

RULES OF THE MADISON COUNTY BOARD

I. ORGANIZATION OF COUNTY BOARD

- a. The Board shall meet at the time prescribed by State Statute following the General Election at which County Board members are elected to seat the newly elected members. The County Board Chairman shall appoint a member of the Board to serve as Chairman Pro Tem for a term of two (2) years, with the approval of a simple majority of the Board.
- b. The County Board Chairman and Board members shall receive such compensation as set by Board resolution as provided by State Statute.
- c. Vacancies on the Board or in the position of County Board Chairman due to resignation or death shall be filled under the procedures prescribed by State Statute.

II. BOARD MEETINGS

- a. Regular meetings of the Board shall be held as required by State Statute and at such other times as may be determined by the Board.
- b. The Board shall by resolution set the date, time and place of all regular meetings of the Board at the initial organization meeting after each General Election. The schedule of meetings shall cover the two year session of the Board and shall be followed unless changed by Board resolution.
- c. Special meetings of the Board shall be held when requested by at least one-third of the members of the Board. Such requests shall be addressed in writing to the Clerk of the Board and shall specify the time, place and purpose of the meeting. The Clerk shall make such notice to Board members and the public as is required by State Statute.
- d. The County Board Chairman shall preside over the meetings of the Board. The Chairman Pro Tem shall preside in the absence of the Chairman.
- e. Members shall be seated by districts as determined by the Board.
- f. Robert's Rules of Order Newly Revised shall govern in all cases when not set aside by rules adopted herein.
- g. The County Clerk shall prepare an agenda for each regular meeting and special meeting of the Board. The agenda shall be sufficiently itemized to inform Board members and the public of the business to be considered by the Board. Any Board member may place an item on the agenda by notifying the County Board Chairman and the Clerk of the Board. Such items to be placed on the agenda shall be communicated to the County Board Chairman and the Clerk of the Board by 12:00 noon on the fourth (4th) working day prior to the appropriate meeting, and may be referred to the appropriate committee by the County Board Chairman.
- h. New Business items shall be referred by the County Board Chairman to a committee he/she deems appropriate for consideration. Such items shall be considered at the committee meeting following the Board meeting at which they were introduced. The committee shall report back to the full Board with its recommendation no later than the second Board meeting following the introduction of the item. The committee may recommend that the Board approve the item, not

approve the item, approve the item with the committee's recommended amendment or request an extension of time to consider the matter further. The resolution shall be reintroduced in its original form and may be passed, defeated or passed with amendments according to the wish of the Board.

- i. A majority of the Board shall constitute a quorum for the transaction of business. All questions that arise shall be determined by a simple majority voice or electronic vote of those present, except as otherwise provided by statute or herein.
- j. Any member may demand a roll call vote on any question. The member demanding the roll call vote and the vote of each member shall be recorded in the minutes.
- k. Votes of the Board involving the appropriation of funds, approval of the annual budget and tax levy, the issuance of bonds or other instruments of debt, approval of collective bargaining agreements and the fixing of salaries shall be by roll call vote.
- l. All questions involving the transfer of funds within the County Budget and appropriations and immediate emergency appropriations as provided by State Statute, shall require a two thirds (2/3) majority vote for passage and be by roll call.
- m. All members present shall be required to vote. However, it is the duty of a Board member to determine whether or not that Board member has a conflict of interest regarding any matter pending before the Board. In the event of a conflict, it shall be the duty of the Board member to withdraw from any consideration of the matter, to inform the Board of the conflict and to refrain from voting on any such matter.
- n. No member may speak more than once or longer than three (3) minutes on the same subject without approval by the County Board Chairman. This rule may be suspended by a 2/3 majority vote of the County Board.
- o. No member shall leave before the formal close of the day's session without notifying the County Board Chairman.
- p. The Order of Business at Board meetings shall generally be as follows:
 - i. Pledge of Allegiance
 - ii. Roll Call
 - iii. Public Input
 - iv. Approval of Minutes
 - v. Presentation of Communications
 - vi. Appointment Recommendations
 - vii. Consent Agenda
 - viii. Standing Committee Reports & Resolutions
 - ix. New Business
 - x. Recess or Adjournment
- q. Procedure for Public Input at County Board Meetings
 - i. Fifteen minutes shall be set-aside at the beginning of each County Board meeting for the purpose of allowing members of the public or county employees to make comments to the County Board or ask questions.

- ii. Each speaker shall be allowed three minutes to address the Board.
- iii. Anyone wishing to address the Board will be required to pre-register by filing a completed Request To Address The Board Form with the County Clerk's Office by 12:00 noon on the second working day before the Board Meeting day, (e.g. on the Monday preceding a Wednesday County Board Meeting).
- iv. The County Board Chairman will have the prerogative to determine the order of the speakers and the procedures to be followed in making the presentations.
- v. There will be no audio/visual aid allowed during the public input period.
- vi. All speakers will be required to address the Board from the designated location in the Boardroom, using the microphone provided. All comments will be recorded and made part of the official record of the meeting.
- vii. The Chairman will refer all questions to the appropriate Board Committee, Elected Official or Department Head for a response at a later date.
- viii. No dialogue between the speakers and Board members will be allowed.
- ix. Each presentation shall be in consonance with good taste and decorum befitting the occasion and the dignity of the meeting. Shouting, loud statements, threats, name calling, offensive personal references or other improper conduct are strictly forbidden.
- r. The County Board Chairman shall determine the procedures to be followed should any person wish to video tape or otherwise record the Board meeting.

III. BOARD COMMITTEES

- a. Standing Committees exist as created by resolution of the Board.
- b. Committee meetings may be called by the Committee Chairman or by a majority of the committee members.
- c. A majority of the committee members shall constitute a quorum for transacting business. All questions that arise shall be determined by a simple majority voice vote of those present, except as otherwise provided by statute or herein.
- d. Committees shall set a regular meeting date each month. Notice of all meetings shall be placed on the County Board Calendar, which is maintained by the County Clerk. Committee Chairmen are responsible for placing all committee meetings on the calendar and providing an agenda of each meeting. All meetings shall be held in compliance with the Illinois Open Meetings Act. Sufficient notice of changes of meeting dates and times must be given to the County Clerk to allow compliance with the Open Meetings Act.
- e. Minutes shall be kept on all committee meetings, including separate minutes of any executive sessions, with copies sent to the County Clerk's Office for distribution to committee members. A file of minutes for each committee shall be kept in the County Clerk's Office to be used by Board

members and the public. All minutes of executive sessions shall be kept in a separate file by the County Clerk, with disposition of them handled according to law.

- f. All committees shall report to the Board in writing, stating their findings and opinions on items referred to them. The report and/or resolutions shall be signed by the majority of the committee present. A minority report may be presented and, if so presented, shall be signed by the minority members.
- g. All items to be placed on the Board agenda shall be communicated to the County Board Chairman and the County Clerk by 12:00 noon on the fourth (4th) working day prior to the appropriate meeting.
- h. All Board members shall notify the Chairman of their committees if they are going to be unable to attend a committee meeting twenty four (24) hours in advance. If such notification is not possible, a Board member who is going to be absent from a committee meeting is asked to notify the County Board Office as soon as possible.
- i. A portion of a Committee meeting may be set-aside, at the discretion of the Committee Chairman, for the purpose of allowing members of the public or county employees to make comments to the Committee or ask questions. The Chairman shall have the prerogative to determine the order of speakers and the procedures to be followed in making presentations. Each presentation shall be in consonance with good taste and decorum befitting the occasion and the dignity of the meeting. Shouting, loud statements, threats, name calling, offensive personal references or other improper conduct are strictly forbidden.
- j. The Committee Chairman shall determine the procedures to be followed should any person wish to video tape or otherwise record the Committee meeting.

IV. COUNTY BOARD CHAIRMAN

- a. The County Board Chairman shall appoint the members of the standing and special committees established by Board resolution, with the approval of the Board. The Chairman shall be an ex-officio member of all Board committees. Committee assignments shall remain until the next County Board election and qualification of members, unless changed by action of the Chairman of the County Board.
- b. The County Board Chairman shall implement the decisions and policies of the Board. The County Board Chairman shall appoint the Director of Administration, Department Heads and other Officials as required by statute, with approval of the Board.
- c. The County Board Chairman shall appoint members of public boards, commissions, and committees as are required by Illinois Statutes. These appointments shall be subject to approval by simple majority vote of the Board.
- d. The County Board Chairman will work with the Director of Administration and County Auditor to prepare a draft County Budget for presentation to the Finance & Government Operations Committee for consideration and recommendation to the full Board. In preparing the draft budget the County Board Chairman may consult with other Board Committee Chairmen, Elected Officeholders and Department Heads as the Chairman determines to be appropriate and

necessary. The draft budget shall be presented to the Finance & Government Operations Committee by September 15th of each year.

- e. Any ordinance passed, adopted or otherwise enacted by the Board shall be presented to the County Board Chairman before it becomes effective. If the County Board Chairman approves such ordinance, resolution or motion, he shall sign it and it shall become law on the date prescribed; if not, he/she shall return it to the Board within ten (10) business days with his objections and the Board shall proceed to reconsider the matter at its next meeting, to be held within thirty (30) business days of the Board's receipt of the County Board Chairman's objections. If after such reconsideration a majority of the members of the Board pass such ordinance, it shall become effective on the date prescribed but not earlier than the date of passage following reconsideration. If any ordinance is not returned by the County Board Chairman to the Board within ten (10) business days after is it presented to him, it shall become effective at the end of the tenth (10th) day. (As per the provisions of 55 ILCS 5/2-1005.)

V. COUNTY BOARD OFFICE – COUNTY ADMINISTRATOR

- a. The County Administrator shall assist any County Board member or County Board committee in drafting resolutions and the County Board office shall provide typing assistance or photocopying service related to Board or committee business.
- b. The County Administrator shall coordinate and implement the actions of the County Board and shall attend County Board Committee meetings as required.
- c. The County Administrator, under the direction of the County Board Chairman, shall direct the overall management of all departments under the jurisdiction of the Board including the administration and management oversight to these offices, as well as coordination of operations with Elected Officeholders.

VI. MISCELLANEOUS MATTERS

- a. The County Auditor and County Treasurer shall present financial reports at each Board meeting up to the first day of the month in which the meeting is held showing receipts, disbursements, investments and balances in each of the County budgets and funds.
- b. The County Auditor shall assist and advise the Board in all matters of finance and contracts, and specifically assist and advise the County Board Chairman and Government & Finance Operations Committee in the preparation of the annual County budget.
- c. The County Auditor shall audit all financial reports and statements of Officeholders and Department Heads when due, whether made pursuant to State Statute or by direction of the County Board Chairman and Board.
- d. The County Clerk, as Clerk of the Board, shall keep the County Calendar of meetings, post agendas and notify Board members of committee meetings.
- e. The County Clerk shall provide a copy of the proceedings of all regular and special meetings of the Board to each Board member at least five (5) working days before the next regular meeting of the Board.

- f. The County Clerk shall mail the agenda for each regular and special Board meeting, or provide e-mail notification of the agenda's availability on the County's website, not less than three (3) working days prior to the scheduled regular or special Board meeting.

COUNTY BOARD COMMITTEES 2014-2015
December 1, 2014

Buildings & Facilities Management

Art Asadorian, Chairman
Mick Madison
Joe Semanisin
Steve Adler
Bruce Malone
Roger Alons
Jim Dodd

Health Department

Michael Holliday, Sr., Chairman
Jim Dodd
Bill Robertson
Helen Hawkins
Judy Kuhn
Mick Madison
Lisa Ciampoli

Public Safety

Gussie Glasper, Chairman
Bruce Malone
Art Asadorian
Bill Robertson
Tom McRae
Judy Kuhn
Steve Adler

County Institutions

Nick Petrillo, Chairman
Mick Madison
Liz Dalton
Lisa Ciampoli
Kristen Novacich
Robert Pollard
Roger Alons

Information Technology

Ann Gorman, Chairman
Michael Holliday, Sr.
Liz Dalton
Steve Brazier
Lisa Ciampoli
Jamie Goggin
Brad Maxwell

Real Estate Tax Cycle

Larry Trucano, Chairman
Terry Davis
Nick Petrillo
Steve Brazier
Mike Walters
Tom McRae
Roger Alons

Finance & Government Operations

Jack Minner, Chairman
Michael Holliday, Sr.
Larry Trucano
Kelly Tracy
Ann Gorman
Bill Meyer
Jamie Goggin

Judiciary

Steve Brazier, Chairman
Gussie Glasper
Terry Davis
Mike Walters
Liz Dalton
Jamie Goggin
Robert Pollard

Sewer Facilities

Kristen Novacich, Chairman
Terry Davis
Art Asadorian
Helen Hawkins
Brenda Roosevelt

Grants

Bruce Malone, Chairman
Ann Gorman
Tom McRae
Gussie Glasper
Bill Meyer
Liz Dalton
Judy Kuhn

Personnel & Labor Relations

Brenda Roosevelt, Chairman
Joe Semanisin
Brad Maxwell
Kristen Novacich
Steve Adler
Jack Minner
Michael Holliday, Sr.

Transportation

Joe Semanisin, Chairman
Kelly Tracy
Art Asadorian
Larry Trucano
Bill Meyer
Mike Walters
Bill Robertson

Government Relations

Kelly Tracy, Chairman
Jack Minner
Nick Petrillo
Judy Kuhn
Mike Walters
Brenda Roosevelt
Jim Dodd

Planning & Development

Bill Meyer, Chairman
Jack Minner
Brenda Roosevelt
Brad Maxwell
Kelly Tracy
Robert Pollard
Helen Hawkins

Executive Committee

Alan Dunstan, Chairman
Jack Minner
Joe Semanisin
Nick Petrillo
Gussie Glasper
Jamie Goggin
Michael Holliday, Sr.
Ann Gorman
Steve Brazier
Art Asadorian
Bill Meyer
Kristen Novacich
Kelly Tracy
Larry Trucano
Bruce Malone
Brenda Roosevelt

Parks and Recreation

Jamie Goggin, Chairman
Kelly Tracy

ETSB Board

Steve Brazier

Chairman Pro-Tem

Jack Minner

COUNTY BOARD COMMITTEE RESPONSIBILITIES

Buildings and Facilities Management Committee

- Oversees Facilities Management Department
- Recommends needs for new or remodeled facilities
- Recommends janitorial and waste disposal services
- Oversees utility management
- Approves or recommends Board approval of expenditures according to purchasing ordinance

County Institutions Committee

- Oversees County Museum
- Provides liaison with Regional Superintendent's Offices, Child Advocacy Center, Veterans' Assistance Commission and Community Mental Health Board
- Recommends needs for new programs and facilities
- Approves or recommends Board approval of expenditures according to purchasing ordinance

Executive Committee

- Works with all Departments and Elected Officials
- Provides a forum for discussion of issues impacting major policy decisions
- Direct labor negotiations
- Hears and decides grievances concerning Department Heads and other management personnel according to Personnel Policies
- Supervises overall planning of general operations of County government

Finance and Government Operations Committee

- Oversees Administrative Services, Safety and Risk Management Departments
- Provides liaison with Auditor, County Clerk, Recorder and Treasurer
- Provides general liaison with other Elected Officials as needed
- Approves or recommends worker's compensation and general liability settlements, and property and stop loss insurance coverage
- Works with County Board Chairman to develop and recommend an annual budget and tax levy ordinance
- Authorizes and takes formal bids according to purchasing ordinance and refers bids to appropriate committees and departments for review and recommendation
- Approves or recommends Board approval of expenditures according to purchasing ordinance

Grants Committee

- Oversees Community Development and Employment and Training Departments
- Provides liaison with Workforce Development Board and Park and Recreation Grant Commission
- Reviews grant opportunities and recommends approval of grant applications
- Makes recommendations on all loans and grants made to developers and municipalities/townships
- Approves or recommends Board approval of expenditures according to purchasing ordinance

Government Relations Committee

- Works with all Departments and Elected Officials to identify needed legislative changes
- Provides liaison between County and other local governments (municipalities, townships and special purpose districts)
- Works with County Board Chairman to develop County's legislative agenda and to communicate legislative needs to State and Federal legislative contingents

Health Department Committee

- Oversees Health Department
- Works with Health Advisory Committee to develop program priorities and to prepare periodic updates to the IPLAN
- Provide liaison between County Health Board (County Board) and other State and local government entities and other groups relative to issues concerning public health and bioterrorism responses

Information Technology Committee

- Oversees Information Technology Department
- Recommends needed enhancements to the County's information management facilities, including local area networks, data center, mainframe operations, telephone systems, e-mail, Intranet and Internet applications
- Provides liaison between County Board and Elected Officials relative to information system priorities
- Approves or recommends Board approval of expenditures according to purchasing ordinance

Judiciary Committee

- Provides liaison with Circuit Court, Circuit Clerk, State's Attorney, Sheriff –Jail operations, Probation and Court Services, Juvenile Detention Home, Public Defender and Jury Commission
- Works with appropriate Elected Officials to coordinate criminal justice operations and recommend changes in procedures

Personnel and Labor Relations Committee

- Provide liaison between County Board and Elected Officials concerning personnel and labor relations issues
- Oversee the personnel and labor relations aspects of the operations of County Board Departments
- Oversee County's health benefits program and recommend program changes
- Recommend stop loss insurance coverage
- Oversee County employee benefit programs and recommend necessary or desirable changes
- Hear and decide grievances under appropriate labor agreements and County Board personnel policies
- Review and approve all employee related functions such as health fairs and fund raising events

Planning and Development Committee

- Oversee Planning and Development Department
- Provides liaison with Zoning Board of Appeals and County Regional Planning Commission
- Recommends needed amendments to the County's Zoning Ordinance, Environmental Regulations, Subdivision Regulations, Mobile Home Regulations and Building/Housing Codes
- Review and approve subdivision plats

- Review and recommend action on Zoning Board of Appeals decisions
- Oversee County's solid waste inspection and recycling programs
- Provide liaison between County Board and Illinois Environmental Protection Agency
- Oversee the County's involvement in regional, State and Federal storm water control programs
- Approves or recommends Board approval of expenditures according to purchasing ordinance

Public Safety Committee

- Oversee Emergency Management, Animal Care and Control and License Investigation Departments
- Provide liaison with 9-1-1 Emergency Management Telephone System, Sheriff – Patrol Operations and Coroner
- Review and recommend emergency management plan
- Works with appropriate Departments and Elected Officials to coordinate County's ability to respond to public safety and emergency response situations, including police activities, criminal investigations and homeland security issues
- Provide liaison between County Board and Humane Society and State/Federal law enforcement agencies
- Works with County Board Chairman (Liquor Commissioner) to enforce County Liquor Ordinance and liquor license issues
- Approves or recommends Board approval of expenditures according to purchasing ordinance

Real Estate Tax Cycle Committee

- Oversees County Assessment Office
- Provides Liaison with Board of Review
- Works with County Departments and Elected Officials to coordinate and manage the real estate tax cycle
- Provide liaison between the County Board and property trustee contract manager
- Recommend actions necessary for the County Board to carry out its responsibilities as property trustee for delinquent tax properties
- Approves or recommends Board approval of expenditures according to purchasing ordinance

Sewer Facilities Committee

- Oversees the Sewer Department (Special Service Area #1)
- Recommends and oversees additional special services areas as desirable or necessary
- Monitors State and Federal regulations concerning sewer facilities
- Provide liaison between the County Board and regional sewer systems as necessary
- Approves or recommends Board approval of expenditures according to purchasing ordinance

Transportation Committee

- Oversees the Highway Department
- Recommends the purchase and sale of rights of way
- Provide liaison between the County Board and the Madison County Transit District
- Provides liaison between the County Board and the State and Federal Departments of Transportation
- Monitor IDOT and Federal DOT programs, policies and regulations
- Approves or recommends Board approval of expenditures according to purchasing ordinance