

RULES OF THE JASPER COUNTY BOARD



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I. ORGANIZATION OF COUNTY BOARD

The Organizational meeting of the County Board will be held usually the first Monday of December in each even numbered year. Whenever a vacancy in the offices of Chairman or Vice-Chairman shall occur, the board shall elect from its membership for a 2 year term a Chairman and a Vice-Chairman who shall be nominated and voted upon separately as follows;

The Chairman Pro Tem (usually State's Attorney) shall call meeting to order, ask for nominations for the office of Chairman.

- a. When there is only one nominee, a voice vote shall be taken.
- b. If there are two or more nominees to be voted on, a vote will be taken by secret ballot during the public meeting and will then be counted by the Chairman Pro Tem, during the open meeting and made public.
- c. If there is a tie vote from the members present, a re-vote by ballot shall be taken, if no one person can be elected by a majority present, then a "coin flip" shall be used to determine the new Chairman. The Chairman Pro Tem shall flip the coin. The member with most years senior on the board may call heads or tails.
- d. The Chairman Pro Tem shall ask for nominations for the office of Vice-Chairman and shall follow the same process outlined above to elect a Vice-Chairman.

II. BOARD MEETING RULES

- a. Regular meetings of the Board shall be held as required by State Statute and at such other times as may be determined by the Board.
- b. The Board shall by resolution set the date, time and place of all regular meetings of the Board at the initial organization meeting after each General Election. The schedule of meetings shall cover the two year session of the Board and shall be followed unless changed by Board resolution.
- c. Special meetings of the Board shall be held when requested by at least two-third of the members of the Board. Such requests shall be addressed in writing to the Chairman of the Board and shall specify the time, place and purpose of the meeting. The Clerk shall make such notice to Board members and the public as is required by State Statute.

- d. The County Board Chairman shall preside over the meetings of the Board. The Vice-Chairman shall preside in the absence of the Chairman.
- e. Robert's Rules of Order Newly Revised shall govern in all cases when not set aside by rules of adopted herein.
- f. The County Chairman or designee shall prepare an agenda for each regular meeting and special meeting of the Board. The agenda shall be sufficiently itemized to inform Board members and the public of the business to be considered by the Board. Any Board member may place an item on the agenda by notifying the County Board Chairman and the Clerk of the Board. Such items to be placed on the agenda shall be communicated to the County Board Chairman and the Clerk of the Board by 12:00 noon on the third (3rd) working day prior to the appropriate meeting and may be referred to the appropriate committee by the County Board Chairman.
- g. New Business items shall be referred by the County Board Chairman to a committee he/she deems appropriate for consideration. Such items shall be considered at the committee meeting following the Board meeting at which they were introduced. The committee shall report back to the full Board with its recommendation no later than the second Board meeting following the introduction of the item. The committee may recommend that the Board approve the item, not approve the item, approve the item with the committee's recommended amendment or request an extension of time to consider the matter further. The resolution shall be reintroduced in its original form and may be passed, defeated or passed with amendments according to the wish of the Board.
- h. A majority of the Board shall constitute a quorum for the transaction of business. All questions that arise shall be determined by a simple majority voice or electronic vote of those present, except as otherwise provided by statute or herein.
- i. Any member may demand a roll call vote on any question. The member demanding the roll call vote and the vote of each member shall be recorded in the minutes.
- j. Votes of the Board involving the appropriation of funds, approval of the annual budget and tax levy, the issuance of bonds or other instruments of debt, approval of collective bargaining agreements and the fixing of salaries shall be by roll call vote.
- k. All questions involving the transfer of funds within the County Budget and appropriations and immediate emergency appropriations as provided by State Statute, shall require a majority vote for passage and be by roll call.

1. All members present shall be required to vote. However, it is the duty of a Board member to determine whether or not that Board member has a conflict of interest regarding any matter pending before the Board. In the event of a conflict, it shall be the duty of the Board member to withdraw from any consideration of the matter, to inform the Board of the conflict and to refrain from voting on any such matter. The same procedure shall be followed for all committee meetings.
- m. No member shall leave before the formal close of the day's session without notifying the County Board Chairman.
- n. The Order of Business at Board meetings shall generally be as follows:

7:00 Sheriff's Proclamation

Moment of silence/prayer

Pledge to the Flag

Roll Call

Public Comment

Approval of the agenda

Committee Reports:

Road and Bridge Committee

Solid Waste Committee

Hiring Committee

Sheriff's Committee

Finance Committee

Budget Committee

Building Committee

GIS Committee

Ambulance Committee

Insurance Committee

EMA Committee

Animal Control Committee

JEDI

Health Department Report

Personnel Committee

Treasurer's Report

County Clerk's Report

Old Business

New Business

Approval of Meetings Minutes

Board Member Comments

Chairman's Comments

Closed session

Allow claims

Adjourn

Next meeting, 7:00 P.M.

- i. 20 minutes shall be set-aside at the beginning of each County Board meeting for the purpose of allowing members of the public or county employees to make comments to the County Board or ask questions.
- ii. Each speaker shall be allowed three (3) minutes to address the Board.
- iii. The County Board Chairman will have the prerogative to determine the order of the speakers and the procedures to be followed in making the presentations.
- iv. There will be no audio/visual aid allowed during the public input period; with exception.
- v. All speakers will be required to address the Board from the designated location in the Boardroom, state their name and any organization they may represent. All comments will be recorded and made part of the official record of the meeting.
- vi. The Chairman will refer all questions to the appropriate Board Committee, Elected Official or Department Head for a response at a later date.
- vii. No dialogue between the speakers and Board members will be allowed.
- viii. Each presentation shall be in consonance with good taste and decorum befitting the occasion and the dignity of the meeting. Shouting, loud statements, threats, name calling, offensive personal references or other improper conduct are strictly forbidden.
- o. The County Board Chairman shall determine the procedures to be followed should any person wish to video tape or otherwise record the Board meeting.

III. BOARD COMMITTEES

- a. Standing Committees exist as created by resolution of the Board.
- b. Committee meetings may be called by the Committee Chairman or by a majority of the committee members.
- c. A majority of the committee members shall constitute a quorum for transacting business. All questions that arise shall be determined by a simple majority voice vote of those present, except as otherwise provided by statute or herein.

- d. Committees shall set a regular meeting date each month. Committee Chairmen are responsible for placing all committee meetings on the calendar and providing an agenda of each meeting. All meetings shall be held in compliance with the Illinois Open Meetings Act. Sufficient notice of changes of meeting dates and times must be given to the County Clerk to allow compliance with the Open Meetings Act.
- e. Minutes shall be kept on all committee meetings, including separate minutes of any executive sessions, with copies sent to the County Clerk's Office. A file of minutes for each committee shall be kept in the County Clerk's Office to be used by Board members and the public. All minutes of executive sessions shall be kept in a separate file by the County Clerk, with disposition of them handled according to law.
- f. All committees shall report to the Board in writing, stating their findings, and opinions on items referred to them. The report and/or resolutions shall be signed by the majority of the committee present.
- g. All items to be placed on the Board agenda shall be communicated to the County Board Chairman and the County Clerk by 12:00 noon on the third (3rd) working day prior to the appropriate meeting.
- h. All Board members shall notify the Chairman of their committees if they are going to be unable to attend a committee meeting twenty-four (24) hours in advance if possible.
- i. A portion of a Committee meeting may be set-aside, at the discretion of the Committee Chairman, for the purpose of allowing members of the public or county employees to make comments to the Committee or ask questions. The Chairman shall have the prerogative to determine the order of speakers and the procedures to be followed in making presentations. Each presentation shall be in consonance with good taste and decorum befitting the occasion and the dignity of the meeting. Shouting, loud statements, threats, name calling, offensive personal references or other improper conduct are strictly forbidden.
- j. The Committee Chairman shall determine the procedures to be followed should any person wish to video tape or otherwise record the Committee meetings, per the Open Meetings Act.

IV. COUNTY BOARD CHAIRMAN AND VICE-CHAIRMAN

- a. The County Board Chairman shall appoint or change the members of the standing and special committees established by Board resolution, with the approval of the Board. The Chairman shall be an ex-officio member of all

Board committees. As an ex-officio member, the Chairman's presence shall only be counted to establish a quorum when the regular committee members present do not constitute a quorum. The Chairman shall only have voting rights similar to the other committee members in two situations:

- 1) when the Chairman is necessary to constitute a quorum of the committee; or
- 2) to break a tie vote amongst the regular committee members present.

Committee assignments shall remain until the next County Board election and qualification of members, unless changed by action of the Chairman of the County Board.

- b. The County Board Chairman shall implement the decisions and policies of the Board. The County Board Chairman shall appoint the non-elected Department Heads and other Officials as required by statute, with approval of the Board.
- c. The County Board Chairman shall make all other appointments, commissions, and committees as are required by Illinois Statutes. These appointments shall be subject to approval by simple majority vote of the Board.
- d. Any Ordinance passed, adopted or otherwise enacted by the Board shall be presented to the County Board Chairman before it becomes effective. If the County Board Chairman approves such ordinance, resolution or motion, he shall sign it and it shall become law on the date prescribed; if not, he/she shall return it to the Board within ten (10) business days with his objections and the Board shall proceed to reconsider the matter at its next meeting, to be held within thirty (30) business days of the Board's receipt of the County Board's receipt of the County Board Chairman's objections. If after such reconsideration a majority 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. If any ordinance is not returned by the County Board Chairman to the Board within ten (10) business days after it is presented to him, it shall become effective at the end of the tenth (10th) day. (As per the provision of 55 ILCS 5/2-1005.)

V. VICE-CHAIRMAN DUTIES AND RESPONSIBILITIES

- a. The Vice-Chairman shall serve in the absence of the Chairman and shall exercise all powers of the Chairman in his/her absence. In absence of the Chairman/Vice-Chairman, the Chairman of Finance will serve as Board Chairman.

VI. MISCELLANEOUS MATTERS

- a. The County Treasurer shall present financial reports at each Board Meeting up to the first day of the month in which the meeting is held showing receipts, disbursements, investments and balances in each of the County budgets and funds.
- b. The County Auditor shall assist and advise the Board in all matters of finance and contracts, and specifically assist and advise the County Board Chairman and Finance Committee in preparation of the annual County budget.
- c. The County Auditor shall audit all financial reports and statements of Officeholders and Department Heads when due, whether made pursuant to State Statute or by direction of the County Board Chairman and Board.
- d. The County Clerk, as Clerk of the Board, shall keep the County Calendar of meetings, post agendas and notify Board members of committee meetings.
- e. The County Clerk shall provide a copy of the proceedings of all regular and special meetings of the Board to each Board member at least three (3) working days before the next regular meeting of the Board.
- f. The County Clerk shall e-mail the agenda for each regular and special Board meeting, or provide e-mail notification of the agenda's availability on the County's website, not less than two (2) working days prior to the scheduled regular or special Board meeting.

VII. EXECUTIVE, CLOSED SESSIONS

Executive or closed sessions of the County Board and of all Committees and Subcommittees of the Board shall only be held in accordance with the Illinois Open Meetings Act (5 ILCS 120/1 et seq.), as amended from time to time. Where permitted by the act, a meeting or a portion of a meeting may be closed upon a majority vote of members present, taken at a meeting open to the public for which notice had been given as required by law. The vote of each member on the question of holding a closed session and a citation to the specific reason for closing the meeting shall be recorded and entered into the minutes of the meeting. A verbatim record of all closed meetings in the form of an audio or video recording shall be made and maintained. Based upon the verbatim recording, minutes shall be created, for future disclosure as hereinafter described.

Such minutes shall include, but not limited to:

- a. The date, time and place of the meeting
- b. The members recorded as either present or absent

- c. A general description of all matters proposed, discussed or decided, and a record of any votes taken.

Minutes of meetings closed to the public shall be available only after the Board determines that it is no longer necessary to protect the public interest by keeping them confidential. In order that the public may have access at the earliest practicable time to minutes of closed meetings, the Clerk shall semiannually report to the Board on confidential records maintained, including therein advice as to which minutes may then prudently be made available to the public.

Although a vote may be taken in closed session, if necessary, no final action may be taken at a closed meeting. Final action shall be preceded by a public recital of the nature of the matter being considered and other information that will inform the public of the business being conducted.

The rules of the Jasper County Board may be changed or amended at any time with approval of the majority of the Board.