

CB/CE Rules stuff for April 16, 2018

-Speaker vs. Chair

-be known as the Champaign County Board (hereinafter "Board").

-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. **This is not in the compiled statutes.**

1. 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. ~~For the purpose of these Rules, a~~ **A session of the Board shall be for the two-year period commencing with the Biennial Organizational Meeting and ending on the November 30 that is immediately before the succeeding Biennial Organizational Meeting.**

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. [Insert ILCS here]** The Organizational Meeting will be conducted as follows:

A. The meeting ~~chair will be presided by the County Executive. If the County Executive is absent, a temporary presiding Chair will be selected by the majority of board members present [Is there a pecking order from CB?]. The presider (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 herself or himself.

~~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.~~

When all members who wish to have offered nominations have done so, the presiding chair shall declare the nominations closed.

B. The ~~meeting~~ **presiding** chair shall give each nominee an opportunity to speak, once, in order of their nomination. **The nominee shall speak on her/his behalf only.**

C. A nominee may choose to withdraw from consideration at any time prior to the start of the Roll Call vote.

~~C.~~ D. After all nominees have one opportunity to speak, the ~~meeting~~ **presiding** 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 County Executive only votes in the event of a tie.**

~~D.~~ E. 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~~ **presiding** 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.**

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

~~F.~~ G. 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~~ **shall** be made at the Biennial Organizational Meeting or at the **immediately following** regularly scheduled December County Board Meeting ~~immediately following the Biennial Organizational Meeting.~~

~~G.~~ H. In the month of December in even-numbered years where a Biennial Organizational Meeting is held, the County Board ~~will~~ **may** not conduct Standing Committee or Committee of the Whole Meetings, but ~~will~~ **may** bring all business for that month directly to the County Board Meeting.

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,~~ **serves** 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~~ **practical in the same procedure as in the Organizational Meeting,** ~~at a lawfully noticed and constituted meeting by a majority vote of the members present.~~

4. Vice-Chair

~~A~~ **The** Vice Chair, ~~who shall be selected by the Board from its membership at the Organizational~~

~~Meeting~~, serves for a term of two years, and 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 **practical in the same procedure as in the Organizational Meeting**. ~~practicable at a lawfully noticed and constituted meeting by a majority vote of the members present.~~

5. Duties of the Board Chair

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.~~ [\[Moved to Section 1\]](#)

C. 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 **ONLY** or INFORMATION ONLY on the agenda.

D. 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.~~ **the standing committee, special committee, subcommittee or Committee of the Whole.**

E. 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.

F. 9. Suspension of Rules 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.

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 Executive**, County Board Chair, or Deputy Chair on any Rule when called upon to do so ~~by the Chair.~~

Rules 8 and 9 are now included within Rule 7

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, or subcommittee, of the Whole or standing or special or subcommittee then meeting may, at any time,~~ suggest **that** the **presider Chair** shall ~~immediately order a roll call to determine the presence or absence of a quorum.~~

11. Appointive Position – Procedures [To be moved to C.E. duties][Also assignment for today]

A. The ~~Board Chair~~ **County Executive** 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~~ **County Executive** 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~~ **This** 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~~ **County Executive**. Forms for those applications shall be approved by the ~~Board Chair~~ **County Executive** who shall direct that they be made available at a place of County business reasonably convenient to the public **and available for download from the County website.**

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~~ **County Executive.**

E. The ~~Board Chair~~ **County Executive** 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. **The press release also shall be posted on the County website.**

F. To the extent practicable, the ~~Board Chair~~ **County Executive** shall personally interview all applicants for such offices.

12. County Board Meetings

A. As required by statute, the Board shall meet during the months of June and September of each year [[ILCS statute?](#)] as well as the Biennial Organizational Meeting in December of each even numbered year.

B. Regular meetings of the Board shall be scheduled in compliance with the Annual Calendar of Meetings approved by the County Board each year pursuant to the Illinois Open Meetings Act.

C. A special meeting of the Board may be called, in accordance with 55 ILCS 5/2-1002, by written request of 1/3 of the membership of the Board, addressed to the Clerk of the Board (County Clerk) and specifying the time and place of the meeting. Upon receipt of such request, the Clerk shall immediately transmit written notice to each member of the Board and publish notice as required by law. [Is something the Board can use for a special COW Mtg.?] [Can the CB still request for a special CB meeting?]

D. Emergency meetings of the Board may be held only in accordance with Section 2.02 of the Illinois Open Meetings Act (5 ILCS 120/1).

E. Time for public participation shall be provided on the agenda for members of the public to be heard, on both the regular meeting of the County Board and Committee of the Whole meetings of the Board, and meetings of standing committees, as follows:

1. Any person wishing to address the Board shall be allotted not more than five (5) minutes to do so.
2. The total time allotted for public participation shall not exceed sixty (60) minutes.
3. Members of the public wishing to speak at other times on the agenda may do so only if recognized by the presider or by majority vote of the Board or committee members present.
4. No Board member shall be permitted to address the Board during the time reserved for public participation.
5. Board members shall not engage in dialogue with members of the public during public participation.

F. The following requirements shall apply to items to be considered for placement on the Agenda:

1. Items proposed for consideration by the Board shall be submitted to Administrative Services on or before Noon on the Tuesday preceding the Board meeting. [Check with Deb on this.]

~~1.2.~~ Any resolution or ordinance submitted shall be accompanied by a summary of its

contents, unless it is so brief in nature that a summary is unnecessary.

2. 3. Only items first presented to Committee of the Whole or a standing committee or a special committee of the Board shall be placed on the agenda of the Board for action with the exception of:

- a) Matters relating to pending litigation;
- b) Correction of the form of matters previously presented to the Board;
- c) Matters which the Board has, as a body, directed to be returned directly to the Board at a previous meeting;
- d) Matters presented to the Board at its Biennial Organizational Meeting;
- e) Collective bargaining and employment matters;
- f) Purely procedural matters, such as scheduling meetings;
- g) Announcements, and matters for consideration and not formal action; and
- h) Emergency budget amendments; and
- i) Items that must be acted on to meet an external deadline;
- j) All items as listed above in 3a-3i shall be listed on the agenda as “New Business”.

G. To the extent possible, seating of Board members shall be by district.

**GOVERNANCE RULES AND PROCEDURES
FOR THE WILL COUNTY BOARD
IN THE COUNTY OF WILL, STATE OF ILLINOIS**



**JIM MOUSTIS, COUNTY BOARD SPEAKER
CHARLES "CHUCK" MAHER, MAJORITY LEADER
HERBERT BROOKS, JR., MINORITY LEADER**

**ADOPTED DECEMBER 5, 2016
AMENDED FEBRUARY 16, 2017**

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EXHIBIT "A" – EMPLOYEE HIRE ADVICE & CONSENT REQUEST
EXHIBIT "B" – ORDINANCE #06-261 (Pages 1-11)

RESOLUTION #17-46
RE: SETTING FORTH GOVERNANCE RULES AND PROCEDURES
FOR THE WILL COUNTY BOARD
IN THE COUNTY OF WILL, STATE OF ILLINOIS

I. DUTIES AND OFFICERS OF THE WILL COUNTY BOARD

- 1.01 Will County Board
- 1.02 Officers
- 1.03 Duties of County Board Speaker
- 1.04 Duties of Legislative Majority Leader and Minority Leader
- 1.05 Duties of the County Executive

1.01 Will County Board. The governing body of the County of Will shall be known as the "*Will County Board*", or the "*County Board of Will County, Illinois*", hereinafter referred to as the "*Board*" [55 ILCS 5/2-5003(a)], and its members as "*County Board Member/Members*" (abbreviated "*CBM/CBMs*"). The Board is the legislative body of the County of Will [55 ILCS 5/2-5003(c)], having those powers provided for by the Constitution and laws of the State of Illinois.

1.02 Officers. On the first Monday of December in even-numbered years after each regular election at which members are elected, at the biennial reorganization meeting, the Board shall elect from its membership a County Board Speaker, a Legislative Majority Leader and Legislative Minority Leader; these three members shall constitute Will County Board Leadership. These officers shall serve two-year terms, or until their successors are elected and qualified.

1.03 Duties of the County Board Speaker.

A. The County Board Speaker shall preside over Board meetings in the temporary absence of the elected County Executive when the County Executive has failed to designate a board member to preside over the board meeting. The County Board Speaker shall be the presiding officer at all times that the Will County Board meets as a "Committee of the Whole" and in his absence the Majority Leader shall preside.

B. The County Board Speaker shall be the chief administrative official of the Will County Board. All staff of the Board shall work at the direction of the County Board Speaker. The County Board Speaker shall assign all matters to committees as recommended by the Executive Committee, and have responsibility for the preparation of all agendas of the Will County Board. The Executive and Judicial Branch of county government and elected officials shall work directly through the County Board Speaker and staff regarding requests for assignment of any matter to a committee of the County Board. Any County Board Member may submit a written request to the Executive Committee for assignment of any matter to a committee, and the Executive Committee shall then consider such request. Moreover, it shall be the policy of the Will County Board that County Board staff shall, upon request, be made available in their respective areas of expertise to elected County Officials and department heads to the extent that the availability is not in conflict with the priorities assigned by the County Board. In matters of urgency, the County Board Speaker may request opinions from the State's Attorney's Office without going through the Committee process.

1.04 Duties of the Legislative Majority and Minority Leaders

A. The Legislative Majority and Minority Leaders shall provide floor leadership for all Republican and Democratic party members with respect to all legislative matters pending before the Board, including, but not limited to, informing the membership of reasons for and against the adoption of proposed ordinances and resolutions, assessing support for and opposition to the adoption of proposed ordinances and resolutions, assessing the need for amendments thereto, consulting with the opposite

Legislative Majority and Minority Leader with respect to the passage of proposed ordinances and resolutions, and generally assisting in the efficient consideration by the Board of all matters before the Board. The Legislative Majority and Minority Leaders shall be the Chief spokesmen of their respective parties on the floor, shall be members of the Executive Committee, shall chair all meetings of their respective caucus, and shall be ex-officio members of all other committees and may, in the event of a temporary committee vacancy, fill such vacancy for the purpose of establishing a quorum with voting privileges and may act as the Committee Chair in the absence of the Committee Chair and Vice-Chair.

B. The Legislative Majority and Minority Leaders shall each appoint a Legislative Whip, to be known as the Majority Whip and Minority Whip who shall assist its Legislative Majority or Minority Leader, at the Leader's direction, in the performance of the Majority and Minority Leaders' duties. In the absence of the Majority or Minority Leader, the Legislative Majority or Minority Whip shall chair all meetings of their respective caucus and shall serve as an ex-officio member of all committees for the purpose of establishing a quorum with voting privileges.

C. In the absence of the Legislative Majority or Minority Leader or Whip, the County Board Members of the Republican or Democratic political party may designate a leader "pro tem" who shall act and serve on committees in the Leader's place with like authority.

1.05 Duties of the Will County Executive. The Will County Executive shall perform those duties as set forth in 55 ILCS 5/2-5001 ET. seq., and as follows:

A. Submit Budget to Board:

It is the duty of the County Executive to prepare and submit to the County Board for its approval the annual budget required by Division 6-1 of the Counties Code [55 ILCS 5/2-5009, (c)].

1. Said budget shall be submitted by the County Executive to the County Board at the regular September Will County Board meeting.

B. Reports to the Board:

It is the duty of the County Executive to make an annual report to the board on the affairs of the county, 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 [55 ILCS 5/2-5001];

1. The Will County Board hereby designates the regular recessed August County Board meeting for the making of the County Executive's annual report to the County Board.
2. The Will County Board's Finance Committee shall receive the advice of the County Executive on the financial condition of the County and its future financial needs not less than monthly.

C. Appointments:

1. The County Executive shall:

- a. *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 [55 ILCS 5/2-5009 (d)]*
- b. *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 [55 ILCS 5/2-5009 (e)]*

2. At the beginning of each fiscal year the Executive's Office shall provide to the County Board a listing of all 'Board' and 'Commission' appointment positions to be filled in the coming year.

3. A list of appointments to be approved at the next month's County Board meeting shall be submitted by the County Executive to the County Board administrative office not later than close of business on the Tuesday before the current month's County Board meeting.
 - a. The Board's staff will insure that a copy of the appointment list for the next month is e-mailed to each County Board Member (CBM) on the Wednesday before the current month's County Board meeting. (In this way each CBM will have knowledge of next month's appointments a month in advance)

4. The appointment list will contain the following information for each position:
 - a. Name of position
 - b. Position Criteria
 - c. Name of appointee
 - d. Appointee qualifications
 - e. Will County Board and Commissions form
 - f. County Board District, if criteria for appointment
 - g. Letters of recommendation, if any

5. The County Executive shall post vacant positions (not including positions where incumbent is to be re-appointed) on the County's website.

D. County Executive Hires

1. The County Executive 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 county officer [55 ILCS 5/2-5009 (g)];

2. A list of general administration positions, to be filled by appointment under this section, shall be submitted to the County Board administrative office not later than the Tuesday before the first Executive Committee meeting of the month.

3. An **EMPLOYEE ADVICE AND CONSENT REQUEST FORM**, (attached to these rules as "Exhibit A") shall be completed for each general administration appointee and included with the *List of General Administration Positions* submitted to the County Board administrative office not later than the Tuesday before the first Executive Committee meeting of the month.

4. The Board's staff will insure that a copy of the "General Administration Position List" (New/Replacement Hire List) for approval at the current month's County Board meeting is included in the Executive Committee agenda for the second (2nd) meeting of the month.

5. The Board's staff will maintain a file in the County Board administrative office of all the "Personnel Advice and Consent" forms submitted in support of candidate approval so that it is available for review by members of the County Board, at their discretion, prior to consideration by the full County Board. **The names of all candidates for general administration positions shall remain confidential, to the extent allowed by law, until acted upon by the Will County Board.**

6. All general administration appointments, beginning with the declaration of a position vacancy to the identification of a position candidate, shall be processed by the Human Resources Department and its staff in accordance with the policy or policies established from time to time by the Will County Board, approved collective bargaining agreements (as may be applicable), as well as Federal and State of Illinois laws and regulations.

7. Vacant positions shall be posted on the County's web site for at least ten (10) business days prior to the selection of a candidate by the County Executive.

8. General administration appointments shall be based solely on a candidates overall qualifications and ability to work with others and consistent with approved collective bargaining agreements then in effect (and if applicable). Appointing or supporting a candidate to further a political agenda or purpose (political hiring) is **expressly prohibited**.

9. Hires in advance of County Board approval are hereby prohibited except in the following cases:

- a. Replacement staff at Sunny Hill Nursing Home.
- b. An "emergency hire" with the prior approval of the County Board Speaker, Legislative Majority and Minority Leader until such time that the hire is formally approved or disapproved by the Will County Board.

II. COMMITTEES OF THE WILL COUNTY BOARD

2.01 Appointments to Standing Committees

2.02 Committee Vacancies

2.03 Standing Committees

1. Executive
2. Finance
3. Public Works & Transportation
4. Judicial
5. Public Health and Safety
6. Land Use & Development
7. Legislative & Policy
8. Capital Improvements

2.04 Powers of Committees

2.05 Written Minutes

2.01 Appointments to Standing Committees. The County Board Speaker, in consultation with the Legislative Majority and Minority Leaders, shall appoint the Chair of each standing committee from the membership of the Republican or Democratic parties and shall appoint such other members of the eight (8) standing committees as is deemed necessary for the proper oversight and functioning of the business of the Board.

2.02 Committee Vacancies. Whenever any member of any committee is either temporarily or permanently unable to perform the duties of such appointment due to resignation, death, disability, illness or absence, the appointing authority may declare such position vacant and may appoint another member to fill the vacancy. If the vacancy is temporary and not permanent, the appointment shall terminate once the incumbent member is able to return to perform the duties of the committee assignment. If a member misses three (3) consecutive meetings, the County Board Speaker may replace that member either permanently or temporarily.

2.03 Standing Committees.

A. There shall be eight (8) permanent committees of the County Board. Each permanent committee shall consist of at least 5 members, except the following:

➤ The Executive Committee, which shall consist of at least eleven (11).

B. The date and time of a committee's meeting shall be set by the County Board Speaker in consultation with the Committee Chair. At a meeting of a committee, in the absence of a Committee Chair, the Committee Vice-Chair shall act as temporary Chair. In the absence of the Chair and Vice-Chair, present committee members, with the ability to comprise a quorum, may elect a Chair-Pro-tem in order to conduct the business of the Committee.

C. The permanent committees and their responsibilities are as follows:

1. Executive.

This Committee shall be responsible for the following:

- i. Assignment of all matters to all standing committees for consideration.
- ii. Consideration of all County Executive appointments.
- iii. The approval of the County Board agenda.
- iv. Making a recommendation to the Board on all contracts for professional services, including but not limited to insurance and audits.
- v. The review and oversight of the Community Development Block Grant Program, including recommendations to the Board for grant proposals, economic development, hearings on the issuance of County licenses, in accordance with State Statutes and local resolutions and ordinances.
- vi. The examination, review, analysis and policy setting of the County's various insurance plans and policies, personnel policy issues including, but not limited to, the examination and review of employee salaries and job descriptions, and, setting policy on Deferred Compensation and employee development programs offered in the County.
- vii. All aspects of the County's Solid Waste Management Plan, shall conduct those public hearings required by statute, rule, regulation or ordinance (except as otherwise may be determined by the County Board), and shall make recommendations to the Board for the expenditure of County revenues and funds allocated for environmental matters. Nothing in these rules shall supersede specific lawful statutory assignments of authority.
- viii. To request opinions from the State's Attorney's Office. A request for a formal (written) opinion from the State's Attorney's Office shall be submitted in writing and shall set forth the specific issue of concern.
- ix. All other matters not specifically assigned to other committees of the Board.

Membership on the Executive Committee shall be comprised of at least the following:

- County Board Speaker
- Legislative Majority and Minority Leaders or, in the absence of the Legislative Majority or Minority Leader, the Majority or Minority Whip;
- Chair of each of the seven (7) other standing committees of the Board or, in the absence of any such Chair, then the Committee Chair may request of the Executive Committee Chair that the Vice-Chair attend in his stead; and
- In addition to the County Board Speaker, Majority and Minority Leader and Committee Chairs, all remaining members shall be determined by leadership.

2. **Finance.**

This Committee shall be responsible for the following:

- i. Making recommendations concerning County fiscal policies and financial administration.
- ii. Establishing and reviewing County Board budget priorities.
- iii. The examination, review, analysis, and where appropriate the modification of the annual budget proposed by the County Executive.
- iv. The preparation of the annual appropriation and levy ordinances for the County of Will.
- v. The review of all internal and external audits of all County departments and the offices of all elected County officials.
- vi. The review and disposition of grant requests.
- vii. Review and approve all county indebtedness and approve of any short-term or long-term borrowings.
- viii. The appropriation of salaries of all County employees, appointed officials and officeholders.

- ix. The review of all matters of taxation and finance for the purpose of generating new revenue for the County.
- x. This Committee shall also receive monthly financial reports from the County Executive's Office containing both monthly and year-to-date income statements, revenue projections, expense statements and projections and projected budget surpluses and/or shortfalls.

3. Public Works & Transportation.

This Committee shall be responsible for the following:

- i. The recommendation of the prioritization of proposed public works and transportation projects, the development and expansion of current vendor list, the review and policy-setting of planning, acquisition, construction, improvement, demolitions, modification and maintenance of Will County's infrastructure, such as roads, bridges, right of ways, water systems, cable systems and resource recovery systems.
- ii. In conjunction with the Land Use & Development Committee, this Committee shall be responsible for oversight and review of infrastructure to insure the health, safety and welfare of the residents of the County.

4. Judicial.

This Committee shall be responsible for the examination, review, analysis, recommendation and policy setting for the judicial and law enforcement needs of the County (excepting the construction or expansion of facilities), including but not limited to the needs of the Circuit Court, the Jury Commission, the State's Attorney, the Sheriff, the Coroner, the Circuit Court Clerk, the Public Defender, the Adult and Juvenile Detention Facilities, and the Probation Department.

5. Public Health & Safety.

This Committee shall be responsible for the following:

- i. The examination, review, analysis and policy setting of the County's health and public welfare needs.
- ii. To act as the liaison between the County Board and the Board of Health and the Health Department Administration.
- iii. Identifying the changing needs of Will County's aging and disabled population.
- iv. Oversight of the EMA (Emergency Management Agency), Animal Control Department and all community programs within the County.

6. Land Use & Development.

This Committee shall be responsible for the following:

- i. The examination, review, analysis and policy setting of the Will County Land Resource Management Plan, including landfills and wetlands, as well as the land use needs and requirements of the County.
- ii. The review, adoption and modification of the County's land use plans, zoning ordinances, and subdivision ordinances, construction guidelines and building codes and standards, stormwater regulation policy and associated fees.
- iii. The examination and review of policy and associated fees for the County's Geographic Information System (GIS).
- iv. All proposals for changes to or modifications involving agricultural lands or flood plains.
- v. In conjunction with the Public Works & Transportation Committee, provide oversight and review of infrastructure to insure the health, safety and welfare of the residents of the County.

7. Legislative and Policy.

This Committee shall be responsible for the following:

- i. The examination, review and coordination of the state and federal legislative needs of the County. Such needs shall include, but are not limited to, recommendations for legislation transmitted from any standing committee, any Board member(s) or an elected County official or department head to the Executive Committee.
- ii. Communication liaison with Federal and State Will County legislators, for legislative and grant assistance and to foster better intergovernmental cooperation between all levels of government. Where time is of the essence and the Legislative Committee is unable to meet, then the Legislative Committee Chair shall consult with Leadership for purposes of determining the legislative message to be conveyed.
- iii. The examination, review, analysis and recommendation to the County Board of all matters dealing with general County policy issues and amendments to the County Board Rules.

8. Capital Improvements.

This Committee shall be responsible for the following:

- i. Making recommendations to the County Board on matters dealing with accommodating the space needs of Will County Government, including all branches of government and all constitutional officers, for both the long and short term.
- ii. The review and analysis of lease options for the county.
- iii. Provide oversight, planning and recommendations on other matters dealing with capital improvements, including, but not limited to, communications, infrastructure matters and projects of benefit to the citizens of Will County.
- iv. Make recommendations on matters of economic benefit to the citizens of Will County.

D. Ad Hoc committees shall be appointed by the County Board Speaker with the concurrence of the Executive Committee. Every ad hoc committee shall consist of a sufficient number of members to accomplish the specific purpose or purposes for which it was created.

E. The County Board may meet as a "Committee of the Whole" by the call of the County Board Speaker, or an affirmative vote of a majority of the Executive Committee, or upon the affirmative vote of 14 County Board members at a regular meeting of the County Board, or upon a written request setting forth the items for discussion and signed by 14 members of the County Board. The time, place and agenda for any meeting of the "Committee of the Whole" shall be set by the County Board Speaker consistent with the provisions of this paragraph and Rules, and published and posted in accordance with Illinois law.

2.04 Powers of Committees. The various elected officials and department heads, in addition to the County Board staff, shall provide such assistance, information and support to the standing committees and to the Board as a whole as may be required, by said committees or by the Board. Information required by the Board or any of its standing committees shall be provided upon request of any Board member or Board staff. The staffing for the standing committees shall be provided by the County Board staff and access to Committee agendas shall be through the County Board staff via the board management system. All County Board Committees, in the exercise of their legislative functions and powers, shall have the right to summon employees and to review those documents and records necessary or helpful in the exercise of such responsibilities. Willful failure to respond to a request issued to a County employee or appointed department head by a Board Committee shall be sufficient cause to authorize the Committee to apply to the Board for a *Resolution of Notification* to the appropriate County officer (elected official) of the failure of his/her employee/employees to appear and to request an immediate redress of said grievance.

Requests for informal opinions from the State's Attorney's Office shall be submitted to the Board Office. Board Staff will place the matter on the Executive Committee agenda and on the agenda of any other committee as directed by the Speaker for report.

2.05 Written Minutes. All Committees shall keep written minutes and all such forms of minutes as required by law. Minute Books for every committee shall be kept in the County Board Office. Secretarial services shall be provided by the County Board staff. Audio recordings of the regular meetings shall be disposed of once the meeting minutes have been approved. Pursuant to 5 ILCS 120/2.06 (c) the audio recording of closed meetings shall be disposed of no less than 18 months after the completion of the meeting recorded but only after:

- (a) Approval of the destruction of the recording;
- (b) Approval of the minutes of the closed meeting.

III. CONDUCT OF BUSINESS OF THE WILL COUNTY BOARD

- 3.01 Order of Business
- 3.02 Time and Place of Regular and Special Meetings
- 3.03 Parliamentary Procedure
- 3.04 Board Rules and Amendments
- 3.05 Suspension of Rules
- 3.06 Right to Address the Board
- 3.07 Text Amendments/Map Amendments; Objections & Protests
- 3.08 Agenda
- 3.09 Motions
- 3.10 Debate
- 3.11 Vote
- 3.12 Reconsideration of Motions
- 3.13 Executive Vetoes
- 3.14 Committee Reports

3.01 Order of Business. The order of business for each regular meeting of the County Board shall be as follows:

1. Call to Order
2. Pledge of Allegiance to the Flag
3. Invocation
4. Roll Call
5. Determination of Quorum
6. Motion to Place on File Certificate of Publication
7. Approval of Minutes
8. Acknowledgement of Elected Officials and Media Present
9. Honorary Resolutions/Proclamations
10. Old Business - Executive Vetoes
11. New Business - Committee Reports and Recommendations
12. Appointments by the County Executive
13. Public Comment
14. Comments by County Board Members
15. Announcements by the Legislative Majority Leader, Minority Leader and County Board Speaker
16. Executive Session
17. Recess/Adjournment

3.02 Time and Place of Regular and Special Meetings. The County Board shall meet for the purpose of transacting business at the hour of 9:30 a.m. on the third Thursday of each month at the County Board Room, 302 North Chicago Street, Joliet, Illinois, 60432. Special meetings of the County Board not called by the Executive in accordance with his statutory authority may be called by a written direction signed by not less than nine (9) members of the Board and delivered to the Will County Clerk. Such direction shall specify the date and time of the meeting, the business to be conducted, and shall be delivered with at least 24 hours notice to the e-mail address provided by each Board member. All special meetings shall take place in the County Board Room, 302 North Chicago Street, Joliet, Illinois, 60432.

3.03 Parliamentary Procedure.

- A. In the absence of a County Board rule to the contrary, the parliamentary procedure of this Board shall be governed by "Roberts Rules of Order - Newly Revised".
- B. Every member shall have the opportunity to speak to a question for no more than 3 minutes.
- C. A member shall be permitted to speak to a question a second time only after every member who desires to speak on the question has had an opportunity to do so at least once. And in speaking to the question a second time, the member shall have 2 minutes to speak. If the debate is closed before the member has an opportunity to make a second speech, none may be made.
 - 1. Merely asking a question or making a brief suggestion is not counted as speaking in debate; nor is the making of a secondary motion counted as speaking in debate.

3.04 Board Rules and Amendments. At the Board reorganization meeting, which shall be held on the first Monday in December in even numbered years at the hour of 9:30 a.m. in the County Board Room. After the Pledge of Allegiance and invocation, the newly elected/re-elected County Board Members shall take the oath of office. A motion to seat the newly elected/re-elected County Board Members will be made and the meeting called to order. The only business that may be transacted at the reorganization meeting of the Will County Board is the adoption of the rules, selection of board leadership (as defined by the rules) and appointments to the standing committees. Board Rules must be approved by a majority of the members of the Board at the reorganization meeting. Thereafter, no amendment shall be made to any of the Rules of the Board except upon motion made in writing and approved by three-fifths (3/5) of the members of the Will County Board at the next regular meeting of the Board, adjourned or otherwise occurring not less than 30 days from the date of the initial written motion.

3.05 Suspension of Rules. In a particular case, to avoid hardship or to promote the orderly transaction of County business, a Rule or Rules of the Board may be temporarily suspended by a voice vote of three-fifths of the members present.

3.06 Right to Address the Board and Public Comment.

A. Right to Address the Board: No person who is not a member of the Board, excepting the County Executive in the performance of his duties as Presiding Officer of the County Board Meeting, shall be permitted to address the Board unless:

1. The purpose of the comment pertains to an item specifically placed on the agenda. The person may be allowed to speak once the item is placed on the floor for discussion.

2. The comment is in a Public Hearing

3. An otherwise permitted Public Comment. Consistent with 5 ILCS 120/2.06(g) and reasonable constraints determined by the Will County Board, at each regular or special meeting of the Board or its committees that is open to the public, members of the public may request a brief time on the approved agenda of the meeting to address the Board or committee on relevant matters within its jurisdiction. Committees of the Board review items of business and make adjustments and endorsements as appropriate for further consideration by the Full Board. Public comments are generally most useful at meetings of Board committees, where proposals are first considered and the time for interaction most feasible.

4. Upon a motion made to "suspend the rules". Then such person shall be allowed to address the Board for a period of two minutes only. However, when the County Board Speaker or Legislative Majority or Minority Leader requests the opinion of the County Executive (unrelated to the conduct of the County Board Meeting), State's Attorney or of a Department Head, it shall not be necessary to suspend the Rules to allow such person to speak.

3.07 Text Amendments/Map Amendments, Objections & Protests. All written protests and written objections to proposed zoning ordinance text amendments and map amendments shall be submitted to the Will County Board in accordance with the rules of the

Board and agencies of Will County Government not in conflict with the laws of the State of Illinois.

3.08 Agenda. There shall be a written agenda prepared for every meeting of the Will County Board. The agenda shall be prepared by the Executive Committee, not less than seven (7) days prior to the regularly scheduled meeting of the Will County Board. Any item to be considered by the board shall be assigned by the Executive Committee or at the discretion of the County Board Speaker. A copy of the agenda shall be made available to the members, and shall also be placed on display in the Clerk's Office and posted outside of the County Board Room, pursuant to the Open Meetings Act. All agendas and attachments are available online at www.willcountyboard.com or may be viewed in the Administrative Office of the Will County Board, 302 N. Chicago St., 2nd Floor, Joliet, IL. Notwithstanding the above, the County Board Speaker shall have the authority to place an item or items on the agenda after the Executive Committee has prepared the agenda but prior to 48 hours before the scheduled County Board meeting for any item or items which are of a time sensitive or critical nature. Said addition of an item or items shall be done in full compliance with the Open Meetings Act.

3.09 Motions. Every motion shall be reduced to writing if requested by any member of the Board.

3.10 Vote. Any member in attendance may vote "Yes", "No", or "Abstain", on any matter before the Board. A roll call vote may be requested by any member on any matter before the Board.

3.11 Reconsideration of Motions. When a question has been decided in the affirmative or the negative, it shall be in order for any member of the prevailing side who voted on such question to move reconsideration thereof, but no motion for the reconsideration of any vote shall be in order unless made on the same day on which the vote was taken. Such motion may be seconded by a member of either the prevailing or the losing side.

3.12 Executive Vetoes.

- A.** *Any Ordinance, Resolution, Motion or Item of Appropriation vetoed by the County Executive shall be returned to the Board at its first meeting occurring not less than six (6) days, Sundays excepted, after said Ordinance, Resolution, Motion or Item of Appropriation has been presented to him. Each such vetoed Ordinance, Resolution, Motion or Item of Appropriation shall be accompanied by a written statement of the objections of the County Executive, which objections shall be entered and spread upon the journal. 55 ILCS 5/2-5010*
- B.** *The Board shall proceed to reconsider all such Ordinances, Resolutions, Motions or Items of Appropriation vetoed and returned to the Board by the County Executive as provided in the County Executive Law. The County Executive shall take no part in the conduct of the debate. Upon the close of debate, the Clerk shall call the roll on a vote to reconsider as required by the County Executive Law, and if three-fifths of the members of the Board vote affirmatively to reconsider (override) the veto, then the Ordinance, Resolution, Motion or Item of Appropriation shall become effective on the date prescribed, but no earlier than the date of the override vote. 55 ILCS 5/2-5010*
- C.** *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 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 his approval. 55 ILCS 5/2-5010*