

Douglas County Board

COURT HOUSE
401 South Center Street
Post Office Box #467
TUSCOLA, ILLINOIS 61953

A G E N D A

DOUGLAS COUNTY BOARD MEETING **FEBRUARY 21, 2007 9:00 A.M. COURTHOUSE**

This is a tentative agenda. Said agenda may be subject to change.

1. CALL to ORDER.
2. PLEDGE of ALLEGIANCE.
3. ROLL CALL.
4. APPROVAL of BOARD MINUTES: JANUARY 17, 2007 BOARD MEETING.
5. TRANSFERS and/or EMERGENCY APPROPRIATIONS.
6. APPROVAL of PAYMENTS of the COUNTY'S FINANCIAL OBLIGATIONS.
7. APPROVE REPORTS of FEES of COUNTY OFFICES.
8. APPOINTMENT of ATWOOD POLICE CHIEF MIKE KEENAN to the DOUGLAS COUNTY ETSB to COMPLETE JACK APPLEBY'S TERM THAT WILL END in JANUARY 2008.
9. RESOLUTION for 2007 EMERGENCY OPERATION PLAN.
10. INTERGOVERNMENTAL AGREEMENT BETWEEN DOUGLAS COUNTY and TOWNSHIP COMMISSIONERS.
11. MUTUAL AID LOCAL GOVERNMENT AGREEMENT.
12. FUTUREGEN ALLIANCE.
13. ORDINANCE to ADOPT BOARD POLICIES.
14. 9.1.1. MEMORANDUM of UNDERSTANDING.
15. MOTION for RESOLUTION – ARCOLA CATB 07-01 PETITION.
16. SUB-COMMITTEE REPORTS.
17. OLD BUSINESS.
18. QUESTIONS from PRESS or VISITORS.
19. EXECUTIVE SESSION: To discuss previous minutes, personnel, pending litigation, contracts, sale or acquisition of property.
20. ADJOURNMENT to MARCH 21, 2007 at 9:00 A.M.

07-O-02

ADOPTING COUNTY BOARD BYLAWS & PROCEDURES

***Motion by Schable/Glenn:** To adopt Ordinance 07-O-02, as read, regarding County Board By-Laws and Procedures and authorization given for the County Board Chairman to sign said Ordinance and all needed items within the By-Laws & Procedures document.

YEAS: 5 ABSTENTION: 1 (Rhodes) ABSENT: 1 (Edmundson) *Motion Passes.*

07-R-06

COUNTY BRIDGE FUND PETITION

***Motion by Munson/Schable:** To approve County Bridge Fund Petition CATB 07-1 from Arcola Road District with an estimated cost of \$30,000 and requested assistance of \$15,000 as recommended by the Road and Bridge Committee and the County Engineer.

YEAS: 6 ABSENT: 1 (Edmundson) *Motion Passes.*

*Due to the election being held Tuesday, April 17, 2007, the April Board meeting will be scheduled for Friday, April 20, 2006.

ADJOURNMENT

***Motion by Glenn/Rhodes:** At 9:44 A.M., there being no further business to come before the County Board at this time, to adjourn until March 21, 2007, 9:00 A.M., County Board room, Courthouse.

YEAS: 6 ABSENT: 1 (Edmundson) *Motion Passes.*



James A. Ingram, Ex-Officio Clerk

*PLEASE NOTE – sub committee minutes are to be placed on file. Motions and special instructions from the sub-committee reports have been recorded in the Official Minutes. Additional information pertaining to the sub-committee minutes may be requested to be reviewed.

ORDINANCE NO. 07-O-02

ORDINANCE ADOPTING COUNTY BOARD BYLAWS & PROCEDURES

WHEREAS, the Douglas County Board is the deliberative governing body for the County of Douglas, and

WHEREAS, the individual Board members wish to serve in as consistent, effective and efficient manner as possible, and

WHEREAS, that by committing bylaws and procedures to a written document, effective and efficient governance will be consistent as the membership of the Board changes over time;

BE IT ORDAINED BY THE COUNTY BOARD OF THE COUNTY OF DOUGLAS, ILLINOIS, THAT:

SECTION 1: The "Douglas County Board Bylaws and Procedures" is adopted as the procedural guide for members of the Douglas County Board.

SECTION 2: This ordinance shall be in full force and effect upon its passage and approval according to law.

PASSED this 21st day of February, 2007, by a roll call vote as follows:

AYES: (5) Knapp, Glenn, Munson, Schable, Liscala

abstention
NAYS: (1) Rhodes

ABSENT: (1) Edmundson

APPROVED this 21st day of February, 2007.

Charles M. Jones
CHAIRMAN, COUNTY BOARD
OF DOUGLAS COUNTY, ILLINOIS

James A. Ingram
COUNTY CLERK, EX OFFICIO
SEC. OF SAID DOUGLAS COUNTY BOARD

DOUGLAS COUNTY BOARD BYLAWS & PROCEDURES



FOR INTERNAL USE ONLY

For distribution to all
County Board Members and County Office Holders and Administrators

2007

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ETHICS POLICY

County Board Members 2007 - 2008
County Board Members 2018 - 2020

DOUGLAS COUNTY BOARD BYLAWS

ARTICLE I THE COUNTY BOARD

1. Name.

- a. The powers of the County of Douglas, a body politic and corporate, shall be exercised by a County Board designated as the "Douglas County Board."

2. Principal Office.

- a. The principal office of the Douglas County Board shall be located in the Douglas County Courthouse in the City of Tuscola, Illinois.

3. Board Members.

- a. Number of Members. The Douglas County Board shall consist of seven members.
- b. Districts. The County of Douglas has been divided into seven County Board Districts. The boundaries of said districts shall remain as now established until the same shall be changed according to law.
- c. Election. One member shall be elected from each County Board District. The term of office for each member shall be four years and shall commence on the first day of December following the election of each member. When the County Board Districts are re-drawn each ten years, the members elected following such reapportionment shall draw lots for two and four year terms.
- d. Vacancy. If a vacancy occurs in the Douglas County Board, within sixty days the Chair, with the advice and consent of the Board, shall appoint a person to serve until the next election of County Board Members at which time an election shall be held to fill the vacancy for the unexpired term. Appointment of members shall be of the same political party as his predecessor. See statute for details.
- e. Compensation.
 - i. The Chair and Board Members shall receive such compensation as adopted by Resolution of the Board. Changes in compensation shall become effective when a member commences his term of office after a General Election.
 - ii. The Chair and Board Members shall receive mileage reimbursement for miles actually incurred in the course of County business sanctioned by the County Board in accordance with its Rules of Procedure and the law of the State of Illinois. The mileage shall be measured from the Board Member's home to the place of the meeting and back again to the member's home. In the event a member is attending more than one meeting in the same day and does not return to his home before commencement of the subsequent meeting, then only additional mileage shall be measured from the place of the first meeting to the place of the second meeting and then back again to the member's home. The amount of mileage reimbursement shall be at the rate adopted by Resolution, from time to time, by the County Board. See Statutes for details.
- f. Powers and Duties. The County of Douglas and the Douglas County Board shall have such powers and duties as conferred upon them by law. The Douglas County Board may pass all Ordinances, Resolutions and make all rules and regulations proper or necessary to carry into effect the powers granted to it and to the County of Douglas.

ARTICLE II OFFICERS OF THE BOARD

1. Chair.

- a. Election and Term of Office. A majority of the members elected to the Douglas County Board shall elect one of their number to serve as Chair. The Chair of the Board shall be elected to a two year term at the re-organizational meeting of the Board in December of each even numbered year.
- b. Vacancy. If a vacancy occurs in the office of Chair of the Douglas County Board, the remaining members of the Board shall elect one of their numbers to serve for the balance of the un-expired term.
- c. Powers and Duties. The Chair of the Douglas County Board shall have the following powers and duties:
 - i. Preside at all Board Meetings, and have the privilege of debating on all matters upon relinquishing the Chair, and voting on all matters.
 - ii. With the advice and consent of the Board, appoint members and Chairs of all Board Committees.
 - iii. With the advice and consent of the Board, appoint members of Douglas County governmental agencies.
 - iv. Serve as ex-officio member of all Board Committees with the same rights and privileges of all Committee Members.
 - v. Serve as ex-officio member of such Boards and Commissions as required by law.
 - vi. Prepare, with the assistance of the Committee Chairs and County Officials, an agenda for each regular meeting.
 - vii. Have such powers and duties as conferred upon him by law, or specified in Ordinances, Resolutions or other directives of the Board.

2. Vice Chair.

- a. Election and Term Office. Following the election of a Chair, a majority of the members elected to the Douglas County Board shall elect one of their number to serve as Vice Chair. The Vice Chair of the Board shall be elected to a two year term at the re-organizational meeting of the Board in December of each even numbered year.
- b. Powers and Duties. The Vice Chair shall preside as temporary Chair at Board Meetings when the Chair is absent or relinquishes the Chair.

3. Clerk of the Board.

- a. The County Clerk shall act as Clerk of the Douglas County Board, and in that capacity he shall keep an accurate record of the proceedings of the Board, file and preserve all bids of account acted upon by the Board and note as to each action taken thereon by the Board and perform such duties as are conferred upon him by law or may, from time to time, be specified in Ordinances, Resolutions or other directives of the Board.

4. **Parliamentarian.** The State's Attorney of Douglas County shall serve as parliamentarian for the Douglas County Board.

ARTICLE III BOARD COMMITTEES

1. **Standing Committees**

- a. Creation and Number of Members. Standing Committees shall exist by motion adopted by the Board and shall have the number of members and duties as indicated in such adopted motion. The members of Standing Committees shall be Board Members.
- b. Meetings. Standing Committees shall set a regular meeting date and time convenient to the members and the place of and an agenda for the meeting shall be placed on the public calendar in the County Board Office. The regular meeting may be changed or cancelled with the consent of a majority of the members of the Committee. All meetings shall be held in a convenient and readily accessible public place. All Committee meetings shall be held where it is normally held unless there is a good and legal reason for going "off site". The County Clerk's office shall be notified, in writing, by the Committee Chair at least forty-eight hours prior to all special meetings or moved meetings.

2. **Special Committees.** Special Committees may be created from time to time for subjects of interest to the Board and in addition to the scope of the Standing Committees as these subjects present themselves and for the duration of such interest to the Board. Special Committees shall be created by motion adopted by the Board and shall have the number of members and duties as stated by the Board. Members of special committees shall be members of the Board and citizens of Douglas County.

3. **Membership and Chair.**

- a. Members. The initial members and chair of a Standing Committee shall serve from appointment until the first regular Board Meeting in December of the next even numbered year. Thereafter, the members and Chair of Standing Committees shall be appointed by the Chair of the Board with the advice and consent of the Board for a two year term commencing on the first regular Board Meeting in December of even numbered years. Board Members shall have the privilege of requesting committee assignments.
- b. Removal. The Chair of the Board, with the consent of the membership of the Board, may remove the Chair or any member of the committee whenever in the Chair's judgment the best interest of the committee shall be served by such removal.
- c. Quorum and Voting. Committees shall use the same quorum, voting and procedural rules as the County Board, said Rules being set forth in these Bylaws.

ARTICLE IV MEETINGS

1. Regular Meetings.

- a. Date and Time. The regular meeting of the Douglas County Board shall be held in the Douglas County Courthouse on the third Wednesday of each month at 9:00 a.m., unless posted otherwise. If the regular meeting date is a holiday recognized by the Board, the meeting shall be held on the next County workday after the third Wednesday of each month. The list of the County Board Meetings shall be posted at the Courthouse in December of each year.
- b. Other Locations. The Board Meetings may be held in other public locations in the County at the direction of the Board by a majority vote and with proper notice to the public.

2. Special Meetings.

- a. Call of Meeting. Special Meetings of the Douglas County Board shall be held only on the signed written request of at least two members. The request shall be addressed to the County Clerk. The request for such special meeting shall specify the date, time, place and purpose of the meeting. No Board Member may sign more than one request for any such special meeting relating to the same purpose within a thirty day period.
- b. Notice of Meeting. The County Clerk shall give any public notice of such special meeting as required by law.
- c. Request by Non-County Entity. If the request for the special meeting is made in the manner and form as set forth above, at the instance of any entity not a part of county government, then the said entity so requesting such special meeting shall bear all expenses of any special meeting so called.
- d. Business. No business other than that directly relating to the stated purpose of such special meeting may be considered at any such special meeting.

3. Joint Meetings.

- a. Purpose. Joint Meetings of two or more Committees may be held from time to time in order to consider matters which affect the scope and jurisdiction of the several committees at the joint meeting. Joint Meetings may be held when the Chair of the Committee or majority of the members of each Committee agree to have their committees meet jointly. The Committee Chairs shall then inform the Chair of the full County Board, as well as the Clerk of the County Board.
- b. Notice. One of the Committee Chairs shall instruct the Clerk of the County Board to inform all committee members involved and to comply with the provisions of the Open Meetings Act.
- c. Procedure. When discussing joint business, one of the Chairs shall act as Chair for the meeting. As to issues relating only to one Committee, the meeting Chair shall take care that only members of the interested Committee shall vote on such issues.

4. Notice of Regular Meetings.

Written notice of each meeting of the Douglas County Board shall be delivered to each Board Member by the Clerk of the Board no later than 9:00 a.m. on the second business day before the meeting. The notice shall include an agenda of the business to be conducted, minutes of the previous meeting and copies of all reports, Ordinances, Resolutions and rules and regulations to be considered or acted upon at the meeting for which notice is given. All meetings shall be held in compliance with the Open Meetings Law of the State of Illinois.

5. **Quorum and Voting.**

- a. Number. Four members of the Douglas County Board shall constitute a quorum for the transaction of business at any meeting of the Board. Passage of any motion shall require a majority of those present and at least three affirmative votes.
- b. Roll Call. The vote on all propositions to (a) appropriate money, (b) approve the annual budget and tax levy, (c) issue bonds and (d) fix salaries shall be by roll call vote requiring a majority vote of those present for passage and shall be recorded in the minutes of the meeting.
- c. Two-thirds Vote. The vote on the transfer of funds within the annual budget and appropriation ordinance and all supplemental appropriations shall be by roll call and shall require a two-thirds majority of those present for passage and shall be recorded in the minutes.
- d. Order of Roll Call. Roll call votes shall be taken in numerical order by County Board District number. Districts shall be rotated for each vote.

6. **Order of Business.** Sessions of the Douglas County Board shall be conducted according to the following order of business. The order of business may be changed at the discretion of the Chair. No action may be taken unless the item is on the agenda.

1. Call to Order;
2. Pledge of Allegiance;
3. Roll Call;
4. Approval of Board Minutes from previous meeting;
5. Approval of Transfers and/or Emergency Appropriations;
6. Approval of Payment of the County's Financial Obligations;
7. Approve Reports of Fees of County Offices;
8. Approval of the various agenda items as presented;
9. Committee Reports;
10. Old Business;
11. New Business;
12. **Questions from the Press or the Public.** All speakers shall utilize the microphone and state their name, organization and question or topic they wish to discuss or state their name and the topic they wish to discuss or question if organization is not relevant. These discussions may be limited at the discretion of the Chair.
13. Executive Session. To discuss previous minutes, personnel, pending litigation, contracts, sale or acquisition of property. Executive sessions must follow the Statutes of the State of Illinois for Open Meetings. Any discussion of personnel matters (hiring, termination, promotion, transfer or discipline or other items concerning staff, Board Members or others) shall be taken to executive session and not discussed in open session except to take a necessary vote. All executive session minutes, whether Committee or Board Meeting, must be taped and secured by the County Clerk.
14. Adjournment.

7. **Preparation for Meetings.** All Ordinances, Resolutions, Motions or agenda items for consideration by the Douglas County Board shall be filed with the Clerk of the Board in accordance with the Standing Rules of Procedure of the Board. The Chair shall have the discretion to allow matters to be placed on the agenda on shorter notice than required in the Rules of Procedure.
8. **Parliamentary Authority.** Robert's Rules of Order, current edition, shall govern in all cases when not inconsistent with these Bylaws, other rules adopted by the Board or the Statutes of the State of Illinois.
- 9.

ARTICLE V

APPOINTMENT TO NON-BOARD COMMITTEES AND AGENCIES

5. **Appointments.**

When the Chair of the County Board wishes to appoint a person to a non-Board committee or to the board of a Douglas County agency, the Chair shall forward the name of the proposed appointee to the other members of the County Board at least three days before the meeting at which the Chair proposed to appoint the non-Board committee member or agency board member.

ARTICLE VI

GENDER

1. **Gender.**

When used herein the masculine terminology shall also mean the feminine.

ARTICLE VII

AMENDMENT OF BY-LAWS

1. **Amendment and Notice.**

These By-Laws may be amended or repealed and new By-Laws adopted by the affirmative vote of five members of the Douglas County Board at any meeting if prior notice of intent to change or repeal is mailed or delivered to each Board Member at least five days prior to the meeting.

ARTICLE VIII

ADOPTION

1. **Adoption.**

These By-Laws were adopted by a unanimous vote of the members of the Douglas County Board assembled in regular session this 21st day of February. A.D. 2007.

Charles M. Knox, Chairman

ATTEST:

James A. Ingram, Douglas County Clerk

Kevin Nolan, Douglas County State's Attorney

DOUGLAS COUNTY BOARD RULES OF PROCEDURE

The following Rules of Procedure shall be in addition to and an interpretation of the By-Laws of the Douglas County Board.

SECTION I BOARD MEETINGS

1. A Board Member, previous to speaking, shall address himself to the Chair and shall not proceed to speak until recognized by the Chair.
2. When two or more members address the Chair at the same time, the Chair shall name the member who is to speak first.
3. No member may speak until recognized by the Chair.
4. No member may speak longer than ten minutes at one time on any question except by leave of the Chair.
5. The Chair or any member of the Board may call out of order a member who is speaking out of turn or otherwise transgressing the By-Laws or Rules of Procedure of the Board.
6. A motion shall be decided by a majority of the quorum present. Those members voting by either "YES" or "NO". Every member present shall vote on each issue presented to the Board, unless personally or professionally interested or excused by the unanimous consent of the Board.
7. When a motion is made and seconded, it shall be stated by the Clerk before debate or discussion begins. In all cases, the name of the member offering the motion and the member seconding the same shall be entered on the minutes of the meeting.
8. Every motion shall be reduced to writing by the member making the motion or the Clerk in advance of the actual meeting at which the motion is to be voted upon.

SECTION II REPORTS AND INFORMATION

1. The Chair of each Committee shall report to the full Board and shall file Committee reports in a timely fashion with the Clerk to be included in the packets or delivered to each Board Member on the day of the Board meeting.
2. Procedure for providing correct information prepared for Board Meetings:
 - a. Responsibility: It is the county office or Board Member's responsibility to adhere to the procedures stated pertaining to making presentations or submitting documentation to the Board.
 - b. Committees: All items requiring Board action shall be previously approved by the designated Committee overseeing the request before any instrument of information is released to the Clerk. There may be instances where a Board Member shall have two meetings in the same day. When this happens the Board Member shall be paid for all travel and shall be paid per diem for only one meeting at the current per diem rate.

- c. Documents: Any instruments vital for Board review prior to Board action.
- d. State's Attorney: Prepares and/or reviews all Ordinances and Resolutions prior to submitting to the County Board. Such Ordinances and Resolutions shall be submitted to the State's Attorney a minimum of seven days prior to the mailing of the Board Packets.
- e. Information provided: All originals shall be presented to the Clerk. The party submitting information shall provide nine copies to the Clerk for distribution: Board members – 7; Clerk – 1; State's Attorney – 1.
- f. Agenda: For an item to be placed on the agenda for consideration, a request shall be made through the Clerk's office for notification to the County Board chair no later than seven days before the Board meeting.
- g. Motions: Prior to Board Packet mailing, a printed motion pertaining to any documents or County business shall precede the information submitted for Board Packet.
- h. Emergency situation: Unique situations requiring the Board's immediate attention for the betterment of County government.

SECTION III COMMITTEES

1. It is the duty of each Committee Chair to learn all the various facets and responsibilities of his particular Committee. The Chair should inquire of the Clerk and/or past Committee members for any peculiar or unusual factors of the particular committee.
2. The Committee Chair shall notify the Clerk of any deviation from the posted meeting schedule at least 48 hours prior to change in date, time or location to comply with the Open Meetings Act.
3. A majority of any Committee shall be sufficient to proceed to business. In the absence of the Committee Chair, the senior Member (in time on the Board) shall act as Chair. If a Committee member must be absent from a Committee meeting, first he should try to find a Board Member to substitute for him. If a Board Member cannot be found to substitute at the Committee meeting for the absent Member, the Member not being able to attend such meeting shall notify the Committee Chair.
4. The Chair or his designee of individual Committees are authorized to act on behalf of his Committee to take care of County business between Committee meetings, when necessary, and shall be compensated for per diem rate and travel expense when he does not have another committee meeting on the same day.
5. The Chair of each Committee may, within reason, act on his own initiative. Such instances would be, but not limited to, meeting with vendors, contractors, architects, engineers, reviewing contractor work in progress or attending non-county governmental meetings as a County representative. All activities and meetings relating to Committee responsibilities and Board appointment to Committees, Boards or Trustees shall be compensated at the Committee per diem rate. This shall apply retroactively to all currently serving and to future County Board Members.

SECTION IV CLAIMS

1. The Budget and Finance Committee shall act as a claims committee and shall review and approve or disapprove claims prepared and submitted through the office of the Clerk. Claims submitted for approval and payment shall be submitted endorsed with the appropriate account number and line item.
2. All vendor claims shall be filed with the Clerk by the Monday previous to the Friday prior that months Board meeting.
3. Board Members shall submit their per diem cards to the Budget and Finance Committee through the Clerk on the Thursday before the scheduled Budget and Finance meeting each month. The Budget and Finance Committee shall review and approve or disapprove the Board Member per diem claims and expenses and submit the same to the County Treasurer for payment. Board Member claims for meetings after the date of the Budget and Finance Committee meeting shall appear on the next month's Board Member per diem claim. Budget and Finance Committee Members shall not approve his own per diem and expense claims.
4. The County Board Chair shall not file for compensation for services as described in SECTION III, Section 5 due to the stipend which the County Board Chair receives.
5. All Board Members shall be compensated for extra called Committee meetings.

SECTION V BUDGET REQUESTS

1. Budget requests for each fiscal year for elected County officers, appointed County Officers, departments, institutions or agencies of the County or organizations requesting grants from the Board for the ensuing fiscal year shall be presented to the Clerk by the date established by him.

SECTION VI COMMITTEE RESPONSIBILITIES

1. **Agriculture, Soil and Water Conservation:** This Committee works with the Soil and Water Conservation District and deals with agriculture related items. Usual number of members is one.
2. **Animal Control, Rabies and Noxious Weeds:** This Committee deals primarily with the Animal Control Board, local veterinarians and municipalities in relation to stray household pets, which responsibilities are specified in the Animal Control policies and by State Statute. Noxious weeds will be a seldom occurring need. Usual number of members is three.
3. **Budget and Finance:** This Committee works with the County's financial needs. The Committee establishes the County Budget for each fiscal year in cooperation with the County accounting firm and the Clerk. The Committee is responsible for approving claims against the County. Also, it is responsible for approving non-budgeted requests for funds and for funds for new projects which arise during a fiscal period. Requests for funds for annual budgets or extraordinary funds must be directed to this Committee via the Clerk for review and presentation to the Board. Usual number of members is three.
4. **Building and Grounds:** This Committee is responsible for construction, maintenance and repair of all County buildings and grounds. Requests for work on any County building or grounds shall be directed to this Committee for review and presentation to the Board. Usual number of members is three.

5. **Cable TV:** This Committee deals with Cable TV franchises in the unincorporated areas of the County. Usual number of members is one.
6. **County Health Department:** This Committee deals with the County Health Department which is an independent taxing body. The County Health Department has its own Board with one member from the County Board. Usual number of members is one.
7. **Insurance and Bonds:** This Committee deals with all County insurance and works closely with the County Insurance Administrator, who is currently the Clerk. Also, it is responsible for establishing an advisory board of County employees of at least three members to discuss health and insurance issues. This Committee should meet at least quarterly or more often if needed. This Committee needs to be proactive in relation to changes in the industry which could adversely affect the County and/or its staff. Bonds will be an unusual item for the Committee to consider. Usual number of members is three.
8. **Law and Order.** This Committee works closely with the County Sheriff, the County Coroner and the Emergency Services Director. Usual number of members is three.
9. **Liquor Control:** This Committee monitors, approves requests or suspends liquor licenses in the unincorporated areas of the County. Usual number of members is three, one of whom is the Chair of the County Board or his designee and two other Board Members.
10. **Mental Health:** This Committee works with the County Mental Health organization. This organization is not tax supported but receives some funds from the County General fund. Usual number of members is two.
11. **911:** This Committee works with the County 911 Board. This organization is not tax supported by the County but receives funds from phone bill service charges. This unit works closely with the Sheriff's Department for receiving and dispatching 911 calls. Usual number of members is one.
12. **Personnel/Legal and Management:** This Committee works with personnel problems, recommends hiring and discharge and reviews discipline for offices not directly under the authority of an elected County official. Also, it reviews legal events in cooperation with the State's Attorney. It develops general personnel policies for all County non-elected staff and seeks to work with all units in establishing sound and fair management practices. Usual number of members is three.
13. **Plat, Planning and Assessments:** This Committee works with the Supervisor of Assessments and the County Engineer in utilizing information from these departments and from the tax data base and the GIS system. Also, this Committee reviews requests for variances from County Ordinances relating to building. Additional responsibilities are to work with the Supervisor of Assessments relating to assessments, tax software, re-assessments and other related items which may arise. Usual number of members is three.
14. **Regional Office of Education:** This committee works with the Office of Regional Superintendent of Schools. It meets periodically off site. Usual number of members is one, with a back up.
15. **Road and Bridge:** This Committee works with the County Engineer to oversee County Roads, Bridges and Right-of-Way. Also, it deals with the GIS systems and IT services to other County Departments. Usual number of members is three.
16. **Solid Waste:** This Committee deals with Solid Waste, County Landfills (if any) and tipping fees (if any). Usual number of members is three.
17. **Tourism and Economic Development:** This Committee works with county municipalities, businesses and organizations, both public and private, to increase tourism and enhance economic development. Also, it must work closely with the Budget and Finance Committee in relation to requesting and expending County funds. Usual number of members is three.

18. **Adjunct Advisory Committees:** These Committees may be established for County Board projects by the entire Board. They are not to be considered permanent. Any Adjunct Committee must direct any requirements through appropriate Committees. For example, Building and Grounds for construction projects; Personnel for any suggestions relating to personnel; Budget and Finance for any expenditure of funds. These suggestions may be forwarded to the whole Board by the appropriate Committees. If not renewed each fiscal year by action of the Board, such Adjunct Advisory Groups shall dissolve automatically.
19. **TB Committee:** This Committee works with the County Tuberculosis Board. Usual number of members is one.

SECTION VII MANAGEMENT FLOW CHARTS

The following are examples of what Board Members should follow when initiating projects, to wit:

2. **Construction:** Board Member and/or Committee > Building and Ground Committee > Full Board.
3. **Budget Expenditures:**
 - a. Budget Requests for Fiscal Year:
Administrative Unit > County Clerk > Budget and Finance Committee > Full Board
 - b. Budget Requests or Unanticipated Expenditures: Member of Administrative Unit > Budget and Finance Committee > Full Board.
4. **Personnel/Legal and Management:**
 - a. **Appointed Office Holders and Animal Control Committee:**
 - i. **Termination of employee:** Administrative Unit or Animal Control > Personnel/Legal and Management and State's Attorney for recommendation.

This is an effort to avoid any potential litigation by not doing a procedure correctly and legally. It will be at the discretion of elected office holders to follow this procedure. However, it is strongly recommended that they consult with the State's Attorney before finalizing any termination. A final suggestion to all is to document and document the causes of any termination! Errors in termination procedures may bring litigation against the County and individuals involved in the incident.

- b. **Press and Public Affairs:** It is requested that Comments to the Press and Media should be directed through this Committee before going on record.
Administrative Unit or Individual > Personnel/Legal and Management and State's Attorney. This is in no way intended to inhibit free speech. It is merely designed to assure accurate information is given to the Press and Media.
5. **Submission of Project Requests from Committees:** An example of this would be a construction project that has passed the Buildings and Grounds Committee. It would then be forwarded to the Budget and Finance Committee to ascertain if funds are available and then to the full Board for action.

SECTION VIII MISCELLANEOUS

1. The Clerk shall maintain a copy of the Douglas County Board Profile in accordance with Federal law.
2. These Board Procedures may be modified from time to time to reflect changes in Statutes and the needs of the County. Modification requests by majority "YES" vote of the Board present.

SECTION IX
ADOPTION

That these Rules of Procedure were adopted by a unanimous vote of the members of the Douglas County Board assembled in regular session this 21st day of February, A.D. 2007.

Charles M. Knox, Chairman

ATTEST:

Approved as to Form:

James A. Ingram, Douglas County Clerk

Kevin Nolan, Douglas County State's Attorney
Date: February 21, 2007

**DOUGLAS COUNTY
ETHICS POLICY**

This policy shall apply to all County employees, elected officials and County Board members.

WHEREAS, the Illinois General Assembly has enacted the State Officials and Employees Ethics Act (Public Act 93-615, effective November 19, 2003, as amended by Public Act 93-617, effective December 9, 2003), which is a comprehensive revision of State statutes regulating ethical conduct, political activities and the solicitation and acceptance of gifts by State officials and employees; and

WHEREAS, the Act requires all units of local government and school districts, within six months after the effective date of Public Act 93-615, to adopt ordinances or resolutions regulating the political activities of, and the solicitation and acceptance of gifts by, the officers and regulating employees of such units "in a manner no less restrictive" than the provisions of the Act; and

WHEREAS, it is the clear intention of the Act to require units of local government and districts to implement regulations that are at least as restrictive as those contained in the Act, and to impose penalties for violations of those regulations that are equivalent to those imposed by the Act, notwithstanding that such penalties may exceed the general authority granted to units of local government to penalize ordinance violations; and

WHEREAS, it is the clear intention of the Act to provide units of local government with all authority necessary to implement its requirements on the local level regardless of any general limitations on the power to define and punish ordinance violations that might otherwise be applicable; and

WHEREAS, because the Act provides for the imposition of significant penalties for violations of said local regulations, it is necessary to adopt the required regulations by Ordinance rather than by Resolution;

NOW, THEREFORE, BE IT ORDAINED BY THE COUNTY BOARD OF DOUGLAS COUNTY, ILLINOIS, AS FOLLOWS:

Section 1: The Code of Ordinances of Douglas County, Illinois is hereby amended by the addition of the following provisions:

**ARTICLE 1
DEFINITIONS**

SECTION 1-1. For purposes of this ordinance, the following terms shall be given these definitions:

"Campaign for elective office" means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, State, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

“Candidate” means a person who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at a regular election, as defined in section 1-3 of the Election Code (10 ILCS 5/1-3).

“Collective bargaining” has the same meaning as that term is defined in Section 3 of the Illinois Public Labor Relations Act (5 ILCS 315/3).

“Compensated time” means, with respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of the Ordinance, does not include any designated holidays, vacation periods, personal time, compensatory time off or any period when the employee is on a leave of absence. With respect to officers or employees whose hours are not fixed, “compensated time” includes any period of time when the officer is on premises under the control of the employer and any other time when the officer or employee is executing his or her official duties, regardless of location.

“Compensatory time off” means authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his or her employment.

“Contribution” has the same meaning as that term is defined in section 9-1.4 of the Election Code (10 ILCS 5/9-1.4).

“Employee” means a person employed by Douglas County, Illinois, whether on a full-time or part-time basis or pursuant to a contract, whose duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed, but does not include an independent contractor. *This policy covers all employees, elected officials and County Board members.*

“Employer” means Douglas County, Illinois.

“Gift” means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee.

“Leave of absence” means any period during which an employee does not receive (i) compensation for employment, (ii) service credit towards pension benefits, and (iii) health insurance benefits paid for by the employer.

“Officer” means a person who holds, by election or appointment, an office created by statute or ordinance, regardless of whether the officer is compensated for service in his or her official capacity.

“Political activity” means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person’s official duties.

“Political organization” means a party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the Election Code (10 ILCS 5/9-3), but only with regard to those activities that require filing with the State Board of Elections or a county clerk.

“Prohibited political activity” means:

1. Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
2. Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
3. Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
4. Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
5. Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
6. Assisting at the polls on Election Day on behalf of any political organization or candidate for elective office or for or against any referendum question.
7. Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
8. Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
9. Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
10. Preparing or reviewing responses to candidate questionnaires.
11. Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
12. Campaigning for any elective office or for or against any referendum question.
13. Managing or working on a campaign for elective office or for or against any referendum question.
14. Serving as a delegate, alternate, or proxy to a political party convention.
15. Participating in any recount or challenge to the outcome of any election.

“Prohibited source” means any person or entity who:

1. Is seeking official action (i) by an officer or (ii) by an employee, or by the officer or another employee directing that employee;
2. Does business or seeks to do business (i) with the officer or (ii) with an employee, or with the officer or another employee directing that employee;
3. Conducts activities regulated (i) by the officer or (ii) by an employee, or by the officer or another employee directing that employee; or
4. Has an interest that may be substantially affected by the performance or nonperformance of the official duties of the officer or employee.

ARTICLE 5 PROHIBITED POLITICAL ACTIVITIES

SECTION 5-1. Prohibited political activities.

1. No officer or employee shall intentionally perform any prohibited political activity during any compensated time, as defined herein. No officer or employee shall intentionally use any property or resources of Douglas County, Illinois in connection with any prohibited political activity.
2. At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity (i) as part of that officer or employee's duties, (ii) as a condition of employment, or (iii) during any compensated time off (such as holidays, vacation or personal time off).
3. No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.
4. Nothing in this Section prohibits activities that are permissible for an officer or employee to engage in as part of his or her official duties, or activities that undertaken by an officer or employee on a voluntary basis which are not prohibited by this Ordinance.
5. No person either (i) in a position that is subject to recognized merit principles of public employment or (ii) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.

ARTICLE 10 GIFT BAN

SECTION 10-1. Gift Ban. Except as permitted by this Article, no officer or employee, and no spouse of or immediate family member living with any officer or employee (collectively referred to herein as "recipients"), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law or ordinance. No prohibited source shall intentionally offer or make a gift that violates this Section.

SECTION 10-2. Exceptions. Section 10-1 is not applicable to the following:

1. Opportunities, benefits, and services that is available on the same conditions as for the general public.
2. Fair Market Value: Anything for which the officer or employee, or his or her spouse or immediate family member, pays the fair market value.

3. Any (i) contribution that is lawfully made under the Election Code or (ii) activities associated with a fundraising event in support of a political organization or candidate.
4. Educational materials and missions.
5. Travel expenses for a meeting to discuss business.
6. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé' or fiancée.
7. Personal Friendship: Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as:
 - a. The history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals;
 - b. Whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift;
 - c. Whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members
8. Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are:
 - a. Consumed on the premises from which they were purchased or prepared or catered.
 - b. For the purposes of this Section, "catered" means food or refreshments that are purchased ready to consume which are delivered by any means.

9. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee), if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.
10. Intra-governmental and inter-governmental gifts. For the purpose of this Act, “intergovernmental gift” means any gift given to an officer or employee from another officer or employee, and “inter-governmental gift” means any gift given to an officer or employee by an officer or employee of another governmental entity.
11. Bequests, inheritances, and other transfers at death.
12. Items of \$100 or less: Any item or items from anyone prohibited source during any calendar year having a cumulative total value of less than \$100.

Each of the exceptions listed in this Section is mutually exclusive and independent of every other.

SECTION 10-3. Disposition of gifts. An officer or employee, his or her spouse or an immediate family member living with the officer or employee, does not violate this Ordinance if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501 (c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

ARTICLE 25 PENALTIES

SECTION 25-1. Penalties.

1. A person who intentionally violates any provision of Article 5 of this Ordinance may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.00
2. A person who intentionally violates any provision of Article 10 of this Ordinance is subject to a fine in an amount of not less than \$1,001 and not more than \$5,000.

3. Any person who intentionally makes a false report alleging a violation of any provision of this Ordinance to the local enforcement authorities, the State's Attorney or any other law enforcement official may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in a amount not to exceed \$2,500.00.
4. A violation of Article 5 of this Ordinance shall be prosecuted as a criminal offense by an attorney for Douglas County by filing in the circuit court information, or sworn complaint, charging such offense. The prosecution shall be under and conform to the rules of criminal procedure. Conviction shall require the establishment of the guilt of the defendant beyond a reasonable doubt.

A violation of Article 10 of this Ordinance may be prosecuted as a quasi-criminal offense by an attorney for Douglas County or, if an Ethics Commission has been created, by the Commission through the designated administrative procedure.

5. In addition to any other penalty that may be applicable, whether criminal or civil, an officer or employee who intentionally violates any provision of Article 5 or Article 10 of this Ordinance is subject to discipline or discharge.

SECTION 2: This Ordinance presented, adopted and passed this 19th day of May, 2004.

Douglas County Board Members

- | | | | |
|---|---|---------------|------------|
| 1 | Charles "Chob" Edmundson (Judy)
405 Willow 217-543-2409
Arthur, IL 61911
gochob@consolidated.com
(Bourbon 1, 2, 3) | December 2008 | District 1 |
| 2 | Wayne Schable (Shirley)
P.O. Box 62 217-578-2966 (h) 217-254-2966
Atwood, IL 61913
atwoodantiques@consolidated.net
(Garrett 1, 2, Tuscola 2) | December 2008 | District 2 |
| 3 | Marlene Lincoln (Frank)
307 East Pinzon 217-253-3897
Tuscola, IL 61953
mrlnlincoln@yahoo.com
(Arcola 1, Bourbon 3, Tuscola 4) | December 2010 | District 3 |
| 4 | Kathy Rhodes (Lou)
817 Lake Shore Drive 253-4048 (h) 493-8321 (M)
Tuscola, IL 61953
Kathy.rhodes@netcare-il.com
(Tuscola 1 & 3) | December 2008 | District 4 |
| 5 | Donald "Don" Munson (Jane)
1260 E State Route 133 268-3778 (H) 254-3778 (M)
Arcola, IL 61910
don.munson@douglascountyil.com
(Arcola 2 & 3, Bowdre 1) | December 2010 | District 5 |
| 6 | Charles "Chuck" Knox (Caryl)
100 Hickory Lane 832-8095
Villa Grove, IL 61956
cmknox@mchsi.com
(Camargo2 and 3) | December 2008 | District 6 |
| 7 | Tom Glenn 217-808-2608
726 N County Road 2560 E
Newman, IL 61942
lglenn@ecicwireless.com
(Bowdre 2, Camargo1, Murdock 1,
Newman 1, Sargent 1) | December 2010 | District 7 |

Douglas County Board Members

- | | | | |
|---|---|---------------|------------|
| 1 | Richard Hein (Barb) 217-273-8070
316 E Illinois Street
Arthur, IL 61911
dick.hein@douglascountyil.com
(Bourbon 1 & 2) | November 2020 | District 1 |
| 2 | Bibby Appleby (Gary) 217-578-3298
325 E County Road 800 N
Tuscola, IL 61953
mary.appleby@douglascountyil.com
(Garrett, Tuscola 2) | November 2018 | District 2 |
| 3 | Tom Hettinger (Renee) 217-253-4294
301 E Pinzon Street
Tuscola, IL 61953
thomas.hettinger@douglascountyil.com
(Arcola 1, Bourbon 2, Tuscola 4) | November 2018 | District 3 |
| 4 | Michael Carroll (Becky) 217-369-6887
710 Lake Shore Drive
Tuscola, IL 61953
mike.carroll@douglascountyil.com
(Tuscola 1 & 3) | November 2020 | District 4 |
| 5 | Donald "Don" Munson (Jane) 217-254-3778
Chairman
1260 E State Route 133
Arcola, IL 61910
don.munson@douglascountyil.com
(Arcola 2 & 3, Bowdre) | November 2018 | District 5 |
| 6 | Jim Mikeworth (Susie) 217-493-7171
24 Beech Lane
Villa Grove, IL 61956
jim.mikeworth@douglascountyil.com
(Camargo1 and 2) | November 2018 | District 6 |
| 7 | Tom Glenn (Laraine) 217-808-2608
726 N County Road 2560 E
Newman, IL 61942
tom.glenn@douglascountyil.com
(Bowdre, Camargo1, Murdock 1,
Newman 1, Sargent 1) | November 2020 | District 7 |



Office of the Attorney General State of Illinois

Certificate of Completion

Mary E Appleby
board member

Has successfully completed the
Open Meetings Act training.

Version: 2024 - OMA Training



Office of the Attorney General State of Illinois

Certificate of Completion

Mary E Appleby
board member

Has successfully completed the
Freedom of Information Act training.

Version: 2024 - FOIA Training



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Certificate of Completion

Edward Carleton
Mr

Has successfully completed the
Open Meetings Act training.

Version: 2024 - OMA Training



Office of the Attorney General State of Illinois

Certificate of Completion

Philip W Morris
Mr.

Has successfully completed the
Open Meetings Act training.

Version: 2024 - OMA Training



Office of the Attorney General State of Illinois

Certificate of Completion

Judi Pollock
Douglas County Clerk & Recorder

Has successfully completed the
Open Meetings Act training.

Version: 2024 - OMA Training

Completed: Tuesday, December 3, 2024



Office of the Attorney General State of Illinois

Certificate of Completion

Daniel J Henry
member

Has successfully completed the
Open Meetings Act training.

Version: 2024 - OMA Training

Completed: Monday, December 2, 2024



Office of the Attorney General State of Illinois

Certificate of Completion

OMA - 12/11/2023492373

Saturday, August 3, 2024

Douglas County Board District 3
Thomas Hettinger

Has successfully completed the
Open Meetings Act on-line training.

Kwame Raoul
Attorney General
State of Illinois

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