

## CB/CE Rules stuff for April 16, 2018

### 2. Biennial Organizational Meeting

~~Unless otherwise required by law,~~ The Board shall hold an Organizational Meeting on the first Monday in December of each even numbered year, being the first meeting in the month following the month in which Board members are elected. [\[Insert ILCS here\]](#) The Organizational Meeting will be conducted as follows:

A. The meeting ~~chair will be presided by the County Executive. If the County Executive is absent, a temporary presiding Chair will be selected by the majority of board members present. The presider (the sitting Board Chair, sitting Board Vice Chair, or if neither is still a member of the County Board, a temporary Board Chair selected by the majority of board members present),~~ shall accept nominations from the floor for the position of Board Chair. Any member may nominate any member who is not currently a nominee, including herself or himself. ~~The meeting chair may offer a nomination after all other members have had an opportunity to do so. A member may decline nomination.~~

~~When all members who wish to do so, including the meeting chair, have offered nominations, the meeting chair shall declare nominations closed.~~

~~When all members who wish to have offered nominations have done so, the presiding chair shall declare the nominations closed.~~

B. The ~~meeting~~ **presiding** chair shall give each nominee an opportunity to speak, once, in order of their nomination. ~~The nominee shall speak on her/his behalf only.~~

C. A nominee may choose to withdraw from consideration at any time prior to the start of the Roll Call vote.

~~C. D.~~ After all nominees have one opportunity to speak, the ~~meeting~~ **presiding** chair shall call for a Roll Call vote. Each member present shall vote by stating the name of their preferred nominee. A member may not abstain. A member may vote for any nominee. ~~The County Executive only votes in the event of a tie.~~

~~D. E.~~ If a nominee receives the votes of a majority of the members present during the Roll Call vote, the nominee is elected. ~~In the case of the election for Board Chair, a successfully elected nominee immediately becomes the meeting chair.~~ If no nominee receives the votes of a majority of the members present, the ~~meeting~~ **presiding** chair shall call for a ten-minute recess for individual or caucus discussion (subject to the provisions of the Illinois Open Meetings Act). Upon return from the recess, the process shall start over with Step 1, except that all current nominees remain nominated, and members who previously declined nomination or withdrew from consideration may be nominated again. The process continues until a nominee has been successfully elected. ~~The election of the Board Chair cannot be vetoed.~~

~~F.~~ **F.** The Board shall next select from among its members a Vice Chair, by majority vote of the members present.

~~F.~~ **G.** The Board Chair shall then appoint, subject to the advice and consent of majority of the members present, Deputy and Assistant Chairs for each Area of Responsibility assigned to the Committee of the Whole, and Chairs, Assistant Chairs and members of each standing committee. These appointments ~~made under Article 2-F can~~ **shall** be made at the Biennial Organizational Meeting or at the **immediately following** regularly scheduled December County Board Meeting ~~immediately following the Biennial Organizational Meeting.~~

~~G.~~ **H.** In the month of December in even-numbered years where a Biennial Organizational Meeting is held, the County Board ~~will~~ **may** not conduct Standing Committee or Committee of the Whole Meetings, but ~~will~~ **may** bring all business for that month directly to the County Board Meeting.

## **6. Rules**

A. The business of the Board, Committee of the Whole, standing committees, and special committees or subcommittees shall be conducted in conformity with these Rules.

B. Except otherwise required by these Rules or by statute, the conduct of all meetings of the Board, Committee of the Whole, and special committees or subcommittees shall be governed by *Roberts Rules of Order Newly Revised*.

**C. For the purpose of these Rules, a Session of the Board shall be for the two-year period commencing with the Biennial Organizational Meeting. [Move to Section 1]**

D. Every item listed on a County Board, Committee of the Whole, standing committee, or special or subcommittee agenda is considered to be an item subject to action unless it is listed as **DISCUSSION ONLY** or **INFORMATION ONLY** on the agenda.

E. Whenever there is a tie vote on a main motion in standing committee, special committee, subcommittee or Committee of the Whole, the matter is reported to the County Board for action as “without recommendation” out of special committee, subcommittee or Committee of the Whole. The Chair, Deputy Chair, or upon a motion approved by the body, may request a straw poll (conducted by a show of hands) on an issue, without a binding vote, which will also be reported to the County Board for action “without recommendation” from ~~the special committee or Committee of the Whole.~~ **the standing committee, special committee, subcommittee or Committee of the Whole.**

## **7. Parliamentarian**

A. The County Board Chair may designate a Parliamentarian, ~~who may be a member of the Board, or may rely on the advice of the State’s Attorney’s Office.~~

B. The Parliamentarian shall advise the **County Executive**, County Board Chair, or Deputy Chair on any Rule when called upon to do so ~~by the Chair.~~

## 10. Quorum

- A. A majority of the members of the Board shall constitute a quorum for the purpose of the transaction of business by the Board or Committee of the Whole.
- B. A majority of the number of the members appointed to a standing committee, special committee, or subcommittee shall constitute a quorum of that committee.
- C. No business shall be conducted in the absence of a quorum.
- D. If, at any time during any meeting of the Board, Committee of the Whole, or any standing committee, special committee or subcommittee, the number of members of the Board Committee of the Whole, or standing or special or subcommittee present falls below that constituting a quorum, that meeting shall cease and no further business be conducted until such time as a quorum is present.
- E. Any member of the Board, ~~or Committee, or subcommittee, of the Whole or standing or special or subcommittee then meeting may, at any time,~~ suggest **that** the Chair shall immediately ~~order a roll call to~~ determine the presence or absence of a quorum.

## 11. Appointive Position – Procedures **[To be moved to C.E. duties]**~~[Also assignment for today]~~

- A. The Board Chair shall designate appointees to public boards, commissions, and committees as required by statute or by action of the Board, subject to review and recommendation of the Policy, Personnel, and Appointments Committee of the Whole, and further subject to the advice and consent of the Board.
- B. On or before February 1 of each year, the Chair shall direct the preparation and distribution of a list of appointments expiring during the next twelve (12) months. This list shall be distributed to all Board members, all affected public boards, commissions, and committees, and any news media, which has filed an annual request to receive public notices under the Illinois Open Meetings Act. That list shall be made available for public inspection and copying.
- C. All persons desiring to be considered for appointment to any such appointive office shall make written application to the Board Chair. Forms for those applications shall be approved by the Board Chair who shall direct that they be made available at a place of County business reasonably convenient to the public.
- D. All Board members, public officials, and members of the public are encouraged to make

recommendations for appointive offices by encouraging the timely submission of the necessary application to the Board Chair.

E. The Board Chair shall direct that a press release be issued as to any appointive position(s) to be filled, which shall state where application forms may be obtained and delivered when complete, the deadline by which applications must be received, and any special qualifications required of persons appointed to that office. **The press release also shall be posted on the County website.**

F. To the extent practicable, the Board Chair shall personally interview all applicants for such offices.

---

---

## Today's assignment

### 1. County Board

The governing body of Champaign County, Illinois, as legally constituted, shall be known as the Champaign County Board (hereinafter "Board"). The number of members of the Board, number of County Board Districts and number of members representing each district shall be determined by the Board, effective on or before July 1, 2001, and every ten years thereafter, as required by statute. Every member of the County Board shall be a member of the Committee of the Whole.

**C. For the purpose of these Rules, a Session of the Board shall be for the two-year period commencing with the Biennial Organizational Meeting. [Move to Section 1]**

### 3. Board Chair

~~The Board shall be presided over by a Board Chair who shall be selected by the Board from among its members at the Organizational Meeting,~~ **serves** for a term of two years. The term of the Chair shall commence upon selection by the Board and extend so long as the Board Chair remains a member of the Board or until a successor is selected by the Board at the next Organizational Meeting. In the event of the death, resignation, or extended disability of the Board Chair, the Board shall elect a successor as soon as ~~practicable~~ **practical in the same procedure as in the Organizational Meeting.** ~~at a lawfully noticed and constituted meeting by a majority vote of the members present.~~

### 4. Vice-Chair

~~A~~ **The** Vice Chair, ~~who shall be selected by the Board from its membership at the Organizational~~

~~Meeting, serves~~ for a term of two years, and shall assume the duties of the Board Chair in the event of the absence of the Chair. In the event of the death, resignation, or extended disability of the Chair, the Vice Chair shall serve as Board Chair until the election of a new Board Chair by the Board. In the event of the death, resignation, or extended disability of the Vice Chair, the Board shall elect a successor as soon as ~~practicable~~ **practical in the same procedure as in the Organizational Meeting.** ~~practicable at a lawfully noticed and constituted meeting by a majority vote of the members present.~~

## **6. Rules**

A. The business of the Board, Committee of the Whole, standing committees, and special committees or subcommittees shall be conducted in conformity with these Rules.

B. Except otherwise required by these Rules or by statute, the conduct of all meetings of the Board, Committee of the Whole, and special committees or subcommittees shall be governed by *Roberts Rules of Order Newly Revised*.

**C. For the purpose of these Rules, a Session of the Board shall be for the two-year period commencing with the Biennial Organizational Meeting. [Move to Section 1]**

D. Every item listed on a County Board, Committee of the Whole, standing committee, or special or subcommittee agenda is considered to be an item subject to action unless it is listed as DISCUSSION **ONLY** or INFORMATION ONLY on the agenda.

E. Whenever there is a tie vote on a main motion in standing committee, special committee, subcommittee or Committee of the Whole, the matter is reported to the County Board for action as “without recommendation” out of special committee, subcommittee or Committee of the Whole. The Chair, Deputy Chair, or upon a motion approved by the body, may request a straw poll (conducted by a show of hands) on an issue, without a binding vote, which will also be reported to the County Board for action “without recommendation” from ~~the special committee or Committee of the Whole.~~ **the standing committee, special committee, subcommittee or Committee of the Whole.**

## **8. Rule Changes**

Written notice of any proposed change(s) to these Rules *is* to be presented to the Policy, Personnel, and Appointments Committee of the Whole at least fourteen (14) days prior to any consideration of such changes.

## **9. Suspension of Rules**

Any Rule, except Rule 8 (Rule Changes), may be suspended for a specific question by a two-thirds vote of the Board or Committee of the Whole members present, except as otherwise required by law.

## **12. County Board Meetings**

A. As required by statute, the Board shall meet during the months of June and September of

each year as well as the Biennial Organizational Meeting in December of each even numbered year.

B. Regular meetings of the Board shall be scheduled in compliance with the Annual Calendar of Meetings approved by the County Board each year pursuant to the Illinois Open Meetings Act.

C. A special meeting of the Board may be called, in accordance with 55 ILCS 5/2-1002, by written request of 1/3 of the membership of the Board, addressed to the Clerk of the Board (County Clerk) and specifying the time and place of the meeting. Upon receipt of such request, the Clerk shall immediately transmit written notice to each member of the Board and publish notice as required by law.

D. Emergency meetings of the Board may be held only in accordance with Section 2.02 of the Illinois Open Meetings Act.

E. Time for public participation shall be provided on the agenda for members of the public to be heard, on both the regular meeting of the County Board and Committee of the Whole meetings of the Board, and meetings of standing committees, as follows:

1. Any person wishing to address the Board shall be allotted not more than five (5) minutes to do so.
2. The total time allotted for public participation shall not exceed sixty (60) minutes.
3. Members of the public wishing to speak at other times on the agenda may do so only if recognized by the Chair or by majority vote of the Board or committee members present.
4. No Board member shall be permitted to address the Board during the time reserved for public participation.
5. Board members shall not engage in dialogue with members of the public during public participation.

F. The following requirements shall apply to items to be considered for placement on the Agenda:

1. Items proposed for consideration by the Board shall be submitted to Administrative Services on or before Noon on the Tuesday preceding the Board meeting.
2. Any resolution or ordinance submitted shall be accompanied by a summary of its contents, unless it is so brief in nature that a summary is unnecessary.
3. Only items first presented to Committee of the Whole or a standing committee or a special committee of the Board shall be placed on the agenda of the Board for action with the exception of:
  - a) Matters relating to pending litigation;
  - b) Correction of the form of matters previously presented to the Board;
  - c) Matters which the Board has, as a body, directed to be returned directly to the Board at a previous meeting;
  - d) Matters presented to the Board at its Biennial Organizational Meeting;
  - e) Collective bargaining and employment matters;
  - f) Purely procedural matters, such as scheduling meetings;
  - g) Announcements, and matters for consideration and not formal action; and
  - h) Emergency budget amendments; and
  - i) Items that must be acted on to meet an external deadline;
  - j) All items as listed above in 3a-3i shall be listed on the agenda as “New Business”.

G. To the extent possible, seating of Board members shall be by district.