



County of Bureau

BOARD RULES AND PROCEDURES

AMENDED: July 11, 2023

The following Board Rules and Procedures are created to establish the order of business, ensure fair and orderly public meetings, and allow the Board to make effective and timely decisions for the County.

JULY 2023

MEETINGS

Regular meetings of the full Board will be held in the county board room on the 2nd Tuesday of each month convening at 6:30pm., except when other meeting dates/times are designated. A monthly schedule of meetings will be made available to all members. All meetings of the Board and its committees will be open to the public and will conform to the Open Meeting Laws of the State of Illinois.

SPECIAL/EMERGENCY MEETINGS

To be determined and approved in advance by the Chairperson.

OFFICERS

The officers of the County Board shall consist of a Chairperson and Vice-Chairperson, each of whom shall be elected at the first meeting in December, and every two years thereafter.

ELECTION OF OFFICERS

If more than two candidates are nominated for a particular office and none of said candidates receives a majority of the votes cast on the first ballot, balloting shall continue, but the candidate receiving the least number of votes on each ballot taken shall be withdrawn from candidacy for the next ballot, and such procedure shall be followed until one candidate receives a majority of the votes cast. A MAJORITY SHALL CONSIST OF ONE MORE THAN FIFTY PERCENT OF THE VOTES CAST AT ANY ONE TIME. In the event of a tie by two candidates, the decision shall be made by casting lots.

ORDER OF BUSINESS

The order of business for each meeting of the County Board shall be as follows:

1. Call to Order
2. Roll Call
3. Invocation and Pledge of Allegiance
4. Approving of Minutes
5. Reading of Communications
6. Appointments
7. Public Comment
8. Standing Committees Reports
9. Special Committees Reports
10. Payment of Claims
11. Executive Session
12. Old Business
13. New Business
14. Adjourn

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:
 1. Public comment as addressed in “a.” above shall be limited to three to five (3-5) minutes or as determined by the Chairperson. A timing device will be used and the speaker will be notified when the determined minutes have elapsed.
 2. Individuals wanting to speak, must complete a public comment request form and submit it to the County Clerk by 4:00pm on Thursday, prior to the board meeting date. Individuals must include their name, city/town, and the topic on which they wish to speak.
 3. The Chairperson 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. Prohibited Statements. Persons addressing the County 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 Chairperson from further audience before the County Board.

RULES OF ORDER

1. The Chairperson or Vice-Chairperson acting in the Chairperson's absence, shall take the chair at the appointed hour for the Board to convene, call the County Board to order, and direct the County Clerk to call the roll.
2. Quorum – A quorum shall be a minimum of ten (10) members of the County Board for the transaction of business.
3. Priority of Business - All questions relating to the priority of business shall be decided by the Chairperson without debate.
4. Order of Speaking
 - a. No member shall have the privilege of the floor until he/she shall raise his/her hand, be recognized, and respectfully address the Chairperson.
 - b. When two or more members raise their hands at the same time, the Chairperson shall designate the member who is the first to speak.
 - c. No Member shall speak twice on the same question until all other members who desire to be heard have spoken thereon. Any member

who so desires to be heard a second time must first obtain permission from the Chairperson and shall thereafter be limited in their remarks to five (5) minutes.

- d. No Member shall be interrupted when speaking unless he is called to order by the Chairperson, either acting by himself or at the request of another member of the Board. Any member who shall transgress one or more of the rules of this County Board shall be called to order by the Chairperson of the Board, acting either by himself or at the request of another member of the Board.
- e. Any member who violates any rules of the County Board during any debate shall be called to order by the Chairperson of the Board, or by any other member who appeals to the Chairperson for such action. The member so called to order shall immediately be seated, unless they are granted permission by the Chairperson to explain their position. The member so called to order may appeal to the Board, who shall decide the matter without debate. However, in the event there is no such appeal, the ruling of the Chairperson shall be final. Any member who is called to order shall be liable to the censure of the County Board.
- f. The Chairperson shall preserve order during all sessions of the County Board and shall further decide all questions of order, subject to an appeal and a second to the entire County Board without debate.
- g. All members of the County Board shall refrain from making any personal reflection when addressing the County Board upon any matter, and shall confine their remarks to the business under consideration.
- h. The Chairperson shall direct any individual, or any group of individuals, who desire to address the County Board to the proper committee, which designated committee may request County Board approval for said party or group to be heard. All persons not members of the County Board shall be seated in the section reserved for visitors. A separate area is provided for members of the Press.

5. Motions, Voting and Roll Call

- a. No motion shall be debated or put before the Board until it has received a second, and has been stated by the Chairperson or read by the County Clerk of the County Board. Before a motion may be debated or voted upon, the Chairperson, in their discretion, may require that it first be reduced to writing.
- b. Whenever a motion is stated by the Chairperson, or read by the County Clerk, it shall be deemed to be the possession of the County Board. However, a motion may be withdrawn by the movant, with the consent of the seconding member, at any time prior to an amendment thereto or a vote thereon.
- c. When a question is put, every member present shall vote thereon, according to Robert's Rules of Order: Yes, No, Pass or Present, unless they are directly interested therein or are excused by the Chairperson

from voting thereon.

- d. All questions relating to expenditures of money exceeding \$10,000 shall require a roll call vote by the County Board.
- e. A roll call vote shall be taken on any question whenever so requested by one or more members of the County Board.
- f. The County Clerk of the County Board, whenever calling the roll or polling a vote, shall call the names of the members at the Chairperson's discretion.
- g. The County Clerk of the County Board, when recording a "yes" and "no" roll call vote, shall enter as "present but not voting," the names of members not voting who have been or may be present during the session at which such vote is taken, unless such member or members obtain the consent of the Chairperson to be excused.
- h. A motion for adjournment or recess shall always be in order and shall be decided without debate, with the exception that such motion shall be out of order when the Board is voting on another question, or when one of the members is addressing the Board as a whole.
- i. The previous question may be moved by any member who addresses the Chairperson for that purpose and such motion shall be determined without debate. Whenever a previous question has been called and sustained it shall not preclude any pending amendment, and a vote shall be taken without debate upon the amendments in their respective order, and then upon the principal question.
- j. A motion for postponement (table) shall preclude commitment (question), and a motion for commitment (question) shall preclude amendment or decision on the principal question.
- k. A motion for reconsideration may be made and seconded only by members who were among the majority of those members who voted on the original question.
- l. No alterations shall be made in any of the Rules of Order hereinabove set forth, without the consent of the majority of the members of the County Board, by voice or roll call vote.
- m. It takes a majority of member votes to pass a motion. When a tie vote results in the matter being voted upon, it is defeated. A tie vote is not a majority. When a matter does not pass in committee, it is acceptable for the matter to move to the full County Board for a vote.
- n. The Rules of Order here and above set forth may be suspended in any particular situation by a vote of two-thirds of the members of the County Board present.
- o. The County Board during all of its sessions and deliberations shall be governed by the parliamentary rules as set forth in Robert's Rules of Order.

STANDING COMMITTEES

The following Standing Committees shall be appointed by the Chairperson of the County Board at its organizational meeting, consisting of five (5) members.

1. Committee on Budget, Fees & Salaries, Finance, and Labor Relations

- a. Employ an auditor to make a special investigation and report on any County office which it deems advisable.
- b. Examine any claim submitted which does not fall within the jurisdiction of any other standing or special committee, making recommendations to the County Board as to its disposal.
- c. Investigate and recommend to the County Board all matters pertaining to salaries of county officials and employees.
- d. Consider requests for funds and make recommendations to the County Board regarding them.
- e. When necessary, add subcommittee on labor negotiations.

2. Insurance and Animal Control Committee

- a. Handle all matters involving insurance and supervise the Office of Animal Control.
- b. Obtain the maximum coverage for the dollars invested.
- c. Annually review all insurance policies.
- d. Approve claims for group health plan and other insurance(s).
- e. Periodically review all insurance policies for county buildings, offices and, public officials and employee bonds.

3. Law, Memorial and Supervisor of Assessments

- a. Consults with the State's Attorney upon all legal questions which may come before the County Board, considering with him and presenting all resolutions pertaining to any legal matter.
- b. Supervise activities of the Coroner's Office.
- c. Oversee expenditures of the Merit Commission.
- d. Oversee Public Defender's Office.
- e. Provide hearings on Public Aid.
- f. Supervise the Office of the Supervisor of Assessments.

4. Printing and Stationery, Technology, Public Buildings and Grounds Committee

- a. Supervise the purchase of office supplies for the County, including

those for elections, postage, photocopy and shredder supplies, and other offices of the County.

- b. Supervise contracts and purchases for postage and shredder equipment.
- c. Supervise operation of the Courthouse and Jail, including whatever equipment, supplies, and services may be required.
- d. Supervise maintenance of all offices in the Courthouse and Jail, and provide for all permanent improvements or additions which may be required.

5. Liquor Control, Dance Hall (Chairperson and Vice-Chairperson)

- a. Supervise licensing of all establishments engaged in the retail sale of alcoholic liquors and beers, located outside the various corporate limits within the County.
- b. Supervise the licensing of all Dance Halls and Motels located outside the various corporate limits within the County.

6. Transportation

- a. When possible, members of the committee shall represent geographically diverse areas of the County.
- b. Inspect all railroad crossings in Bureau County outside the various incorporated areas, and report any dangerous conditions at such crossings to the railroad concerned, as needed.
- c. Supervise the control of all noxious weeds in the County.
- d. Consider all petitions relating to bridges and right-of- way submitted by various townships of the County, and recommend approval of all contracts for bridge and right- of-way work, including the inspection of such work in progress and acceptance of such work upon its completion.
- e. Audit all claims presented to the office of the County Highway Engineer, and approve all vouchers for work and materials furnished by said office.
- f. Maintain proper records related to bridges and right-of- way and report activities monthly to the County Board.
- g. The committee shall consult with the County Highway Engineer with reference to the functions of said office, as set forth in Sections 5-205.1 to 5-205.8, inclusive, of Article V of the Illinois Highway Code.
- h. Control and supervise all highways in the County highway system, subject to the general supervisory powers of the Illinois Department of Transportation, and further supervise the repair, maintenance and construction of County Highways.
- i. When any highway construction project by the County of Bureau is to be performed under the supervision and approval of the Illinois

Department of Transportation, this Committee shall recommend to the County Board the particular section of highway to be constructed, the type of construction, and the amount to be used for such construction.

- j. In the event the County of Bureau receives approval from the Illinois Department of Transportation of any highway construction project by said County, this Committee shall, subject to the approval of the entire County Board, advertise for bids and let contracts for such construction to the lowest responsible bidder, or with the approval of the Illinois Department of Transportation authorize the work to be done by county officers, agents, and employees.
 - k. Consult with the County Highway Engineer with reference to the construction or repair of any road within his jurisdiction, and recommend to the County Board that the same be constructed or repaired at the entire expense of the County, pursuant to Division 4 of Article 5 of the Illinois Highway Code.
 - l. Establish an auditing and accounting system in the office of the County Highway Engineer pertaining to the construction and maintenance of County Highways, and report to the County Board at every meeting thereof an itemized account of all funds expended, along with any recommendations which said committee may deem advisable.
 - m. Employ all necessary employees and engineers in the office of the County Highway Engineer.
 - n. Supervise the purchase and maintenance of all necessary furniture and equipment for the County Highway Department and provide for all permanent improvements or additions which shall be required therefore.
 - o. Approve all claims made against the County Highway Department for the purchase of any equipment and supplies or service.
7. **County Health Department** (one board member) – Confer with the Board of Directors of the Public Health Department and make reports to the County Board.

8. Emergency Services & Disaster Agency, and Zoning Office

- a. Appointments for EMA and Zoning Officer
- b. Supervise the operations of the EMA and Zoning Office of the County.
- c. Coordinate with state and federal EMA efforts.
- d. Coordinate activities related to Zoning outside corporate bounds in the County, and make recommendations to the County Board concerning changes.
- e. Supervise activities of the EMA and Zoning Office and make

recommendations concerning Zoning changes.

- f. Shall be responsible for statutory requirements for waste management.

SPECIAL COMMITTEES

When occasion arises, a Special or temporary committee may be appointed by the Chairperson of the County Board. A Special Committee is to function until its duties can be transferred to a Standing Committee or its services are no longer needed.

1. **Housing Authority** (one board member) – To work with local, state, and federal housing bureaus in matters pertaining to housing developments for Bureau County.
2. **Tourism** (one board member) – To promote business, recreation and tourism in all of Bureau County and to oversee all expenditures of the County's hotel/motel tax revenue.
3. **Heritage Corridor Destinations** (one board member) – Represents County on Board of Directors.
4. **BEST** (one board member) – Represents County on (BEST) Executive Council
5. **Probation** (two board members) – Represents County on the 3-County committee; sets and approves budget and Bureau County's share of expenses.
6. **Jury** (three board members) – Committee meets for selection of jurors.
7. **Extension Committee** (two board members)
8. **Tri-County Opportunities** (one board member)
9. **Parliamentarian** (one board member)
10. **E-911** (one board member)

CLAIMS

All claims (except those for mileage and other expenses of the member of the County Board) shall be filed with the County Clerk at least ten (10) days prior to the regular meeting dates of said County Board meeting in order to afford time for examination and reference of said claims to the proper committees.

1. All claims presented to the County Board shall contain the following:
 - a. Date of claim.
 - b. Services or material for which claim is made.
 - c. All claims for mileage and other expenses by Board Members shall be filed on or before the day of the Finance Committee meeting. County Board members will receive the approved standard IRS reimbursement rate per mile.
 - d. Affidavit of claimant, or his agent, or when majority of the appropriate

committee has affixed his signature to the claim that the claim is just and true after allowing all credits and set-offs.

- e. Authorization of proper county officer or committee of the County Board.
2. No claim which has been presented to the County Board and rejected thereby shall, at any subsequent session, again be brought before the County Board except by a two-thirds vote of the entire County Board, nor shall any claim be allowed unless the same shall have been first referred to and reported upon by the appropriate committee.

GUIDELINES FOR COMMITTEE ASSIGNMENT

1. When possible, committees should represent diverse geographical areas.
2. County Board Chairperson and/or Vice-Chairperson, at Chairperson's direction, may attend meetings and may be considered a committee member to make a quorum. Chairperson and Vice-Chairperson shall be permitted to be voting members of any committee when their presence is needed to constitute a quorum.
3. All County Board members should serve on at least one standing committee.

COMPENSATION

Compensation for the County Board Chairperson will be \$8,000 per annum plus mileage. Compensation for County Board members will be \$25 per committee meeting and \$75 for County Board meeting, plus mileage.

REPORTS

All committees and departments having control of any County funds, or the disbursements of money by direction of the County Board, shall make an itemized account to the County Board of the amount expended, to whom, and for what was paid.

COMMITTEE FINANCES

Any committee not having sufficient funds in its appropriation for transfer within its own line item appropriation must contact the Finance Committee as to the availability of other funds for transfer within the present budget.

VACANCIES

In case of a vacancy on the County Board, it shall be filled by a person from the same district and political affiliation and when possible, by the Chairperson, subject to approval of the County Board. The appointment shall be made after applications have been secured.