

WOODFORD COUNTY BOARD RULES OF PROCEDURE

SECTION 1. SCOPE AND PURPOSE

- A. The provisions of these rules shall govern all meetings of the Woodford County Board (Board) and all Committee meetings of the Board. It is the intention of the Board in adopting these rules to provide for the efficient, ethical, and equitable governance of County business by the Board and the Board Members (Members).

SECTION 2. REGULAR MEETINGS AND SESSION

- A. The regular meeting of the Board will be held the third Tuesday of each month at 6:30 P.M. in the Woodford County Board Room, unless otherwise posted.
- B. The organizational meeting of the Board will be held the first Monday of December of the even years at 6:30 P.M. in the Woodford County Board Room, unless otherwise posted.
- C. Session is to be defined as a two-year term of the Board beginning with the first meeting in December of the reorganized year and ending November 30th two years subsequent.

SECTION 3. REGULAR ORDER OF BUSINESS

- A. The agenda of Board meetings shall be as follows, or as printed in the final agenda, unless altered by request of the Board Chairman (Chairman) with the agreement of the majority of the Board.
 - 1. Call to Order;
 - 2. Pledge of Allegiance to the Flag;
 - 3. Roll Call;
 - 4. Proof of Notice;
 - 5. Approval of Board Minutes;
 - 6. Public Input;
 - 7. Consent Agenda;
 - 8. Petitions, Resolutions, and Motions;
 - 9. New Business;
 - 10. Unfinished Business;
 - 11. Claims Paid in Vacation;
 - 12. Presentation of Claims;
 - 13. Treasurer's Report;
 - 14. Office of County Board Report;
 - 15. Communications;
 - 16. Committee Reports;
 - a. Road & Bridge;
 - b. County Offices;
 - c. Public Safety;
 - d. Finance and Economic Development
 - e. Conservation, Planning, and Zoning;

- 17. Executive Session;
- 18. Adjournment

SECTION 4. RULES OF ORDER

- A. The rules contained in Robert's Rules of Order, Newly Revised, shall govern the Board in all cases to which is applicable, unless otherwise provided for by law or by these rules.
- B. The Chairman shall preserve order and decorum and decide all questions of order, subject to an appeal to the Board, without debate.
- C. Debate must be confined to the merits of a pending question. Speakers must address their remarks to the Chair, maintain a courteous tone, and --- especially to reference divergence of opinion --- should avoid injecting a personal note into debate. To this end, they must never attack or question the motives of another Member. The measure, not the Member, is the subject of debate.
- D. No Member shall have the privilege of speaking unless by first raising a hand and being recognized by the Chairman.
- E. No Member shall speak more than twice on the same question, without permission from the Board.
- F. The Chairman shall be permitted to succeed himself/herself no more than once.
- G. A Member called to order shall immediately take his place and stop talking, unless permitted to explain, and if there be no appeal, the decision of the Chairman shall be final.
- H. Every Member present, upon the putting of a question, shall vote thereon, unless abstaining. The Chairman shall ask for a reason of abstention.
- I. All Members will be seated to the left of the Chair in alphabetical order. A roll call vote shall be called on any question upon the demand of any Member. The roll call order shall be rotated by starting with the name of the next Member whose name would follow alphabetically from the prior call. Thus the same two Members would not always be at the beginning or the end of the roll call.
- J. A topic on the agenda may have limited discussion and explanation before a motion is made. When a motion is made a second to the motion is required before any continued discussion or debate is permitted by the Chairman.
- K. The Chairman may request any motion to be repeated by the maker of the motion.
- L. Every motion shall be reduced in writing, if required, by the Chairman or any Member.

- M. A motion to adjourn shall always be in order, and shall be decided without debate, unless a question of time to adjourn should occur.
- N. There shall be no food permitted in the Board Room during Board or Committee meetings unless there is a health issue.
- O. All appointments which come before the Board, and are not otherwise controlled by statute, shall be made by the Chairman with the recommendation of the County Offices Committee and the majority consent of the Board.
- P. All County Officers and Department Heads making semi-annual reports to the Board shall furnish copies to each Member.
- Q. Alteration of these rules shall be by simple majority of the elected Members at the regular organizational meeting, or by a 2/3rd majority of the elected Members at any regular meeting of the Board.
- R. After a motion is made and has a second, it shall be deemed to be in possession of the Board, but may be withdrawn by the mover and the second at any time before a vote is taken.
- S. These rules may be suspended in any particular case by a vote of 2/3rd of the Members present.
- T. The County Clerk (Clerk) shall mail minutes to Members and they shall be considered for approval as mailed rather than read at the next meeting.
- U. All requests for presentations before the Board by an individual or organization shall be made to the County Board Office in writing, with subject matter therein stated at least forty-eight (48) hours prior to the meeting time, and the County Board Office shall refer the matter to the Chairman for approval. Appearances may be granted at the time of the meeting by a motion approved by a majority of the Board.

SECTION 5. GENERAL

- A. All items to be voted upon by the Board shall be listed in detail on the agenda.
- B. All Board Members shall be notified of all Board and committee meetings and agendas shall be mailed (USPS), or if requested, transmitted by e-mail. Members invited to attend shall be noted on the meeting notices.
- C. All Members shall be furnished copies of Roberts Rules of Order, newly revised, the Open Meeting Act, and the Freedom of Information Act at the expense of the County.

SECTION 6. COMMITTEES

- A. The Board shall be organized into five standing Committees of five Members each. The standing Committees so formed shall be: Finance and Economic Development; Road and Bridge; Public

Safety; County Offices; and Conservation, Planning and Zoning. The Finance and Economic Development Committee will be comprised of one Member from each of the other standing Committees. The Chairman shall be an *ex officio* member of all committees.

- B. Once Committee memberships have been assigned by the Chairman, a Committee Vice Chairman will be elected within each Committee. The Committee Vice Chairman will serve as Committee Chairman when absence of the same occurs.
- C. The County Offices Committee shall manage on behalf of and make recommendations to the Board regarding issues concerning the following offices and functions: County Clerk & Recorder, County Treasurer, Animal Control Fees, Supervisor of Assessments, Board of Review, Veteran's Assistance Commission, Regional Office of Education, Health Department, Health Insurance Committee, Circuit Clerk, State's Attorney, Probation, Public Defender, Judges, United Counties Council of Illinois, and Center for Prevention of Abuse, IT/GIS, Legislative Affairs, Labor Negotiations and Grievances, U of I Extension, We Care, Board of Health, IT, Personnel and perform all other duties assigned by the Board.
- D. The Road and Bridge Committee shall manage on behalf of and make recommendations to the Board regarding issues concerning the following offices and functions: County Highway and perform all other duties assigned by the Board.
- E. The Conservation, Planning and Zoning Committee shall manage on behalf of and make recommendations to the Board regarding issues concerning the following offices and functions: Zoning Administration, Zoning Board of Appeals, Conservation & Natural Resources, Tri-County Regional Planning, Heartland Water Resources, Soil and Water Conservation District, ADDWC and perform all other duties assigned by the Board
- F. The Public Safety Committee shall manage on behalf of and make recommendations to the Board regarding issues concerning the following offices and functions: Sheriff, EMA, County Coroner, Risk Management, Safety Committee, Animal Control Administrator, Heart House, County Buildings, and perform all other duties assigned by the Board.
- G. The Finance and Economic Development Committee shall manage on behalf of and make recommendations to the County Board regarding issues concerning the following offices and functions: Budget Preparation and Implementation, Regional Economic Development entities and perform all other duties assigned by the Board.
- H. All claims shall be handled by respective Committees. All Members' compensation will go through the County Offices Committee for approval.
- I. All Committees shall be appointed by the Chairman, subject to review, every other year at the organizational meeting of the Board, unless otherwise directed by the Board. At least one Member from each district shall be appointed to each Committee when possible. Other Committees assigned by the Chairman, such as Ad-Hoc, need not comply with this rule.

- J. All Committees shall report in the form of meeting minutes. Each committee will provide a draft copy (1) to the County Board Office on or before Thursday prior to the Board meeting. A final approved copy shall be signed by the Committee Chairman and presented for filing.
- K. All five Committee meetings are to be held on either the second Monday or Tuesday of the month.

SECTION 7. CLAIMS

- A. All claims shall be presented to the County Clerk, fourteen calendar days before stated meeting date or they shall be held over until the next meeting.
- B. The Clerk shall mail copies of the claims summaries to Members and shall have the claims available at the meeting and shall provide copies of claims and other materials to reporters at the reporters' expense.
- C. All bills against the County must be itemized in detail and properly sworn to in accordance with policies adopted by the Board.
- D. All supplies used by the various County offices will be procured by one of the following methods:
 - 1. Each department may purchase items not costing more than \$1,000 without Committee approval. Procurements up to \$1,000 may be obtained in a way that is in the best interest of the County. The payment of these purchases will be processed in the same manner as all other invoices.
 - 2. All purchases of \$1,000 to \$10,000 will be by Committee approval only. For purchases in excess of \$10,000, the using department shall receive quotes from at least three (3) vendors whenever feasible. These quotations must be in writing and a file copy attached to the invoice prior to submitting the invoice to Committee for payment. All purchases over \$10,000 will be forwarded by the Committee to the County Board for approval. All contracts for amounts in excess of \$10,000 shall be signed by the Chairman of the County Board, or in his absence by the Vice-Chairman, and attested to by the County Clerk.
 - 3. All purchases in excess of \$10,000 will be bid out in accordance with the Woodford County Purchasing Ordinance, Ordinance 2005/06-005.
 - 4. All purchases will be handled through the Committee to which each office has been assigned.
 - 5. For inventory purpose, the County Clerk shall notify the Sheriff of new equipment purchases by forwarding a copy of the invoice. Items traded in will be shown on the invoice with a County Property Number.

- E. Per diem compensation shall be paid to each Member for attending Committee meetings of the Board of which they are a member. Members shall be paid the same per diem for attendance at other meetings and functions which the member is invited by the Committee Chairman or directed to attend by the Board or the County Board Chairman. Per diems are paid separately in a day if there is a meeting in the morning and a separate meeting in the afternoon.

SECTION 8. ATTENDANCE

- A. Board members shall attend all regular Board meetings, and Committee meetings of which they are members. Committee members who cannot attend a meeting shall notify the Chairman forty-eight (48) hours prior to the meeting time.
- B. Attendance at County Board Meetings by a means other than physical presence:
 - 1. If a quorum of the Members of the public body is physically present as required by the Illinois Open Meetings Act, a majority of the public body may allow a Member of that body to attend the meeting by other means if the Member is prevented from physically attending because of: (i) personal illness or disability; (ii) employment purposes or the business of the public body; or (iii) a family or other emergency. "Other means" is by video or audio conference.
 - 2. If a Member wishes to attend a meeting by other means, the Member must notify the recording secretary or Clerk of the public body before the meeting unless advance notice is impractical.
 - 3. A majority of the public body may allow a Member to attend a meeting by other means only in accordance with and to the extent allowed by rules adopted by the public body. The rules must conform to the requirements and restrictions of the Illinois Open Meetings Act, may further limit the extent to which attendance by other means is allowed, and may provide for the giving of additional notice to the public or further facilitate public access to meetings.

SECTION 9. PUBLIC COMMENT

- A. A time shall be provided on the agenda of each regular meeting for members of the public to be heard. Such time shall not exceed 5 minutes per speaker. No member of the public may address the Board on any issue that has been the subject of a properly noticed and legally held public hearing, conducted by a hearing officer.

SECTION 10. SEVERABILITY AND APPLICATION OF LAW

- A. All of the foregoing rules are intended to comply with all federal and state law. Any rule or portion thereof which is contrary to law is null and void to the extent of the contradiction and shall operate in accordance with the law. If any rule or portion thereof is deemed contrary to law, the remainder of the rules shall remain in effect.
- B. It is the intent of the Board to comply with the letter and spirit of all applicable laws, including all provisions of the Illinois Open Meetings Act.