

County Board Rules of Order

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 will 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 General Administrative Committee shall take place on a monthly basis as directed by the Chairman of the Board. The General Administrative 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.
 - 9b. Language on all committee agenda items shall be approved by the committee chair. If the committee chair is not available, then they shall be approved by the committee vice-chair. If the committee vice-chair is unavailable, then they shall be approved by the County Board chair.
 - 9c. The Finance Committee shall meet at least quarterly to review the county's general fund and special funds revenues and expenditures.
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 Tuesday 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 d) granting a standing committee the power to act and e) 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 ten 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 9 standing committees as follows:

- General Administrative
- Public Safety
- Road and Bridge
- Labor Management
- Liquor Commission
- Finance
- Building and Grounds
- Economic Development
- Courts

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

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

22a. One to Six-month appointments of members to any special and/or subcommittee will be made by the Chairman of the Board.

22b. Subcommittees are given the authority to recommend items to any of the three standing committees prior to full board approval.

22c. Special Committees are given the authority to recommend items to any of the eleven standing committee and/or Executive Committee prior to full board approval.

23. Remote Attendance Policy: Where there is a majority of the members otherwise present at a meeting of the County Board or a committee, a member may be present by a telephone conference call if the member is prevented from physically attending because of: (i) personal illness or disability; (ii) employment purposes or business of the County Board; or (iii) a family or other emergency. In such event, the member shall, unless impractical, give advance notice to the County Clerk of the member's inability to be physically present. Conference call equipment will be provided by the County. (In accordance with 5 ILCS 120/7)

24. The Board, at its regular and special meetings, will provide a time for public and Macoupin County employee input during the guest portion of the agenda. The total time afforded to all guests to speak will be subject to reasonable constraints as determined by the Chair of the Macoupin County Board, or whoever is presiding. Individuals speaking shall

be limited to five (5) minutes in length, unless the Chair designates a shorter or longer time frame for each individual. Members of the public that wish to address the Board shall provide their name and topic of comments on the public comment card (either on paper or electronically) prior to the Board meeting. Speakers will be called upon by the Chair to address the Board. Speakers shall not engage in debate with Board members and shall refrain from disparaging or condemning remarks or from identifying by name any County employee or person in their remarks. Although the public comment may be used to ask questions of the County Board, the speaker is not entitled to a response during the public comment time and may be referred to a county employee for follow up or the matter may be referred to the appropriate committee for further discussion.