair cannot be vetoed.*

E. The Board shall next select from among its members a Vice Chair, by majority vote of the members present, ~~in a secret ballot.~~

F. The Board Chair shall then appoint, subject to the advice and consent of majority of the members present, Deputy and Assistant Chairs for each Area of Responsibility assigned to the Committee of the Whole, and Chairs, Assistant Chairs and members of each standing committee. These appointments made under Article 2-F can be made at the Biennial Organizational Meeting or at the regularly scheduled December County Board Meeting immediately following the Biennial Organizational Meeting.

G. In the month of December in even-numbered years where a biennial organizational meeting is held, the County Board will not conduct Standing Committee or Committee of the Whole Meetings, but will bring all business for that month directly to the County Board Meeting. *move?*

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3. Board Chair

The Board shall be presided over by a Board Chair who shall be selected by the Board from among its members at the Organizational Meeting, for a term of two years. The term of the Chair shall commence upon selection by the Board and extend so long as the Board Chair remains a member of the Board or until a successor is selected by the Board at the next Organizational Meeting. In the event of the death, resignation, or extended disability of the Board Chair, the Board shall elect a successor as soon as practicable at a lawfully noticed and constituted meeting by a majority vote of the members present.

4. Vice-Chair

A Vice Chair, who shall be selected by the Board from its membership at the Organizational Meeting, for a term of two years, shall assume the duties of the Board Chair in the event of

the absence of the Chair. In the event of the death, resignation, or extended disability of the Chair, the Vice Chair shall serve as Board Chair until the election of a new Board Chair by the Board. In the event of the death, resignation, or extended disability of the Vice Chair, the Board shall elect a successor as soon as practicable at a lawfully noticed and constituted meeting by a majority vote of the members present.

5. Duties of County Board Chair

- A. The County Board Chair shall preside at all meetings of the Board and meetings of Committee of the Whole.
- B. The County Board Chair shall appoint the deputy and assistant deputies for each area of County Board responsibility assigned to the Committee of the Whole, and the Chair, Assistant Chair and members of each standing committee, subject to the advice and consent of the Board, and after receiving the advice of the respective party caucuses. To the greatest extent possible, appointments made by the County Board Chair shall reflect the expressed will of the party caucuses.
- C. Subject to the advice and consent of the Board, and after receiving the advice of the respective party caucuses, the County Board Chair may establish special committees and appoint their members, Chair and Vice Chair and fix the duration of their existence. To the greatest extent possible, such appointments by the County Board Chair shall reflect the expressed will of the party caucuses. Such special committees shall be dissolved upon the completion of a session of the Board
- D. All Standing committees, special committees, and subcommittees shall be composed of members of each of the political parties represented on the Board, in approximate proportion to those parties' representation on the Board. Each member of the County Board shall be appointed to one standing committee.
- E. Unless assigned to the relevant committee, the County Board Chair is a non voting ex-officio member of all Standing committees, special committees, and subcommittees.
- F. The County Board Chair shall be responsible for the proper and timely implementation of the resolutions, ordinances, and policies of the Board, and shall act in concert with the County Administrator to enforce the ordinances, orders, resolutions, and policies of the Board relevant to the operations of the Champaign County government.
- G. The County Board Chair shall be the Board liaison with the County Administrator.
- H. The County Board Chair shall timely perform all duties set forth herein or otherwise imposed by action of the Board or by law.
- I. The County Board Chair, in accordance with statute, shall, whenever a Board vacancy occurs, give notice of the vacancy to the County Central Committee of each political party within the County within three (3) days of the occurrence of the vacancy. Within 60 days, the Board Chair, with the advice of the respective party's Central Committee, shall appoint a successor to that office who shall be of the same political party as that to which the holder of that office belonged when elected. Such appointments shall be subject to the approval of the Board.
- J. The County Board Chair shall direct that a weekly calendar be prepared indicating the date and place of all meetings of the Board and special committees. This calendar shall be distributed weekly, in advance, to all Board members, all news media which have filed an annual request under the Illinois Open Meetings Act, and to any citizen of the

County who provides a written request. This calendar shall also be posted, in advance, in the lobbies of the Champaign County Courthouse and the Brookens Administrative Center.

- K. The County Board Chair, in cooperation with the Deputy Chairs for areas of responsibility assigned to the Committee of the Whole, the Chairs of the standing committees, the County Administrator, and the Administrative Services Department, shall be responsible for developing the agenda for each meeting. The County Board Chair shall designate a portion of the regular monthly County Board Meeting agenda as the Consent Agenda. Items included in the Consent Agenda shall be items that the County Board Chair believes will be unanimously adopted without discussion. Motions to go into closed session may not be included in the Consent Agenda.

6. Rules

- A. The business of the Board, Committee of the Whole, standing committees, and special committees or subcommittees shall be conducted in conformity with these Rules.
- B. Except otherwise required by these Rules or by statute, the conduct of all meetings of the Board, Committee of the Whole, and special committees or subcommittees shall be governed by *Roberts Rules of Order Newly Revised*.
- C. For the purpose of these Rules, a Session of the Board shall be for the two year period commencing with the biennial organizational meeting. } is this really needed
- D. Every item listed on a County Board, Committee of the Whole, standing committee, or special or subcommittee agenda is considered to be an item subject to action unless it is listed as DISCUSSION or INFORMATION ONLY on the agenda. →
- E. Whenever there is a tie vote on a main motion in standing committee, special committee, subcommittee or Committee of the Whole, the matter is reported to the County Board for action as "without recommendation" out of special committee, subcommittee or Committee of the Whole. The Chair, Deputy Chair, or upon a motion approved by the body, may request a straw poll (conducted by a show of hands) on an issue, without a binding vote, which will also be reported to the County Board for action "without recommendation" from the ~~special committee or Committee of the Whole~~. delete

7. Parliamentarian

- A. The County Board Chair may designate a Parliamentarian, who may be a member of the Board, or may rely on the advice of the State's Attorney's Office.
- B. The Parliamentarian shall advise the County Board Chair or Deputy Chair on any Rule when called upon to do so by the Chair. or same as first sentence.

8. Rule Changes

Written notice of any proposed change(s) to these Rules is to be presented to the Policy, Personnel, and Appointments Committee of the Whole at least fourteen (14) days prior to any consideration of such changes.

9. Suspension of Rules

~~Proposed~~ and

Any Rule, except Rule 8 (Rule Changes), may be suspended for a specific question by a two-thirds vote of the Board or Committee of the Whole members present, except as otherwise required by law.

10. Quorum

- A. A majority of the members of the Board shall constitute a quorum for the purpose of the transaction of business by the Board or Committee of the Whole.
- B. A majority of the number of the members appointed to a standing committee, special committee, or subcommittee shall constitute a quorum of that committee.
- C. No business shall be conducted in the absence of a quorum.
- D. If, at any time during any meeting of the Board, Committee of the Whole, or any standing committee, special committee or subcommittee, the number of members of the Board Committee of the Whole, or standing or special or subcommittee present falls below that constituting a quorum, that meeting shall cease and no further business be conducted until such time as a quorum is present.
- E. Any member of the Board or Committee of the Whole or standing or special or subcommittee then meeting may, at any time, suggest the Chair shall ~~immediately order a roll call to~~ determine the presence or absence of a quorum.

[Handwritten signature]

1. Appointive Position – Procedures

- A. The Board Chair shall designate appointees to public boards, commissions, and committees as required by statute or by action of the Board, subject to review and recommendation of the Policy, Personnel, and Appointments Committee of the Whole, and further subject to the advice and consent of the Board.
- B. On or before February 1 of each year, the Chair shall direct the preparation and distribution of a list of appointments expiring during the next twelve (12) months. This list shall be distributed to all Board members, all affected public boards, commissions, and committees, and any news media, which has filed an annual request to receive public notices under the Illinois Open Meetings Act. That list shall be made available for public inspection and copying.
- C. All persons desiring to be considered for appointment to any such appointive office shall make written application to the Board Chair. Forms for those applications shall be approved by the Board Chair who shall direct that they be made available at a place of County business reasonably convenient to the public.
- D. All Board members, public officials, and members of the public are encouraged to make recommendations for appointive offices by encouraging the timely submission of the necessary application to the Board Chair.
- E. The Board Chair shall direct that a press release be issued as to any appointive position(s) to be filled, which shall state where application forms may be obtained and delivered when complete, the deadline by which applications must be received, and any special qualifications required of persons appointed to that office.
- F. To the extent practicable, the Board Chair shall personally interview all applicants for such offices.

Need merge into C-E, rules