

**RULES OF ORDER**  
**Macoupin County Board**

*February 2013*

1. The Macoupin County Board Members shall convene at 6:00 p.m. on the second Tuesday in each month. The main order of business shall be as follows:
  - a. Roll Call
  - b. Approval of Minutes
  - c. Committee Reports
  - d. Reports of Special Committees
  - e. Guests
  - f. Appointments
  - g. Petitions
  - h. Executive Session
  - i. Resolutions
  - j. Ordinances
  - k. Unfinished Business
  - l. New Business
  - m. Consent Agenda
    - i. Mileage and Per Diem
    - ii. Claims & Officers Reports
    - iii. Communications
  - n. Matters of Recognition
  - o. Adjournment
2. All questions relating to priority of business shall be decided by the Chairman without debate.
3. Every member previous to speaking shall arise from his seat and address the chair and shall confine his remarks to the question in debate.
4. Every member present shall vote on the question before the Board unless excused by the Chairman or unless he is directly interested.
5. Roll call of "aye" and "nay" votes shall be recorded upon the request of three members.
6. Report of county officers required by statute must be signed by proper officers and by the proper committee. All resolutions, petitions and committee reports must be in writing and must bear the proper committee signatures before action thereon is taken by the Board.
7. Any member in doubt as to the result of the voice vote of a motion may call for a new vote.
8. All committees shall be appointed by the chair unless otherwise ordered by the Board.
9. The Chairman of the Board shall be solely responsible for scheduling committee meetings unless otherwise ordered by the Board. The Chairman shall schedule committee meetings so that the Board is operating efficiently and is conducive to public input and participation.
  - 9a. Meetings of the Executive / Budget Committee shall take place on a monthly basis as directed by the Chairman of the Board. The Executive Committee shall prepare and organize the monthly agenda of the Board in conjunction with the County Clerk. The Committee shall also review and approve time sheets submitted to the Board office of all non-union county employees.

10. The Chairman may at his option have his name called on any roll.

11. The Clerk shall alternate the calling of the roll when a roll call is necessary between alphabetical and reverse-alphabetical. Requesting of the "same roll call" on any vote within the same order of business shall not be impacted by this rule.

12. The Chairman and Vice Chairman of the Board shall be elected every two years at the Board's organizational meeting as determined by State Statute.

13. All bills against the county except for mileage and per diem of the Board shall be presented and signed in the office of the County Clerk on or before the Thursday preceding the meeting upon which action is to be taken.

14. The following action of the Board shall be taken by "ayes" and "nays" and entered on the records of the meeting: a) applications for financial assistance b) jobs c) changing of salaries d) propositions to appropriate or expend money from the County Treasury e) granting a standing committee the power to act and f) all matters involving collective bargaining.

15. The rules may be suspended for any particular action by a two-thirds (2/3) vote of the members present.

16. No alteration may be made in any of the rules of this Board without the consent of two-thirds (2/3) of the members present nor without five days notice being given in writing to all members.

17. In the event of the absence of the regular Chairman and Vice Chairman, the Board shall elect a temporary Chairman to have full powers of the Chairman until relieved of the duties by him.

18. All expenditures made from any fund in the County Treasury involving a sum of at least \$20,000 shall first require approval of a standing committee and approval of the Board and shall abide by all State procurement laws.

19. The rules contained in "Roberts' Rules of Order" shall govern the Board in all cases to which they are applicable; otherwise, the special rules of order by the Board will be followed.

20. There shall be 3 standing committees as follows:

- General Administrative
- Public Service
- Transportation & Development

21. An Executive / Budget Committee will consist of the Chairman (or Vice-Chairs in their absence) of General Administrative, Public Service, and Transportation & Development Committees in addition to the Chairman of the Labor Management Committee, Vice Chairman of the Board, and Chairman of the Board. The Chairman of the Board will maintain voting rights on the Executive Committee.

22. The Labor Management Committee will exist as a separate committee appointed by the Chairman of the Board.

23. Special and/or Subcommittees of the three standing committees can be appointed at the discretion of the Board Chairman.

23a. One to Six-month appointments of members to any special and/or subcommittee will be made by the Chairman of the Board.

23b. Subcommittees are given the authority to recommend items to any of the three standing committees prior to full board approval.

23c. Special Committees are given the authority to recommend items to any of the three standing committee and/or Executive Committee prior to full board approval.