



# BOARD RULES AND PROCEDURES

Resolution No. 2022-12-010

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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 decisions in the governing of the County's business functions.

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**BOARD RULES AND PROCEDURES**

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## 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.

## AMENDMENTS

Any amendments and/or revisions adopted by the County Board shall become an integral part of these Board Rules and shall be affixed as an appendix. The attachments shall be considered part of the Board Rules. The provisions contained herein supersede any conflicting prior practice and procedure not otherwise covered by any other agreement.

## COUNTY BOARD – COMPOSITION AND DISTRICTS

Lee County shall be governed by the Lee County Board, hereafter referred to as the Board.

- 1) Pursuant to Illinois Counties Code 55 ILCS 5/2 and County Board Resolution 04-21-006, adopted April 15, 2021, the Board resolved Lee County be divided into four (4) County Board Districts with five (5) members to be elected from each district. Pursuant to Resolution 12-21-015, adopted on December 21, 2021, the Board resolved that the County Board Districts are comprised of the following Voter Precincts: District 1. Amboy 1, Amboy 2, Amboy 3, East Grove, Hamilton, Harmon, Marion, May, Nachusa, Nelson, Palmyra 1, Palmyra 3, and South Dixon.
- 2) District 2. Alto, Ashton 1, Ashton 2, Bradford, Brooklyn 1, Brooklyn 2, Franklin Grove 1, Franklin Grove 2, Lee Center, Reynolds, Sublette, Viola, Willow Creek, Wyoming 1, and Wyoming 2.
- 3) District 3. Dixon 1, Dixon 2, Dixon 3, Dixon 4, Dixon 5, Dixon 6, Dixon 7, Dixon 8, and Dixon 9.
- 4) District 4. Dixon 10, Dixon 11, Dixon 12, Dixon 13, Dixon 14, Dixon 15, Dixon 16, Dixon 17, and Palmyra 2.

Terms of Office per District, Random Drawing. At the August 2022 County Board meeting and each ten (10) years thereafter, the chairman of the county board in open meeting shall randomly draw the quantity of two (2) year terms and four (4) year terms for county board seats in 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 (representing the four County Board districts), two (2) indicating “three (3) county board seats with terms of two (2) years, four (4) years and four (4) years, and - two (2) 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 four (4) years, four (4) years, and two (2) years, and two (2) county board seats with terms of two (2) years, four (4) years, and four (4) 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 1.

Board Member - Term Length. Pursuant to 55 ILCS 5/2-3010, on the first Monday of the month following the general election of 2022, and each ten (10) years thereafter, the length of the individual terms for each newly elected county board member shall be determined. There being five (5) county board seats from each district, the members of each district shall randomly draw from a pool of five (5) pieces of paper bearing the length of terms assigned to each district pursuant to the August 2022 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 district. The drawing shall continue until each county board member has randomly drawn from the pool of remaining county board terms. This shall be accomplished district by district in numerical order, commencing with District Number 1.

## BOARD MEMBER REQUIREMENTS

- 1) Pursuant to the Open Meetings Act (5 ILCS 120/1.05), Lee County Board Members are required to take the Open Meetings Act training provided by the State of Illinois within ninety (90) days of taking office. Copy of Certificate of Completion must be submitted to the County Board Administrative Assistant.
- 2) 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 the Certificate of Completion must be submitted to the County Board Administrative Assistant by October 30th of each year.

## TIME AND LOCATION OF REGULAR BOARD MEETINGS

- 1) Pursuant to the Open Meetings Act (5 ILCS 120/2.02), on or before the beginning of each calendar or fiscal year, 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.
- 2) Meetings of the Board shall be held at the Old Lee County Courthouse, 112 E. Second Street, Dixon, Third Floor Board Room. 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.

## SPECIAL/EMERGENCY MEETINGS

Special meetings may be called pursuant to the Open Meetings Act (5 ILCS 120/2.02) 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.

## BOARD CHAIR AND VICE CHAIR

On 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.

- 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 over all meetings of the board, preserve order and decorum, and decide on questions of order.
  - iii. The Chair may revise the Board meeting agenda prior to posting the agenda 48 hours in advance of the meeting.
  - iv. The Chair may appoint a person to assist him or her in conducting the meeting, however the State’s Attorney or his/her designee serves as the official parliamentarian.
  - v. 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.
  - vi. The Chair shall decide all questions relating to the priority of business.
  - vii. 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.

## QUORUM

- a. Board Meeting. A quorum shall exist when a simple majority of the current membership is present. Eleven (11) or more of the twenty (20) member Board constitutes a quorum.
- b. Committee Meeting: A quorum shall consist of a majority of the Members appointed to the committee. The Chair of the County Board, or if unavailable, the Vice-Chair of the County Board, shall be an ex-officio member of all committees and may participate in the discussion and deliberations of the committees, but shall have the right to vote only in the case of a tie or to constitute a quorum.
- c. Electronic Attendance. Pursuant to 5 ILCS 120/7 of the Open Meetings Act, if a quorum of the Board (or in the case of a Committee meeting, a quorum of the Committee) is physically present, a member may attend remotely by video conference if the member is prevented from physically attending due to (1) personal illness or disability; (2) employment purposes or business of the Board; or (3) a family or other emergency.

- i. A quorum must be physically present at the meeting for a member to participate electronically.
  - ii. A Member attending electronically shall be considered electronically present at the meeting and entitled to vote on any matter before the public body, as if the member were physically present at the meeting. When attending electronically, members must ensure they are visible via video.
  - iii. Meeting Chair. The individual chairing the meeting must be present in the room.
  - iv. Members shall notify the Board Chair or the Committee Chair (email notice preferred) of their request to attend electronically in advance of the meeting. The Board Chair or Committee Chair shall approve or deny the request to attend electronically in advance of the meeting and will make a record of the decision during the meeting.
  - v. Technical malfunctions. Each member is responsible for his or her connection to the meeting; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.
  - vi. Forced disconnections. The Chair may order the disconnection or muting of a member's connection if it is causing undue interference with the meeting. The Chair's decision to do so shall be announced during the meeting and recorded in the minutes.
- d. The requirement that a quorum must be physically present at the meeting location shall not apply in the event of a bona fide emergency relating to a public health concern in compliance with section 120/7(e) of the Open Meetings Act.

## ORDER OF BUSINESS

- a. Board Agenda
  - a. Call to Order
  - b. Pledge of Allegiance
  - c. Roll call Attendance
  - d. Board Chair Announcements
  - e. Approval of Minutes of Previous Meeting
  - f. Planning and Zoning
    - i. Items to ZBA or Planning Commission
    - ii. Items From ZBA and/or Planning Commission
    - iii. Other
  - g. Administrator Monthly Update/Board Member Comments
  - h. Public/Visitor Comment

- i. County Organization Presentations/Updates
- j. Reports of Committees
- k. Unfinished Business
- l. New Business
- m. Appointments
- n. Executive Session
- o. Approval of County Officers Reports/Quarterly Treasurer's Report
- p. Roll Call Approval of Revenue Report, Claims Paid, Claims Paid in Vacation, and Payroll Paid
- q. Approval of Board Member Mileage & Per Diem
- r. Adjournment

## RULES AND PROCEDURES

### General Rules

- a. These Board rules and procedures are subject to the 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, or in the case of ambiguity of the Board Rules, the latest version of "Roberts Rules of Order" shall govern.
- c. Open Meetings Act. All Board meetings shall conform to the Open Meeting Laws of the State of Illinois.
- d. Electronic Devices. Audible signals from cell phones, pagers, and other personal electronic devices not being used for conducting the business of the Board, 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 act prior to the next scheduled meeting, the Board may, by roll call vote of two-thirds of the Board members present, suspend this rule.
- 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.

## Executive, Closed Sessions

- a. 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 has been given, as required by law.
- b. 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. The vote of each Board member on the question of returning to open session shall be recorded and entered into the minutes of the public meeting.
- c. No final action may be taken in closed session.
- d. 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.
- e. 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 personal electronic devices shall be turned off during Executive Session meetings.

## Motions

- a. 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.
- b. After a motion is stated by the Chair, it shall be deemed in possession of the Board but may be withdrawn by the mover with consent of the second at any time before a decision thereon.
- c. A motion to reconsider may be made only by a member who voted on the prevailing side in the original vote (such as someone who voted “yes” if the motion passed or voted “no” if the motion was defeated). It 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.
- d. A motion to adjourn which has been seconded shall always be in order and shall be decided without debate.

## Voting

- a. Board member votes shall be individually entered and recorded electronically (electronic roll call vote) except for the following actions:
  - i. Attendance. A voice roll call vote shall be used for recording attendance



- ii. Malfunction of the electronic voting system. In the event the electronic voting system is inoperative, a roll call vote by voice shall be initiated by the meeting clerk at the direction of the meeting chair, until the electronic voting system becomes functional.
- iii. Roll call votes by voice shall be alphabetical with each such vote starting with the name on the alphabetical list next following the name which started the previous roll call vote by voice.
- iv. A voice vote may be used, unless an electronic vote is requested by any member for:
  - 1) A motion to adjourn
  - 2) Approval of the minutes of the previous meeting
  - 3) Adopting the agenda
  - 4) Other items as determined by the Chair
- b. When there is no further debate or discussion on a pending motion, the Clerk shall record the motion, and the Chair shall open voting.
  - i. When voting by electronic roll call vote, a members shall respond “Yes”, “No” or “Abstain”.
  - ii. The Chair shall allow ample time for members to vote electronically.
  - iii. Members are prohibited from voting more than once using another member’s electronic device or voting for another member in his absence by “proxy”.
  - iv. The Chair shall close voting by directing the meeting clerk to record the vote. The meeting clerk shall report the outcome of the vote to the Chair and the Chair shall announce the number of “Yes”, “No”, and “Abstain” votes. Upon the close of voting and the announcement of results, no vote changes will be entertained.
  - v. Approval of a motion is by majority of the votes cast by persons entitled to vote, excluding blanks or abstentions, unless otherwise provided by these rules.
- c. Emergency appropriations shall require an affirmative vote of two-thirds of all members.
- d. After adoption of the annual Appropriations Resolution, amendments to increase appropriations as provided by such resolution shall require an affirmative vote of two-thirds of all members.
- e. The rules of the Board may be suspended for a particular purpose by an affirmative electronic 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 suspended to take away a particular member’s right to attend meetings, make motions, speak in debate, and vote.
- f. In the event of a filed legal objection, an affirmative vote of three-fourths of all members 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 Rules and Procedures, General Rules, Item “g”, “Placing Documents on File with the Board”. A copy of said filed legal objection and certificate of service shall be submitted to the Executive Committee at its regularly scheduled monthly meeting to be placed on the Board agenda for consideration by the Board.

- g. In the event a Board member believes that he/she has a conflict of interest on any matter before the board which requires 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. The decision of the State’s Attorney may be appealed to the Chair. The decision of the Chair shall be final.

## Ordinances and Resolutions

- a. Any ordinance or resolution to be placed on the agenda shall be submitted to the Board Chair following approval by the Committee in charge of the subject matter. The Board Chair shall present the ordinance or resolution prior to consideration by the Board.
- b. Committee Chairs are encouraged to consult with the State’s Attorney regarding the validity or wording of proposed ordinances prior to presentation to the Board. If the Board Chair has concerns regarding the validity or wording of a resolution or ordinance, then he/she shall request a review thereof by the State’s Attorney.
- c. 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, except in the case of ordinances related to the Enterprise Zone.
- d. To facilitate the timely approval of enterprise zone ordinances by multiple agencies, the thirty (30) day waiting period shall be waived for ordinances relating to the Enterprise Zone. (RES 07-18-002; July 17, 2018)
- e. All ordinances and resolutions passed by the Board shall be assigned an identification number 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.

## 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.

## 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 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 “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. Individuals wanting to speak must complete a public comment card and submit it to the County Clerk prior to the start of the meeting, stating their name, city/town, and the topic on which they wish to speak.
  - iii. The Chair will impose a time limit for public comment on any single issue and may limit or preclude comments which are 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 “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, city/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.

- 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.

## STANDING COMMITTEES

There shall be the following standing committees of the Board with the jurisdiction and responsibilities as listed:

### Executive.

- a. Develops overall county policies, goals, and objectives.
- b. Responsible for the hiring, evaluation, and oversight of the County Administrator.
- c. Promotes communication among Board members, standing, advisory or special committees, county officers, the public and the media.
- d. Sets Board meeting agenda. The agenda shall include those matters requested by the standing committees to be brought before the Board for action or consideration. The agenda will be made available on the County website forty-eight (48) hours prior to the regularly scheduled Board meeting. The Board Chair may revise the agenda prior to making it available on the County website, should it be necessary.
- e. Reviews the monthly claims report for Board ratification.
- f. Reviews the monthly committee per diem report and forwards it to the Board for approval.
- g. Pursuant to 5 ILCS 120/2.06 of the Open Meetings Act, reviews not less than semi-annually, the minutes of all closed sessions of the Board or its committees not yet available to the public for the purpose of determining whether the minutes (or portions thereof) shall remain confidential or no longer require confidential treatment.
- h. Considers all matters pertaining to county government which are not included in the duties of any other standing, advisory or special committee.
- i. Meets with County Officers upon request or when deemed appropriate.
- j. Monitors all legislation affecting county government and when appropriate, recommends legislative action to the Board.
- k. 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.

- l. 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.
- m. Monitors and encourages economic development activities by working with County economic development and tourism organizations.
- n. Acts as a liaison to the various community service agencies that receive funding from Lee County.

#### Labor Relations Committee (Sub-Committee to Executive Committee)

- a. Comprised of three (3) Board members chosen by the Board Chair.
- b. Appointments are made on a case-by-case basis and "as needed".
- c. Responds to unresolved differences between the non-elected Department Head and an employee regarding the application, meaning, or interpretation of the terms of the Employee Handbook as specified in the Handbook.
- d. Responds to grievances filed by bargaining contract employees as specified by the most recent bargaining contract.

#### Finance.

- a. Oversees the activities of and acts as a liaison to the Treasurer's Office.
- b. Drafts the budget with the assistance of the Chief Financial Officer; oversees the regular financial responsibilities of the county.
- c. Prepares the annual levy and budget documents for presentation to the Board, with the assistance of the Chief Financial Officer. 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.
- d. Monitors the adopted budget, receives, and makes recommendations to the Board on changes to the adopted budget.
- e. Oversees employee benefits such as health insurance, retirement, etc.
- f. Reviews the Lee County University of Illinois Extension annual financial report pursuant to 505 ILCS 45 - County Cooperative Extension Law.
- g. 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.
- h. Periodically reviews auditing procedures and recommends any necessary changes to the Board; makes recommendations regarding auditing firms contracting with the county to perform audits.
- i. Oversees and makes recommendations on county property/liability insurance issues.

- j. Oversees the activities of the Group Health Insurance Sub-Committee; assists the Insurance Sub-Committee and the Employee Wellness Committee in developing goals and objectives that are aligned with Board goals and objectives.
- k. Oversees the Negotiation Sub-Committee; assists the Negotiation Sub-Committee in developing goals and objectives that are aligned with Board goals and objectives.

#### Negotiations (Sub-Committee to Finance)

- a. Represents the county in labor negotiations with union employees.
- b. Reports to the Finance Committee.

#### Advisory Group Health Insurance (Sub-Committee to Finance)

- a. Reviews and makes recommendations to the Finance Committee on health insurance issues affecting employees, including but not limited to:
  - i. Reviewing cost containment measures.
  - ii. Seeking proposals from insurance carriers and administrators for insurance plans to cover employees in future years.
  - iii. Researching general insurance issues affecting employees.
- b. 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.
- c. A Board member shall chair the Committee.
- d. Committee votes are nonbinding but serve as advisory to the Finance Committee and Board.
- e. Reports to the Finance Committee.

#### Public Safety & Court Services

- a. Oversees the activities of and acts as a liaison to the Animal Control Department, Circuit Clerk, Coroner, Emergency Management, Judges, Probation, Public Defender, Sheriff, State's Attorney.
- b. Serves as a liaison to the Judges and the judicial system.
- c. Oversees the County Safety Committee.

#### County Safety Committee (Sub-committee of Public Safety and Court Services)

- a. 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.

- b. Consists of County Officers appointed by the Board Chair, one member of the Public Safety and Court Services Committee, and the Board CIRMA representative.
- c. Reports to the Public Safety and Court Services Committee.

### County Services

- a. Oversees the activities of and acts as a liaison to the Assessor/GIS, County Clerk, Information Technology (IT), Lee-Ogle Transportation System (LOTS), Highway Department/Solid Waste, Veterans Commission, and Zoning/Planning Departments.
- b. Serves as a liaison to the Lee-Ogle-Whiteside Regional Superintendent of Schools.
- c. Makes recommendations for updating the county employee handbook, code book, and Board Rules and Procedures when necessary.
- d. Oversees construction of county roads and bridges, and motor fuel tax.

### County Facilities and Maintenance

- a. Oversees the activities of and acts as a liaison to the County Facilities and Maintenance Department (formerly known as the Maintenance Department).
- b. Oversees maintenance, safety and cleanliness of County buildings and grounds, in conjunction with the Lee County Sheriff where applicable.
- c. Reviews and makes recommendations to the Finance Committee and full Board on replacement of equipment and improvements to county facilities.

### Claims Committee

- a. Consists of three (3) members and two (2) alternates; alternates will serve as needed when a regular member is not available to attend Claims Committee Meetings.
- b. Develops expedient and efficient claims payment procedures in compliance with the Illinois Counties Code, the Local Government Prompt Payment Act, and generally accepted accounting principles as applied to government entities.
- c. Develops clear and transparent monthly reports to present all claims to the Board for ratification.
- d. Pursuant to 55 ILCS 5/1-6006, allows or disallows claims made against the county on behalf of the Board.

## STANDING COMMITTEES – APPOINTMENT & 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, the Chairs of each standing committee, and one (1) additional member at the discretion of the Board Chair. All other standing committees may consist of 5 - 7 members at the discretion of the Board Chair, unless otherwise indicated by these Board Rules.
- c. 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 monthly claims report.
  - 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.

## STANDING COMMITTEE RULES

- a. Open Meetings Act. All committee meetings shall conform to the Open Meeting Laws of the State of Illinois.
- b. 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 meeting week that does not conflict with another Committee's meeting date and time to avoid scheduling conflicts for Board members and department representatives. Upon approval by the Committee, the annual schedule of meeting date, time and location will be posted on the county website.
- c. Meeting Announcement. At least forty-eight hours in advance of the committee meeting, the Committee Chair shall review and approve the meeting agenda 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 and on the county website at least forty-eight (48) hours in advance of the meeting.
- d. 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 member is consistently absent from committee meetings, the Committee Chair may request the Board Chair replace the absentee member.



- e. 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.
- f. 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.

## AD HOC AND SPECIAL COMMITTEES

- a. The name, purpose and number of members serving on any Ad Hoc, Special or Sub-Committees shall be determined by the Chair and presented by resolution to the Board for approval. Said special committees will cease to function when they have completed their duties. 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.
- b. Ad Hoc and Special Committees shall follow all applicable Standing Committee Rules.

## OTHER APPOINTMENTS

- a. Board Member Appointments. In addition to the standing committees, the Board Chair shall appoint 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. Emergency Telephone System Board (ETSB-911)
  - v. Lee County Industrial Development Association (LCIDA)
  - vi. Lee County Tourism
  - vii. Lee/Ogle Transportation System (LOTS)
  - viii. Tri-County Opportunities Council
  - ix. United Counties Council of Illinois (UCCI)
  - x. Illinois Association of County Board Members (IACBM)
  - xi. Juvenile Justice

- xii. Lee County Liquor Commission
- 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
  - iii. Farmland Review Committee
  - iv. Fire Districts
  - v. Lee County Housing Authority
  - vi. Northwest Criminal Justice
  - vii. Sanitary Districts
  - 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 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.
  - 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.

## COMPENSATION/CLAIMS

### a. Board Member Compensation

- i. Member Per Diem. Effective December 5, 2022, Board members duly assigned to represent Lee County on a committee or other board appointment shall be paid at the rate of eighty dollars (\$80.00) per meeting. In addition, members will be paid eighty dollars (80.00) per meeting for Board meetings.
- ii. Eligibility for compensation. 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. Members attending remotely are eligible for compensation if/when allowed by the Open Meetings Act and these Board rules. Upon approval by the Board Chair and the applicable Committee Chair, members may also be eligible for per diem when conducting county business, such as attending planning meetings with county staff contractors or vendors.
- iii. Per Diem Approval. The Committee Chair is responsible for reviewing and approving eligible per diem for all committee service pursuant to these Board Rules. The Board shall approve a monthly per diem report listing attendance of each member by meeting, date, and in-person or electronic attendance.
- iv. Board Chair Stipend. Effective December 5, 2022, the compensation of the Chair of the Board shall be \$700 per month (\$8,400 annually), in addition to per diem compensation allowed as per (i) above. The Accounts Payable Department is authorized and directed to make monthly payments accordingly.
- v. Board Vice-Chair Stipend. Effective December 5, 2022, the compensation of the vice-Chair of the Board shall be \$100 per month (\$1,200 annually) in addition to the per diem compensation allowed as per (i) above. The Accounts Payable Department is authorized and directed to make monthly payments accordingly.
- vi. Standing Committee Chair Stipend. Effective December 5, 2022, the compensation of duly appointed Standing Committee Chairs shall be \$50 per month (\$600 annually), in

addition to the per diem compensation allowed as per (i) above. The Accounts Payable Department is authorized and directed to make monthly payments accordingly.

- vii. No member shall be eligible for more than one stipend at a time.
- viii. 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 shall not however, take effect during the term for which an incumbent Board member has been elected, as per 55 ILCS 5/2-3008.
- ix. 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.

b. Payment of Claims

- i. Claims paid in vacation. The Accounts Payable Department is hereby authorized to issue checks in emergency cases for the payment of postage, 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 Claims Committee meeting. Said claims shall be reviewed by the Claims Committee Chair, authorized by the Board Chair, and reported to the Executive Committee and full Board.
- ii. Authority to Reject a Claim. The Claims 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.
- iii. Appeal of a Rejected Claim. Claims for compensation and/or reimbursement rejected by the Claims Committee may be appealed to the full Board.