

CB/CE Rules stuff for May 14, 2018

-Speaker vs. Chair

- be known as the Champaign County Board (hereinafter "Board").
- need to check replacing County Board with "Board"

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 (DD will provide update). 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 Biennial 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 Biennial Organizational Meeting will be conducted as follows:

A. The meeting ~~will be presided by the County Executive. If the County Executive is absent, a temporary presiding officer 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 officer shall declare the nominations closed.

B. The ~~meeting~~ presiding officer 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 officer** 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 officer** 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 not conduct Standing Committee or Committee of the Whole Meetings, but will 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 Biennial 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 following the same process in the same procedure as in the Biennial 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 following the same process in the same procedure as in the Biennial Organizational Meeting.** ~~practicable at a lawfully noticed and constituted meeting by a majority vote of the members present.~~

5. Duties of the 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.~~

[This is to be removed]

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.

NEW

L. The County Board Chair shall request legal opinions, on behalf of the County Board, from the State's Attorney Office on an as needed basis.

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 6E (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 presiding officer ~~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. (DD will replace this with updated material)

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—still need to be done, or stricken.]
- ~~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”.

NEWLY modified.

G. 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 were unanimously adopted out of committee. Any item on the consent agenda may be pulled off for discussion prior to a vote on the Consent Agenda.

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

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

Need to include language on review of Departmental Heads.

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; **() and shall provide staff support for the County 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. ~~(c)~~ 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; **or by delivery by email.**

~~(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. ~~(f)~~ 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 Board Chair shall 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 lobby 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 ayes 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).

ORDINANCE NO. 837

**ORDINANCE ESTABLISHING SINGLE ADMINISTRATOR SYSTEM AND
PRESCRIBING THE DUTIES, POWERS AND RESPONSIBILITIES OF THE COUNTY
ADMINISTRATOR**

WHEREAS, the Champaign County Board by various motions passed during 1988 and 1989 did establish the staff position of County Administrator and, in January, 1990, hired its first County Administrator; and in March 1993 by Ordinance No. 431, and in March 1998 by Ordinance No. 559 established "An Ordinance Prescribing the Duties, Powers and Responsibilities of the County Administrator"; and

WHEREAS, in May 2004, the Champaign County Board adopted Ordinance No. 718, which amended Ordinance No. 559 by establishing that there would be two staff positions to be identified as County Administrator of Finance and Human Resource Management and County Administrator of Facilities and Procurement; and

WHEREAS, it is the recommendation of the Administrative Structure Subcommittee to the Policy, Personnel, and Appointments Committee that Ordinance No. 431, 559 and 718 be rescinded, and the County Board adopt an Ordinance establishing a single administrator position effective on December 1, 2009; and

WHEREAS, the Policy, Personnel, and Appointments Committee adopts the recommendation of the Administrative Structure Subcommittee and recommends to the Champaign County Board that Ordinance No. 431, 599 and 718 be rescinded, and the County Board adopt an Ordinance establishing a single administrator position effective on December 1, 2009.

NOW THEREFORE BE IT AND IT IS HEREBY ORDAINED by the County Board of County of Champaign, Illinois that effective on December 1, 2009, the County Board establishes a single administrator position with duties, powers and responsibilities as follows:

DUTIES, POWERS and RESPONSIBILITIES OF THE COUNTY ADMINISTRATOR

Effective December 1, 2009, there is hereby created one staff position which shall be known as County Administrator to advise, assist, and be responsible to the Champaign County Board, for the proper and efficient administration of such affairs of Champaign County government as are assigned to the position by the County Board.

The County Administrator shall perform duties, subject to the direction and approval of the Champaign County Board, which is the chief policymaking body of Champaign County government. Day to day liaison shall be maintained by the County Administrator with the Chair of the Champaign County Board. The County Administrator shall be responsible for the enforcement of such ordinances, orders, regulations and resolutions relating to internal operations of county government as are adopted by the Champaign County Board.

The County Administrator shall have the following duties, powers and responsibilities:

1. **ADMINISTRATION.** The County Administrator shall perform the administrative duties, powers and responsibilities vested in or delegated to the Champaign County Board by law or by intergovernmental agreement, which duties, powers and responsibilities shall include and be limited to:
 - a. Giving administrative directives to operating Champaign County departments and agencies, which directives shall be subject to and given in strict compliance with the policies established and authorized by ordinance, resolution or motion passed by the County Board or by final main motion passed by a committee or subcommittee of the County Board; and
 - b. Responding in a timely manner to reasonable requests of the County Board, its committees and subcommittees, individual County Board members, and heads of Champaign County departments, offices and agencies, for information or advice concerning or related to the administrative duties, powers and responsibilities of the County Administrator; and
 - c. Act as department head for the Administrative Services Department.

2. **FINANCE.** The County Administrator shall establish the schedule and procedure to be followed by all County departments, offices, and agencies in connection with the preparation, review, adoption, implementation, and amendment of the annual budget in accordance with the policy and guidelines recommended by the Finance Committee, and approved by the Champaign County Board. The County Administrator shall, in coordination with the Chair of the Finance Committee, supervise and administer all phases of the budgetary process. The county Administrator shall review budget requests from departments, offices and agencies; and prepare and submit to the Board and its committees and subcommittees the annual budget, which shall include all of the funds, departments, offices and agencies which the Board is required to review and approve.

3. **PERSONNEL.**
 - a. The County Administrator shall assist the Policy, Personnel and Appointments Committee in the development and implementation of the policies and guidelines for the selection, employment, supervision, suspension, discharge or removal of all personnel, positions, or employment under the jurisdiction of the Champaign County board, except non-elected persons appointed by the Board as required by State law. The County Administrator shall assist the Policy, Personnel and Appointments Committee and the Finance Committee in the development and implementation of policies and guidelines for salary administration, including classifying, compensating, and evaluating all positions. The Champaign County Affirmative Action Program shall be administered by the County Administrator, under the direction of the Policy, Personnel and Appointments Committee.
 - b. The County Administrator shall assist all Board committees in evaluation of job performance of appointed department heads and report finding to

appropriate Board committees; screen applicants and recommend candidates to be interviewed following County Board policy, unless otherwise provided by State statute.

4. **LEGISLATION.**

- a. The County Administrator, in coordination with the Policy, Personnel and Appointments committee, or its designated subcommittee, shall draft, recommend and support legislation pertinent to Champaign County's interests and objectives. The County Administrator may represent Champaign County at state legislative hearings when deemed necessary by the Champaign County Board.
- b. The County Administrator shall keep the Champaign County Board informed concerning proposed or accomplished actions of other governmental units and recommend intergovernmental agreements when applicable. The County Administrator, in coordination with the Chair of the Champaign County Board, is authorized and directed to act as a liaison with other governmental units when deemed necessary by the Chair of the Champaign County Board.

5. **SUPPORT OF THE CHAMPAIGN COUNTY BOARD.**

- a. The County Administrator shall assist the Champaign County Board Chair in preparation and distribution of the agenda and supporting documentation for all meetings of the Champaign County Board.
- b. The County Administrator shall assist the chairs of the Board's committees and subcommittees, in the preparation and distribution of the agenda, minutes and supporting documents for meetings of committees and subcommittees of the Board.
- c. The County Administrator shall attend all meetings of the Champaign County Board and may be requested to participate in the discussion of any matter before the Board.
- d. The County Administrator shall attend County Board committee and subcommittee meetings when requested by chairs of the committees or subcommittees, and may participate in discussions, and recommend measures for adoption when appropriate or requested.
- e. The County Administrator shall provide the County Board, or its committees or subcommittees, upon request, with data or information concerning the County and provide advice and recommendations on County government operations.

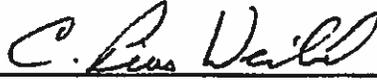
6. **CONTRACTS and AGREEMENTS.** The County Administrator, in coordination with the Chair of the Champaign County Board, is authorized to negotiate leases, contracts, and other agreements for goods or services, subject to (a) applicable state law; (b) the recommendation of the applicable county board committee; and (c) the approval of the Champaign County Board. The County Administrator shall ensure that all terms and conditions of leases, contracts, and other agreements are performed and shall promptly notify the Board of any violations of such leases, contracts, and other agreements. The County

Administrator shall be responsible for the continued development and maintenance of a centralized system for purchasing goods and services on behalf of County departments and agencies.

7. **PROPERTY.** The County Administrator shall assist the County Facilities Committee in the development and implementation of policies and guidelines to provide for appropriate protection of the County and its property from loss, damage, liability, and other risks.
8. **COMMUNICATIONS AND INFORMATION TECHNOLOGY.** The County Administrator shall maintain and supervise systems of communication and information technology, including but not limited to information technology and data processing, telephone, micrographics, copier services and printing services, and mail services. The County Administrator shall assist the County Board and its committees and subcommittees, in coordination with the various county departments, offices and agencies, in the development and implementation of policies and guidelines to provide for systems of communication and information technology to allow computerized electronic access by County employees, members of the public, and other interested persons or entities to records and information that is lawfully available to the public and which is kept in the various departments, offices and agencies of Champaign County government.
9. **ORGANIZATION.** The County Administrator shall monitor and recommend to the Champaign County Board the structure of County departments and agencies, and their functions, including reporting relationships, physical facilities and location. The County Administrator may recommend changes to the County government organization structure. The County Administrator may direct non-elected department heads to undertake tasks for other departments on a temporary basis if the County Administrator deems it necessary for the proper and efficient administration of the County government to do so, subject to review by the County Board.
10. **RECORDS.** The County Administrator shall maintain records appropriate to or required by the duties, powers and responsibilities of the position.
11. **OTHER.** The County Administrator shall perform such other duties as may be required by the Champaign County Board.

IT IS HEREBY FURTHER ORDAINED by the County Board of the County of Champaign, Illinois, that on December 1, 2009, the following Ordinances are hereby rescinded: Ordinance No. 431, Ordinance No. 559, and Ordinance No. 718.

PRESENTED, ADOPTED, APPROVED AND RECORDED this 21st day of October,
2008 A.D.



**C. Pius Weibel, Chair
Champaign County Board**

ATTEST:



**Mark Shelden, County Clerk and *Ex-Officio*
Clerk of the Champaign County Board**

ORDINANCE NO. 851

ORDINANCE AMENDING ORDINANCE NO. 837 ESTABLISHING SINGLE ADMINISTRATOR SYSTEM AND PRESCRIBING THE DUTIES, POWERS AND RESPONSIBILITIES OF THE COUNTY ADMINISTRATOR

WHEREAS, The Champaign County Board has heretofore adopted Ordinance Number 837 establishing a single County Administrator system; and

WHEREAS, The Champaign County Board seeks to amend its Ordinance Number 837 to reflect the County Board's intention for the County Administrator to conduct the annual job performance evaluations of the County Board appointed department heads;

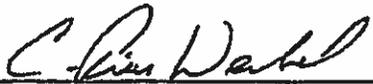
NOW, THEREFORE, BE IT AND IT IS HEREBY ORDAINED by the Champaign County Board, that the following duties, powers, and responsibilities of the County Administrator in Ordinance No. 837 are amended as follows:

3. PERSONNEL

b. The County Administrator shall ~~assist all Board committees in~~ *annually conduct* evaluation of job performance of *County Board* appointed department heads and report finding to ~~appropriate Board committees~~ *the County Board*; screen applicants and recommend candidates to be interviewed following County Board policy, unless otherwise provided by State statute.

9. ORGANIZATION. The County Administrator shall monitor and recommend to the Champaign County Board the structure of County departments and agencies, and their functions, including reporting relationships, physical facilities and location. The County Administrator may recommend changes to the County government organization structure. The County Administrator may direct non-elected department heads to *direct their staff to* undertake tasks for other departments on a temporary basis if the County Administrator deems it necessary for the proper and efficient administration of the County government to do so, ~~subject to review by the County Board.~~

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 18th day of June, A.D. 2009.


C. Pius Weibel, Chair
Champaign County Board

ATTEST:


Mark Shelden, County Clerk and
Ex-Officio Clerk of the County Board