

Chapter 20

COUNTY BOARD PROCEDURE

20-1 Statement of Purpose

It is the intention of the Carroll County Board (Board) in adopting this Ordinance to expedite the Board's business and protect the rights of all County Board Members (Members). The rules should assure common sense, courtesy, and fairness. This Ordinance is supplemental to state laws, including Illinois Compiled Statutes 55 ILCS 5/ Counties Code, 5 ILCS 120/ Open Meetings Act and 50 ILCS 145/ LGO Compensation Act which supersede any possible contradictions of this Ordinance.

20-2 Public Notice and Agenda

At the beginning of each fiscal year the Board will give notice of a date, time and location of all regularly scheduled meetings to the County Clerk (Clerk). The Clerk shall be responsible to publicly post this and all public notices of the Board.

The Board Chair (Chair) is responsible to create the agenda for meetings. Once created, notice for all meetings, in the form of an agenda, will be posted by the Clerk and released to all local news media with general circulation within Carroll County. The posting will occur with at least a 48-hour notice prior to the start of the scheduled meeting except in cases provided by state statute. The agenda will include:

1. Meeting title;
2. Meeting date, time, and location;
3. Order of Business; and, if known,
4. Next scheduled meeting date, time, and location.

Once the agenda has been posted and less than 48 hours before the scheduled meeting, no new item may be added except as prescribed by state statute. However, what was posted may be presented in a different order or struck by the Chair.

20-3 Board Meeting Order of Business

The order of business for Board meetings, outlined by agenda, shall be as follows:

Call to Order

Pledge of Allegiance

Roll call of Members

Public Comment

Business

Adjournment

A Member may call for an invocation prior to the call to order.

The Chair, following the noted order of business, is responsible for creating the agenda for Board meetings. The business portion may include presentation, discussion or action items such as:

1. Consent agenda (routine meeting discussion points with little or no debate, consolidated into one item for approval);
2. County Department reports;
3. Affiliate reports;

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4. Committee reports;
5. Old and New business items;
6. Chairman reports and appointments; and
7. Executive Session.

20-4 Maintenance of Order and Use of Robert's Rules of Order

The Chair may conduct meetings informally and, at the Chair's discretion, invoke the current edition of Robert's Rules of Order when deemed necessary for the maintenance of order and the conduct of the business by the Board.

20-5 Minutes

The Clerk, or representative of the Clerk, will produce all minutes of the Board meetings. All minutes will be approved by the Board at the next regularly scheduled meeting. All minutes will be housed for public viewing by the Clerk and posted for a minimum of one year on the County's web site.

20-6 Meeting Presider and Succession

The Chair presides over a Board meeting and conducts its business in an orderly fashion. In the Chair's absence, the Vice-Chair acts as the Chair. In the absence of the Chair and the Vice-Chair, the Clerk will open the meeting, determine that a quorum is present, and preside over the meeting through the nominations of the Temporary Chair position. In the event of the Clerk's absence, any other elected or appointed official of the County may preside. After the Temporary Chair has been chosen, the meeting will be handed over to the newly appointed Temporary Chair. Once elected, the Temporary Chair will have all the responsibilities of the Chair for the remainder of the meeting or until the Chair or Vice-Chair arrive at the meeting.

20-7 Call to Order

The Board meeting shall be called to order promptly at the scheduled date, time and location as set by the publicly posted agenda.

20-8 Quorum

A quorum is the minimum number of Members necessary to convene a meeting and shall be determined following a 'call to order'. A quorum shall be a simple majority of the entire Board membership and is required to convene a meeting of the Board.

A Member may attend a meeting by Video or Audio Conference pursuant to the Illinois Open Meetings Act 5 ILCS 120/7, and further pursuant to the following Carroll County provisions:

1. If a quorum of the County Board is physically present, a majority of the County Board present at the meeting may allow a Member to attend by video or audio conference, provided that the Member is prevented from physically attending because of: (i) personal illness or disability; (ii) employment purposes or the business of the County; (iii) a family or other emergency.
2. If a Member wishes to attend a meeting by video or audio conference, the Clerk must be notified prior to any meeting unless advance notice is impractical. The Clerk will then notify the Chair of the Member's notification. The Member attending electronically shall be entitled to vote on matters before the Board and the Clerk shall record such vote as having been made electronically.

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If a quorum is not present at roll call, or if during a meeting the attendance drops below a quorum, the Members present shall make a motion, second and immediately vote to proceed with one of the following options:

1. adjust the adjournment meeting time to a later date when quorum available, or
2. adjourn the meeting, pushing agenda to an upcoming scheduled date, or
3. simply recess and delay continuing until additional members show.

20-9 Public Comment

Public comment will be allowed during the meeting's designated time. Public comment may also be allowed during the business portion of the meeting for comments related to agenda items but only at the Chair's approval or with the approval of a Board member's motion at the time of an item's discussion.

Prior to addressing the Board, individuals will be asked to state their name, city of residence, and any organization they represent. Individuals will be given 3 minutes to address the Board. An extension of time may only be considered and granted by the Chair. Public comment is a one-way way for the public to express their views and provide input to the Board without Board interaction.

If a particular subject has brought numerous individuals to address the Board, the Chair may ask that they keep their comments to new aspects of the topic and that they do not repeat previous comments. This will allow for everyone to be heard. The Chair may invoke other restrictions deemed necessary to conduct an efficient and fair meeting.

20-10 Addressing the Chair and Board Discussion

The Board is who conducts the business of the Board meeting. The Chair is responsible leading and managing the Board meeting. Every Member shall be recognized by the Chair before speaking on an issue. The Chair shall determine who shall speak first if two or more Members address the Chair at the same time.

20-11 Presenting a Motion and Debate

Upon recognition of a Member by the Chair, a motion may be made for the Board to take action. No motion shall be debated until there is a second. If there is no second, the motion fails and no further action on the motion is taken by the Board. If there is a second, debate follows. A motion shall be restated or be reduced to writing if required by any Member. During debate, a Member, recognized by the Chair, may 'Call the Question'. This motion, if seconded, is immediately voted upon to end debate. If this passes, a vote is then taken on the original motion without further debate.

20-12 Every Member to Vote

Every Member present shall vote on a motion presented except when personal interest is involved or excused by the Chair. A Member shall notify the Chair as soon as the conflict is identified. The conflict of interest shall be stated for the record. Once a conflict is stated, the conflicted Member may not participate in either the discussion or vote.

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20-13 Withdrawing a Motion

After a motion is stated by the Chair it may be withdrawn by the mover, with consent of the Member who seconded, at any time prior to a vote.

20-14 Amending a Motion

During debate of a motion, an amendment may be presented which will require a second. Prior to further debate on the original motion, the amended motion will be debated by the Board. Following debate, the Chair will call for a vote on the amendment. If passed, the original motion is modified to reflect the amendment. If the amendment vote fails then the original motion stands. Debate will then continue on the original motion.

20-15 Roll Call Voting

A roll call vote by random selection of Ayes and Nays shall be taken upon the demand of a single Member and on all motions involving County Funds. In any instance of a roll call vote, the minutes shall reflect the vote of each member.

20-16 Executive Session or Closed Meetings

Executive sessions or closed meetings by the Board shall only be conducted as prescribed by federal or state law. Separate minutes shall be kept of these meetings. The executive/closed minutes shall be reviewed in a timely manner and released to the public upon Board approval as soon as lawfully possible.

20-17 Organizational Meeting

An Organizational meeting will be held on the first Monday of December of each even numbered year. Prior to the meeting, any newly elected Member(s) shall take the oath of office as prescribed in state statutes. The purpose of the meeting is to elect the Chair, Vice-Chair and to set regularly scheduled meetings of the Board for that fiscal year. The Clerk will open the meeting and preside over the meeting through the nominations of the Chair's position. In the event of the Clerk's absence any other elected or appointed official of the County may preside. After the Chair has been chosen, the meeting will be handed over to the newly appointed Chair.

20-18 Chair Duties

The Chair shall be responsible for:

1. Presiding over all meetings of the Board with exception to committees or appointed boards.
2. Appointing, with Board approval, all Members to Board committees and affiliates. The Chair shall be an ex-officio member of Board committees.
3. Appointing, with Board approval, members to public boards and commissions as are required by state statute.
4. Presiding over the Board agenda process. The Chair may cancel one regularly scheduled meeting per month if there are no agenda items that require Board action.
5. Appointing the County Administrator and Department Supervisors under the Board's authority and other officials as required by state statute with majority approval of the Board.
6. Performing the duties of Liquor Commissioner.

20-19 Committee Duties

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The Chair, with Board approval, can appoint a committee as deemed necessary to conduct the thorough deliberation of any topic. The Chair will identify a committee chair and the members that constitute the committee. The committee will follow this Ordinance for guidance to conduct business with these specific differences:

- The Committee Chair will provide public notices to the Clerk to publicly post,
- The Committee Chair will establish the agenda,
- Minutes for a committee meeting will be taken by an individual designated by the committee, approved by the committee at the next committee meeting and then provided to the Clerk for record keeping.
- Motions in committee do not require a second.

The Board Chair, or the Vice-Chair in Board Chair's absence, shall be an ex-officio member of all committees – if not already a committee member. As an ex-officio member, the Board Chair's presence shall only be counted to establish a quorum when the regular committee members present do not constitute a quorum. The Board Chair shall only have voting rights similar to the other committee members in two situations:

1. When the Chair is necessary to constitute a quorum of the committee; or
2. To break a tie vote amongst the committee members present.

20-20 Amendment of the Annual Appropriations Resolution

After adoption of the Annual Appropriations Resolution, amendments to increase appropriations as provided by such resolution shall require a two-thirds vote of the entire Board membership.

20-21 Public Bidding

Expenditures under \$30,000 are not obligated to publicly be bid, but should seek two bids/quotes/estimates when possible.

Expenditures made with funds controlled by the Board, in excess of \$30,000.00 (value of trade-ins to be included in purchase price), shall be competitively bid and received sealed. All bids shall be opened publicly, reviewed by the Board, and then voted upon by the Board to accept or reject any or all bid(s), even if funds were previously budgeted to be expended. If the vote fails, the Board will determine the next course of action.

All County contracts/agreements shall require the following documents:

- A certificate of insurance by the contractor listing the County as additionally insured,
- A vendor hold-harmless agreement,
- A contractor hold-harmless agreement and
- Information on the prevailing wage.

These documents shall be delivered to and stored with the Clerk (for items over \$30,000) or Department of origin (for items under \$30,000). The Board/Administrator/Department Supervisor shall review these documents no less than annually to ensure compliance.

20-22 Claims for Service by Members

Members shall submit a quarterly report to the Clerk for a daily per diem payment for having attended assigned services. The report shall note type of service, date, and if out of county - mileage and additional expenses. Services include attendance of Board, committee, ad hoc

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committee and affiliate organization meetings, conferences, seminars, etc assigned by the Chair. Although all Members are welcome to attend any service, only those Members assigned by the Chair shall receive payment. Final approval of payment to Members shall be the responsibility of the Board to pay claims. Claims submitted after the first month of the next fiscal year will not be accepted by the Board to approve.

Members shall be entitled to a daily per diem payment of \$60 from County funds for service attendance. Only one daily payment shall be paid even if multiple meetings occur on the same day. Beginning FY2025, newly elected or appointed Members shall be entitled to a daily per diem payment of \$65.

Services also include, but not limited to, attendance at the following assigned organization gatherings:

- Blackhawk Hills Regional Council,
- Business Employment Skills Team (BEST)/Workforce (County Chapter 460),
- Community Mental Health Board (405 ILCS 20/, County Chapter 420),
- County Advocate Boards (i.e., IACBM, ISACO, UCCI),
- Carroll County Board of Health (55 ILCS 5/5-25012),
- Carroll County Senior Services – Liaison,
- Economic Development Boards (i.e., Jo/Carroll & Whiteside/Carroll - 20 ILCS 655, etc.),
- Emergency Telephone System Board (50 ILCS 750/ 15.4, County Chapter 410),
- Hotel/Motel Tax Board (County Chapter 440),
- Jo Carroll Enterprise Zone Board (20 ILCS 655/)
- Jo Carroll Depot Local Redevelopment Authority (County Chapter 480),
- JoDaviess Carroll Joint Action Solid Waste Agency (415 ILCS 10/3 & 15/4; County Chapter 450),
- Tri-County Opportunity Council – Liaison,
- Veterans Assistance Commission (55 ILCS 5/5, 330 ILCS 45/) – Liaison, and
- Whiteside Carroll Enterprise Zone Management Org (20 ILCS 655/).

In addition, Members entitled to out-of-county mileage reimbursement, will be reimbursed at the current Internal Revenue Service rate, for travel outside of Carroll County.

The Chair shall be compensated an additional \$650.00 per quarter of each fiscal year. Beginning FY2025, the Chair will be reimbursed \$1,500 per quarter of each fiscal year.

20-23 Amendment of County Ordinances

No county code, ordinance, rule shall be adopted, amended, or repealed except by a vote of a majority of the Members present at a Board meeting.

20-24 Recordation of Resolutions

All resolutions of a statutory nature, passed by the Board, shall be assigned an identification number to indicate its order of passage and location with the official Minutes Book. The Clerk shall assign a number to all such resolutions after the regular meeting. The Clerk shall maintain an index file of all numbers with a brief description of each resolution.

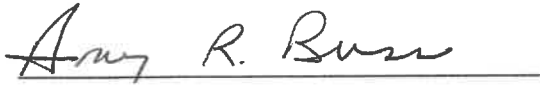
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Amended July 18, 2024


Joseph J. Payette
Carroll County Board Chair

Attest


Amy R. Buss
Carroll County Clerk

Previously Amended June 17, 2021 and May 18, 2023

