

ORDER OF BUSINESS

- 1st. The order of business will be as follows:
- a. Calling the roll.
 - b. Approve minutes of last meeting.
 - c. Amendments and approvals.
 - d. The presentation of petitions, communications and bills, all of which are to be laid before the Board by the Chairman before reference to the appropriate committees.
 - e. Reports of standing committees shall be received and acted upon in regular order as presented to the Chair.
 - f. Reports of special committees.
 - g. Resolutions and unfinished business.
- 2nd. All questions relating to the priority of business shall be decided without debate.
- 3rd. The Chairman shall preserve order and decide questions of order, subject to an appeal to the Board.
- 4th. Every member, before his speaking shall arise from his seat and address himself to the Chair.
- 5th. When two or more members arise at once the Chair shall name the member who is to speak first.
- 6th. No member shall speak more than twice on the same question, without leave from the Board, and shall not occupy more than fifteen minutes the first time, no more than five the second.
- 7th. A member called to order whether by the Chair or any member of the Board, shall immediately take his seat, and if there be no appeal the decision of the Chair shall be conclusive.
- 8th. Every member present on the putting of a question if not directly interested, shall vote thereon, unless excused by the Board.
- 9th. No motion shall be debated upon or put unless first seconded. When a motion is seconded, it shall be stated by the Chair before debated, and every motion shall be reduced to writing by the maker when called upon by the Chairman or any member of the Board.
- 10th. When a blank is to be filled and different sums and times are proposed, the question shall first be put upon the largest sum and the longest time.
- 11th. A motion to adjourn shall always be in order, and shall be decided without debate, unless a question of time to adjourn shall occur.
- 12th. The Chair shall appoint all committees, unless otherwise directed by the Board.
- 13th. All committees shall report in writing, with the state of the facts and their opinions thereon, and the report to be signed by the majority of the committee.
- 14th. There shall be 17 standing committees, as follows: Fees and Salaries, to consist of three members; County Farm, to consist of three members; Road and Bridge to consist of four members; Miscellaneous and Ambulance to consist of five members; Finance to consist of five members; Public Building, to consist of five members; Airport, to consist of three members; Animal Control, to consist of three members; County Public Health, to consist of five members; Purchasing, to consist of seven members; Zoning, to consist of three members; Emergency Services and Disaster Agency (ESDA), to consist of three members; Law Enforcement, composed of three members; Liquor, composed of the County Board Chairman and two members; Legislative, composed of five members; Public Aid, to consist of the County Board Chairman and 2 Republican and 2 Democratic members; and Insurance Risk, to consist of three members.
- 15th. No alterations shall be made in any of the Rules of the Board, without the consent of a majority of the members thereof, or without one day's notice being given of the proposed change.
- 16th. After a motion is stated by the chairman, or read by the Clerk, it shall be deemed to be in the possession of the Board but may be withdrawn by the mover with consent of second any time before a decision.
- 17th. **The rules may be suspended in any particular case by a vote of two-thirds of the members present.**
- 18th. All bids or petitions presented to the Board involving an outlay of public funds, upon the request of any one member of the Board, an aye and nay vote shall be taken; and in calling the names of the members they will be called in alphabetical order, and the rules adopted by the Board shall be publicly read by the clerk at the beginning of each meeting.
- 19th. All claims must be presented 7 days before the first day of any meeting of the Board to be considered at any such meeting.
- 20th. If any question arises not covered by these Rules, Board will be governed by Roberts' Rules of Order.
- 21st. Annual Budget must be approved by two-thirds (2/3) of the members present.