

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 be 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. These rules are adopted to ensure that members of the public have a reasonable and fair opportunity to address the Macoupin County Board during open meetings, as required by the Illinois Open Meetings Act (5 ILCS 120/2.0G(g)). The purpose of public comment is to allow citizens to express their views on matters relating to County government in an orderly and respectful manner.

Section 2. Placement on Agenda

A public comment period shall be included on the agenda for each regular and special meeting of the County Board.

Public comment will be held near the beginning of the meeting, unless otherwise determined by the Chair.

Section 3. Registration to Speak

Any person wishing to speak during public comment shall sign in on the form provided prior to the start of the meeting.

Speakers shall provide their name and topic of comment.

Speakers will be recognized by the Chair in the order of registration.

Section 4. Time Limits

Each individual is allotted up to five (5) minutes to address the Board, unless the Chair designates a shorter or longer time frame for each individual.

The total time for public comment shall not exceed thirty (30) minutes, unless extended by a majority vote of the Board.

Section 5. Decorum and Relevance

All remarks shall be directed to the Chair and the Board as a whole, not to individual members, elected officials, or staff.



Speakers must confine their comments to matters within the jurisdiction of the Macoupin County Board or items listed on the agenda.

Speakers who engage in repetitive comments/questions will be asked to refrain and/or yield the floor.

Personal attacks, slanderous remarks, vulgar or threatening language, or disruptive behavior are prohibited.

The public comment period shall not be used for political campaigning, partisan statements, or electioneering. Candidates for public office that speak within the 90-day time frame preceding a primary or general election, for which they are on the ballot, shall not use the opportunity to campaign for the pending election or mention they are a candidate.

The Chair may call a speaker out of order if comments violate these rules or are not relevant to County business.

No person should interrupt the proceedings of a Board or public meeting or cause any other form of disturbance or disruption. The Chair reserves the right to close public comment if, after issuing a warning, audience members persist in cheering, booing, or otherwise being disruptive.

Section 6. Enforcement

If a speaker is called out of order and continues to speak, the Chair may direct the speaker to conclude or may request that the individual be removed from the meeting room.

Repeated violations may result in suspension of speaking privileges during that meeting.

These rules shall be enforced uniformly and without regard to viewpoint or position, except as necessary to maintain order and decorum.

Section 7. Board and Staff Response

The Board and staff are not required to respond to comments during the public comment period.

Questions or requests may be referred to the appropriate committee, department, or officer for review and response at a later time.

Section 8. Handouts and Visual Aids

Individuals wishing to distribute written materials or handouts to Board members may do so. 19 copies should be provided, eighteen (18) for each member and one (1) to give to the County Clerk for the official record.

Visual aids, props, or electronic presentations (such as slides, charts, or videos) may be used only with advance approval of the Chair.

Requests for such use should be made at least 24 hours before the meeting, to allow for review of equipment needs and compatibility with County facilities.

Any handouts or materials presented to the Board become part of the public record of the meeting and may be subject to disclosure under the Illinois Freedom of Information Act.

The Chair may disallow any materials or displays that are unsafe, disruptive, or not related to County business.

Individuals are responsible for retrieving personal equipment or materials following the meeting.

25. Audio and Video Recordings of Board Meetings:

Policy. It is the county's policy to cooperate with representatives of the media and with other members of the public who wish to record public meetings by tape, film or other means. Any person may record the proceedings at any meeting of the County Board that is required to be open by law. Meetings closed to the public may not be recorded except as required and authorized by the Open Meetings Act. Such recording may be accomplished by tape, film, or other means, but any such recording shall be subject to the following restrictions:

A. No recording shall be accomplished in any fashion that will interfere with the overall decorum and proceedings of the meeting.



B. All equipment used to effectuate any recording must be silent and unobtrusive, and use of flash or lighting equipment shall not be permitted except as allowed by the presiding officer on a case by case basis.

C. No microphone or other pick-up may be placed in the section of the room designated for the Board unless otherwise permitted by the Chair.

D. Persons recording a meeting, along with any equipment used for such recording, may be limited to an area of the meeting room designated by the Chair for such purpose to ensure that such recording does not disrupt the meeting or the other attendees.

