

**ILLINOIS ASSOCIATION OF COUNTY
BOARD MEMBERS**

JANUARY 23, 2025

SPRINGFIELD, ILLINOIS

Parliamentary Procedure

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Purpose

- The **purpose of parliamentary procedure** is for the assembly to conduct its business in the most efficient way possible while considering the rights of its members.

Objectives of Parliamentary Procedure

- Avoids confusion and promotes efficiency by focusing on one item at a time.
- Promotes civility by recognizing person before they speak and allowing everyone to speak when recognized.
- Allows the majority to control the meeting through a majority vote process.
- Protects the rights of minority opinions by allowing anyone to make motions, debate and vote.

Source of Parliamentary Rules

- Each body may adopt Rules of Procedure.
- County Board and Committees may have own rules or adopted recognized rules.
- Many Boards have adopted Robert's Rules of Order.
- Diamond Rules of Order.

Enforcement of Rules

- Presiding officer conducts the meeting, County Board Chair or Executive.
- Presiding officer should be fair and impartial.
- State's Attorney may assist Chair in enforcing rules.

Meeting Agenda

- Topics/items to be discussed and approved.
- OMA governs preparation posting and processing agenda.

OMA Requirements

- Agenda posted 48 hours in advance.
- Agenda adequately describes items under consideration.
- Chair to announce items before consideration.
- Public comments.

Typical Meeting

- Call to order
- Pledge/Moment of silence/Invocation
- Roll call to determine Quorum
- Approval of minutes
- Reports of Officers and Committee reports
- Old business – Items carried over from a previous meeting
- New business – Items to be debated and voted
- Public comment
- Announcements
- Adjournment

Parliamentary Vocabulary

- **Motion:** A means of presenting business before the Assembly for discussion and action. “I move that...”.
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- **Floor:** Only one person may be recognized at a time. The person recognized by the Chair is said to “have the floor.”
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- **Subsidiary Motions:** These motions assist the Assembly in disposing of a main motion.
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- **Privileged Motions:** Matters of immediate importance; unrelated to the pending Motion.
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- **Incidental Motions:** Concern parliamentary situations that require action before business can proceed.
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- **Majority:** Typically, more than half of those present. May also be more than half of all members of the Assembly.
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- **Super-Majority:** A vote requirement by rule, or statute, requiring more than a majority approval. Typically, 2/3rds or 3/4ths.
Some Zoning and property matters.

Procedures for Handling a Main Motion

- Member recognized by the Chair.
- Member states motion.
- Chair recognizes member for purposes of seconding the motion.
- Maker of motion has floor to debate, discuss motion.
- Chair recognizes other members for purposes of debate. See rules for debate.
- Chair may end debate and call vote on motion if all debate is ended, or a member may call for the Previous Question.
- Clerk calls roll for vote and Chair announces results of vote.

Rules for Debate

- A member must first obtain the floor; be recognized by the Chair.
- Maker of the motion speaks first.
- Debate is made to the chair. It is confined to the merits of the motion.
- No personal attacks or questioning of motives of other members.
- Amendments may be offered. They must be approved by the body.
- Debate can be closed only by a 2/3rds vote of the Assembly or by order of Chair.

Amendments

- Amendments to a main motion may be made during the debate.
- Amendments may completely negate the motion or modify the motion.
- Amendments require a second, are debatable and are approved by majority vote.

Other Motions

- Privileged motions
- Subsidiary motions
- Incidental motions

Privileged Motions

- Adjourn or Recess
- Raise a point of personal privilege
- Call for the orders of the day.

Subsidiary Motions

- Lay on the Table
- Previous Question
- Postpone to a definite time
- Refer to committee
- Amend
- Postpone indefinitely

Incidental Motions

- Appeal the decision of the Chair.
- Division of the Assembly. Requires roll call vote or show of hands.
- Division of the Question. Requires separation of motion for vote.
- Point of Order. Chair decides.
- Suspend the Rules. 2/3rds vote required.

Forms of Voting

- Voice vote. Most common. Note: Rules regarding remote participation.
- Show of hands.
- Roll call.
- Unanimous vote by order of the Chair. Similar to unanimous consent.

Motions That Bring a Question Again Before the Assembly

- Take from the Table.
- Reconsider. Motion by person on prevailing side.

Motion to Adjourn

- This is a privileged motion, so it can be made at any time.
- Requires a second.
- Approved by a majority vote of the Assembly.

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MEETING GONE AMOK

- <https://www.youtube.com/watch?v=rFeA-pM0o8Y>
- <https://www.youtube.com/watch?v=qqOSNI7l0bQ>

MCLEAN COUNTY BOARD RULES

- General powers of Chair. The Chair shall preside at all meetings of the Board and the Executive Committee. The Chair shall conduct the business of the meeting in the order prescribed in these rules.
- The Chair shall have general powers to recognize members entitled to the floor; to state and to put to a vote all questions which are regularly moved and seconded or which necessarily arise in the course of the proceedings;
- to announce the results thereof; to protect the Board from all frivolous or dilatory action; to decide all questions of order, subject to an appeal to the Board; in case of disturbances, breach of decorum, or disorderly conduct, to take action pursuant to § 20-13L,

MCLEAN COUNTY BOARD RULES

- Parliamentarian. The State's Attorney or an Assistant State's Attorney shall be in attendance at all meetings of the Board and shall be Parliamentarian of the Board.
- Upon request of the Chair, the Parliamentarian shall render to the Chair advice or an opinion on questions of parliamentary law and procedure applicable to matters arising before the Board.

MCLEAN COUNTY BOARD RULES

- ROBERT'S RULES OF ORDER.
- The rules or parliamentary procedures as set forth in the latest published edition of Roberts Rules of Order, Revised shall govern the procedure of the Board in all cases applicable and in which the same are not inconsistent with these rules.
- Failure to strictly or technically adhere to Robert's Rules of Order shall not serve as a basis for invalidating an action of the Board.

MCLEAN COUNTY BOARD RULES

- Agenda preparation. The Chair, in consultation with the Administrator, shall prepare an agenda for each regular meeting, listing the order of business in as much detail as is sufficient for identification, and shall file the agenda with the Clerk
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MCLEAN COUNTY BOARD RULES

- Suspension of rules. Any of these rules may be temporarily suspended by action of the Board. Immediately upon the termination of the business arising out of the event for which the rules were suspended, these rules shall again be in effect without vote of the Board.
- (Generally 2/3 vote required to suspend rules)

MCLEAN COUNTY BOARD RULES

- Decorum. During the proceedings of the County Board, decorum shall be maintained at all times by members, interested parties, the public and the media.
- The Chair shall be authorized to take appropriate action to maintain said decorum.

MCLEAN COUNTY BOARD RULES

- Reconsideration. An action may be reconsidered at any time during the meeting or at the next meeting held thereafter.
- A motion to reconsider shall be made and seconded by members of the Board who voted on the prevailing side of the question to be reconsidered.
- However, a motion to reconsider may only be made at the following meeting if a member has caused an action item to be placed on the agenda within the time frame required by the Open Meetings Act.

MCLEAN COUNTY BOARD RULES

- Recognition.
- Every member who desires to speak or make a motion shall respectfully address the Chair, be recognized before speaking, and address only the issue under consideration at that time by the Board.
- When two or more members seek recognition at the same time, the Chair shall recognize the member who is to speak first.
- No person shall speak more than once nor more than five minutes on the same matter without permission from the Chair.
- A member called to order by the Chair shall immediately come to order. If there is no appeal, the decision of the Chair shall be final.

MCLEAN COUNTY BOARD RULES

- Procedures at meetings.
- Quorum. A majority of the members of the Board shall constitute a quorum.
- Members. Whenever a vacancy (or vacancies) occurs on the Board and upon formal declaration of a vacancy (or vacancies) by the County Board Chair, the number of members for purposes of defining a quorum shall be reduced by one or more.
- General voting. Unless otherwise expressly provided, any action taken by the Board or any committee shall only require the affirmative vote of the majority of the members present and voting.

MCLEAN COUNTY BOARD RULES

- Procedure cont'd.
- A roll call vote of the Board shall be taken by a "yes" or "no" or "present" vote on the following matters:
 - Appropriation and tax levy ordinances.
 - Any other matter required by law.
 - Upon any other matters, when announced by the Chair or requested by any member, provided such request is made before another item of business has been taken up by the Board.

MCLEAN COUNTY BOARD RULES

- Procedure cont'd.
- The Clerk, on a roll call, shall call the names of the members of the Board in alphabetical order, with the first name called each month being the second name called the previous month, except that the Chair shall be called last.
- The Chair shall be required to vote only when the vote of the Board results in a tie.
- . In any action requiring a roll call vote, if any member asks for and receives unanimous consent of the members present for the Clerk to show all members present as voting in favor of such action, the Clerk shall show and record such vote accordingly.

MCLEAN COUNTY BOARD RULES

- Procedure cont'd.
- A member who has voted "yes" or "no" or "present" on a roll call vote shall not be allowed to change that vote on the matter under consideration.
- A member not voting when called upon by the Clerk will be presumed absent and will not be allowed to cast a vote on the matter under consideration.

MCLEAN COUNTY BOARD RULES

- The members of the County Board of McLean County, Illinois wish to individually and collectively express their expectation and intent that all Board members follow a high standard of ethical behavior in exercising their duties, responsibilities and judgment as Board members. All members of the McLean County Board shall:
 - Handle County affairs with a deep sense of responsibility, upholding the spirit as well as the letter of the law and Constitution.
 - Faithfully perform all duties as Board members by studying Board issues and by attending all sessions of the Board and assigned committees, unless prevented from so doing by a compelling reason.

MCLEAN COUNTY BOARD RULES

- Avoid participation in any action which would result in a conflict of personal interest with County responsibility.
- Refrain from obtaining improper personal benefit with regard to public funds, equipment, property, or the services of employees.
- Respect the confidentiality of privileged information.
- Refrain from accepting gifts, favors or promises of future benefit which could tend to impair independence of judgment or action as a Board member.

MCLEAN COUNTY BOARD RULES

- Refrain from considering ex parte communications involving matters where a public hearing is required according to law and when such consideration would interfere with the due process of law.
- Be dedicated to and act in accordance with the highest ideals of honor and integrity in all public and personal relationships that are related to their responsibilities as a Board member, in order that the members may merit the respect and confidence of their fellow Board members, other elected officials and employees, and the public.