

BOARD RULES AND PROCEDURES

The following Board Rules and Procedures are designed to establish the order of business, ensure fair and orderly public meetings, and allow the Board to make effective and timely decision in the governing of the County's business functions.



Adopted by the Lee County Board

12/16/2014 Resolution # 12-14-007

Updated 9-17-2020 Resolution # 09-20-008

COUNTY

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I. PURPOSE

The mission of Lee County Government is to be accountable to its citizens, to provide high quality government services in an economical, fair, professional, and courteous manner, and to enhance and protect the health, welfare, and safety of those who live and work in Lee County.

II. COUNTY BOARD – COMPOSITION AND DISTRICTS

Lee County shall be governed by the Lee County Board, hereafter referred to as the Board. The size of the Board and the districts from which members are elected is provided by resolutions adopted at the June 21, 2011 meeting of the Board pursuant to Illinois Compiled Statutes, Chapter 55, Paragraph 5/2-3002 and as provided by Court decisions regarding “one man, one vote” representation on County Boards. Resolution 06-11-008 provides that Lee County be divided into four (4) County Board Districts with six (6) members to be elected from each district as follows:

- A. District 1 shall be composed of Palmyra 1, Palmyra 3, Nelson, Harmon, Hamilton, East Grove, May, Amboy 1, Amboy 2, Amboy 3, Marion, South Dixon and Nachusa precincts.
- B. District 2 shall be composed of Franklin Grove 1, Franklin Grove 2, Ashton 1, Ashton 2, Bradford, Lee Center, Sublette, Reynolds, Viola, Brooklyn 1, Brooklyn 2, Alto, Willow Creek, Wyoming 1, and Wyoming 2 precincts.
- C. District 3 shall be composed of Dixon 1, Dixon 2, Dixon 3, Dixon 4, Dixon 5, Dixon 6, Dixon 7, Dixon 8, Dixon 17, Dixon 18, and Dixon 19 precincts.
- D. District 4 shall be composed of Dixon 9, Dixon 10, Dixon 11, Dixon 12, Dixon 13, Dixon 14, Dixon 15, Dixon 16, Dixon 20 and Palmyra 2 precincts.

Terms of Office – District, Random Drawing. At the August 2012 county board meeting and each ten (10) year thereafter, the chairman of the county board in open meeting shall randomly draw for each district the quantity of two (2) year terms and four (4) year terms for county board seats for each of the four (4) Lee County districts. The drawing shall be accomplished by randomly drawing from four (4) pieces of paper from a pool, two (2) indicating “three (3) county board seats with terms of two (2) years, four (4) years and four (4) years, and three (3) county board seats with terms of four (4) years, four (4) years and two (2) years.” The other two (2) pieces of paper shall indicate “three (3) county board seats with terms of two (2) years, four (4) years and four (4) years, and three (3) county board seats with terms of four (4) years, four (4) years and two (2) years.” The county board chairman shall draw the quantity of four (4) year and two (2) year terms by randomly drawing a piece of paper for each district from those remaining in the pool in numerical order, commencing with district number 1.

Determination of Term Length. On the first Monday of the month following the general election of 2012, and each ten (10) years thereafter, the length of the individual terms for each newly elected county board member shall be determined. There being six (6) county board seats

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from each district, the members of each district shall randomly draw from a pool of six (6) pieces of paper bearing the length of terms assigned to each district pursuant to the August 2012 county board meeting and each ten (10) years thereafter. The drawing shall be done in descending order, commencing with the county board candidate receiving the most votes from his particular district. The drawing shall continue until each county board member has randomly drawn for the pool of remaining county board terms. This shall be accomplished district by district in numerical order, commencing with district number 1. (Res. 06-11-008, 6-21-2011)

III. BOARD MEMBER REQUIREMENTS

- A. Lee County Board Members are required to take the Open Meetings Act training provided by the State of Illinois. This is to be completed within three (3) months of taking the position. Copy of Certificate of Completion must be submitted to the County Board secretary.
- B. All County Board Members are required to annually complete Sexual Harassment training either through the on-line State of Illinois training or by a qualified trainer. A copy of Certificate of Completion must be submitted to the County Board secretary by October 30, of each year.

IV. TIME AND LOCATION OF REGULAR BOARD MEETINGS

- A. On or before each regularly scheduled November meeting, the Board shall adopt a resolution stating the meeting dates and times for the following year. Upon approval by the Board, meeting dates and times will be posted on the county website.
- B. Meetings of the Board shall be held at the Old Lee County Courthouse, 112 E. Second Street, Dixon, Third Floor. In the event this location is not available, notice of an alternate location shall be published in a newspaper of general circulation in the County at least 48 hours prior to the convening of the scheduled meeting.

V. SPECIAL/EMERGENCY MEETINGS

Special meetings may be called pursuant to Chapter 55, Act 5, Section 2-1002, of the Illinois Compiled Statutes with notice being given by publication in a newspaper of general circulation in the County at least 48 hours before the convening of the Special Meeting.

VI. BOARD CHAIR AND VICE CHAIR

The first Monday in December following the Bi-Annual Election, the Board shall elect a Chair and Vice Chair from the membership by a majority vote of the membership. The Chair and Vice Chair shall be elected for a 2-year term or until his or her successor is elected. (Ord. 06-01-006, 6-19-2001)

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- A. Chair – Duties and Responsibilities:
 - i. The Chair shall appoint all standing and special committees, and shall have the power to change committee appointments.
 - ii. The Chair shall preside at all meetings of the board, preserve order and decorum, and decide on questions of order.
 - iii. The Chair may appoint a person to assist him or her in conducting the meeting, but per State statute the State’s Attorney or his / her designee is the official parliamentarian.
 - iv. The Chair shall be an ex-officio member of all Board appointed committees and shall be entitled to mileage and per diem for all meetings attended.
 - v. The Chair shall decide all questions relating to the priority of business.
 - vi. The Chair shall act as the County Liquor Commissioner.
- B. Vice Chair – Duties and Responsibilities:
 - i. The Vice Chair shall serve in the absence of the Chair and shall exercise all powers of the Chair in his/her absence.
- C. In the absence of the Chair and Vice Chair, the Chair of the Finance Committee will serve as Board Chair.

VII. QUORUM

A Quorum shall exist when a simple majority of the current membership is present. Thirteen (13) or more of the twenty-four (24) member Board constitutes a quorum.

VIII. ORDER OF BUSINESS

- A. Board Agenda
 - i. Call to Order
 - ii. Prayer or Pledge of Allegiance
 - iii. Roll call of members (by alphabetical order)
 - iv. Announcements
 - v. Approval of Minutes of Previous Meeting
 - vi. Referral of Items to Proper Committees
 - 1. Items to ZBA or Planning Commission
 - 2. Items From ZBA and/or Planning Commission
 - 3. Other
 - vii. Board Member Comment
 - viii. Report of Lee County Industrial Development Association
 - ix. Public Comment
 - x. Report of Board’s Standing Committees
 - xi. County Officers’ Reports, Requests for Deposit of Funds, Orders Paid in Vacation
 - xii. Old Business
 - xiii. New Business

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- xiv. Executive Session
- xv. Mileage & Per Diem
- xvi. All Bills and Appropriations Allowed by Roll Call
- xvii. Adjournment

IX. RULES AND PROCEDURES

- A. These Board rules and procedures are subject to requirements of state statute. In the event of any inconsistency between these rules and the requirements of any state statute, the state statute shall govern.
- B. All business of the Board, its standing and special committees, and its members shall be in conformity with these rules. In the absence of Board rules, the latest version of “Roberts Rules of Order” shall govern.
- C. All Board meetings shall conform to the Open Meeting Laws of the State of Illinois. Board members shall successfully complete Open Meetings Act training pursuant to 5 ILCS 120/1.05, within 90 days of taking the oath of office or otherwise assuming the responsibilities as a member of the Board. Certificate of Completion shall be filed with the Board Chair’s office.
- D. Electronic Devices. Audible signals from cell phones, pagers, and other electronic devices shall be disabled during Committee and Board meetings. All those in attendance shall exit the meeting room before answering phone calls.
- E. Agenda Action Items. Business not on the agenda provided at the regular meeting shall not be acted upon until the next scheduled meeting. If the Board deems it necessary to take action prior to the next scheduled meeting, the Board may, by roll call vote of two-thirds of the Board members present, suspend this rule. Any business to be held over for consideration at the subsequent meeting must be submitted in writing by the presenter and be properly placed on the subsequent meeting’s agenda.
- F. Approval/Posting of Minutes. The Board shall approve the minutes of its open meetings at the subsequent monthly Board meeting or within thirty (30) days, whichever is later. The minutes shall be available for public inspection and posted on the county website within ten (10) days after the approval of said minutes by the Board.
- G. Placing Documents on File with the Board. No document that requires filing shall be considered filed unless and until it is delivered to the Clerk, filed and date stamped. It shall be the further duty of the person filing to deliver a copy of the file-stamped document to each interested party, including each Standing Committee Chair, and to then file with the Clerk a certificate of said service.
- H. Executive, Closed Sessions.
 - i. A meeting or a portion thereof may be closed upon a majority vote of Board members present, taken at a meeting open to the public for which notice had been given, as required by law.
 - ii. The vote of each Board member, on the question of holding a closed session and a citation to the specific reason(s) for closing a meeting, shall be recorded and entered into the minutes of the public meeting.

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- iii. No final action may be taken in closed session.
- iv. Pursuant to 5 ILCS 120/2.06, a verbatim record of all closed meetings in the form of an audio or video recording shall be kept. Said record shall be made available pursuant to 5 ILCS 120/2.06, only after the Board determines that it is no longer necessary to protect the public interest by keeping them confidential.

All matters discussed in closed executive sessions of the Board or any of its committees shall be kept confidential by all members until the closed record has been made available. All electronic devices shall be turned off during Executive Session meetings.

I. Motions.

- i. No motion shall be debated unless first seconded. When a motion is seconded, it shall be so stated by the Chair of the Board, and the Board shall then proceed to act thereon.
- ii. After a motion is stated by the Chair, it shall be deemed in possession of the Board but may be withdrawn by the mover and with consent of the second at any time previous to a decision thereon.
- iii. A motion to reconsider must be seconded and approved by a majority of the members present. The vote on the matter to be reconsidered may be taken during the same or the immediately succeeding regularly scheduled Board meeting. No motion may be twice reconsidered unless it was amended after its first reconsideration.
- iv. A motion to adjourn which has been seconded shall always be in order and shall be decided without debate.

J. Roll Call Votes.

- i. Any member may ask for a roll call vote on any agenda item before the board. Roll call votes shall be alphabetical. It is further resolved that each such vote start with the name on the alphabetical list next following the name which started the previous roll call.
- ii. The Board may, by unanimous consent, group together two or more ordinances and resolutions for the purpose of taking a single vote.
- iii. Emergency appropriations shall require a roll call vote of two-thirds (16) of the Board members.
- iv. After Adoption of the Annual Appropriations Resolution, amendments to increase appropriations as provided by such resolution shall require a roll call vote of two-thirds (16) of the Board members.
- v. The rules of the Board may be suspended for a particular purpose by a roll call vote of two-thirds of the board members present. Those rules that may be suspended are those relating to priority of business, or to business procedure. Rules which embody fundamental principles of parliamentary law, such as waiving the requirement of quorum or to waive the requirement for previous notice, and rules protecting the basic right of the individual cannot be suspended, even by unanimous vote. Moreover, the rules cannot be

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suspended to take away a particular member's right to attend meetings, make motions, speak in debate, and vote.

- vi. In the event of a filed legal objection, a yes vote of three-fourths (18) of the Board is required for passage of any proposed ordinance, zoning ordinance, or zoning petition. Said legal objection shall be filed with the Clerk in accordance with Board Rule "VII-Rules and Procedures, Item G". A copy of said filed legal objection and certificate of service, shall be submitted to the Executive Committee at its regularly scheduled monthly meeting in order to be placed on the Board agenda for consideration by the Board.
- vii. In the event a Board member believes that he/she has a conflict of interest on any matter before the board requiring a vote, the member shall prior to the discussion of the issue, inquire of the State's Attorney for a determination. Likewise, if one member considers that another has a conflict, he/she shall inquire of the State's Attorney for a determination prior to discussion of the issue. If a conflict is determined to exist, the member with the conflict shall abstain from discussion and vote on the matter.

K. Ordinances and Resolutions.

- i. Any ordinance or resolution to be placed on the agenda shall be submitted in writing to the Board Chair following approval by the Committee in charge of the subject matter. The Board Chair shall present the ordinance or resolution to the Executive Committee prior to consideration by the Board.
- ii. Committee Chairs are encouraged to consult with the State's Attorney regarding the validity or wording of proposed ordinances prior to presentation to the Executive Committee. If, at or before the regularly scheduled Executive Committee meeting, the Board Chair has concerns regarding the validity or wording of a resolution or ordinance, the Board Chair shall request a review thereof by the State's Attorney.
- iii. All ordinances presented for consideration shall be available for public inspection for a period of not less than thirty (30) days from the date said ordinance is approved by the appropriate Committee.
- iv. All resolutions passed by the Board, shall be assigned an identification number as to indicate its order of passage and location within the official Minutes Book. The Clerk shall assign a number to all such resolutions after the regular monthly meeting. The Clerk shall maintain an index file of all numbers with a brief description of each resolution.

X. BOARD MEMBER COMMENT

- A. Any member of the Board shall have the right to address the Board at any regular Board meeting on any matter relating to County Business.
- ~~B.~~ Members shall speak only after being recognized by the Chair.
- C. A Member declared to be out of order by the Chair shall immediately cease speaking. The decision of the Chair shall be final.

XI. PUBLIC COMMENT

- A. Agenda Items. At such time identified on the Board agenda for public comment, any individual shall be permitted to address the Board on matters before them. Such matters are those that appear on the agenda of a regularly scheduled meeting, or the subject of a Special Meeting, subject to the following constraints.
- i. Public comment as addressed in Item A above shall be limited to ten (10) minutes per individual, which shall be controlled by a timing device. A speaker will be notified when nine (9) minutes have elapsed.
 - ii. If an individual wanting to speak should make a request to the Board Chair prior to or during the regularly scheduled monthly Executive Committee meeting.
 - iii. Individuals wanting to speak must complete a public comment card and submit it to the County Clerk prior to the start of the meeting. This form asks for name, town, and topic so that same can be entered correctly in the minutes.
 - iv. The Chair will impose a time limit for public comment on any single issue.
 - v. The Chair may limit or preclude comment which is repetitive, redundant, cumulative, or irrelevant to the business of the board.
- B. Items Not on the Agenda. At such time identified on the Board agenda for public comment, members of the public shall be permitted to comment on matters germane to the business of the Board, but not on the agenda of the meeting, subject to the following constraints.
- i. Public comments as addressed in Item B above shall be limited to five (5) minutes per individual which shall be controlled by a timing device. A speaker will be notified when four (4) minutes have elapsed.
 - ii. Individuals wanting to speak must complete a public comment card and submit it to the Clerk prior to the start of the Board meeting stating their name, town, and the topic on which they wish to speak.
 - iii. Such comments shall be assigned on a first-come, first-serve basis as determined by the Chair.
 - iv. When appropriate, matters raised by public comment shall be referred to the appropriate Standing Committee
- C. Prohibited Statements. Persons addressing the Board shall not be permitted to make statements or remarks unrelated to the business of the Board. Persons addressing the Board shall refrain from statements, remarks, or conduct that is uncivil, vulgar, profane or otherwise disruptive to the conducting of the Board's business. Any person making such prohibited statements or remarks or engaging in such conduct shall be requested to leave the meeting and may be barred by the Chair from further audience before the Board.
- D. Additional Comment Time. Board members may request that individuals be allowed additional time to speak on issues germane to the Board, not to exceed ten (10) minutes, and if another member objects, the Chair shall call for a roll call vote which shall require passage of a majority of members present.

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- E. Recording of Meeting. The public may by audio or video, record the proceedings in areas designated by the Chair and in such a way to not disrupt the business of the Board.

XII. STANDING COMMITTEES – FORMATION AND RESPONSIBILITIES

- A. The Board Chair shall appoint the Chair, Vice Chair and all members of the standing committees.
- B. The Executive Committee shall be made up of the Board Chair, Vice Chair and the Chairs of each standing committee. All other standing committees shall consist of 5 members. In any situation wherein the Board Chair deems it advisable to appoint an additional member to any standing committee, he or she may do so.
- C. The name, purpose and number of members serving on any Ad Hoc, Special or Sub-Committees shall be determined by the Chair and presented for Board approval by resolution.
- D. All standing committees shall have the following responsibilities as to the various departments, offices, institutions, and activities which are in their respective jurisdictions:
 - i. Review and approve monthly claims.
 - ii. Consult with officials and County Officers on matters of policy.
 - iii. Review department annual and regular reports as applicable.
 - iv. Review department appropriations and budgets for recommendation to the Finance committee.
 - v. Review and make recommendations to the Board as to department fees not otherwise set by statute.
 - vi. Periodically evaluate performance of non-elected County Officers.
 - vii. Prepare reports, resolutions and ordinances in connection with any matter which may be referred to the committee.
- E. There shall be the following standing committees of the Board with the jurisdiction and responsibilities as listed:
 - i. Executive.
 - 1. Develops overall county policies, goals and objectives
 - 2. Promotes communication among Board members, standing, advisory or special committees, county officers, the public and the media
 - 3. Sets Board meeting agenda. The agenda shall include written reports of the standing committees and those matters requested by the standing committees to be brought before the Board for action or consideration. The agenda packets will be made available on the County website forty-eight (48) hours prior to the regularly scheduled Board meeting.
 - 4. Reviews and approves the monthly claims report for recommendation to the Board
 - 5. Reviews and approves claims paid in vacation and committee per diem

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6. Considers all matters pertaining to county government which are not included in the duties of any other standing, advisory or special committee
 7. Meets with County Officers upon request or when deemed appropriate
 8. Monitors all legislation affecting county government and when appropriate, recommends legislative action to the Board
 9. Makes recommendations for updating the county Employee Benefit and Policy Handbooks, Code Book, and Board Rules and Procedures when necessary
 10. Reviews not less than semi-annually, the minutes of all closed sessions of the Board or its committees not yet made available to the public for the purpose of determining whether the minutes (or portions thereof) shall remain confidential or no longer require confidential treatment. (OMA – 5 ILCS 120/2.06)
 11. Makes recommendations to the Board on the appointment of all county officers subject to Board appointment. In the event of a vacancy in a county appointed position, the Board Chair shall appoint a hiring committee to fill said vacancy. The hiring committee shall include at least one member of the Executive Committee, one member of the Finance Committee, and one member of the standing committee the appointed position would normally report to.
 12. Makes recommendations to the Board on appointments of all other boards, commissions, districts and all other authorities subject to appointment or approval, by statute or ordinance, by the Board
 13. Monitors and encourages economic development activities by working with County economic development and tourism organizations
 14. Acts as a liaison to the various community service agencies that receive funding from Lee County
- ii. Finance.
1. Drafts the budget, oversees the regular financial responsibilities of the county
 2. Oversees employee benefits such as health insurance, retirement, etc.
 3. Prepares the annual levy and budget documents for presentation to Board. A copy of the proposed annual budget and levy shall be made available at least thirty (30) days prior to adoption or as otherwise required by law.
 4. Monitors the adopted budget, receives and makes recommendations to the Board on changes to the adopted budget
 5. Reviews the budget of Lee County U of I Extension
 6. Authorizes and oversees an annual independent audit of all funds and accounts of the County by certified accountants authorized to practice public accounting in the State of Illinois
 7. Periodically reviews auditing procedures and recommends any necessary changes to the Board

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8. Oversees the activities of the Group Health Insurance Sub-Committee; assists the Insurance Sub-Committee in developing goals and objectives that are aligned with Board goals and objectives
9. Oversees the Negotiation Sub-Committee; assists the Negotiation Sub-Committee in developing goals and objectives that are aligned with Board goals and objectives
- iii. Negotiations (Sub-Committee to Finance)
 1. Represents the county in labor negotiations with union employees
 2. Reports to the Finance Committee
- iv. Advisory Group Health Insurance (Sub-Committee to Finance)
 1. Reviews and makes recommendations to the Finance Committee on health insurance issues affecting employees, including but not limited to:
 - a. Reviewing cost containment measures;
 - b. Seeking proposals from insurance carriers and administrators for insurance plans to cover employees in future years;
 - c. Researching general insurance issues affecting employees.
 2. Comprised of nine (9) members, a maximum of three (3) of which will be Board members, with the remaining members being County employees and/or County Officers. At least one member shall be a union FOP member.
 3. A Board member shall chair the Committee.
 4. Committee votes are nonbinding, but serve as advisory to the Finance Committee and Board
 5. Reports to the Finance Committee
- v. Public Safety & Judicial
 1. Oversees the activities of and acts as a liaison to the Sheriff Department, Circuit Clerk, State's Attorney, Probation, Public Defender, Coroner, and Lee County Office of Emergency Management
 2. Serves as a liaison to the Judges and the judicial system
- vi. Administrative Services
 1. Oversees the activities of and acts as a liaison to the Clerk/Recorder, Treasurer, Assessor, GIS/IT Department and the Veterans Assistance Commission.
 2. Serves as a liaison to the Lee-Ogle-Whiteside Regional Superintendent of Schools
 3. Reviews the monthly claims of the County Board
 4. Oversees the activities of the IT/GIS Task Force; assists the Task Force in developing short and long term IT/GIS goals
- vii. IT/GIS Task Force (Sub-Committee to Administrative Services)
 1. Reports to the Administrative Services Committee
 2. Addresses IT/GIS project specific issues on both a planning and tactical basis

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3. Comprised of the IT/GIS Director, GIS Analyst/IT Technician and Board members as appointed by the Board Chair. Other Department Heads or County Staff may serve on the Task Force at the request of the IT/GIS Director; the Task Force may expand or shrink based on the specific project or issue being addressed
 4. Convened by and functions under the guidance of the IT/GIS Director
 5. Develops IT/GIS strategic and policy recommendations to the Administrative Services Committee and to the Board; assists in setting short and long term goals of the IT/GIS Department.
- viii. Properties/Planning and Zoning
1. Oversees the activities of and acts as a liaison to the Building and Maintenance Department, Planning & Zoning Department, Animal Control, and the Lee-Ogle Transportation System (LOTS)
 2. Oversees construction and maintenance of county buildings and infrastructure
 3. Oversees property and liability insurance
 4. Oversees the County Safety Committee
- ix. County Safety Committee (Sub-committee of Properties/Planning and Zoning)
1. Promotes a safe and healthy workplace by planning and implementing safety training, inspections, and accident review; maintains and distributes the employee safety manual and promotes safety awareness to employees, the Board and the public.
 2. Consists of County Officers appointed by the Board Chair, one member of the Property/Planning and Zoning Committee, and the Board CIRMA representative.
 3. Reports to the Properties/Planning and Zoning Committee
- x. Transportation/Solid Waste
1. Oversees the operation of and act as a liaison to the County Highway Department and the Solid Waste Department
 2. Oversees construction of county roads and bridges, and motor fuel tax
 3. Oversees the county weed-control officer

XIII. STANDING COMMITTEE RULES

- A. Quorum. A quorum shall consist of a majority of the members appointed to the committee. In the event the Committee does not have a quorum, the Chair of said Committee may temporarily appoint an available Board member.
- B. Open Meetings Act. All committee meetings shall conform to the Open Meeting Laws of the State of Illinois.
- C. Meeting Date/Time/Location. Each Standing Committee shall set the meeting date, time, and location for their Committee for the coming fiscal year at the first meeting of the Committee in December. If the Committee's normal meeting date falls on a holiday, the Committee shall select another meeting date/time during Committee

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- meeting week that does not conflict with another Committee's meeting date and time to avoid scheduling conflicts for Board members and department representatives. For example, a Committee that normally meets on Monday at 9:00am can reschedule to Tuesday at 10:00am, thereby avoiding a conflict with the regularly scheduled 9:00am Tuesday Committee meeting. Upon approval by the Committee, the annual schedule of meeting date, time and location will be posted on the county website.
- D. Meeting Announcement. At least forty-eight hours in advance of the committee meeting, the Committee Chair shall submit a written meeting agenda to the Clerk and Board Chair's office including the date, time and place of the committee meeting. Pursuant to Section 2.02 of the Open Meetings Act, meeting agendas will be posted at the location of the committee meeting at least forty-eight (48) hours in advance of the meeting.
 - E. Member Absenteeism. A member of a standing committee shall inform the Board Office and have the committee chair notified of a planned absence prior to a committee meeting. The minutes shall reflect whether a member is present or absent. If a committee member is consistently absent from committee meetings, the committee chair may request the Board Chair replace the absentee committee member.
 - F. Written Report of Meeting. The Committee Chair or his/her designee shall submit a written report of committee activities to the Board Chair for inclusion in the monthly Board Agenda packet. Votes taken in committee shall be recorded in the written report of the meeting.
 - G. Report to Board. Each Committee Chair shall make an oral report of committee activities to the full Board at each regular meeting. In the absence of the Committee Chair, the Committee Vice-Chair shall give the report.
 - H. Per Diem Report. The Committee Chair shall submit a per diem report for all committee service to the Executive Committee. The per diem report shall list attendance of each committee member by date and time.
 - I. Public Comment. Any individual shall be permitted time to address the committee on matters before them at any given meeting. Such matters are those that appear on the agenda of a committee meeting, or matters added to the agenda of a committee meeting. At the discretion of the Committee Chair, up to five (5) minutes per individual may be allowed. The Committee Chair shall have the right to impose a reasonable total time limit on public comment on any single issue.

XIV. AD HOC AND SPECIAL COMMITTEES

- A. Ad hoc and special committees shall be established as determined and recommended by the Board Chair with a written notice stating the name of the committee, its purpose, responsibilities, and assigned members submitted to the Clerk within fourteen (14) days following the creation of the ad hoc committee. Said special committees will cease to function when they have completed their duties, ~~and have~~ made their final reports, and submitted dated report to the Clerk and Recorder. In the event a special committee's activities extend into the next Board term, the special committee will need to be reauthorized at the first regular business meeting of the new Board session.

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- B. Ad Hoc and Special Committees shall follow all applicable Standing Committee Rules.

XV. OTHER APPOINTMENTS

- A. Board Member Appointments. In addition to the standing committees, the Board Chair shall appoint Board Members to serve as a voting member or County Board representative of the following boards, committees or commissions:
- i. Counties of Illinois Risk Management Association (CIRMA)
 - ii. Blackhawk Hills Regional Council
 - iii. Lee County Board of Health
 - iv. Lee County ETSB-911
 - v. Lee County Industrial Development Association
 - vi. Lee County Liquor Commission
 - vii. Lee County Tourism
 - viii. Lee/Ogle Transportation System (LOTS)
 - ix. Tri-County Opportunities Council
 - x. United Counties Council of Illinois (UCCI)
 - xi. Juvenile Justice
- B. Citizen Appointments. The Board Chair shall appoint, with the advice and consent of the Board, citizens to serve on all boards, commissions, districts and all other authorities subject to appointment or approval, per state statute or ordinance, by the Board, including, but not limited to:
- i. Board of Review
 - ii. Drainage Districts (Brush Grove, Maple Grove, Inlet Swamp, Harmon #1 & #2)
 - iii. Farmland Review Committee
 - iv. Fire Districts (Amboy, Ashton, Compton, Dixon, Lee, Ohio, Sublette, West Brooklyn)
 - v. Lee County Housing Authority
 - vi. Northwest Criminal Justice
 - vii. Sanitary Districts (Franklin Grove, Nelson, Paw Paw)
 - viii. Sheriff's Merit Commission
- C. Zoning Board of Appeals
- i. The Zoning Board of Appeals (ZBA) makes recommendations to the County Board on the regulation of land classifications and the use of land and buildings within the County in order to promote public health, safety and welfare of its citizens and to minimize conflict between farming and other land uses. All ZBA actions and recommendations shall conform to the regulations set forth in the LEE COUNTY REVISED ZONING ORDINANCE (ZONING ORDINANCE).
 - ii. The ZBA shall consist of five (5) residents of Lee County appointed by the Chair and confirmed by the Board, subject to the terms and requirements set forth in the ZONING ORDINANCE.

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- iii. The Chair, with the advice and consent of the Board may appoint two (2) Lee County residents to serve as alternate members, subject to the ZONING ORDINANCE requirements.
- iv. The Chair shall name one member of the ZBA to serve as Chair of the ZBA.
- v. Three (3) members of the ZBA shall constitute a quorum, and three (3) concurring votes are necessary to recommend action to the Board.
- vi. Vacancies shall be filled by the Board Chair for the unexpired terms only, subject to confirmation by the Board at its next meeting and the requirements set forth in the ZONING ORDINANCE.

D. Planning Commission

- i. The PLANNING COMMISSION makes recommendations to the Board as to the matters, revisions and applications of the comprehensive land use plan and any other matter referred to the PLANNING COMMISSION by the Board. It shall review sketch plans and subdivision preliminary plats, and other matters such as the "Land Evaluation Site Assessment" (LESA) scores that require public hearings. All actions by the PLANNING COMMISSION shall conform to the regulations and guidelines set forth in the ZONING ORDINANCE.
- ii. The PLANNING COMMISSION shall consist of five (5) residents of Lee County appointed by the Chair with the advice and consent of the Board, subject to the terms and requirements set forth in the ZONING ORDINANCE.
- iii. The Chair, with the advice and consent of the Board may appoint two (2) Lee County residents to serve as alternate members. If appointed, the alternate members of the PLANNING COMMISSION shall serve only in the absence of regular members.
- iv. The Board Chair, with the advice and consent of the Board shall appoint the Chair of the PLANNING COMMISSION.
- v. Three (3) members shall constitute a quorum, and three (3) concurring votes are necessary to recommend action to the Board.

XVI. COMPENSATION/CLAIMS

- A. Member Per Diem. Effective December 1, 2002, Board members shall be paid at the rate of sixty dollars (\$60.00) per day for committee meetings and sixty dollars (\$60.00) per day for Board meetings. Members are eligible for compensation only when duly assigned to attend meetings and when in attendance for more than two-thirds (2/3) of the meeting.
- B. Board Chair. Effective December 1, 2002, the compensation of the Chair of the board shall be six thousand dollars (\$6,000.00) annually paid monthly, in addition to per diem compensation allowed as per (A) above. The Clerk and Treasurer are authorized and directed to make payments accordingly.
- C. Change of Compensation. If the Board desires to change the basis of payment or amount of compensation, it may do so by ordinance or resolution. Those changes

LEE COUNTY BOARD RULES AND PROCEDURES

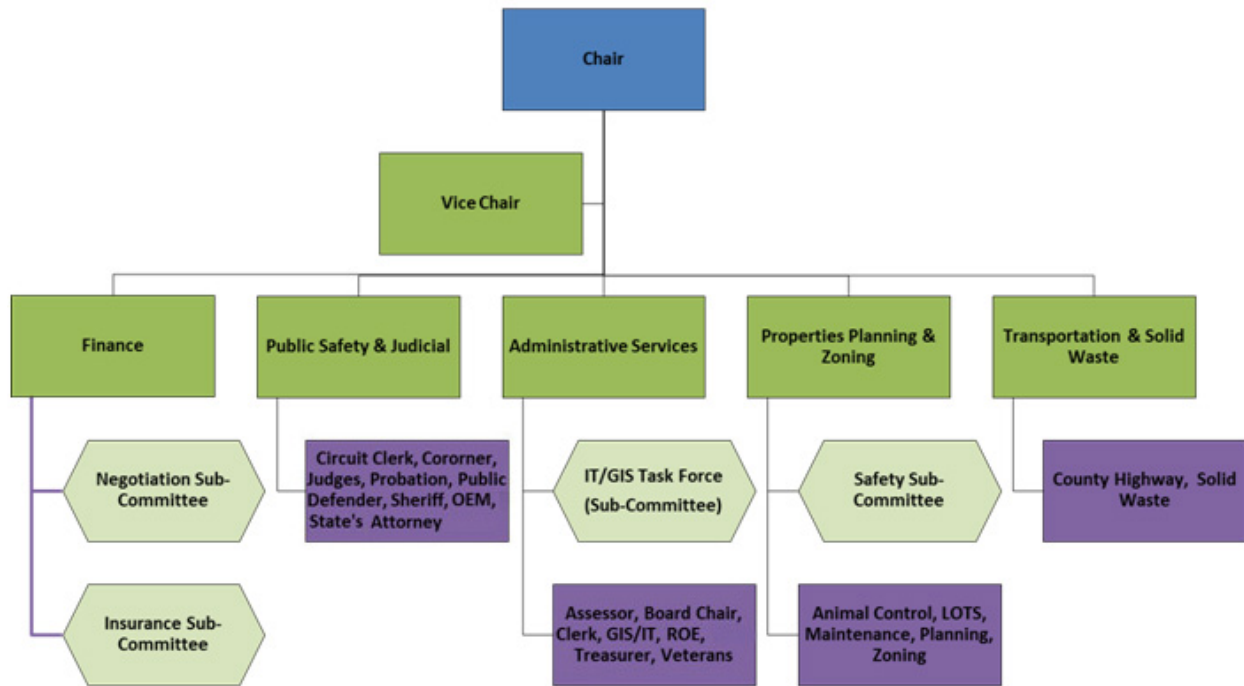
shall not however, take effect during the term for which an incumbent Board member has been elected, as per 55 ILCS 5/2-3008.

- D. Mileage. Board members engaged in county business shall be paid mileage according to the IRS mileage rate in effect during the calendar year the business was conducted.

Claims paid in vacation. The Clerk and Treasurer are hereby authorized to issue checks in emergency cases for the payment of postage, purchase of envelopes or other supplies which cannot wait for presentation, purchase of real estate transfer stamps, payment for service of summons or other process through the State's Attorney's office in order to have the papers returned, payment of bills which would incur a penalty if not paid by the due date, and other expenditures which are of such an emergency nature as to preclude waiting until a request is presented at the next monthly meeting of the Board. Said claims shall be authorized and signed by the Board Chair or the Finance Chair, and reported to the Executive Committee.

- E. Authority to Reject a Claim. The Executive Committee may reject any expenditure which it deems not connected with County business and is further authorized to reject any expenditure which it deems unreasonable even when made in connection with county business.
- F. Appeal of a Rejected Claim. Claims for compensation and/or reimbursement rejected by the Executive Committee may be appealed to the full Board.

LEE COUNTY BOARD RULES AND PROCEDURES



Committee Appointments

- 1) Executive
- 2) Finance
 - a) Negotiations Sub-Committee
 - b) Insurance Sub-Committee
- 3) Public Safety & Judicial
- 4) Administrative Services
 - a) IT/GIS Task Force (sub-committee)
- 5) Properties/Planning/Zoning
 - a) Safety Committee (sub-committee)
- 6) Transportation/Solid Waste

Other Board Member Appointments

- 1) Counties of Illinois Risk Management Association (CIRMA)
- 2) Blackhawk Hills Regional Council
- 3) Lee County Board of Health
- 4) Lee County ETSB-911
- 5) Lee County Industrial Development Association
- 6) Lee County Liquor Commission
- 7) Lee County Tourism
- 8) Lee/Ogle Transportation System (LOTS)
- 9) Tri-County Opportunities Council
- 10) United Counties Council of Illinois (UCCI)
- 11) Juvenile Justice