

# County Board

*Rules of Order and Operational Procedures*



**Amended February 9, 2021**

**Originally Adopted December 15, 2020**

## List of Adopted and Amended Rules

<b>Version</b>	<b>Date Approved by the Board</b>	<b>Notes</b>
Previously Adopted Rules	January 14, 2020	--
Adopted Rules	December 15, 2020	Post-Election Reorganization
<b>Rules Amendment Number 1</b>	<b>February 9, 2021</b>	<b>Various Changes</b>

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# **I. LAKE COUNTY BOARD**

## **A. Overview**

1. Lake County shall be governed by the Lake County Board. The number of Board Members is 21, and how they are elected shall be determined by the Board in accordance with Illinois law (55 ILCS 5/2-3001 et seq.).
2. The County Board and its committees shall comply with the Illinois Open Meetings Act (5 ILCS 120/1 et. seq.).
3. The process for filling a vacant district seat on the County Board is outlined in Appendix A – Vacant Seat Replacement.

## **B. Chair and Vice Chair of the County Board**

1. The Chair of the County Board and Vice-Chair shall, at the County Board's first meeting in the month following the month in which the County Board Members are elected, be chosen by the Members for terms of two years each (55 ILCS 5/2-1003).
2. The Chair of the County Board shall preside at all meetings of the Board.
  - a. In the absence of the Chair of the County Board, the Vice-Chair of the County Board shall preside at meetings of the Board (55 ILCS 5/2-1003).
  - b. In the absence of the Chair of the County Board and Vice-Chair of the County Board, the Board shall elect a temporary Chair from their numbers by a majority vote of the Members present. (55 ILCS 5/2-1003).
3. If a vacancy occurs, as defined in 10 ILCS 5/25-2, in the office of the Chair of the County Board or Vice-Chair of the County Board, the remaining County Board Members shall elect one of the Members of the Board to serve for the balance of the unexpired term in accordance with 10 ILCS 5/25-11.

## **C. Chair of the County Board Duties**

1. The Chair of the County Board shall serve as the public representative of the County Board and preside at meetings of the full Board.
2. The Chair of the County Board, or if they are unavailable, the Vice-Chair of the County Board, shall be an ex-officio member of all committees and may participate in the discussion and deliberations of the committees, but shall have the right to vote only in the case of a tie or to constitute a quorum.
3. During the Board Reorganization, the Chair shall establish a Rules Committee to review and recommend Board Rules, establish the list of standing and ad hoc committees, and appoint Board Members to committees.
4. The Board Chair shall execute correspondence and documents on behalf of the County.

5. The Chair of the County Board, or Vice-Chair in the absence of the Chair, shall serve as the Liquor Control Commissioner of the unincorporated areas.
  - a. As Liquor Control Commissioner, may appoint a Liquor Commission, pursuant the Lake County Liquor Control Ordinance.
  - b. It is recommended that the County Board Chair complete the Illinois Alcohol Training - BASSET within 120 days of election.
6. The Board Chair shall make appointments to boards, commissions, districts and all other authorities. Based on statute or ordinance, these appointments will be presented to the County Board by the Board Chair for information and/or confirmation.
7. The Board Chair shall make efforts to help County Board Members to remain informed on matters of importance in a timely manner.
8. When a vacancy exists in the position of County Administrator, the Board Chair shall appoint an interim County Administrator, subject to ratification by the County Board, at its next Board meeting.
9. The Board Chair shall coordinate the annual evaluation process for the County Administrator.
10. The Board Chair may add committee items deemed time-sensitive to the regular Board meeting agenda, with the concurrence of the Chair of the appropriate standing committee(s).
11. The Board Chair may consider a request from a County Board Member and authorize the recognition of a special event or item of extraordinary significance be placed on the County Board agenda.

**D. Vice-Chair of the County Board Duties**

1. Authorized to take on all responsibilities delegated to the Board Chair in the event of the Chair's absence, including but not limited to the execution of official documents.

**E. County Board Member Duties**

1. Serve as a member of the legislative body for the County and as the representative of their County Board district.

**F. County Board Member Resources**

1. County Staff and Resources:
  - a. No Member should commit the use of County Staff or other County resource without first coordinating with the County Administrator. County resources are limited, and the Administrator is best able to determine the proper allocation of staff time and other resources.

- b. The appropriate standing committee must approve via committee consensus any County Board Member requests for staff assistance requiring *more than two hours* to complete. Board members will be respectful of staff by allowing reasonable time for staff to research and prepare for discussion on the requested topic.
  - c. Committee-directed initiatives resulting in a significant impact on staff workload, changes to the business plan of the department, the strategic plan of the County, or an unplanned budgetary impact shall be approved by resolution of the County Board.
2. Community Recognition. County Board Members may request a “Board Member Proclamation” to recognize an individual, a business, school, or a civic organization to be presented by an individual Board Member at a community or civic event.
- a. “Board Member Proclamations” may be used for commendable community or public service contributions, outstanding achievements as it relates to academics, athletics, or community service, and acts of leadership, valor, or heroism.
  - b. Board Member Proclamations may recognize and honor but shall not be used to promote or endorse political candidates, political causes, religion or religious institutions.
  - c. Requests should be submitted to Board Office staff at least two weeks in advance, with supporting material/details.
    - i. “Board Member Proclamations” will be signed by the Board Member(s) making the request.
    - ii. County Board staff will draft the document and send to Communications staff for review.
3. Board Member Newsletters.
- a. The Lake County Communications Office will provide each Member a twice monthly e-newsletter to send to their constituents.
  - b. Members maintain editorial control of their newsletter, meaning that the Member is accountable for its final content.
  - c. Since Board Member newsletters are created using public funds, there are legal and practical considerations that must be considered. The Communications Office will provide Members with the most current Lake County State’s Attorney’s guidelines for Board Member newsletters and social media pages maintained by Members.
  - d. If the Chief Communications Officer (CCO) believes e-newsletter content may be inconsistent with these Rules or the guidelines provided by the State’s Attorney’s Office, the CCO will notify the County Administrator, discuss with the Member, and obtain guidance from the State’s Attorney’s Office.

- e. E-newsletter constituent mailing lists remain property of the County, not the individual Member. The County Administrator has the authority to send critical and/or time-critical information (such as emergency or disaster information) to the e-newsletter mailing lists.



## II. RULES OF ORDER AND OPERATIONAL PROCEDURES

- A. **The Rules.** All business of the County Board, its standing and special committees, and its Members shall be in conformity with these County Board Rules of Order and Operational Procedures (“Rules”).
1. In the absence of special rules covering the needs of the Board, or if an existing rule does not adequately cover the needs of the Board, “Roberts Rules of Order” (latest issue) if not inconsistent with these Rules, shall govern.
  2. These Rules are subject to requirements of state statute. In the event of any inconsistency between these Rules and the requirement of any state statute, the state statute shall govern.
  3. In the interest of uniform standards and practices in the various departments of the County, any rules, resolutions, and ordinances previously adopted that included rules of order and procedure applicable to the County Board and are inconsistent with these Rules are herewith repealed.
  4. These Rules shall remain in effect until new Rules are adopted during the Board’s reorganization process.
- B. **Severable.** These Rules are severable. That is, if any one of these Rules (or part thereof) is found contrary to law, such finding shall not affect any other rule (or part thereof).
- C. **Adoption of the Rules.** These Rules shall be adopted by a majority vote of the County Board Members present at its reorganization meeting in December following an election.
- D. **Suspension of the Rules.** The Rules may be suspended by the County Board by a motion for a particular purpose and requires a roll call vote of two-thirds of the Members of the Board present voting to suspend.
- E. **Amendments to the Rules**
1. Amendments to these rules may be initiated by the Rules Committee.
  2. In addition, any Board Member may, upon motion duly made and seconded, propose an amendment to these rules, whereupon such proposed amendment shall be referred to the Rules Committee.
  3. Any proposed amendment to these rules shall be distributed to each Board Member at least five days before the meeting at which it is to be presented. This five-day requirement does not apply to the reorganization meeting of the County Board.
  4. Amendments of these rules may be adopted by a two-thirds vote of the Board Members present by roll call vote.

**F. Enforcement**

- a. The Parliamentarian shall advise and assist the Board Chair in enforcing these Rules and Robert's Rules.
- b. The County Administrator, or designee, shall advise Committee Chairs in enforcing these Rules and Robert's Rules.

### **III. VALUES, TRANSPARENCY, AND ETHICS**

A. **Values.** Lake County Government carries out its mission and conducts its responsibilities adhering to the following values:

1. Leadership
2. Fiscal Responsibility
3. Exceptional Service
4. Operational Excellence
5. Environmental Stewardship

B. **Transparency**

1. Lake County is committed to making county government more open, accountable, and accessible.
2. In addition to providing policy guidance that illustrates this commitment, the Lake County Board makes Board Member information accessible on the County website.
3. The following information will be posted on the County website on a Board Member's home page at least quarterly:
  - a. Board member spending
  - b. Copies of postal mailings that are paid for and distributed in accordance with these Rules

C. **Ethics**

1. The strongest guarantee of good government is the integrity, objectivity, honesty, transparency, and sincere commitment to ethical principles of conduct by elected officials.
2. It is the goal of the Lake County Board to guarantee fair, efficient, and open government and to ensure the integrity and objectivity of its Chair of the County Board and County Board Members. Therefore, Lake County approved the Lake County Ethics Ordinance to provide a framework for ethical activities that are to be followed in conducting the business of Lake County government.
3. The fundamental principle underlying all policies is that all activities of the Chair of the County Board and County Board Members must meet appropriate ethical and legal standards as outlined in the Lake County Ethics Ordinance.
4. County Board staff will send Board Members a copy of the most recently adopted Lake County Ethics and Conduct Code on an annual basis. Board Members will complete a signatory form by February 1st (or within two months of appointment) to acknowledge receipt and review of the ethics ordinance and the tenets therein.

5. Process related to the handling of complaints is outlined in the Lake County Ethics Ordinance.

## **IV. BOARD MEETINGS**

### **A. Schedule**

1. All regular meetings of the Board shall convene at 9:00 A.M., in the County Board Room of the Lake County Administrative Tower in Waukegan, Illinois unless notice is otherwise provided (55 ILCS 5/2-1001).
2. Regular meetings of the County Board shall be held on the dates listed in [Appendix B – Board Meeting Schedule](#) (55 ILCS 5/2-1001).

### **B. Change of Location**

1. Regular and special meetings of the Board may be held in any public building located within Lake County.
2. If the building is other than cited above, notice of the building selected for the meeting shall be provided in writing by the Chair of the County Board to each Board Member at least five days prior to said meeting (55 ILCS 5/2-1001).

### **C. Special Board Meetings**

1. Special meetings of the Board shall be held only when requested by at least one-third (7) of the County Board Members.
2. The request shall be in writing, addressed to the Clerk of the County Board, and shall specify the time, place, and reason of such meeting.
3. Upon receipt, the Clerk of the County Board shall immediately, but no later than 48 hours prior to the meeting, transmit notice, in writing, of such meeting, to each of the County Board Members.
4. The Clerk of the Board shall also cause notice of such meetings to be published in some newspaper printed in the County (55 ILCS 5/2-1002).

### **D. County Board Meeting Agenda**

1. The Board agenda shall contain the items listed in [Appendix C – Board Agenda \(Regular and Special\)](#).
2. The County Administrator, or a designee, shall be responsible for reviewing the County Board agenda prior to posting.
3. A Consent Agenda will be used to expedite the handling of ministerial, routine, or non-controversial items.
  - a. The County Administrator will be responsible for placing items on the Consent Agenda.
  - b. The Consent Agenda may include, but is not limited to, the following items: approval of minutes, approval of bills, approval of reports, and approval of contracts.

- c. Any Board Member may request that an item be removed from the Consent Agenda for discussion.
  - i. The request to remove an item does not require a second or a vote of the County Board.
  - ii. An item removed from the Consent Agenda will be considered as the first item of business during the relevant standing committee's section of the agenda.
- d. Approval of the Consent Agenda will be by a roll call vote of the County Board.
4. The Chair of the County Board may add committee items deemed time sensitive to the regular Board meeting agenda (without going through committee), with the concurrence of the Chair of the appropriate standing committee(s). Staff shall provide notification to the appropriate standing committee(s) of the added items and the need for the addition.
5. County Board Members may request special recognition of an event or item of extraordinary significance be placed on the County Board agenda. The request will be considered by the Chair of the County Board who may, at their discretion, authorize such addition to the Board Agenda.
6. The agenda for Board meetings (regular and special) shall be posted in the County Board Office, County Clerk's Office, the location where the meeting will be held, and on the County Board web page ([www.lakecountyil.gov](http://www.lakecountyil.gov)) at least 48 hours in advance of the meeting (5 ILCS 120/2.02).
7. If requested by the Member, paper copies of the agenda for Board meetings and Committee of the Whole meetings as well as pertinent information will be provided to the Board Members at the Committee of the Whole meeting or held at the County Board Office for those Board Members not in attendance.
8. Members of the public shall be afforded time to comment on agenda items and other matters germane to the business of the County Board in accordance with these Rules as stated in [Appendix D – Public Comment](#).

#### **E. Seating**

1. County Board Members shall be seated in the designated area for Members along with the County Clerk's Office, a representative of the County Administrator's Office, and the Parliamentarian.
2. Following the election during the reorganization of the Lake County Board, a formal seating chart will be adopted for County Board Members for the two-year term.
  - a. The Members shall be seated in order of seniority, which is determined based on number of years of cumulative service on the County Board.

- b. Members requiring special accommodation will be seated in an area most accessible. Limited exceptions can be assigned at the Board Chair's discretion due to special consideration of an individual member's mobility or health concerns.
  - c. In the event two or more Members are elected to the County Board in the same year, the Member receiving the highest number of votes shall be the more senior Member, followed by the Member receiving the next highest number of votes and so on.
  - d. Seating based on seniority shall be arranged as depicted in [Appendix E – Seating Chart](#).
- 3. If Board membership changes during the two-year term, the seating chart will be modified consistent with Section IV.E.2 and be adopted by the Lake County Board.
  - 4. In the event that Federal, State, local laws or emergency declarations issued limit the number of people that can attend a County Board meeting in person or impose other social distancing restrictions, the Chair may modify the Board meeting seating to the alternate seating arrangement in [Appendix E](#) to comply with such limitations.
  - 5. All non-Board Members shall be seated in the section reserved for visitors. The anteroom shall be reserved on County Board meeting days for County Board Members, their guests, staff, and elected officials.

**F. Public Access**

- 1. County Board meetings shall broadcast live on the County's Public Access Television channel(s) and on the Lake County website.
- 2. Recordings of Board meetings and approved minutes shall be available to the public on the Lake County website.

## **V. COMMITTEES**

### **A. Organization of Committees**

1. The Chair of the County Board shall establish the standing committees and appoint the Chair, Vice-Chair and Members of all standing committees subject to majority approval of the County Board Members present.
2. Committees shall include at least one Member of the minority political party(ies) as represented on the County Board, unless it is deemed impractical by the Chair of the County Board, or the Members of the minority political party(ies) decline the appointment.
3. Standing committee Members may make a request to the Chair of the County Board, at any time, to change committee assignments due to a change in circumstances.
4. In any situation wherein, the Chair of the County Board deems it advisable to appoint an additional Member to any standing committee, they may do so, subject to the approval of a majority of County Board Members present.

### **B. Schedule**

1. The list of regularly scheduled standing committee meetings will be available on the County website. [See Appendix G.](#)
2. Special committee meetings shall be held as necessary pursuant to provisions in Section V.D, as well as comply with the Illinois Open Meetings Act.
3. The County Administrator, with the consent of the Committee Chair, may cancel a regularly scheduled committee meeting due to a lack of a quorum or an insufficient number of agenda items.

### **C. Responsibilities**

1. Committee Chair
  - a. Presides over the standing committee meetings and is focused on conducting professional meetings in accordance with the County Board Rules as well as Roberts Rules.
  - b. In collaboration with County Administration staff, may add an item for discussion to the committee agenda.
  - c. Engages with agencies on behalf of the committee.



2. Committee Vice-Chair
  - a. Shall be authorized to take on the responsibilities delegated to the Committee Chair in the event of the Committee Chair's absence.
3. Committee Member
  - a. Serve on the committees to which Member has been appointed.

**D. Committee Agenda**

1. The County Administrator, working with the Board Chair, shall direct items to the appropriate standing committee and shall develop and approve all agendas prior to posting.
2. All agenda items for committee action must be filed with the County Administrator's Office in accordance with the cut-off date for agenda development.
3. Regular standing committee agendas, which deal with the order of business, shall provide for the items listed in [Appendix F – Committee Agenda](#).
4. Regular standing committee agendas shall include a Consent Agenda to expedite the handling of routine items.
  - a. County Administration will be responsible for placing items on the Consent Agenda.
  - b. The Consent Agenda may include, but is not limited to, the following items: approval of minutes, approval of bills, approval of reports, and recommended approval of contracts.
  - c. Any committee Member may request that an item be removed from the Consent Agenda for discussion.
    - i. The request to remove an item does not require a second or a vote of the Committee.
    - ii. An item removed from the Consent Agenda will be considered as the first item of business during the relevant section of the agenda.
5. Any committee Member may, upon the approval of the committee, request that an agenda item be added to or removed from the agenda. No final action may be taken on items added to a committee agenda unless proper notice is provided and complies with the Illinois Open Meetings Act.
6. Consideration of a new initiative and/or matter:
  - a. Board Members will make a request to the appropriate standing committee chair for consideration of a new initiative and/or matter. Members are encouraged to seek staff guidance to determine which committee is appropriate.

- b. The Committee Chair will acknowledge the request and allow the requesting member to share background on the topic.
  - c. With majority consensus of the committee, the item will be placed on a future committee agenda for discussion.
7. The agenda for committee meetings (standing and ad hoc) and Committee of the Whole meetings shall be posted in the County Board Office, County Clerk's Office, the location where the meeting will be held, and on the County Board web page ([www.lakecountyil.gov](http://www.lakecountyil.gov)) at least 48 hours in advance of the meeting (5 ILCS 120/2.02).
  8. All Board Members shall receive the committee agendas and regular session minutes to be approved, at least 48 hours prior to said meeting.
  9. At the discretion of the Committee Chair and the County Administrator, agenda item materials will be available for all standing committee Members no later than said meeting.
  10. Members of the public shall be afforded time to comment on agenda items and other matters germane to the business of the County Board in accordance with these rules as stated in [Appendix D – Public Comment](#).

#### **E. Attendance**

1. The minutes shall reflect whether a Member is present (reflect if physically present or by electronic means), absent, or attending to other County business as determined by the Committee Chair.
2. If a committee Member arrives late or leaves early, it shall so be noted in the minutes along with the time. Any Member wishing to be excused from the remainder of a meeting while in session shall so inform the Committee Chair.
3. A Member of a standing committee shall inform the County Board Office and the Committee Chair of a planned absence prior to a committee meeting.
4. The committee secretaries will record the attendance of Board Members noting if attending in person or through electronic means and shall forward it monthly to the County Board Office for automatic payment of mileage reimbursement. See Section VIII.B.
5. If a committee Member's unexcused absences exceed 25 percent in a six-month period, the Chair of the County Board may evaluate whether to replace the member on the committee in accordance with Section V.A.

#### **F. General Provisions**

1. Members of the committee shall be seated in the designated area for Members along with the Secretary and a representative of the County Administrator's Office.

2. All reports from standing committees to the County Board shall be in writing.
3. Votes taken in committee shall be electronically recorded during the meeting.

G. **Committee Functions.** All committees shall have the following responsibilities as to the various departments, offices, institutions, and activities which are in their respective jurisdictions.

1. Legislation: Consultation with and recommendations to the Legislative Committee on matters of legislation.
2. Joint review of departmental appropriations and budgets with the Financial and Administrative Committee.
3. Review of reports, resolutions, and ordinances in connection with any manner referred to the committee.
4. Examination of monthly reports of fees earned by offices of elected officials, which reports shall be transmitted to the County Board.
5. Approval of all committee meeting minutes.
  - a. The minutes, including votes, shall be approved by the committee and certified in writing by Chair (or Vice-Chair in the Chair's absence).
  - b. A copy of such minutes shall be available to all County Board Members.
6. Department Updates.
  - a. Appointed department heads shall provide a department update with the status of projects and on-going activities to the relevant standing committee within the first six months of every calendar year.
  - b. Elected County offices and independent commissions have the option to provide an update within the first six months of each calendar year.
7. Approval of Board Member requested County resources/staff time pursuant to the [Appendix H – Rules of Decorum](#).

H. **Committee of the Whole.** A Committee of the Whole shall be held at 8:30 A.M. on the Friday before the regular County Board meeting.

<b>COMMITTEE OF THE WHOLE (COW)</b>	
<b>Responsible for Matters Pertaining to:</b>	
<input type="checkbox"/>	Leadership seminars
<input type="checkbox"/>	Strategic Planning
<input type="checkbox"/>	Special presentations/updates
<input type="checkbox"/>	County Administrator's Report
<b>Agencies of:</b>	
<input type="checkbox"/>	--
<b>Authorities:</b>	
<input type="checkbox"/>	No official action may be taken at Committee of the Whole meetings, except approval of minutes.
<input type="checkbox"/>	In accordance with these Rules, a Committee of the Whole meeting will be held to review the Board's Strategic Plan, goals, and objectives.
<input type="checkbox"/>	A quorum need not be present to convene the Committee of the Whole meeting.

I. **Standing Committees.** There shall be the following standing committees of the County Board with specific agency jurisdiction and responsibilities as listed:

1. Rules Committee

<b>RULES COMMITTEE</b>	
<b>Responsible for Matters Pertaining to:</b>	
<input type="checkbox"/>	Review of the "Rules of Order and Operational Procedures" and recommendations for changes as needed
<b>Agencies of:</b>	
<input type="checkbox"/>	Parliamentarian
<input type="checkbox"/>	County Administration
<b>Authorities:</b>	
<input type="checkbox"/>	--

2. Financial and Administrative Committee

<b>FINANCIAL AND ADMINISTRATIVE COMMITTEE (F &amp; A)</b>	
<b>Responsible for Matters Pertaining to:</b>	
<input type="checkbox"/> Budget Policies, Budget, and Appropriations <input type="checkbox"/> Final action on all Personnel Action Forms requiring committee approval (excluding department head performance appraisals) <input type="checkbox"/> Wages and Job Classifications <input type="checkbox"/> Federal Insurance Contributions Act (FICA) and Illinois Municipal Retirement Fund (IMRF) <input type="checkbox"/> Health/Life/Dental Insurance <input type="checkbox"/> General Operating Expense <input type="checkbox"/> County Property (and relations with the Public Building Commission) <input type="checkbox"/> Public Audit <input type="checkbox"/> Capital Improvements <input type="checkbox"/> Tourism activities <input type="checkbox"/> Economic Development <input type="checkbox"/> Elections <input type="checkbox"/> Tax Increment Financing Districts <input type="checkbox"/> Recorder automation <input type="checkbox"/> Tax Sale automation <input type="checkbox"/> Vital Records automation <input type="checkbox"/> Collective Bargaining <input type="checkbox"/> Litigation <input type="checkbox"/> Risk	
<b>Agencies of:</b>	
<input type="checkbox"/> County Board (elected) <input type="checkbox"/> County Administrator <input type="checkbox"/> Facilities and Construction Services <input type="checkbox"/> Finance and Administrative Services <input type="checkbox"/> Human Resources <input type="checkbox"/> Enterprise Information Technology <input type="checkbox"/> Local Chambers of Commerce	<input type="checkbox"/> Lake County Convention & Visitors Bureau <input type="checkbox"/> Lake County Partners <input type="checkbox"/> County Clerk (elected) <input type="checkbox"/> Board of Review <input type="checkbox"/> Recorder of Deeds (elected) <input type="checkbox"/> Treasurer (elected) <input type="checkbox"/> Chief County Assessment Officer
<b>Authorities:</b>	
<input type="checkbox"/> Committee shall review and approve matters including worker’s compensation, position reclassification, individual compensation and adjustments, in accordance with the Policies and Procedures Manual.	
<input type="checkbox"/> Committee shall review matters of threatened or pending litigation in closed session; and shall have settlement authority; or may authorize the County Administrator to enter into litigation.	
<input type="checkbox"/> Committee shall determine when items have significant fiscal impact requiring a presentation at the Committee of the Whole.	
<input type="checkbox"/> The County Administrator shall work with the Chair of the County Board and the Chair of the Financial and Administrative Committee to develop and present regular reports on matters concerning litigation and liability to the County Board.	

3. Public Works, Planning and Transportation Committee

<b>PUBLIC WORKS, PLANNING, AND TRANSPORTATION COMMITTEE (PWPT)</b>	
<b>Responsible for Matters Pertaining to:</b>	
<input type="checkbox"/> Land use planning <input type="checkbox"/> Comprehensive planning <input type="checkbox"/> Building and Zoning Issues <input type="checkbox"/> Central Lake County Water District <input type="checkbox"/> Regional Transportation Authority (RTA) <input type="checkbox"/> Metra <input type="checkbox"/> Pace <input type="checkbox"/> Central Lake County Joint Action Water Agency (CLCJAWA) <input type="checkbox"/> North Shore Water Reclamation District (NSWRD) <input type="checkbox"/> Des Plaines River Watershed Work Group <input type="checkbox"/> North Branch Chicago River Watershed Work Group	
<b>Agencies of:</b>	
<input type="checkbox"/> Public Works <input type="checkbox"/> Division of Transportation (including Matching Tax Fund, Motor Fuel Tax Fund, RTA Sales Tax, and Bridge Fund) <input type="checkbox"/> Stormwater Management Commission (SMC) <input type="checkbox"/> Solid Waste Agency of Lake County (SWALCO) <input type="checkbox"/> Planning, Building and Development <input type="checkbox"/> Zoning Board of Appeals	
<b>Authorities:</b>	
<input type="checkbox"/> --	

4. Energy and Environment Committee

<b>ENERGY AND ENVIRONMENT COMMITTEE (E&amp;E)</b>	
<b>Responsible for Matters Pertaining to:</b>	
<input type="checkbox"/> Sustainability and Climate Change Impact <input type="checkbox"/> Environmental Health <input type="checkbox"/> Energy Management <input type="checkbox"/> County's Carbon Footprint <input type="checkbox"/> Energy and Environmental Policy and Legislation <input type="checkbox"/> Recycling	
<b>Agencies of:</b>	
<input type="checkbox"/> --	
<b>Authorities:</b>	
<input type="checkbox"/> --	

5. Health and Community Service Committee

<b>HEALTH AND COMMUNITY SERVICE COMMITTEE (HCS)</b>	
<b>Responsible for Matters Pertaining to:</b>	
<input type="checkbox"/> Community development activities <input type="checkbox"/> Housing activities <input type="checkbox"/> Budget and ordinance review for the Lake County Health Department and Tuberculosis Clinic <input type="checkbox"/> All health-related issues.	
<b>Agencies of:</b>	
<input type="checkbox"/> Health Department <input type="checkbox"/> Tuberculosis Clinic <input type="checkbox"/> Regional Superintendent of Schools (elected) <input type="checkbox"/> Veteran’s Assistance Commission <input type="checkbox"/> Workforce Development Board <input type="checkbox"/> Housing and Community Development Commission <input type="checkbox"/> Affordable Housing Commission	
<b>Authorities:</b>	
<input type="checkbox"/> --	

6. Law and Judicial Committee

<b>LAW AND JUDICIAL COMMITTEE (L &amp; J)</b>	
<b>Responsible for Matters Pertaining to:</b>	
<input type="checkbox"/> Budgetary Matters of Probation Services Fee <input type="checkbox"/> Court Automation Fee <input type="checkbox"/> Court Document Storage Fee <input type="checkbox"/> Oversight of the Emergency Telephone System Board (9-1-1) <input type="checkbox"/> Inmate Welfare Fund <input type="checkbox"/> Sheriff’s Asset Forfeiture Funds	
<b>Agencies of:</b>	
<input type="checkbox"/> Circuit Court Clerk (elected) <input type="checkbox"/> Coroner (elected); <input type="checkbox"/> Sheriff (elected), (including the jail); <input type="checkbox"/> State’s Attorney (elected); <input type="checkbox"/> Public Defender; <input type="checkbox"/> 19th Judicial Circuit Agencies, (including Circuit Courts, Court Administrator, Jury Commission and Probation, Hulse Detention Center, and Law Library); <input type="checkbox"/> Merit Commission.	
<b>Authorities:</b>	
<input type="checkbox"/> --	

7. Legislative Committee

<b>LEGISLATIVE COMMITTEE</b>
<b>Responsible for Matters Pertaining to:</b>
<input type="checkbox"/> Drafting and recommending legislative positions to be taken by the County Board on State and Federal legislation <input type="checkbox"/> Intergovernmental affairs of Lake County not under the jurisdiction of another committee <input type="checkbox"/> Relations with the Lake County Municipal League, State and Federal legislators, the Illinois State Association of Counties, Cook and Collar County Chairs, and the National Association of Counties
<b>Agencies of:</b>
<input type="checkbox"/> --
<b>Authorities:</b>
<input type="checkbox"/> --

8. Diversity and Inclusion Committee

<b>DIVERSITY AND INCLUSION COMMITTEE (D &amp; I)</b>
<b>Responsible for Matters Pertaining to:</b>
<input type="checkbox"/> Meets on a semi-annual basis and advises the County Board and County Administrator on recommended policies and practices surrounding diversity and inclusion in the County's workforce <input type="checkbox"/> Receives reports of diversity and inclusion efforts, hiring practices, employment, purchasing and contracting
<b>Agencies of:</b>
<input type="checkbox"/> --
<b>Authorities:</b>
<input type="checkbox"/> --

9. Ethics and Oversight Committee

<b>ETHICS AND OVERSIGHT COMMITTEE (E &amp; O)</b>
<b>Responsible for Matters Pertaining to:</b>
<input type="checkbox"/> Reviewing, amending, and enforcing the County's Ethics and Conduct Code <input type="checkbox"/> Assisting in the enforcement of the Lake County Standards of Conduct Ordinance authorized by Public Act 98-0779 <input type="checkbox"/> Assisting in enforcement of these County Board Rules and Procedures by considering complaints submitted by County Board Members and the public for substantive violations by County Board Member(s) and making recommendations to the County Board for action <input type="checkbox"/> Annual review of current Code and application of Ethics
<b>Agencies of:</b>
<input type="checkbox"/> --
<b>Authorities:</b>
<input type="checkbox"/> --



**J. Ad Hoc and Special Committees**

1. Ad hoc and special committees shall be established as determined and recommended only by the Chair of the County Board with the majority approval of the Board Members present, and they will cease to function when they have completed their duties and have made their final reports.
2. In the event a special committee's activities extend into the next County Board session, the special committee will need to be reauthorized at the first regular business meeting of the new County Board session.
3. Appointments to ad hoc and special committees shall be in accordance with Section V.A.

**K. Public Access**

1. Committee meetings shall be video recorded.
2. Recordings of committee meetings and approved minutes shall be available to the public on the Lake County website.

## **VI. CONDUCT OF MEETINGS**

### **A. General**

1. Audible signals from electronic devices shall be disabled during meetings. All those in attendance shall exit the room before answering phone calls.
2. The public may record the proceedings only from the gallery in the public area or in areas designated by the Chair of the County Board.

### **B. Quorum**

1. Board Meeting: A quorum shall be necessary for the transaction of business. A majority of the Board Members (11) shall constitute a quorum for the transaction of business.
2. Committee Meeting: A quorum shall consist of a majority of the Members appointed to the committee. The Chair of the County Board, or if unavailable, the Vice-Chair of the County Board, shall be an ex-officio member of all committees and may participate in the discussion and deliberations of the committees, but shall have the right to vote only in the case of a tie or to constitute a quorum.
3. A quorum need not be present to convene the Committee of the Whole meeting.
4. The requirement that a quorum must be physically present at the meeting location shall not apply in the event of a bona fide emergency relating to a public health concern in compliance with section 120/7(e) of the Open Meetings Act and set forth in Section VI.D. of these Rules.

### **C. Electronic Attendance (Individual Member)**

1. In accordance with the Illinois Open Meetings Act (5 ILCS 120/7 et. seq.), a County Board Member may attend public meetings for all public bodies of the County Board, excluding executive session, by video, if available, or audio conference if the individual Member is prevented from physically attending because of (a) personal illness or disability, (b) business of the County Board or Forest Preserve, (c) a family or other emergency, or (d) employment reasons (military service is considered employment).
2. A quorum must be physically present in order for a Member to participate electronically.
3. A Member attending electronically shall be considered electronically present at the meeting and entitled to vote on any matter before the public body, as if the Member were physically present at the meeting.
4. The Member shall notify the County Clerk and County Board Office in writing of their request to attend electronically in advance of the meeting (unless advance notice is impractical).
  - a. The County Clerk or County Board Office will notify the Chair of the public body, after establishing that a quorum is physically present at the meeting and shall state that a Member requested to participate in the meeting electronically.

- b. The Member will be authorized to attend electronically unless the public body determines, by motion, that the notice does not comply with the requirements outlined herein. If no such motion is adopted, the Chair shall declare the requesting Member present.
5. If attending electronically and if able to share video, Members should ensure their camera is on, at a minimum, when speaking and when voting.

**D. Audio or Video Meetings Under Disaster Situation**

1. In the event of a bona fide disaster, as declared by the Governor or the Director of the Illinois Department of Public Health, that is (1) related to public health concerns as defined in Section 4 of the Illinois Emergency Management Agency Act, (2) all or part of the County is covered by the disaster area and (3) the Chair determines that an in-person meeting is not practical or prudent because of a disaster, a Member(s) may attend any meeting of the County Board or its Committees, including Executive Session, by audio or video conference to the full extent allowed by the Open Meetings Act, notwithstanding any provision of these Rules that might otherwise restrict such attendance or the conduct of public business by the County Board or its Committees.
2. In the event a disaster is declared, and the disaster declaration issued would have the effect of limiting the number of people that can attend a Board or committee meeting in person or impose other social distancing restrictions: (i) staff and the Chair shall provide notice of such restrictions and of alternative means of attendance and participation (such as audio and video participation) to the public and to other Board members and (ii) in-person attendance will be allowed, first, to committee members who desire to attend in person, second, to other Board members who previously notified the Chair of the desire to attend in person, third, to staff selected by the County Administrator, and fourth, to members of the media and public in order of arrival.

**E. Executive Session**

1. Executive (closed) Session requires Members to attend in-person. In the event of a bona fide disaster as defined in Section VI.D of these Rules, the Chair of the County Board may allow executive session participation by video means (see [Appendix L – Rules for Virtual Executive Session](#)).
2. All matters discussed in Executive Session of the Board or any of its committees shall be kept confidential by all Members. The confidentiality will be kept until the Board has officially declared the matter or document no longer confidential. Any violation of confidentiality is a serious matter.
3. All electronic devices shall be turned off during Executive Session meetings.
4. All closed session printed materials must be surrendered at the end of the meeting.
5. Electronic recording of closed sessions shall be conducted only by the Secretary.

6. Review, not less than semi-annually, the minutes of all executive sessions of the committee not yet made available to the public for the purpose of determining whether the minutes (or portions thereof) shall remain confidential or no longer require confidential treatment (5 ILCS 120/2.06).

**F. Board and Committee Action (Voting)**

1. All questions which arise at meetings shall be determined by the votes of the majority of the Members present, except in such cases as otherwise provided (55 ILCS 5/2-1005).
2. Where required by County Board resolution or ordinance, action of a committee shall mean a majority of the committee Members present.
  - a. The Chair of the County Board, or if unavailable, the Vice-Chair of the County Board, shall be an ex-officio member of all committees and shall have the right to vote only in the case of a tie or to constitute a quorum.
3. Board Actions Requiring a Roll Call and / or a Super Majority
  - a. Rezoning:
    - i. In the event of a legal objection (as determined by the State's Attorney) to the proposed rezoning, a rezoning shall not be granted except by the aye vote of 3/4 (16) of all County Board Members.
    - ii. ***Any vote other than the majority or 3/4 (16) aye vote specified above shall operate as County Board denial of the proposed rezoning. (55 ILCS 5/5-12014).***
  - b. Emergency Appropriations:
    - i. ***Emergency appropriations shall require a roll call vote of two-thirds (14) of the Members of the County Board. (55 ILCS 5/6-1003).***
    - ii. Emergency appropriations shall be referred to the appropriate standing committee and to the Financial and Administrative Committee by the County Administrator, which committees jointly shall make a report on the same.
  - c. Street Vacations: All resolutions requesting approval for ***street vacations shall require a roll call vote of two-thirds (14) of the County Board (55 ILCS 5/5-1036).***
  - d. Suspend Rules: The rules of the County Board may be suspended by motion for a particular purpose by ***a roll call vote of two-thirds of the Board Members present.***
  - e. Appropriations (General): The vote on all propositions to appropriate money from the County Treasury shall be taken by ***roll call vote "aye," "nay" and "present" and entered on the record of the meeting (55 ILCS 5/2-1006).***

- f. Claims Against the County. Expenses shall be included in Claims Against the County and shall be ***approved by roll call vote by the County Board (50 ILCS 150/15)***.
- g. Approval of the Board Meeting Consent Agenda: The Consent Agenda for the Lake County Board shall be taken ***by roll call vote***. (Note: If an item on the Board Consent Agenda requires more than a majority for approval, then the greater requirement applies to the entire Consent Agenda.)
- h. Electronic Attendance: The Chair must confirm the Member's vote visually (if audio and video available) or by voice recognition (audio only). When all Member(s) are attending by electronic means, ***a roll call vote is required***.

## **VII. COUNTY BUSINESS**

### **A. Strategic Plan**

1. The County Board shall have an approved Strategic Plan.
2. At an interval no greater than every four years, a Committee of the Whole meeting(s) will be held to review and update the Board's Strategic Plan, goals, and objectives.
3. Once adopted by the County Board, the Board's Strategic Plan, goals, and objectives shall then be implemented by the standing committees and County Administration. Committee Chairs and County Administration shall provide regular updates to the Board.

### **B. County Operations**

1. Opening and closing hours of the County Building (except those offices where the opening and closing hours are otherwise fixed by law) shall be from 8:30 a.m. to 5:00 p.m., Monday through Friday, and extra hours for selected departments as determined by the Chair of the County Board.
  - a. The Sheriff's security shall permit only authorized personnel (including County employees) to remain in the County Building during other than normal working hours.
  - b. Public meetings or hearings to be held in the County Building at other than regular hours require advance notice to the Facilities Director by the County official sanctioning the meeting.
  - c. Use of County facilities by non-county agencies is governed by the Lake County Rules and Regulations Governing Public Building Grounds.
2. The policies and rules relating to the purchase of goods and services for the County shall be in accordance with Illinois statutes and the Lake County Purchasing Ordinance.
3. Pertinent policies and procedures relating to salaries; employee benefits; general, sick and various other types of leave; holidays; hours of work; physical examinations; retirement; and all such matters of personnel and employee relations are cited in the Lake County Employee Policies and Procedures Ordinance. All references pertaining to such matters should be made thereto.

### **C. Ordinances and Resolutions**

1. Any ordinance or resolution shall be approved by the committee in charge of the subject matter and by the Financial and Administrative Committee, where County funds are involved, and shall then be placed on the County Board agenda.
2. Refer to Section VII.C, Zoning Resolutions, for procedures relating to resolutions for rezoning matters, other than text amendment procedures to the Lake County Unified Development Ordinance.

3. Applications for federal and/or state grants shall be made in accordance with the annual Budget Policies Resolution.
4. If the Financial and Administrative Committee does not approve an ordinance or joint resolution, where County funds are involved, the ordinance or joint resolution shall be returned to the originating standing committee with the reason stated.
5. In order to avoid disruptions of services, resolutions involving financial matters that are time sensitive and do not have the opportunity to be heard by the appropriate standing committee, may be considered by the Financial and Administrative Committee with the consent of the Chair of the appropriate standing committee.
6. All ordinances shall be reviewed by the State's Attorney prior to action by the County Board.
7. In the event that the Board or a standing committee, by resolution or ordinance, directs or authorizes the Chair of the County Board to execute a contract or other document, the Chair of the County Board, unless otherwise directed by said resolution or ordinance, shall execute said contract or document within 30 days.
  - a. In the absence of the Chair, the Vice-Chair may execute any document the Chair has been directed and authorized to execute.
  - b. In the event that said contract or document is not executed by the Chair of the County Board, or Vice-Chair in the Chair's absence, the County Administrator shall place such item on the agenda for the next regular Board meeting and no committee action shall be necessary.
8. It is the policy of the County Board not to take positions, by resolution, on matters unless they are germane to or have a direct impact on the core functions of Lake County Government. Board Members may advocate positions as an individual Board Member(s).

#### **D. Zoning Resolutions**

1. The Zoning Board of Appeals, after holding a public hearing pursuant to the state of Illinois statutes and the Lake County Unified Development Ordinance, shall make a report to the County Board, through the Public Works, Planning and Transportation Committee, recommending approval or denial of the petition and findings in support of its recommendation.
2. All zoning resolutions shall be worded to grant the prayer of the petitioner.
3. In the absence of a legal objection to the proposed resolution, the resolution shall be granted upon a majority of aye votes. A resolution shall not be granted except by the aye vote of 3/4 (16) of all County Board Members in the event of a legal objection (as determined by the State's Attorney) to the resolution. Any vote other than the majority

or 3/4 (16) aye vote specified above shall operate as County denial of the resolution. (55 ILCS 5/5-12014).

4. Accompanying every zoning resolution from the Public Works, Planning and Transportation Committee shall be a report to the County Board which includes: the recommendations and findings of fact of the Zoning Board of Appeals; the report of Planning, Building and Development Department and the recommendation of the Public Works, Planning and Transportation Committee. If the Public Works, Planning and Transportation Committee does not accept the recommendation and finding of the Zoning Board of Appeals, the Committee shall also forward findings of fact, based upon the hearing record, in support of its recommendation. The Public Works, Planning and Transportation Committee shall forward all zoning resolutions to the County Board within 90 days from receipt unless a greater time is requested by the petitioner.
5. This section does not make reference to Unified Development Ordinance (UDO) text amendments as certain processes outlined here are not relevant to UDO. The procedures related to UDO text amendments are outlined in the Lake County UDO Ordinance.

E. **Transfers of Roadways.** All requests to transfer the jurisdiction of any roadway in the County to or from the Lake County Division of Transportation shall be approved by the majority of the County Board.

F. **Finance and Budget**

1. The Financial and Administrative Committee shall present an Annual Budget Policies Resolution to the Board.
  - a. Such resolution shall be presented to the Board and considered no later than the June meeting each year.
  - b. As passed by the Board, such resolution shall outline policy guidelines for the setting of the County's annual budget for the succeeding fiscal year.
  - c. Said resolution shall be in compliance with the County Budget Law as set forth in the Illinois compiled statutes.
  - d. In passing the resolution, the County Board shall take into consideration goals as set forth in the County's Strategic Plan and all potential and known legal and/or economic constraints at the time of consideration by the County Board.
2. The Financial and Administrative Committee shall recommend the annual budget, Levy Ordinance and Appropriation Ordinance for approval by the County Board.
3. Authorities:
  - a. The Financial and Administrative Committee shall have the authority to approve intra-fund line item transfers in excess of \$50,000 across account class (i.e., personal services, commodities, contractals, capital outlay, debt service).



- b. Intra-fund transfers, across account class of \$50,000 and below, may be approved by the County Administrator, the Chief Financial Officer, or their designees.
  - c. Effective each October 1st and thereafter, the County Administrator, the Chief Financial Officer or their designees shall be authorized to make intra-fund line item transfers, across account class, deemed necessary for the timely and orderly close-out of the fiscal year. All year-end transfers authorized by this provision shall be reported to the Financial and Administrative Committee.
- 4. All applications for emergency appropriations for funds not previously authorized shall be referred to the appropriate standing committee and to the Financial and Administrative Committee by the County Administrator, which committees jointly shall make a report on the same.
  - a. Carry-overs of appropriations previously authorized shall be referred to the Financial and Administrative Committee.
  - b. All emergency appropriations shall require a roll call vote of two-thirds (14) of the County Board Members. (55 ILCS 5/6-1003).
- 5. Quarterly reports from the County Administrator and the Chief Financial Officer, detailing a year-to-date expenditure and revenue analysis, shall be presented to the Financial and Administrative Committee.
- 6. There shall be an annual independent audit of all funds and accounts of the County accomplished by certified accountants authorized to practice public accounting in the state of Illinois in compliance with the County Auditing Law.
- G. **Legal Opinions.** Requests for formal legal opinions from the State’s Attorney relating to the County Board shall be presented in writing and approved by the County Administrator, Chair of the County Board, or a majority of the County Board.
- H. **State and Federal Representatives.** An opportunity to address the Board will be provided to representatives of state and federal government subject to the following constraints:
  - 1. Comments must be of an informative, not political nature.
  - 2. The request to speak must specify the topic(s) to be addressed.
  - 3. Scheduling of speakers is at the discretion of the Chair of the County Board who will consider flow of business in determining whether to grant a particular speaking request.
  - 4. Comments are subject to 5-minute time limitations (excluding questions and answers).
  - 5. Officials may address the Board once within a 12-month period.
- I. **Public Hearings.** During Board-conducted public hearings, Committee, staff, and members of the public will be permitted a reasonable opportunity to present relevant testimony and evidence during the public hearing.

**J. Appointments of Boards and Commissions**

1. Appointments to all other boards, commissions, districts and all other authorities subject to appointment or approval, by statute or ordinance, by the County Board, will be presented to the County Board by the Chair of the County Board. Recommendations to the Chair of the County Board may be made by the Board Members and/ or its committees.
2. The appointments shall be approved by the majority of the Board Members present. For select appointments, the County Board Chair has sole appointment authority. These appointments will be placed on the next County Board agenda for information only.
3. The Chair of the County Board shall notify Board Members of vacancies on other boards and commissions and seek their input in advance of the appointment.
4. Any recommendation for an appointment or reappointment must be made with a written resume of the appointee's qualifications, which will be included in the agenda for the Board meeting.

**K. County Administrator - Appointment and Evaluation**

1. The County Administrator, with the approval of the Chair of the County Board, may designate a person to fulfill their duties during an absence.
2. When the County Administrator position is vacant, the Chair of the County Board shall appoint an interim County Administrator subject to ratification by the County Board at its next Board meeting.
3. The Chair of the County Board shall coordinate the evaluation process for the County Administrator annually at the same time as other employee evaluations. The Chair, at their discretion may employ a facilitator to assist in this process. The evaluation will focus on areas of good performance, identify areas for improvement, establish future goals and objectives, and also be the basis for compensation.
4. The County Administrator shall be evaluated by the County Board on an annual basis in the following manner:
  - a. The evaluation process, at a minimum, shall include:
    - i. The opportunity for the County Administrator to prepare a written summary of accomplishments.
    - ii. An evaluation process by the County Board.
    - iii. An opportunity to meet and discuss the final evaluation in closed session between the County Board and Administrator.
    - iv. A written summary of the evaluation with goals, objectives and compensation for the subsequent year.

- b. Procedure:
  - i. The County Administrator will compile and provide the County Board materials describing progress toward or accomplishment of established goals and objectives as well as goals for the coming evaluation period.
  - ii. The Chair of the County Board and County Board will individually evaluate the County Administrator's performance.
  - iii. The Chair of the County Board and Board will meet in a closed meeting without the County Administrator to review and discuss the Administrator's performance. Individual evaluations and Board input will be discussed. Consensus will be reached on a single evaluation to reflect the sum of all participating Members' input.
  - iv. The County Administrator will be invited to join the Board in the closed session to review and discuss the cumulative evaluation. The final written evaluation should be completed and delivered to the County Administrator within 30 days of the evaluation meeting

**L. County Department Heads - Appointments and Evaluation**

- 1. In accordance with county ordinance, all appointed department heads shall report to the County Administrator.
  - a. The County Administrator shall report to the appropriate standing committees regarding performance of County department heads during executive session.
  - b. Performance reviews will be conducted by the County Administrator with input solicited during executive session from the appropriate standing committee.
- 2. Appointment
  - a. Appointment of all County department heads shall be presented to the County Board from a recommendation made by the County Administrator with the advice of the Chair of the County Board and shall be approved by a majority of the County Board Members present.
  - b. The Chair of the County Board shall appoint no fewer than one County Board Member(s), including an invitation to the Chair of the standing committee, to advise in the review of the final applicants.
- 3. The County Administrator shall supervise and may remove an appointed department head under the jurisdiction of the County Board subject to the approved Personnel Policies and Procedures, except persons appointed by the County Board required by the laws of the state.
  - a. The County Administrator shall notify the Board of such removals.

- b. The removal of a department head appointed by the County Board per state statute (i.e. the County Engineer and the Chief County Assessment Officer) may be accomplished by a County Administrator recommendation to the County Board for said action.
- 4. When a department head position subject to County Board appointment is vacant, the County Administrator, or a designee, shall be authorized to perform those duties and execute those documents for that department or function which are not otherwise provided by law.

## VIII. BOARD MEMBER COMPENSATION, ALLOWANCES, AND RELATED SPENDING

- A. **Annual Salary.** Annual salary for the Board Members and the Chair shall be determined in accordance with State Statute (55 ILCS 5/4-10001). Salary shall be paid to the County Board Members bi-weekly.
- B. **Mileage**
1. For committee and Board meetings physically attended (in person), Board Members will be reimbursed for mileage to and from their home unless the Member provides the County Board Office a written request to not receive such reimbursement.
  2. Board members who physically attend (in person) a committee meeting of which they are not a member, must sign the attendance sheet in order for Staff to provide a mileage reimbursement.
- C. **Allowable Spending.** Anything not listed within this section (Section VIII) of the Rules as allowed is ***prohibited***.
- D. **Annual Allowance.** Contingent upon the annual approval of the County Board budget, each County Board Member will be budgeted an annual, total allowance amount of \$7000 to be used exclusively for specific costs related to carrying out the duties of a County Board Member during the fiscal year December 1 – November 30. The only allowable expenses are:
1. Office Supplies: Office supplies shall be purchased by County staff. Authorized supplies are:
    - a. Printer Cartridges
    - b. Paper
    - c. Envelopes
    - d. One roll of 100 stamps annually
    - e. Business Cards
    - f. Magnetic Badge
    - g. Office Pens, (two different versions)
    - h. LC Logo personal note cards (blank) w/envelopes
    - i. Legal Pads/Manilla folders/binders
    - j. Printer – one per term
    - k. Cell phone protective cover – one per term
    - l. iPad cover/keyboard – one per term

- m. Laptop mouse/bag – one per term
2. Board Member Mailings
- a. Board members are required to restrict their mailings to the amount allowed and cannot reimburse for overages at their option.
  - b. All mailings must be submitted to the County Communications Office for printing.
  - c. All content of mailings must be direct county business.
    - i. Personal promotion and electioneering with public funds are prohibited.
    - ii. Election, campaign, religious, and content related to charity or charitable organizations is prohibited.
  - d. Postal mailings are prohibited 60 days prior to any election day that the Member is on the ballot for a public office.
  - e. Copies of all such mailings will be posted on the County website on the Board Member's home page on a monthly basis.
  - f. The amount allowed for mailings will be reviewed annually with changes included in these Rules.
3. Travel
- a. Travel allowance is for attendance at approved government training and other events related to carrying out the duties of a Board Member.
  - b. Any Board Member attending a county-funded training/conference shall provide a report of relevant information obtained to the appropriate standing committee within a reasonable amount of time after returning.
  - c. Approved government training and professional events to which Board Members are allowed to travel and attend using allowance funds include:
    - i. National Association of Counties (NACo)
    - ii. Illinois Municipal League (IML)
    - iii. Illinois State Association of Counties (ISACo)
    - iv. Lake County Municipal League (LCML)
    - v. Illinois Association of County Board Members (IACBM)
    - vi. Other travel related to county business and approved by the County Board Chair
  - d. Supporting justification for attendance is required prior to registration and travel arrangements.

- e. The Board Staff, in coordination with the Finance and Administrative Services Department, will be responsible for travel arrangements (including payment) for Board Member County business and travel to pre-approved events.
- f. County Board Members will be allocated a per diem in accordance with County policy. A request for a travel advance for per diem is permitted and must be requested in writing 10 business days in advance of such travel.

**E. Technology**

1. The County will provide each Member with the following technology: cell phone, computer (laptop or tablet), and data access (access to the internet). Technology expenses are budgeted and funded separately and are not applied against the Member's annual allowance.
2. Cell Phone
  - a. County Board Members are provided with a County-issued phone or may elect to receive reimbursement for a personal cell phone in an amount established in these Rules.
  - b. County Board Members shall abide by the County's cellular telephone policy as it relates to the use of cellular phones for County business.
  - c. The amount for reimbursement for use of a personal cell phone in lieu of a County-issued device is \$56/month. Detailed supporting documentation must be provided with the reimbursement request showing total costs for service.
  - d. In order for Board Members to not incur unexpected and/or unauthorized expenses, Members are requested to notify the County Board Office in writing if planning to take their County provided cell phone on any trip outside the continental U.S.
3. Computer (Laptop or Tablet)
  - a. County Board Members are provided a tablet or laptop from the Enterprise IT list of supported devices.
  - b. Newly elected County Board Members are provided one tablet or laptop every two or four years, respectively, to align with the County election cycle for their district.
  - c. The County will provide one replacement per term if the device is lost, stolen, or damaged.
4. Data (Access to the Internet)
  - a. The County can provide data access for the County provided laptop or tablet.
  - b. The amount for reimbursement for home office internet use, in lieu of data access through a county-issued computer or tablet, is up to \$35/month. Detailed supporting documentation must be provided with the reimbursement request showing total costs for service.

- c. In order for Board Members to not incur unexpected and / or unauthorized expenses, Members are requested to notify the County Board Office in writing if planning to take their County provided tablet / laptop with data access on any trip outside the continental U.S.

5. **Acceptable Use**

- a. All County phones and computers are subject to periodic inspection by staff from the Enterprise Information Technology Department to ensure and monitor compliance with County Acceptable Use Policy or other technology policies.
- b. County Board Staff shall email all related technology use policies and updates to Board Members no less than annually (by February 1<sup>st</sup>).

**F. Travel - Official County Representative**

1. County Board Members that are designated as an official County representative for a conference (e.g. National Association of Counties Board of Directors) or a legislative initiative can request separate funds to accommodate specific pre-approved travel and attendance plans.

**G. Official Picture (“Headshot”)**

1. The County Board Office will budget, schedule and pay for a Board Member official picture (“headshot”).
2. Newly elected (or appointed) Members will be scheduled for a picture as early as possible. Current and re-elected Members have the option of a new / updated picture every two years (generally scheduled around the Board reorganization).
3. County provided / procured headshots are intended for official use and cannot be used for campaign purposes.

**H. Reimbursement**

1. Members should submit expenses for reimbursement to the County Board Office. The Board Staff will make allowance expenditures in accordance with these Rules.
2. Purchase of items or activities not included in these Rules are prohibited. Reimbursement requests inconsistent with this policy or that are for expenses exceeding the remaining allowance will not be processed.
3. County Board Members shall abide by the County’s Employee Reimbursement Policy (travel policy) as it relates to travel, meal, and lodging expenses in accordance with Illinois law (50 ILCS 150/10). Expenses shall be included in Claims Against the County and shall be approved by roll call vote by the County Board (50 ILCS 150/15).
4. If a Member prefers to use a personally procured cell phone or data access (internet), reimbursement can be provided in lieu of using a County-issued phone or data connection (see the Technology section).



5. Although regular / timely reimbursement requests is preferred, all reimbursement requests shall be filed no later than December 31 for the preceding fiscal year.

**I. Review and Oversight**

1. The County Administrator or a designee will review all Board Member spending monthly. The Board Chair has no review or approval role for Board Member spending.
2. Individual Board Member spending will be posted on the County website Board Member's home page at least quarterly.
3. Any instance of irregular spending or dispute regarding Board Member expenses will first be referred to the Ethics and Oversight Committee for review. Following review, the Ethics and Oversight Committee will provide its findings in writing to the Lake County Board.

## **APPENDIX A – VACANT BOARD SEAT REPLACEMENT**

If a vacancy occurs, as defined in 10 ILCS 5/25-2, in the office of the Chair of the County Board or Vice-Chair of the County Board, the remaining County Board Members shall elect one of the Members of the Board to serve for the balance of the unexpired term after the vacancy in the board district seat is filled in accordance with 10 ILCS 5/25-11.

Once the county board district vacancy is filled, the County Board, at a special meeting or no later than the next regularly scheduled Board meeting, shall select a successor Chair or Vice- Chair in the same manner as during the County Board’s reorganization meeting.

### **I. Vacant District Seat Ad Hoc Advisory Committee**

In accordance with Illinois state statute, the Chair is responsible for filling a County Board vacancy through appointment with the consent and vote of the County Board. The process by which the Chair shall recommend an appointment to a vacancy is provided below.

The Chair shall form a Vacant District Seat Ad Hoc Advisory Committee (Committee) to assist the Chair in the statutory obligations to fill a County Board vacancy. The Committee membership shall include five members the majority of whom are of the same party as the vacant seat. The Committee membership will consist of the Chair, Vice Chair, 2 County Board Members from the same party as the vacant seat, County Party Chair or alternate party member of the same party as the vacant seat. The Committee will assist the Chair in the performance of duties including but not limited to reviewing applications, conducting interviews, checking references, and assessing the ability of candidates to serve as an effective County Board Member.

In the case that the vacant seat is the seat of the County Board Chair, the process by which the Acting Chair shall recommend an appointment to a vacancy is provided below:

The Acting Chair shall form a Vacant District Seat Ad Hoc Advisory Committee (Committee) to assist the Acting Chair in the statutory obligations to fill a County Board vacancy. The Committee membership shall include five members the majority of whom are of the same party as the vacant seat. The Committee will consist of the Acting Chair, 2 County Board Members from the same party as the vacant seat, 1 additional County Board Member, County Party Chair or alternate party member of the same party as the vacant seat. The Committee will assist the Chair in the performance of duties including but not limited to reviewing applications, conducting interviews, checking references, and assessing the ability of candidates to serve as an effective County Board Member.

To comply with the Open Meeting Act, each Committee meeting shall be posted consistent with statutory requirements and held at a public location. Each meeting agenda shall include an executive session pursuant to 5 ILCS 120/2 (c)(3) to consider the selection of a person to fill the County Board vacancy for such district.

## **II. Procedure**

- A. When a vacancy is known, the Chair shall form a Vacant District Seat Ad Hoc Advisory Committee at the next regularly scheduled County Board Meeting. The Chair shall notify the public that such vacancy exists, and request applications be submitted.
- B. Application materials shall include, but not limited to the following:
  - 1. Resume
  - 2. Cover Letter
  - 3. Letters of Reference/Accolades
  - 4. Voting Record – Certified by the County Clerk’s Office for the last 10 years
  - 5. Property Tax Receipts for last two years (may consider other proof of residency) to verify (a) the candidate’s residency within district; and (b) no outstanding amounts due.
- C. The Chair, shall review the materials and short list potential candidates for Committee consideration, shall schedule candidate interviews (typically in 45 minutes increments) on a date set by the Chair and the Advisory Committee. The Committee will discuss the qualifications of each candidate following each candidate interview.
- D. The Chair shall work with staff to post the necessary agenda which shall reflect the following:
  - 1. Call to Order
  - 2. Public Comment
  - 3. Executive Session
  - 4. Chair’s Remarks
  - 5. Adjournment

## **III. Audio Recordings**

- A. The meeting shall be recorded and stored by the County.
- B. Prior to the meeting, the Chair will verify that the audio recorder is on and recording.
- C. The Chair will return the audio recorder and return it to County Board staff. Staff will separate open session from executive session.

**APPENDIX B - LAKE COUNTY BOARD MEETING SCHEDULE  
2021 and 2022**

All regular meetings of the Board shall convene at 9:00 A.M., in the County Board Room of the Lake County Administrative Tower in Waukegan, Illinois unless notice is otherwise provided. Regular meetings of the County Board shall be held on the dates listed below (55 ILCS 5/2-1001).

**Regular Board Meetings**

<b>Tuesday, January 12, 2021</b>	<b>Tuesday, January 11, 2022</b>
<b>Tuesday, February 9, 2021</b>	<b>Tuesday, February 8, 2022</b>
<b>Tuesday, March 9, 2021</b>	<b>Tuesday, March 8, 2022</b>
<b>Tuesday, April 13, 2021</b>	<b>Tuesday, April 12, 2022</b>
<b>Tuesday, May 11, 2021</b>	<b>Tuesday, May 10, 2022</b>
<b>Tuesday, June 8, 2021</b>	<b>Tuesday, June 14, 2022</b>
<b>Tuesday, July 13, 2021</b>	<b>Tuesday, July 12, 2022</b>
<b>Tuesday, August 10, 2021</b>	<b>Tuesday, August 9, 2022</b>
<b>Tuesday, September 14, 2021</b>	<b>Tuesday, September 13, 2022</b>
<b>Tuesday, October 12, 2021</b>	<b>Tuesday, October 11, 2022</b>
<b>Tuesday, November 9, 2021</b>	<b>Tuesday, November 8, 2022</b>
<b>Tuesday, December 14, 2021</b>	<b>Monday, December 5, 2022</b>

## **APPENDIX C - LAKE COUNTY BOARD AGENDA**

### **Regular Board Meeting**

**Call to Order**

**Moment of Silence**

**Pledge of Allegiance**

**Roll Call of Members**

**Addenda to the Agenda**

**Special Recognition and Presentations** *[During Special Recognition, comments from Board Members are not appropriate except for Board Members from the affected district.]*

**Public Comment** *[Items not on the agenda. See Appendix D.]*

**Chair's Remarks** *[Chair's remarks only]*

**Unfinished Business**

**New Business** *[Public Comment for items on the agenda. See Appendix D.]*

Consent Agenda

Regular Agenda

**New Appointments**

**Petitions, Correspondence, Miscellaneous Business, and Member Remarks**

**Adjournment**

**Special Board Meeting**

**Call to Order**

**Pledge of Allegiance**

**Roll Call of Members**

**Public Comment** *[Items not on the agenda. See Appendix D.]*

**Chair's Remarks** *[Chair's remarks only]*

**Unfinished Business** *[Include only if needed]*

**New Business**

**Adjournment**

## APPENDIX D – PUBLIC COMMENT

### I. General

- A. Members of the public shall be afforded time to comment on agenda items and other matters germane to the business of the County Board in accordance with these Rules.
- B. The Parliamentarian of the County Board shall manage the public comment section of County Board Meetings, including enforcing rules governing public comment. County Administration shall support Committee Chairs on the management of public comment during committees.
- C. The agenda of every County Board and committee meeting of all Public Bodies shall include a reservation of time near the beginning of the meeting for public comment.
- D. The Chair shall recognize and allow to speak any person desiring to speak during Public Comment.
- E. The total cumulative time of all public comment shall be limited to 30 minutes unless determined otherwise by the Chair.
- F. Public comment is limited to three minutes per individual, unless the Chair designates a longer or shorter time period. (Generally, the longer or shorter time period will apply to all persons participating in the Public Comment at the same meeting).
- G. No Board Member should interrupt a speaker during public comment.
- H. The Chair and/or Parliamentarian has the right to interrupt a speaker in order to enforce these or other applicable rules.

### II. Participation

- A. Individuals wanting to speak must complete a public comment card indicating the agenda item on which they wish to comment, or the topic for items not on the agenda.
- B. The Chair will ask speakers to present comments on an agenda item when that item is called. Those requesting to speak on an item not on the agenda, will be called during the “Public Comment” portion of the agenda.
- C. Speakers shall be entitled to address the Public Body on a first-recognized, first- served basis. In the event that all persons desiring to speak during the Public Comment are not able to do so within the time limit allowed, the Chair shall have the option (but not the obligation) of extending the time allocated for Public Comment, either at the point designated on the agenda, or at such later point on the agenda, or as the Public Body may otherwise determine.
- D. Speaker time limits shall be enforced by the Chair or the Parliamentarian.
- E. All questions or statements by a speaker should be directed to the Chair and Members.

1. The County has no obligation to answer questions during public comment and may refer to staff to follow up with the speaker after the meeting.
  2. When appropriate, matters raised by public comment shall be referred to the appropriate standing committee.
- F. 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.
- G. Comments that are political in nature, or those that promote or support a candidate are not permitted.

### **III. Instructions**

- A. Each speaker must state their name (first and last) in a clear manner so that it can be recorded in the minutes of the meeting. When a location has been designated in the meeting room for speakers to address the Public Body, the speaker must address the Public Body from that location unless the Chair otherwise allows.
- B. If a speaker is representing, or speaking on behalf of, an individual, group, or association, the speaker must state the nature of that representation.
- C. Individual comments will be limited to one opportunity per person.
- D. In the interest of promoting the efficient conduct of public business, speakers should refrain from repeating their own testimony and comments and should refrain from repeating testimony and comments that have previously been provided to the Public Body by other individuals.
- E. 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.
- F. Persons addressing the public body shall not be permitted to:
1. Make statements or remarks that concern the private activities, lifestyles, or beliefs of individual employees of the County or its elected officials.
  2. Make statements or remarks unrelated to the business of the County Board.
  3. Make statements or remarks unrelated to the professional duties and performance of its employees or the employees of its elected officials.
- G. Persons addressing the Board shall refrain from statements, remarks, or conduct that is considered belligerent, threatening, disparaging, rude, vulgar, profane or otherwise uncivil



and disruptive to the conducting of the Board's business. The Chair may limit the comments of any person who engages in such conduct.

- H. No person may continue to speak after the Chair has taken the floor from that person.
- I. Any person violating the standards of process and decorum set forth in these rules may be evicted from the premises of the meeting at the order of the Chair or a majority of the Members or be subject to other action as deemed necessary by the Chair and Members.
- J. Although the Public Comment may be used to address questions to the Public Body, a speaker is not entitled to a response to any such question during the Public Comment time.

#### **IV. Public Comment - Written submissions:**

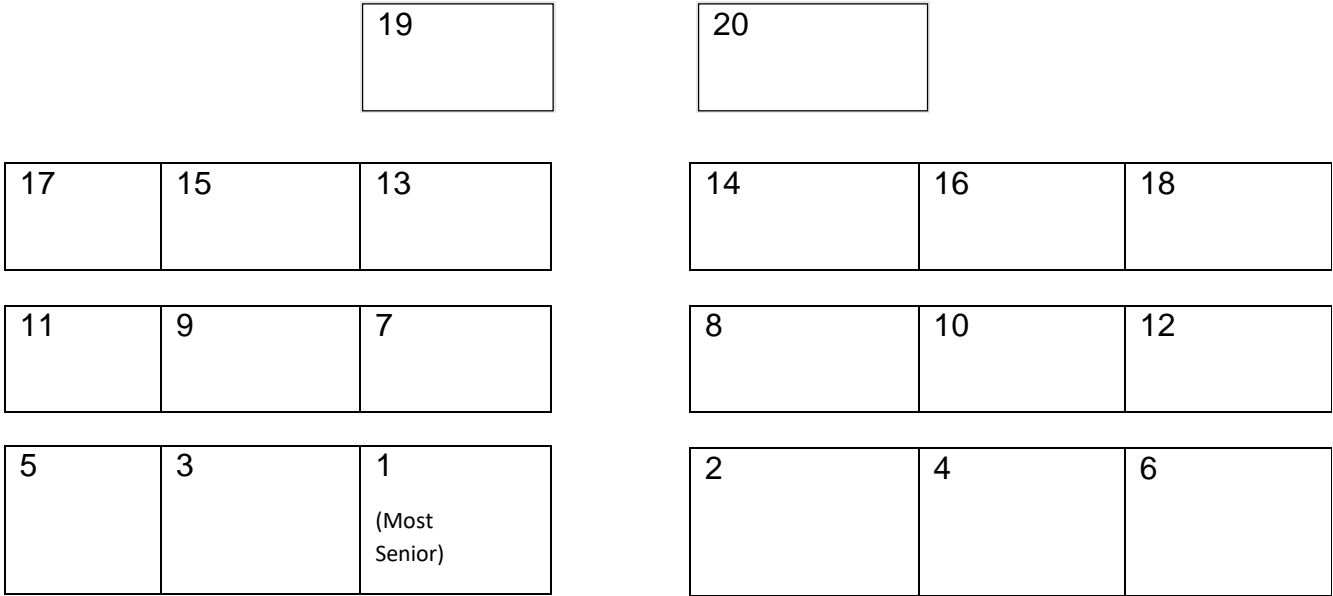
- A. Any person shall have the right at any time to provide written comments to any Public Body, of Lake County government, or any other County official by addressing those comments to: Lake County Board Office, 18 N. County St., 10th FL, Waukegan, IL 60085 and delivering the comments via any of the following methods:
  - 1. By personal delivery, mail, courier, or any similar delivery service to the County Board Office between 8:30 a.m. and 5:00 p.m. Monday through Friday.
  - 2. By email to [PublicComment@lakecountyil.gov](mailto:PublicComment@lakecountyil.gov) During the Public Comment portion of the meeting, County staff will read aloud written comments that comply with these Rules. Board members shall not read aloud written comments submitted by the public.

#### **V. Public Comment - State and Federal Representatives**

- A. Officials speaking under “Public Comment” are subject to the same speaking guidelines imposed upon the general public. Also see Section VII.G.

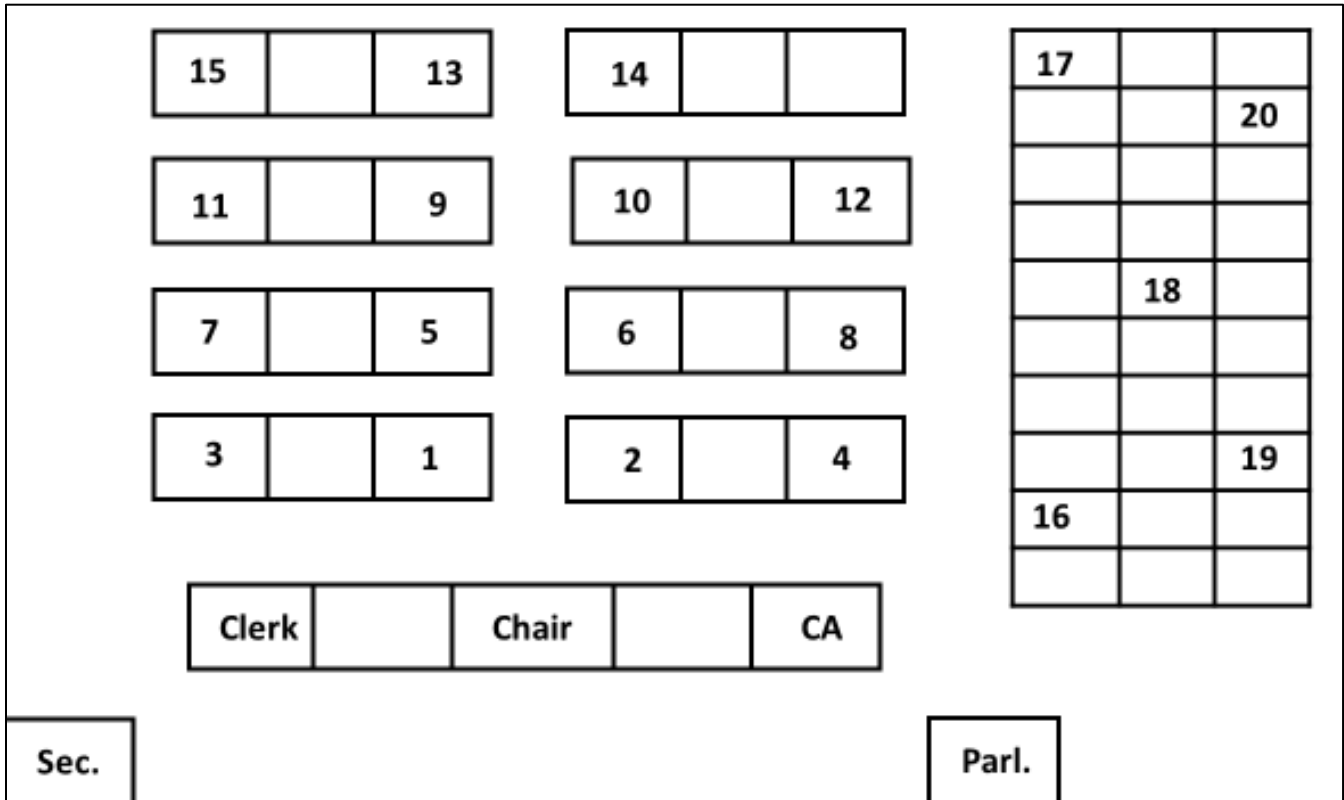
## APPENDIX E - LAKE COUNTY BOARD SEATING CHART

### Normal Circumstances



Secretary	County	Board	County
	Clerk	Chair	County Administrator      Parliamentarian

# Social Distancing Required



## **APPENDIX F - LAKE COUNTY COMMITTEE AGENDA**

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call of Members**
- 4. Addenda to the Agenda**
- 5. Public Comment** *[Items not on the agenda. See Appendix D.]*
- 6. Chair's Remarks** *[Chair's remarks only]*
- 7. Unfinished Business**
- 8. New Business** *[Public Comment for items on the agenda. See Appendix D.]*
  - Consent Agenda
  - Regular Agenda
  - Directors' Reports
- 9. County Administrator's Report**
- 10. Executive Session**
- 11. Members' Remarks**
- 12. Adjournment**

## APPENDIX G – COMMITTEE SCHEDULE

		Monday	Tuesday	Wednesday	Thursday	Friday
<b>Approved</b>	<b>Round 1 (Last Week of Month)</b>		<i>Law &amp; Judicial</i> 9:00am	<i>Public Works, Planning &amp; Transportation</i> 8:30am	<i>Financial &amp; Administrative</i> 8:30am	
			<i>Health &amp; Community Services</i> 10:30am	<i>Ethics &amp; Oversight (As Needed)</i> 11:00am		
	<b>Round 2 (First Week of Month)</b>		<i>Law &amp; Judicial</i> 9:00am	<i>Public Works, Planning &amp; Transportation</i> 8:30am	<i>Financial &amp; Administrative</i> 8:30am	<i>Committee of the Whole</i> 8:30am
			<i>Health &amp; Community Services</i> 10:30am	<i>Energy &amp; Environment</i> 10:30am		
			<i>Legislative</i> 1:00pm	<i>Rules (As Needed)</i> 1:00pm		
<b>Board Week (Second Week of Month)</b>		<i>Lake County Board (Second Tuesday of the Month)</i> 9:00am				
<i>Diversity &amp; Inclusion - No Set Schedule / Scheduled As Needed</i>						

### ***Physical Location of Meetings (During a Public Health Emergency)***

<b>Law &amp; Judicial</b>	<b>County Building / 18 N County Street, Waukegan</b>
<b>Health &amp; Community Services</b>	<b>County Building / 18 N County Street, Waukegan</b>
<b>Public Works, Planning &amp; Transportation</b>	<b>County Building / 18 N County Street, Waukegan</b>
<b>Finance &amp; Administrative</b>	<b>County Building / 18 N County Street, Waukegan</b>
<b>Legislative</b>	<b>County Building / 18 N County Street, Waukegan</b>
<b>Ethics &amp; Oversight</b>	<b>County Building / 18 N County Street, Waukegan</b>
<b>Diversity &amp; Inclusion</b>	<b>County Building / 18 N County Street, Waukegan</b>
<b>Energy &amp; Environment</b>	<b>County Building / 18 N County Street, Waukegan</b>
<b>Rules</b>	<b>County Building / 18 N County Street, Waukegan</b>
<b>Committee of the Whole</b>	<b>County Building / 18 N County Street, Waukegan</b>
<b>County Board Meeting</b>	<b>County Building / 18 N County Street, Waukegan</b>

## **APPENDIX H – LAKE COUNTY BOARD RULES OF DECORUM**

### **I. Core Values**

- A. County Board Members and staff must adhere to the Core Values listed in the Lake County Code of Ethics and Conduct.

### **II. Principles**

- A. County Board Members must adhere to the Principles listed in the Lake County Code of Ethics and Conduct.

### **III. County Board and Committee Meetings of all Public Bodies**

- A. Meetings of the County Board bring together individuals with a variety of backgrounds, personalities, values, and opinions for a shared purpose: To effectively promote and protect the health, safety and general welfare for all who call Lake County home and for the long-term common good.
- B. County Board meetings are intended to make decisions that formally set County programs in motion, enact ordinances, adopt policy, and authorize the expenditure of County funds.

### **IV. County Board and Committee Standards of Decorum and Conduct**

- A. The Lake County protocols and procedures for meetings have been established to promote that purpose by creating an efficient, effective forum and a positive and professional atmosphere within which the business of the County can be conducted. This shared purpose is acknowledged and affirmed, despite the possible divergent opinions of the individual Members of the Board. Civil discourse is only fostered if it is modeled by how County Board Members and staff behave toward one another and toward Members of the public.
- B. Chair: The Chair has the responsibility and authority to manage the order of the meeting. All Members must respect the decisions of the Chair, who will respectfully manage public comment.
- C. Civility: Board Members should always be respectful of each other, of staff, and of the public. All oral discourse should be polite and civil. Members should never be belligerent, impertinent, threatening or disparaging and when appropriate, should use titles when addressing others. In meetings, comments of a personal nature should be avoided.
- D. Preparation for Meetings: Board Members are to prepare for meetings in advance. When possible, background and informational questions should be addressed with staff members in advance of meetings and during working hours, rather than, during meetings, unless the answers to such questions will have an educational value of broad and general applicability. Thorough preparation improves focus on policy matters and fosters effective, efficient meetings.
- E. Focus on Business: Board Members should keep focus on the matters of business before them, keeping in mind the principal role of the Board is executory as policy makers rather

than as administrators. During meetings, avoid discussion of matters not relevant to pending business. Members should be respectful of the roles of others and should be good stewards of the time spent during official meetings.

- F. Respect for Staff: Board Members should be respectful in every contact and communication with staff, recognizing the scope and weight of the staff's duties and responsibilities. Positive interactions with others promote greater achievement.
- G. Respect for Speakers: Board Members should be fair, patient, and respectful of all individuals who speak before, or make presentations at public meetings or public hearings. No signs of partiality, prejudice or disrespect should be evident on the part of any individual Board Member. Full attention should be given to speaker/presenters and side conversations should be kept to a minimum, or not held at all. The Board Members should always be mindful that facial expressions and body language can be just as disrespectful as words. An important part of the democratic process is to model behavior that welcomes the public and provides them with an environment where they are heard.
- H. Use of Electronic Technology during Meetings: Electronic technology devices should be used by Board Members and staff judiciously and only for purposes related to the meeting at hand. The use of such devices for personal/family/work situations is understood and should be handled in a manner which is not disruptive to the conduct of business.

## **V. General Rules for Board Member Conduct**

### **A. Board Member Comments**

- 1. For each item on the agenda of a County Board or committee meeting and for each additional motion made at such a meeting:
  - a. Each Member may speak to such item or motion twice, for a maximum of five minutes each time, unless a time extension is granted by the Chair.
  - b. As a courtesy and to facilitate discussion and understanding, Board Members are encouraged to communicate any proposed changes or proposed amendments as early as possible prior to meetings; and to provide planned amendments in writing to the County Administrator's Office (CAO) in advance of the meeting the said amendment will be proposed. CAO will distribute any amendments to the Members. This will allow all Members to thoughtfully consider proposed language changes prior to voting.
- 2. For matters not on the County Board or committee meeting agenda:
  - a. A Member of the Board may address the County Board at any regular Board or committee meeting concerning any matter not on the agenda of such meeting but relating, or potentially relating, to County business, under Petitions, Correspondence, and Miscellaneous Business (Board meeting) or Member

Remarks (committee meeting) for a maximum of five minutes, unless a time extension is granted by the Chair.

- b. A Member may present any matter related to County Board business, and with the majority vote of the Lake County Board and committee, the matter shall be placed on the next agenda of the appropriate standing committee, except that, as provided in Section II.E., if a Member, upon motion duly made and seconded, proposes an amendment to these Rules, such proposed amendment shall be referred to the Rules Committee without the need for a vote.

**B. Other Activities as County Representative:**

1. Board Members may not act as or represent themselves as the official spokesperson or representative of the County at any meeting, event, or forum unless and except when authorized in advance to do so by the Board or Chair.

**C. Ex-parte Communications:**

1. Board Members should avoid commenting or taking a position on land use related issues or matters potentially involving litigation that are likely to come before the County Board. The Board should be mindful of its Core Values and rights of due process.

**D. County Staff:**

1. Board Members shall not direct staff in the conduct of the duties performed by staff. If a Board member wishes to discuss an operational or administrative matter, it should be discussed with a Department Head or the County Administrator.

**E. Employee Performance:**

1. Any concerns by Board Members regarding the behavior or performance of staff will be directed to the County Administrator privately and not shared in a public meeting or with anyone other than the Administrator, Chair or State's Attorney.

*This document is intended to serve as a set of guiding principles and recommended procedures for Board and Committee meetings and legislative functions. Nothing in this document is intended to create a legal entitlement for Staff or enforceable performance standards beyond what already exists in the County's Employee Handbook and individual department work rules. The Board and Chair are responsible for determining how best to interpret and implement these Protocols, which can be modified at any time without advance notice.*



## **APPENDIX I– EXPECTATIONS OF COUNTY STAFF**

### **I. Respect for the County Board:**

- A. Staff should give the proper respect for the functions and membership of the Board, recognizing the fiduciary duties and stewardship responsibilities borne by its Members.
- B. Staff should be open and forthright with the County Board about pending matters of policy and County administration. Board Members rely on the faithful counsel of the Staff.

### **II. Informed County Board:**

- A. The office of the Administrator and all other Departments and Elected Offices, as appropriate, should keep the Board informed on a timely basis regarding pending matters of policy and County administration.
- B. For each matter on which the Board must act following a hearing before a Board or Commission of the County, the Board will be provided with thorough information of the proceedings of that Board or Commission and any recommendation thereon. The report should include minority opinions, reports, and recommendations, if any. Good decision-making results from correct and timely information.

### **III. Impartiality:**

- A. Information that is provided to a Board Member in response to a request regarding pending matters of policy and administration should be made available to all Members of the Board so that all have equal access to relevant information.

### **IV. Responsiveness:**

- A. The Board relies on the staff to faithfully carry out County policy.
- B. Staff should be prompt and thorough in following directions of the Board and implementing policy decisions of the Board.
- C. Staff should act on such matters irrespective of personal opinions.

## **APPENDIX J – PARLIAMENTARY REFERENCES**

Parliamentary Procedure is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion. Parliamentary Procedure is important because it's a time-tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order newly revised is the basic handbook of operation for most clubs, organizations and other groups.

The method used by Members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual Members can make motions, second motions, debate motions and vote on motions:

### **I. The Four Basic Types of Motions**

- A. **Main Motions:** The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
- B. **Subsidiary Motions:** Their purpose is to change or affect how a main motion is handled and is voted on before a main motion.
- C. **Privileged Motions:** Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
- D. **Incidental Motions:** Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

### **II. Presenting of Motions**

- A. **To Obtain the floor.**
  - 1. Wait until the last speaker has finished and raise your hand and wait to be recognized by the Chair.
  - 2. If multiple Members wish to speak, the Chair will make a list and call on Members individually to address the Board.
- B. **Make Your Motion**
  - 1. Speak in a clear and concise manner.
  - 2. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ..."
  - 3. Focus on your subject matter and avoid comments of a personal nature.
- C. Another Member will second the motion or the Chair will call for a second.
- D. If there is no second to the motion, it is lost.
- E. The Chair states the motion placing the motion before the membership for consideration and action (i.e.: "It has been moved and seconded that we ...")

1. The membership then either debates the motion or may move directly to a vote.
  2. Once the motion is presented to the membership by the Chair, it becomes "assembly property" and cannot be changed by the original mover without the consent of the Members.
- F. Expanding on the motion
1. The time for to speak in favor of the motion is at this point in time, rather than at the time it is originally presented.
  2. The mover is allowed to speak first.
  3. All comments and debate must be directed to the Chair.
  4. Keep to the time limit for speaking that has been established.
  5. The mover may speak again only after other speakers are finished, unless called upon by the Chair.
- G. Putting the Question to the Membership
1. The Chair asks, "Is there any more discussion? Or, "Are you ready to vote on the question?"
  2. If there is no more discussion, a vote is taken.

### **III. Voting Specifics**

- A. Any Member may ask for a roll call vote on any agenda item.
- B. The Board may, by unanimous consent, group together two or more ordinances and resolutions for the purpose of taking a single vote. During the vote, a Board Member may vote "aye" or "nay" (55 ILC 5/2-1005).
- C. The Authorization of Previous Roll Call Vote with respect to any pending question, the Board, by unanimous consent, may authorize the Clerk to record the previous roll call vote taken at the same meeting as the roll call vote taken on the pending question when the previous roll call was unanimous. In such event, the Clerk shall record the ayes or nays from the previous roll call as the vote on such pending question with like effect as if such roll call had been taken on such pending question.

In addition, by unanimous consent, the Board may, when authorizing a previous roll call vote (1) authorize a Board Member who was absent when the previous roll call vote was taken to vote on the pending question without requiring a new roll call vote, (2) exclude the vote of a Board Member who is absent when leave for the previous roll call vote is requested on the pending question, and (3) authorize a Board Member who voted "aye" on the previous roll call vote to vote "nay" on the pending question and (4) authorize a Board Member who voted on the previous roll call to abstain on the pending question.

- D. In the event a Member believes that they has a conflict of interest on any matter before the Board requiring a vote, the Member shall (prior to any discussion of the issue) indicate to the board that a conflict exists, state the reason for the conflict and inform the board that they will be

abstaining from any discussion and vote on the matter. In matters not involving a conflict of interest, they may abstain without stating the reason.

#### **IV. Motions to Reconsider**

If a motion to reconsider is made, it must be made at the same meeting as the original vote. A motion to reconsider must be made by a Member who voted on the prevailing side. A motion to reconsider must be seconded and approved by a majority of the Members present. The vote on the matter to be reconsidered shall be taken only at the next regular succeeding meeting. No motion may be twice reconsidered.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temperature, etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question" or "I move to call the question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Only if original motion was datable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).

## **APPENDIX K - DEFINITIONS**

### **Constituent**

An individual, business or entity that resides or is located within the member's district.

### **Constituent Services**

Services which an elected official provides to constituents that may include specific casework, assistance with a government agency, liaison work between different government entities, or development of potential legislation.

### **Official County Business**

Activities that relate to the County's primary mission of providing quality public service, such as meeting and communicating with constituents regarding County operations, services, projects, programs and policies, and other matters pending before the Board or other government agencies.

### **Civility**

County Board Members should always be respectful of each other, of County Staff, and of the public. All discourse shall be polite and civil. Members shall not be belligerent, impertinent, threatening or disparaging. When appropriate, use titles when addressing others. During public meetings, comments not related to County business or of a personal nature are prohibited.

### **Public Body of Lake County Board**

For the purpose of the Lake County Rules of Order and Operational Procedures, public bodies of the Lake County Board are defined as the Lake County Board and its Committees: Law and Judicial, Health and Community Services, Legislative, Public Works, Planning and Transportation, Energy and Environment, Financial and Administrative, Rules, Diversity and Inclusion, Ethics and Oversight, and Committee of the Whole.

## APPENDIX L – RULES FOR VIRTUAL EXECUTIVE SESSION

**Overview:** Once the committee or Board approves going into executive session, Members will leave the main (virtual) meeting and join a new, separate virtual meeting (which is not broadcast to the public). The committee / Board will discuss all items in a single executive session. After the executive session discussion ends, Members will resume / rejoin the regular (virtual) meeting / broadcast and will vote on each individual action item after it returns to the regular meeting.

### **Process / Procedures:**

**WITH THE EXCEPTION OF THE VIRTUAL MEETING, ATTENDEES MUST ENSURE THEY CLOSE / TURN OFF ALL OTHER ELECTRONIC DEVICES AND APPLICATIONS (EMAIL, CELL PHONES, ETC.) AND KEEP THEIR CAMERA ON AT ALL TIMES.**

1. Prior to the start of the committee or Board meeting, Staff will provide Board Members and appropriate staff, with a new, separate invite for the virtual executive session portion of the meeting. This email / invite shall not be shared or forwarded.
2. Prior to entering into executive session, the Chair will clearly state all the exceptions and items for going into executive session.
3. The committee / Board will vote to go into executive session for the listed exceptions.
4. After an affirmative vote, Board Members and select staff will exit the regular (virtual) meeting and go to the new, separate executive session virtual meeting that is not open or broadcast to the public.
5. The executive session virtual meeting will be set up with an initial waiting room. All executive session attendees will initially go to this area until staff brings “cleared” individuals into the executive session.
6. All Board Members can attend entire executive session. The appropriate staff will be brought into the executive session from the waiting room only for the items they need to attend (and will exit when that item is complete).
7. At the start of the executive session all those in attendance will announce their presence. And, it will be stated for the record, whenever new attendees are admitted, or an attendee leaves the executive session.
8. All electronic devices and computer applications, with the exception of the virtual meeting, should be turned off and/or closed.
9. All executive session attendees are required to **attend by video** and be on camera for the entire executive session.
10. **Attendees MUST be alone in a room** (doors closed). Virtual backgrounds should be turned off. The Chair may ask any executive session attendee at any time to move their camera to show / confirm that the Member or Staff is alone in the room.
11. To minimize the risk of external individuals hearing any part of the executive session, **headphones are highly encouraged** instead of using an external speaker.
12. The meeting Secretary will be the only individual allowed to take written notes and / or record the session. Members and staff are prohibited from taking pictures of computer screens (screen captures), recordings, written notes, etc.
13. No committee / Board action is taken during executive session (except a vote to leave executive session).
14. Once all executive session discussion is complete and the committee / Board votes to leave executive session, each attendee will exit the executive session virtual meeting and rejoin the regular, open (virtual) meeting.

## **SUPPLEMENT A – DISCRETION: SELECTION OF APPOINTED OFFICIALS**

The Lake County Board appoints 280 people to over 60 boards, commissions and local units of government – over 20 of which have authority to levy property taxes, including:

- 8 drainage districts
- 3 sanitary districts
- 11 fire protection districts
- Numerous entities focusing on a wide-range of subject matters

The attached spreadsheet is a working document that identifies the Board and commission appointments. Please review and advise if you have questions and/or concerns with the information therein.

Most importantly, the spreadsheet shows the percentage of constituents from each county board district that comprises each appointed unit of local government. The percentages are now based on the overlap in population instead of the overlap in landmass that was previously used.

The purpose is to enhance Board Members' ability to oversee the appointments to boards that have a direct impact on their neighbors and communities. Additionally, this increases accountability for appointments that have a countywide reach by improving the process by which Board Members give input on appointments.

In order to accomplish this, a new reporting structure will be communicated to the appointees. The County Board Chair is the statutory appointing authority and, accordingly, appointees will continue to report to the County Board Chair. However, they will now report to the Chair through the local Board Member or pertinent Committee Chair as noted on the spreadsheet. This will not only increase accountability for appointees, but it also is likely to expose Members, and particularly Committee Chairs, to new issues and subject areas as well as the management of a 280-member volunteer group.

A new internal process will be implemented for advancing appointments and reappointments for Board consideration.

6. County Board Office staff will notify the local Board Member or pertinent Committee Chair at least two months prior to the expiration of an appointee's term so that the Member can either approve a reappointment or begin looking for a replacement.
7. The Board Member with the highest percentage of constituents within the appointed district will lead the process for appointments and reappointments and will seek the input of other Members who represent the districts.
8. If an appointee's term is expired for more than two months, the County Board Chair reserves the right to place an appointment of the Chair's choosing on the County Board agenda.



9. All appointed units of local government that have authority to levy property taxes are required by ordinance to submit annual financial reports to Lake County government. No appointments will be made for units that have not submitted its annual financial report.
10. County Board Office staff will provide Members with an updated copy of the spreadsheet periodically and Members can receive a copy upon request.
11. Congratulatory and thank you notes will continue to be processed promptly to ensure proper recognition is given to the appointees.

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