

**RULES AND PROCEDURES  
OF THE CHAMPAIGN COUNTY BOARD  
IN THE COUNTY OF CHAMPAIGN, ILLINOIS**



**ADOPTED: December 3, 2018**

**EFFECTIVE: December 3, 2018**

**REVISED: October 24, 2019**

## TABLE OF CONTENTS

I.	COUNTY BOARD .....	3
II.	BIENNIAL ORGANIZATIONAL MEETING .....	3
III.	BOARD CHAIR .....	4
IV.	VICE-CHAIR.....	4
V.	DUTIES OF THE BOARD CHAIR.....	5
VI.	DUTIES OF THE COUNTY EXECUTIVE .....	6
VII.	RULES .....	10
VIII.	PARLIAMENTARIAN.....	10
IX.	QUORUM .....	11
X.	BOARD MEETINGS.....	11
XII.	RECOGNITION OF MEMBERS OF THE BOARD, COMMITTEES, AND OTHERS. ....	14
XIII.	MOTIONS, RESOLUTIONS, ORDINANCES, VOTING AND ROLL CALL. ....	15
XIV.	AREAS OF COUNTY BOARD RESPONSIBILITIES ASSIGNED TO THE COMMITTEE OF THE WHOLE AND STANDING COMMITTEES .....	17
XV.	COMMITTEE STRUCTURE.....	19
XVI.	PER DIEM. ....	20
XVII.	EFFECTIVE DATE. ....	21
XVIII.	APPENDIX – TRAVEL ORDINANCE .....	22

**RESOLUTION NO. 2018-413**

**A RESOLUTION THAT SUPERSEDES RESOLUTION NO. 9162 ON ESTABLISHMENT OF ORGANIZATION, DUTIES, RULES, POLICIES, AND PROCEDURES OF THE CHAMPAIGN COUNTY BOARD ON THE EFFECTIVE DATE OF DECEMBER 3, 2018**

**WHEREAS**, the Champaign County Board by Resolution No. 9162, established the organization, duties, rules, policies, and procedures of the Champaign County Board; and

**WHEREAS**, the Champaign County Board by Ordinance No. 837, established the single administrator system and prescribed the duties, powers and responsibilities of the County Administrator; and

**WHEREAS**, the Champaign County Board by Ordinance No. 742, Section 4, set forth that the Chairman of the County Board of Champaign County shall be the Local Liquor Commissioner; and

**WHEREAS**, the citizens of Champaign County did by referendum in November 2016 vote to adopt the county executive form of government; and

**WHEREAS**, the Champaign County Board has determined that Resolution 9162 requires revision, Ordinance No. 837 requires revision, and Ordinance 742, Section 4 requires revision; and

**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 and the Champaign County Executive, except as otherwise required by law, and shall supersede all previous resolutions, ordinances, or specifically referenced portions of ordinances concerning the same matters adopted by the Champaign County Board.

- I. **COUNTY BOARD.** The governing body of Champaign County, Illinois, as legally constituted, shall be known as the Champaign County Board (hereinafter “Board”). Until the County is again reapportioned as required by statute, the Board shall be comprised of 22 members with 2 Board members to be elected from each of 11 Board districts.
- II. **BIENNIAL ORGANIZATIONAL MEETING.** The Board shall hold a 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. 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. The presider 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. A member may decline nomination. When all members who wish to have offered nominations have done so, the presiding officer shall declare the nominations closed.

**B.** The 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.

**D.** After all nominees have one opportunity to speak, the 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.

**E.** If a nominee receives the votes of a majority of the members present during the Roll Call vote, the nominee is elected. If no nominee receives the votes of a majority of the members present, the 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 II.A, 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.

**III. BOARD CHAIR.** The Board Chair 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 practical following the same process as in the Biennial Organizational Meeting.

**IV. VICE-CHAIR.** The Vice-Chair 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 practical following the same process as in the Biennial Organizational Meeting.

**V. DUTIES OF THE BOARD CHAIR.**

- A.** The Board Chair shall preside at meetings of Committee of the Whole.
- B.** The Board Chair shall appoint the Chair, Vice-Chair, and members of each area of responsibility assigned to the Committee of the Whole, 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 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 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 Board Chair shall reflect the expressed will of the party caucuses. Such special committees shall be dissolved upon the completion of the assigned task(s) or 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 Board shall be appointed to at least one standing committee.
- E.** Unless assigned to the relevant committee, the Board Chair is a non-voting ex-officio member of all standing committees, special committees, and subcommittees.
- F.** The Board Chair shall be the Board liaison with the office of the County Executive.
- G.** The Board Chair shall timely perform all duties set forth herein or otherwise imposed by action of the Board or by law.
- H.** The 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.

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

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

**VI. DUTIES OF THE COUNTY EXECUTIVE.** (pursuant to 55 ILCS 5/2-5009)

**A.** The County Executive shall see that all of the orders, resolutions and regulations of the Board are faithfully executed; shall require reports and examine accounts, records and operations of all county administrative units, with the exception of units of elected and appointed officials; shall supervise the care and custody of all county property including institutions and agencies; shall perform such other duties as shall be required of her/him by the Board; and shall provide staff support for the Board as set forth below:

1. The County Executive shall assist the Board Chair in preparation and distribution of the agenda and supporting documents for all meetings of the Board.
2. The County Executive 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.
3. The County Executive shall attend 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.
4. The County Executive shall provide the Board, or its committees or subcommittees, upon request, with data or information concerning the County and provide advice and recommendations on County government operations.

**B.** The County Executive 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.

**C.** The County Executive shall prepare and submit to the Board for its approval the annual budget for the county in September, in accordance with the Board's annual budget resolution.

**D.** The County Executive shall make an annual report to the Board on the affairs of the county within the month of either April or May, and keep the Board fully advised as to the financial condition of the county and its future financial needs.

**E.** The County Executive shall 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, and the various special districts within the county except where appointment to serve on such districts is otherwise provided by law.

**F.** 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 and appointed county officer.

**G.** The 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.

1. On or before February 1 of each year, the 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. This list shall be made available for public inspection and copying.
2. All persons desiring to be considered for appointment to any such appointive office shall make written application to the County Executive. Forms for those applications shall be approved by the 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.
3. 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 County Executive.
4. The 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.

- 5.** To the extent practicable, the County Executive shall personally interview all applicants for such offices.
- H.** The County Executive may remove or suspend in her/his discretion, after due notice and hearing, anyone whom she/he has the power to appoint.
- I.** The County Executive may call a special meeting of the Board, by a written executive order 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 via email.
- J.** The County Executive shall preside over regular and special Board meetings; however, the County Executive is not entitled to vote except to break a tie vote. If the County Executive is temporarily not available to preside over a Board meeting, the Board Chair shall preside over the Board meeting.
- K.** The County Executive shall approve or veto ordinances or resolutions (Section 2-5010).
- L.** The County Executive, with the advice and consent of the Board, shall enter into intergovernmental agreements with other governmental units.
- M.** The County Executive, with the advice and consent of the Board, shall negotiate on behalf of the county with governmental units and the private sector for the purpose of promoting economic growth and development.
- N.** The County Executive, at her/his discretion, may appoint a person to serve as legal counsel at an annual salary established by the Board at an amount no greater than the annual salary of the state's attorney of the county.
- O.** The County Executive 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 Brookens Administrative Center. The calendar shall also be posted on the County website.



**P.** The County Executive 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 Board, except non-elected persons appointed by the Board as required by State law. The County Executive 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 Executive, under the direction of the Policy, Personnel and Appointments Committee. [from Ord. 837]

**Q.** The County Executive 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 Board policy, unless otherwise provided by State statute. [from Ord. 837]

**R.** The County Executive 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. [from Ord. 837]

**S.** The County Executive 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 Executive shall assist the 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. [from Ord. 837]

**T.** The County Executive shall monitor and recommend to the Board the structure of County departments and agencies, and their functions, including reporting relationships, physical facilities and location. The County Executive may recommend changes to the County government organization structure. The County Executive may direct non-elected department heads to undertake tasks for other departments on a temporary basis if the County Executive deems it necessary for the proper and efficient administration of the County government to do so, subject to review by the Board. [from Ord. 837]

U. The County Executive shall be the Local Liquor Commissioner [COMMISSIONER] and shall be charged with the administration of the Champaign County Ordinance Establishing the Rules and Regulations Governing the Sale and Consumption of Alcoholic Liquor in Champaign County, Illinois [Ord. 742 and any and all amendments thereof] and shall have all of the powers, duties and functions as provided by the laws of the State of Illinois. 235 ILCS 5/4-2, 4-4, 4-5, and 7-5.

## VII. 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. Every item listed on a 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 Board for action as “without recommendation” out of special committee, subcommittee or Committee of the Whole. The 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 Board for action “without recommendation” from the standing committee, special committee, subcommittee or Committee of the Whole.

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

F. Any Rule, except Rule VI.E (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.

## VIII. PARLIAMENTARIAN.

A. The Board Chair and the County Executive may designate a Parliamentarian.

**B.** The Parliamentarian shall advise the County Executive, Board Chair, or any presiding officer on any Rule when called upon to do so by the presiding officer.

**IX. 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, Committee, or subcommittee may suggest that the presider determine the presence or absence of a quorum.

**X. BOARD MEETINGS.**

**A.** As required by statute, the Board shall meet during the months of June and September of each year 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 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 the County Executive and to each member of the Board, and shall publish notice as required by law.

**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 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. 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. 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;
  - h) Emergency budget amendments; and
  - i) Items that must be acted on to meet an external deadline;
  - j) All items as listed above in 2a – 2i shall be listed on the agenda as “New Business”.

**G.** The Board Chair shall designate a portion of the regular monthly 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 by a Board member prior to a vote on the Consent Agenda.

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

**XI. ORDER OF BUSINESS.**

**County Board, Committee of the Whole, and Standing Committee Meetings**

**A.** The presiding officer shall call the meeting to order at the time scheduled for the meeting or as soon thereafter, as it shall appear that a quorum is present.

**B.** Prior to the conduct of any other business, the presiding officer shall direct that the roll be called if a quorum is present and, if so, the meeting shall immediately proceed according to the designated order of business.

**C.** The Order of Business for each Regular meeting of the Board shall be as follows:

Call to Order and Roll Call  
Prayer and Pledge of Allegiance  
Reading of Notice of Meeting(s)  
Approval of Agenda and Addendum  
Next Meeting Announcements  
Public Participation  
Approval of the Consent Agenda  
Proclamations  
Communications  
Approval of Minutes of Previous Meetings  
Reports of Standing Committees  
Areas of Responsibility Reports  
Old Business  
New Business  
Other Business  
Veto Announcements  
Adjournment/Recess

**D.** The order of business for meetings of Committee of the Whole shall include the following:

Call to Order and Roll Call  
Approval of Agenda/Addenda  
Approval of Minutes of Previous Meeting(s)  
Public Participation

Communications

Areas of Responsibility Items:

New Business items

Other Business

Presiding officer's Reports

Designation of Items to be Placed on the Consent Agenda

Other Business

Adjournment

**E.** The order of business for meetings of standing committees, special committees and subcommittees shall include the following:

Call to Order and Roll Call

Approval of Agenda/Addendum

Approval of Minutes of Previous Meeting(s)

Public Participation

Communications

New Business

Other Business

Presiding officer's Report

Designation of Items to be Placed on the Consent Agenda (standing committee only)

Adjournment

**F.** All questions regarding the priority of business shall be decided by the presiding officer, subject to these rules and subject to appeal by the board.

**G.** The presiding officer shall decide all questions of order and procedure, subject to appeal to the Board.

**H.** Breaks or recesses shall be taken at the discretion and by declaration of the presiding officer.

**XII. RECOGNITION OF MEMBERS OF THE BOARD, COMMITTEES, AND OTHERS.**

**A.** Each member of the Board shall have the privilege of the floor upon seeking and obtaining recognition by the presiding officer. In meetings of the Committee of the Whole, the County Board Chair shall designate who shall preside over all sections of the Agenda except for the specified areas of Committee Chair responsibilities, where the relevant Chair shall preside.

**B.** No member of the Board, Committee of the Whole, standing committee, special committee, or subcommittee may speak twice on the same question until all members wishing to be heard have spoken unless otherwise recognized by the presiding officer.

**C.** The presiding officer shall determine the order in which members shall be recognized; however, special and subcommittee chairs or designees of the special or subcommittee reporting to the Board on behalf of their committee shall be heard first on those matters.

**D.** No member who has the floor shall be interrupted except for the following:

1. By a call to order by the presiding officer;
2. By an objection to the introduction of the question;
3. By a call for a point of order;
4. A Question of Privilege;
5. A Parliamentary inquiry.

**E.** The appearance of elected and appointed officials of Champaign County Government and other persons requested to appear before the Board, Committee of the Whole, standing committee, special committee or subcommittee shall not be subject to the limitations regarding public participation and shall be recognized at the discretion of the presiding officer.

### **XIII. MOTIONS, RESOLUTIONS, ORDINANCES, VOTING AND ROLL CALL.**

**A.** Motions shall be stated by the mover. No motion shall be debated before it has received a second.

**B.** Except as herein specified or as required by Statute, all motions may be adopted by majority vote of the members present.

**C.** Every member of the Board present shall be given the opportunity to vote on all questions. There shall be no “absentee” or “proxy” voting on any question.

**D.** In a case where a member abstains, the member shall state the reason and the facts shall be noted in the minutes of the Board.

**E.** The vote on all propositions to appropriate money, approve the annual budget and tax levy, issue bonds and fix salaries, shall be by roll call.

**F.** Transfers from one appropriation of any one fund to another of the same fund not affecting the total amount appropriated, and appropriations in excess of those authorized

by the budget in order to meet an immediate emergency may be made at any meeting of the Board by a two-thirds (2/3) vote of all the members constituting such Board; the vote shall be by roll call.

**G.** A roll call vote shall be called on any question upon the demand of any two members. The Roll Call shall be in alphabetical order and shall be advanced one name each meeting, with the County Board Chair always voting last at County Board meetings and the presiding officer always voting last at other meetings. This shall be recorded in the minutes.

**H.** A motion before the Board may be withdrawn by the proposer with the consent of the second at any time prior to the adoption of an amendment to the motion or vote of the Board on the motion.

**I.** Any Board member may request assistance in drafting resolutions and may receive assistance in preparation through county administration.

**J.** Prior to approval of the Consent Agenda and upon the request of any County Board member, any item(s) in the Consent Agenda shall be removed and returned to the appropriate Area of Responsibility. Such a request does not require a reason, a second, or a vote. Items may not be added to the Consent Agenda during the meeting.

**K.** The Consent Agenda shall be approved by roll call vote without debate or discussion.

**L.** Procedure for 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, 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 and the names of the members voting for or against such ordinance objected to by the County Executive shall be entered in the minutes. 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. 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. (Sec. 2-5010)

**XIV. AREAS OF COUNTY BOARD RESPONSIBILITIES ASSIGNED TO THE COMMITTEE OF THE WHOLE AND STANDING COMMITTEES**

**A. Finance**

1. Establishes process with County Executive for annual budget preparation.
2. Plans overall county long-range needs, with the County Executive, including consideration of the County's information technology systems and infrastructure.
3. Reviews overall budget, in view of departmental proposals and County needs, and submits final budget to the Board for approval.
4. Reviews departments' budgets and reports to the Board any recommendations necessary for the reasonable adherence to the budget.
5. Confers with the County Treasurer to determine the proper and legal investment and deposit of County funds.
6. Approves transfer of funds on line item accounts as necessary.
7. Evaluates, in conjunction with the County Executive, distribution of funds and appropriation of expenditures within the County with the goal to achieve maximum efficiency and economy within the government structure.
8. Receives, reviews, and considers recommendation to the County Board from the County Executive/Champaign County Salary Administrator regarding position classification, evaluation, salary administration, and County staffing.
9. Reviews and recommends Champaign County Financial Policies annually.

**B. Justice & Social Services**

1. Considers Justice and Social services issues and receives such reports from county agencies and boards that are funded by the County and/or statutorily required to report to the Board.
2. Works with the County Sheriff on all matters pertaining to adult correctional programs and policies.
3. Confers with Circuit Judges on operation of courts and court related offices and agencies.
4. Considers programs and receives reports involving Courts, Circuit Clerk, State's Attorney, Public Defender, Court Services, Coroner, and Emergency Management Agency departments.

**C. Policy, Personnel, & Appointments**

1. Reviews and acts upon all appointments recommended by the County Executive.

2. *Shall be invited to attend all appointment interviews (added 10/24/19 – Resolution 2019-283)*
3. Develops, maintains, and recommends County policies, in compliance with federal and state regulation.
4. Accepts and reviews reports for County Executive, County Board Chair, and County Clerk.
5. Serves as final step for hearing process in grievance procedures, as provided in Champaign County Personnel Policy.
6. Responsible for reviewing and recommending positions on state and federal legislation impacting the County.
7. Receives, reviews, and considers requests from department heads and recommendations from County Executive/Champaign County Salary Administrator regarding position classification and evaluation, and forwards recommendations to Finance Committee of the Whole, and/or County Board, pursuant to the terms of the Champaign County Personnel Policy.

#### **D. Facilities**

1. Reviews and approves construction and remodeling, maintenance and operation of County buildings, property and recreational land, in compliance with all federal and state requirements subject to appropriation by the County Board.
2. Reviews topics involving acquisition, leasing, and disposition of real property for the County.
3. Establishes, plans, and approves long-range goals and development of plans for County facilities.

#### **E. Environment and Land Use**

1. Works with the Regional Planning Commission and other units of government to meet the need for regional planning and zoning.
2. Reviews and recommends rules and regulations for subdivisions.
3. Acts on approval of plats.
4. Issues various licenses as established by the Board.
5. Provides Solid Waste and Recycling oversight.
6. Reviews and recommends policies and actions regarding all zoning and enforcement issues.
7. Reviews and recommends policies and actions related to the Champaign County Land Resource Management Plan.

#### **F. Highway and Transportation**

1. Establishes and approves long-range plans for County roads and highway construction.

2. Provides overall supervision of matters relating to County roads, bridges, and right-of-way.
3. Approves all highway construction plans.
4. Considers acquisition and disposition of County Highway equipment and materials.
5. Provides supervision related to County Bridge expenditures on Township bridges and culverts.

**XV. COMMITTEE STRUCTURE.**

**A. Structure of Areas of Responsibility**

The following shall be the Areas of Responsibility of the Champaign County Board assigned to the Committee of the Whole:

Finance

Policy, Personnel, & Appointments

Justice & Social Services

**B. Meetings of Committee of The Whole**

1. Regular Meetings of the Committee of the Whole shall be held in compliance with the Annual Calendar of Meetings approved by the County Board each year. Any changes of meeting dates and times must be submitted to the County Executive in time to be placed on the weekly County Calendar.
2. All members present at a Committee of the Whole Meeting shall vote on all action items presented on that agenda. The chair of the Committee of the Whole Meeting shall be the County Board Chair. The Chair for each Area of Responsibility shall chair the Committee of the Whole Meeting for their respective portion of the Agenda.

**C. Duties of Committee Chair**

1. The Committee Chair may vote on all motions before the Committee of the Whole.
2. The Committee Chair, in cooperation with the County Board Chair, shall be responsible for developing the agenda for each meeting.
3. The Committee Chair shall notify the Administrative Services Department, in a timely manner, of any recommendations or actions requiring County Board action.
4. The Committee Chair, with the approval of a majority of the Board members, may designate a subcommittee of one or more members and a Subcommittee Chair to conduct specific duties.

5. In the absence of a Committee Chair, the Committee Vice-Chair shall serve in the Chair's stead.

**D. Standing Committees**

**1. Names and Sizes of Standing Committees**

The following shall be the standing committees of the Champaign County Board and their respective sizes:

County Facilities (8 members)

Environment and Land Use (7 members)

Highway and Transportation (7 members)

**E. Rules for Standing Committees**

1. Except as specifically provided for in this section, all rules and procedures set forth elsewhere in this Resolution (including but not limited to those related to notice of meetings, conduct of meetings, establishment of quorum, provision for public participation and compliance with the Illinois Open Meetings Act) shall apply to standing committees.
2. Regular Meetings of standing committees shall be held in compliance with the Annual Calendar of Meetings approved by the County Board each year. Any changes of meeting dates and times must be submitted to the County Executive in time to be placed on the weekly County Calendar.
3. Standing committee meetings shall be presided over by the Chair of the standing committee or in the absence of the Chair, the Vice-Chair of the standing committee, or in the absence of the Vice-Chair, by a member of the committee elected by a majority of the committee members present.

**XVI. PER DIEM.**

- A. Per Diem payments shall be established by the County Board for each term of office and shall prevail throughout that term of office including any replacement Board members.
- B. Per Diem shall be determined by the County Board biennially in advance of the election of new Board members.
- C. No more than one Per Diem shall apply on any given calendar day.
- D. Board members shall be reimbursed for mileage for attendance at meetings and events approved based on the rate established by the County Board. Mileage for a

second meeting on any one day shall be chargeable. In the absence of a quorum at a duly called meeting, those members attending the called meeting shall be entitled to Per Diem and mileage.

**XVII. EFFECTIVE DATE.**

This Resolution shall become effective on December 3, 2018.

**PRESENTED, ADOPTED, APPROVED, AND RECORDED** this 3<sup>rd</sup> day of December, A.D. 2018.

---

Giraldo Rosales, Chair  
Champaign County Board

**ATTEST:**

---

Aaron Ammons, County Clerk  
and ex-officio Clerk of the  
Champaign County Board

**APPENDIX – TRAVEL ORDINANCE**  
**RESOLUTION NO: 2019-284**

**RESOLUTION TO INCLUDE ADDITIONAL TRAVEL POLICY TO THE  
COUNTY BOARD RULES AND PROCEDURES**

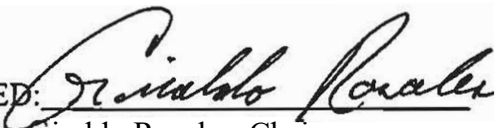
**WHEREAS**, these additional travel policy pages added on the County Board’s rules and procedures will help clarify the process with the Champaign County Board members and the Champaign County Executive when travels are allowed for County related issues;


**WHEREAS**, the extension of these additional travel policies pages will be compiled as separate documents from the original County Board’s rule and procedures, specifically designed to continue the language used from XVI. Per Diem section on pages 20 and 21, as more in-depth information and clarity with the County travel regulations; and

**WHEREAS**, also with the additional travel policy pages will be, reprints of new cover pages for the original County Board’s rule and procedures with the word “Appendix” in parentheses on the front of the title pages. This word Appendix will indicate that the additional pages are separate documents and references and should be used as an attachment for the original County Board’s rules and procedures.

**NOW, THEREFORE, BE IT RESOLVED**, by the Champaign County Board, Champaign County, Illinois that this Resolution be updated and enacted on soon.

**PRESENTED, ADOPTED, APPROVED, AND RECORDED** this 24<sup>th</sup> day of October, A.D. 2019.

SIGNED:   
Giraldo Rosales, Chair  
Champaign County  
Board

RECORDED  
& ATTEST:   
Aaron Ammons, County Clerk  
and ex-officio Clerk of the  
Champaign County Board  
Date: 10-30-19

APPROVED: \_\_\_\_\_  
Darlene A. Kloepfel, County Executive  
Date: \_\_\_\_\_

**TRAVEL REGULATIONS  
CHAMPAIGN COUNTY, ILLINOIS  
ESTABLISHED PURSUANT TO  
CHAMPAIGN COUNTY ORDINANCE NO. 2018-5**

**ARTICLE I. APPLICABILITY AND POLICY**

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

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

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

**ARTICLE II. AUTHORITY TO TRAVEL**

- A. The County Board, through its budget system, shall be responsible for maintaining a system for control of travel for officials and employees which will provide for the efficient and economical conduct of the County's business, both within and outside the County.
- B. Prior authorization for all trips planned during the budget year shall be obtained as part of the approved budget for each department. If appropriations are depleted from all travel line items during the budget year, an additional appropriate sum may be added by budget amendment or transfer for unanticipated trips, subject to County Board approval. Transfers within the same category are allowed.
- C. All travel shall be approved by either Appointed or Elected Officials, as department heads, prior to the beginning of travel. Said approval may be oral, but where requested, same can be in writing.
- D. As a courtesy, summary reports of travel for Conferences and Instruction and Schooling may be reported to the relevant Department Head, or in the case of travel of a Department Head to the County Board. Such summary reports are not a requirement for reimbursement of expenses.

**ARTICLE III. ALLOWABLE TRANSPORTATION EXPENSES**

- A. Governing Regulations

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

B. Use of Public Transportation

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

C. Use of Personal Vehicle

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

D. Fly Local Policy

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

**ARTICLE IV. ALLOWABLE LIVING EXPENSES**



A. Meal Expense

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

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

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

B. Lodging

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

**ARTICLE V. ALLOWANCE MISCELLANEOUS EXPENSES**

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

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

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

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

A. Any Exceptions

1. Any exception to the above regulations; whether it is an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred; shall be presented in a letter submitted to the Policy, Personnel and Appointments Committee for approval and recommendation for approval by the County Board which must be documented with a roll call vote.

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

- A. Approval of expenses. Expenses for travel, meals, and lodging of any member of the County Board may only be approved by roll call vote at an open meeting of the County Board.
- B. Documentation of expenses. Before an expense for travel, meals, or lodging may be approved for any member of the County Board, the following minimum documentation must first be submitted, in writing, to the County Board:
  - a. An estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred;
  - b. The name of the individual who received or is requesting the travel, meal, or lodging expense;

- c. The job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and
  - d. The date or dates and nature of the official business in which the travel, meal, or lodging expense was or will be expended.
- C. All documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act.

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

- A. All claims for the reimbursement of traveling expenditures shall be submitted within sixty (60) days of the last date of travel on a County voucher and shall be itemized in accordance with the regulations. If an employee is unable to meet the specified deadline of within sixty days of the last date of travel, the employee will not receive reimbursement.
- B. Each year, there shall be an exception period to the sixty day requirement for submission of travel receipts with regard to travel occurring up to December 31<sup>st</sup>, the last day of the fiscal year. All requests for reimbursement of travel expenses incurred in the month of December of each year should be submitted to the Auditor’s Office by the deadline established by the Auditor for submission of payments to allow payment out of the appropriate fiscal year expenditure budget. If the payment is not submitted in that time frame, the Auditor’s Office will not pay the reimbursement.
- C. In all instances, travel vouchers shall be supported by receipts for public transportation, lodging, and all other miscellaneous items in excess, individually, of \$20.00.
- D. Individuals submitting travel vouchers are personally responsible for the accuracy and propriety of said vouchers. Any misrepresentation shall be grounds for disciplinary or legal action.
- E. In order to avoid unnecessary paperwork, cash advances are to be issued for travel only when the trip is outside Champaign County and involves an overnight stay, otherwise reimbursements for travel shall be made through the accounts payable system and not by issuing advances.

**ARTICLE IX. OTHER EXPENSE GUIDELINES**

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

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

Business breakfasts, lunches and dinners shall:

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

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

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

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

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

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

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

1. Purchasing Limits – All Champaign County departments issued credit cards, are authorized to utilize Champaign County business credit cards for purchases of up to \$5,000 for travel arrangements in compliance with the Champaign County Travel Policy. Purchases of all other goods and/or services, up to \$5,000, that can be made more conveniently through the use of the credit card are also authorized if made in compliance with the Champaign County Purchasing Policy.
2. Tax Exempt Status – Champaign County Department Heads are also required to ensure that vendors are made aware of and provided with Champaign County tax exemption information whenever applicable.
3. Receipts - Receipts for all purchases made on Champaign County business credit cards are to be submitted to the Department Head or his/her designee as soon as practicable after the charge is made; and receipts for all purchases made on Champaign County business credit cards are to be submitted to the Auditor's Office with the monthly payment requisition for reconciliation with account statements.
4. Examples of Allowable Use – Champaign County business credit cards may be used for, but not limited to the following:
  - i. Hotel expenses
  - ii. Conference Registration
  - iii. Business meals
  - iv. Car rentals and fuel
  - v. Supplies and equipment which can be more conveniently purchased through a credit card and whereby tax exempt purchases can be accomplished.

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

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

### ARTICLE XIII. FOR COUNTY BOARD MEMBERS ONLY

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

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

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

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

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

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

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

**533.95 CONFERENCE & SCHOOLING** – Reimbursement may be made for travel expenses related to attending a conference, seminar, or workshop which employees have the option to

attend. This can include mileage, public transportation, meals, hotel, registration and other expenses as allowed by the travel policy.

Examples: – National Association of County Officials Annual Conference

- American Payroll Association Annual IRS Up-Date
- County Clerk/Recorder Zone meetings
- Total Quality Management Two-Day Seminar

(If the zone meeting is in Champaign County, the meal will not be reimbursed, unless part of the meeting fee. If the TQM seminar is in Champaign/Urbana, tuition and books will be reimbursed, but meals and mileage will not be.)

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

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

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

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

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

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

NOTE: Restrictions set forth in the Travel Policy apply.

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

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