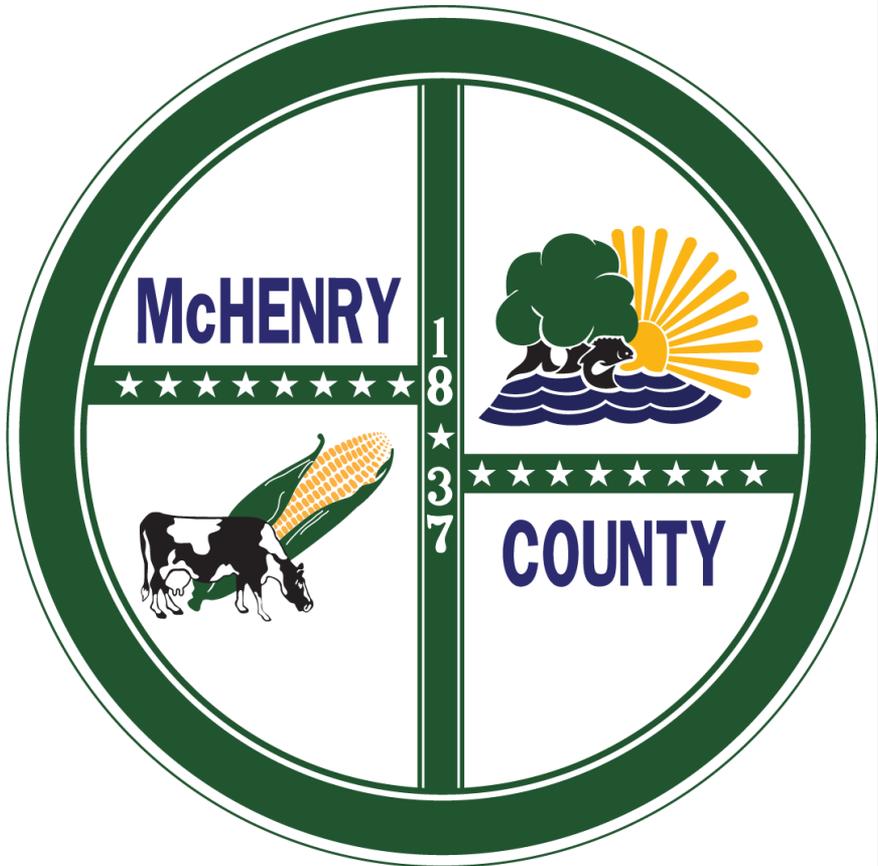


**MCHENRY COUNTY
BOARD RULES
May 1, 2015
Revised: July 7, 2015**



Adopted May 1, 2015 per Resolution R-201505-12-147
Revised July 7, 2015 per Resolution R-201507-12-214

TABLE OF CONTENTS

Preamble	
Section 1 County Board	1
Section 2 Rules	1
Article I: Officers, Members and Committees	1
Section 1 Chairman	1
Section 2 Vice-Chairman	2
Section 3 Standing Committees	3
3.1 Facilities Committee	3
3.2 Finance and Audit Committee	3
3.3 Human Resources	4
3.4 Law & Justice Committee	4
3.5 Legislative and Intergovernmental Affairs Committee	4
3.6 Liquor and License Committee	4
3.7 Management Services Committee	4
3.8 Natural and Environmental Resources Committee	5
3.9 Planning and Development Committee	5
3.10 Pollution Control Facility Committee	6
3.11 Public Health and Human Services Committee	6
3.12 Transportation Committee	6
Section 4 Ad Hoc Committees	9
Section 5 Compensation	9
Article II Meeting Procedures	10
Section 1 County Board Transition	10
1.1 Organizational Meeting	10
1.2 Committee on Committees	10
1.3 Seating Arrangement	11
Section 2 Meeting Schedules, Locations And Governance	11
2.1 Regular Meeting Schedule	11
2.2 Special Meetings	11
2.3 Emergency Meetings	12
2.4 Committee Of The Whole	12
2.5 OMA Requirements	12
2.6 Meeting Locations	12
2.7 Parliamentary	12
2.8 Recording and Photography	12
Section 3 Quorum and Attendance	13
3.1 Quorum	13
3.2 Remote Attendance Policy	13

Section 4	Order Of Business	13
Section 5	Member Participation	14
5.1	Recognition	14
5.2	Motions, Voting And Roll Call	15
Article III:	Procedure for Routine Business	16
Section 1	Public Comment	16
Section 2	Appointments	16
2.1	County Board Member Liaison Positions	17
2.2	Sheriff's Merit Commission Members	17
2.3	Removal	17
Section 3	Zoning Petitions	17
Section 4	Resolutions and Ordinances	19
Section 5	Minutes	22
Article IV:	Member Conduct	23
Section 1	Ethics And Conduct	23
1.1	Conflicts Of Interest	23
1.2	Interest In County Business	23
1.3	Gift Ban	23
1.4	Code of Honor	24
1.5	Confidential Information	24
1.6	County Owned Property	24
1.7	Campaign Ethics	24
Section 2	Requests for State's Attorney Opinion	24
Article V:	Miscellaneous	25
Section 1	Definitions	25
Section 2	Addendum to Appointments	25

MCHENRY COUNTY BOARD RULES
May 1, 2015

Preamble

1. COUNTY BOARD

The County of McHenry shall be governed by the McHenry County Board. The number of County Board members and how they are elected shall be determined by the County Board in accordance with Illinois law (55 ILCS 5/2-1001 et seq.).

2. RULES

All business of the County Board, its standing and special committees, and its members shall be in conformity with these rules. In the absence of a specific rule herein, Roberts Rules of Order Newly Revised (latest issue) shall govern. The rules of the County Board may be changed by a majority vote of the members of the County Board present. A written notice of any changes shall be presented to the County Board members at least fourteen (14) days prior to the consideration of any such changes by the County Board. Any rule may be suspended upon a favorable 2/3 vote of a majority of the County Board members present except Article III, Section 3 as it applies to zoning petitions. Any gender reference made in these rules should be interpreted to apply equally to both males and females. The words "shall," "must," and "will" as used in these rules are considered to be mandatory.

Article I Officers, Members and Committees

SECTION 1 CHAIRMAN

The Chairman shall preside at all meetings of the County Board. The Chairman will keep County Board members informed of all formal directive-related communications that he or she makes to non-governmental, as well as local, regional, state, and Federal government agencies, entities, or individuals so this may be provided at an upcoming board meeting, or as this occurs. The Chairman, pursuant to Section 3 of this Article, shall determine and establish the agenda for all regular meetings of the County Board after consulting with the Chairmen of the County Board's committees.

The Chairman may establish special committees and designate special assignments as deemed necessary. The Chairman serves as the Liquor

Commissioner of the unincorporated areas of McHenry County. The Chairman shall annually present the State of the County Address.

A vacancy in the office of the Chairman shall exist in the event of death or resignation by the Chairman. The resignation of the Chairman shall be submitted in writing and become effective and final upon receipt. In the event of a vacancy in the office of the Chairman, the Vice-Chairman shall serve as Chairman Pro Tem and shall have all powers normally afforded to the County Board Chairman to set into place the replacement of the Chairman pursuant to the procedure described in 10 ILCS 5/25-11. A vacancy in the office of Chairman shall not create a vacancy in the office of Vice Chair. Upon election or appointment of a new Chairman, the Vice-Chairman shall resume the office of Vice-Chairman for the remainder of his or her term.

SECTION 2 VICE-CHAIRMAN

A Vice-Chairman shall be elected biennially by a majority vote of the members present by a roll call vote at the Organizational Meeting of the McHenry County Board to be held on the first Monday of December of each even-numbered year. The Vice-Chairman shall hold said position for a term of two (2) years. The Vice-Chairman shall preside at any meeting of the County Board where the Chairman is absent.

In the absence of the Chairman or in event of a declared emergency, the Emergency Interim Executive Succession Act and County Resolution R-9104-1200-66 provides for the designation of certain officers of McHenry County Board in the following priority: in the absence of the Chairman, the Emergency Interim Successors to the Chairman shall be as follows: the Vice-Chairman of the County Board, the Chairman of the Law and Justice Committee, the Chairman of the Finance and Audit Committee, the Chairman of the Public Health and Human Services Committee, the Chairman of the Transportation Committee and the Chairman of the Management Services Committee.

No more than 30 days after a vacancy in the office of Vice-Chairman occurs, a special meeting of the County Board shall be called to elect a new Vice-Chairman. The time and location of this special meeting shall be decided by a majority of the members of the County Board placing their signatures on a petition presented to the County Administrator stating the time, location and purpose of the special meeting. Notice of this special meeting shall be posted at least 48 hours prior to the commencement of the meeting. The process for electing a new Vice-Chairman at this special meeting shall be the same as the process followed at the organizational

meeting as found in Article II Section 1.1. If the member vacating the position of Vice-Chairman remains a member of the board, such member shall be given a vote to elect the new Vice-Chairman. If the member vacating the position of Vice-Chairman simultaneously vacates their member position, the special meeting to elect a new Vice-Chairman may proceed with or without that member's replacement.

SECTION 3 STANDING COMMITTEES

The role of each standing committee is to address the issue as it pertains to their Committee, not to debate the merit of the issue as a whole. This debate is to occur on the County Board floor. There shall be the following Standing Committees of the County Board with specific agency jurisdiction and stewardship/ liaison responsibilities as cited hereinafter:

3.1 FACILITIES COMMITTEE (seven (7) members). Stewardship/li-
a-
l-
a-
i-
o-
n for matters pertaining to construction, remodeling, maintaining and
improving County owned facilities. Departments and Agencies reporting
to this Committee: Facilities Management, Public Building Commission.

The Facilities Committee reviews, recommends, monitors and provides oversight for construction projects and capital improvements to County owned or leased facilities and properties. This Committee is actively involved in the monitoring construction projects and contracts to ensure that projects adhere to authorized budgets, timelines and key performance benchmarks and considers change orders as may be required or appropriate. In addition, the Facilities Committee reviews options and makes recommendations regarding future facility and space needs. The Facilities Committee also provides general oversight to matters related to routine and non-routine maintenance of County facilities, grounds and systems.

3.2 FINANCE AND AUDIT COMMITTEE (seven (7) members).
Agencies of the: Auditor; County Clerk; Treasurer; Board of Review; Su-
pervisor of Assessments; and Associate County Administrator - Finance.

Stewardship / liaison for matters pertaining to: the annual budget process (including presentation of the annual appropriation and levy ordinances); financial reporting: loan fund activities; and conduct of the public audit; McHenry County Economic Development Corporation (MCEDC); and Visit McHenry County.

The Finance and Audit Committee analyzes and monitors the financial position of the County. The Committee reviews and the annual budget policy and proposed budget; approves all financial resolutions from departments;

reviews and approves McHenry County Loan fund requests; reviews internal and external audits and assists Administration with maintaining the financial strength of the County.

3.3 HUMAN RESOURCES (seven (7) members). Agencies of McHenry County Human Resources.

Stewardship / liaison for matters pertaining to: the overall management of McHenry County Human Resources and collective bargaining.

3.4 LAW & JUSTICE COMMITTEE (7 members). Agencies of the Circuit Court Clerk; Courts (including Court Administrator, Jury Commission, and the Law Library); Public Defender; State's Attorney; Court Services; Sheriff; Emergency Management Agency (EMA); Coroner; Fox Waterway Agency (FWA); and Merit Commission.

Stewardship / liaison for matters pertaining to: ETSB (E-9-1-1); applicable fire protection districts; Local Emergency Planning Committee; and the betterment of public safety.

The Law and Justice Committee recommends appointments to several fire protection districts; reviews expenditures over \$20,000, grants, contracts and annual budgets for the State's Attorney Office, Public Defender, Courts, Coroner, EMS, Sheriff and Circuit Clerk; reviews collective bargaining agreements for the Coroner, Sheriff and Clerk as needed.

3.5 LEGISLATIVE AND INTERGOVERNMENTAL AFFAIRS COMMITTEE (seven (7) members).

Stewardship / liaison for matters pertaining to: the legislative processes at the State and Federal level which affects McHenry County; foster environment where intergovernmental relation and communication is prioritized; coordinate with the Management Services Committee and oversee County communication program with residents.

3.6 LIQUOR AND LICENSE COMMITTEE (seven (7) members). (Appointed by the Liquor Commissioner). Manage all aspects of enforcing the McHenry County Liquor Control Ordinance, Coin-operated Amusement Device Ordinance; and Raffle Ordinance.

3.7 MANAGEMENT SERVICES COMMITTEE (seven (7) members). Agencies of the: County Administrator; County Board; McHenry County Council of Governments.

Stewardship / liaison for matters pertaining to the: County Recorder; Purchasing; Information Technology; Administration; coordinate with the Legislative and Intergovernmental Affairs Committee and oversee County communication program with residents.

The Management Services Committee attends to suggested changes to Human Resources as it pertains to the liaison departments, reviews the Purchasing Ordinance, IT(generally), technical maintenance contracts, County liability insurance programs, building security (except for the Government Center) and investigates new technology opportunities.

3.8 NATURAL AND ENVIRONMENTAL RESOURCES COMMITTEE (seven (7) members). Stewardship for matters pertaining to environmental and agricultural issues/concerns.

NERC attends to matters pertaining to the: McHenry County Conservation District (MCCD); Northwest Water Planning Alliance, Stormwater Management Commission; Groundwater; McHenry County Soil and Water Conservation District; Solid Waste Management; Fox Waterway Agency; Illinois and Federal Environmental Protection Agencies; Illinois and United States Department of Agriculture (USDA); Agricultural Conservation Easement and Farmland Protection Commission; applicable drainage districts; Natural Hazard Mitigation Plan; Environmental Health Advisory Committee; Environmental / Resource Conservation activities including Internal Facility Operations and External Leadership.

3.9 PLANNING AND DEVELOPMENT COMMITTEE (seven (7) members). Agencies of: Planning and Development Department and the Zoning Board of Appeals.

Stewardship / liaison for matters pertaining to the: Regional Planning Commission; Chicago Metropolitan Agency for Planning (CMAP); Historic Preservation Committee; facility planning areas; Community Development Block Grant.

The Planning and Development Committee recommends appointments to the Housing Commission, Community Development Block Grant Commission, ZBA and Historic Preservation Commission. The Committee reviews and recommends revisions to building and development ordinances including the UDO, energy Codes, building codes, and plumbing codes. The P&D Committee attends to policy matters related personnel, permitting, process, and flow for the Planning and Development Department. Committee reviews zoning map amendments and resolutions related to CDBG, Housing Commission and Historic Preservation.

3.10 POLLUTION CONTROL FACILITY COMMITTEE (seven (7) members). To meet as called by the Chairman of the McHenry County Board in accordance with the McHenry County Regional Pollution Control Facility Siting Ordinance.

3.11 PUBLIC HEALTH AND HUMAN SERVICES COMMITTEE (seven (7) members). Agencies of the: Board of Health (Health Department); Regional Superintendent of Schools; Valley Hi; Veterans Assistance; 708 Mental Health Board, Workforce Investment Board, and Senior Services Grant Commission.

Stewardship / liaison for matters pertaining to the budget, expenditures, and new revenues received through grants for: Board of Health, Mental Health Board, Regional Office of Education, Valley Hi Operating Board, Veterans' Assistance Commission, Senior Services Grant Commission; TB Board, Workforce Network and the Workforce Investment Board.

This Committee recommends appointments to the Board of Health, Mental Health Board, McHenry County Housing Authority Board, Valley Hi Operating Board, TB Board and Senior Services Grant Commission.

3.12 TRANSPORTATION COMMITTEE (seven (7) members). Agencies of: McHenry County Division of Transportation.

Stewardship / liaison for matters pertaining to the: township road districts; CMAP; IDOT; RTA; METRA; PACE; Illinois Department of Aviation; and all other relevant transportation agencies.

The Transportation Committee annually reviews and updates the County's five year transportation plan to identify near term transportation priorities and funding sources for the County. The Committee reviews and updates as necessary all MCDOT ordinances and policies such as the Access Management Ordinance and speed limit policies. The Transportation Committee oversees the maintenance and preservation of all McHenry County Division of Transportation assets (pavement, storm sewers, rights of way and equipment).

The following Rules shall apply to the operation of all standing committees unless specifically noted to the contrary under a given committee's duties. Standing committees shall follow County Board Rules to the extent applicable, to wit:

3.13 Standing committee appointments shall be for two (2) years. New members of the County Board shall be given temporary assignments to standing committees by the County Board Chairman at the Organizational Meeting.

3.14 The County Board Chairman may at any time, initiate changes to standing committee assignments including changes to the Chair and Vice-Chair positions of standing committees. All County Board Members must be noticed in writing of any such proposed changes within 5 days of the County Board Meeting when a vote will be taken in relation to said change. Changes to standing committee assignments initiated by the County Board Chairman must be approved by a vote of a simple majority of all County Board Members present. This rule shall not apply to removal of standing committee members pursuant to Section 3.16 of this Article.

3.15 Standing committee members may request at any time, to change committee assignments. Such requests must be in writing, stating the purpose for the requested change, and submitted to the County Board Chairman. From the date of receipt for any requested change, the County Board Chairman shall have 14 days to seek an adequate replacement to be assigned to the vacated seat. If the County Board Chairman is able to find an adequate replacement for the standing committee, the County Board Chairman shall place the requested change on the next regularly scheduled County Board agenda. Voluntary changes to standing committees shall be approved by a majority of the members present.

3.16 Unless excused by the standing committee Chairman or the County Board Chairman, any County Board member failing to attend four (4) consecutive meetings of a standing committee to which they have been assigned may be removed from said committee by the County Board Chairman.

3.17 Standing committee meetings shall be called by:

- A. The Committee Chairman;
- B. The County Board Chairman;
- C. The McHenry County Board; or
- D. A majority of the members of the standing committee.

3.18 To the extent practical, each County Board District shall be equitably represented on each standing committee. No more than two (2) members from a single County Board District shall sit on a standing committee.

3.19 On any seven (7) member standing committee, the County Board Chairman shall retain at least three (3) current members of that standing committee whenever possible.

3.20 Joint standing committee meetings are encouraged when major issues affecting more than one (1) standing committee are to be discussed. In addition to the Open Meetings Act notification, a memorandum advising of these meetings may be provided to all County Board members.

3.21 Chairmanship and Vice-Chairmanship of standing committees shall be determined after each general election.

3.22 To the extent practical, the person designated as Chairman of a standing committee shall have served as a member of that standing committee in the prior year.

3.23 All Chairmen shall vote last on all motions coming before a standing committee.

3.24 The Chairman of the standing committee, in cooperation with the County Administrator and relevant staff, shall be responsible for developing the agenda for each standing committee meeting.

3.25 The Chairman of any standing committee, with the approval of the majority of the members of said committee and the County Board Chairman, may designate a sub-committee of one (1) or more members to conduct a specific duty for the standing committee.

3.26 In the absence of the Chairman, the Vice-Chairman of the standing committee shall serve in the Chairman's stead. In the absence of the Chairman and Vice-Chairman of the standing committee, a temporary Chairman shall be selected by the majority of those members present.

3.27 Chairmen are encouraged to fully inform standing committee members (and other County Board members and appropriate staff) of important and/or controversial issues which may be discussed at their meetings.

3.28 The Chairman of a standing committee, by affixing his/her signature as the last on the attendance sheet, certifies that those members signing the sheet were present and participating in at least the majority of such meeting.

It shall be the duty of each standing committee to:

- 3.29 Assist in determining the budget of its liaison departments.
- 3.30 Periodically review the status of the budget of its liaison departments and make recommendations to the Finance and Audit Committee, as appropriate.
- 3.31 Make recommendations to the full County Board as part of the monthly County Board meeting agenda. Said agenda shall be delivered to the County Board members five (5) calendar days preceding the meeting. Any exception to this must be approved by the County Board Chairman.
- 3.32 Assist its liaison departments in intergovernmental relationships with Federal, state and local agencies, as requested.
- 3.33 Review the policies and operations of its liaison departments and make recommendations as it deems appropriate.
- 3.34 Make prompt recommendations to any other standing committee on matters of mutual interest.
- 3.35 Direct to the attention of the County Administrator all matters relating to legislation.
- 3.36 Approve intra-fund line item transfers for the liaison departments.
- 3.37 Approval of all matters expending funds on a roll call vote.

SECTION 4 AD HOC COMMITTEES

The Chairman of the County Board shall have the power to establish ad hoc committees for special projects. Such committees will exist for the life of the project.

SECTION 5 COMPENSATION

In accordance with the McHenry County Budget Policy, the setting of salaries for the new terms of Elected Officials must be completed during the budget process in the fiscal year prior to the fiscal year the office/term expires (R-201006-12-148). The new salaries to be set are to be approved by the liaison committee, the Human Resources Committee, the Finance and Audit Committee and the full County Board (R-201006-12-148).

The following travel rules shall apply to all County Board members:

5.1 Mileage, upon request, shall be reimbursed to all members for use of their personally-owned vehicles to attend assigned meetings and such other County business functions and events as are appropriately approved by the County Board Chairman or the applicable standing committee chairman. Mileage shall be reimbursed at a rate established by the McHenry County Budget Policy.

5.2 County Board members' attendance on official business for the County of McHenry including attendance at a public hearing, seminar, workshop, symposium, conference, or any such meeting in or out of the County, or expenses incurred for County Board business shall be paid by the members' expense account which shall not exceed \$1,000 per calendar year. If the expense is outside of the \$1,000 expense account, it must have the approval of the County Board Chairman. Any expense shall be processed pursuant to the McHenry County Travel and Business Expense Policy.

5.3 County Board member expenses can be signed off by the County Board Chairman, the County Administrator, or the Associate County Administrator – Finance. The County Board Chairman's expenses are to be approved by the County Administrator or the Associate County Administrator – Finance.

5.4 Reimbursement for expenses incurred by County Board members for approved trips on County business under this rule, and not otherwise reimbursed, shall be processed pursuant to the McHenry County Travel and Business Expense Policy.

Article II Meeting Procedures

SECTION 1 COUNTY BOARD TRANSITION

1.1 Organizational Meeting: The Organizational Meeting of the County Board shall be held on the first Monday of December of each even numbered year. The Chief Circuit Judge of the Twenty Second Circuit Court or a judicial designee shall administer the oath of office to newly elected Board Members.

1.2. Committee on Committees: At the Organizational Meeting, each County Board District shall, in open session and in sequential order by district, select one member to represent their district on the Committee on Committees. In the event of a tie, the most senior member shall prevail.

In the event the seniority is equal (as determined by total years of service), a coin toss shall break the tie. The Committee shall be comprised of one (1) member from each County Board District and chaired by the County Board Chairman (who shall be a voting member).

Following the Organizational meeting, the Committee on Committees shall meet to make recommendations to the County Board on committee membership, chair, and vice chairman assignments. To the extent practical, the Chairman of a standing committee shall have served as a member of that standing committee in the prior year.

The Committee on Committee shall cease to exist following the approval of the standing committee assignments by the full County Board.

1.3 Seating Arrangement: The following process will be used to determine seating placement during the Organizational Meeting. First, all Board members should not sit next to another Board member from the same district to the extent possible. If more than one Board member wants the same seat then the member with the most seniority will be given the seat or if the seniority is the same, then the seat is determined by drawing lots. Secondly, any Board member who requires a particular seating due to a disability as defined in the Americans with Disabilities Act, shall receive reasonable accommodation. Third, all former Board members have the chance to change seats if the seat they desire is vacant. Fourth, new Board members will be seated in any vacant seats. Lastly, two Board members can change their seats by mutual agreement if the exchange does not violate the above rules.

SECTION 2 MEETING SCHEDULES, LOCATIONS AND GOVERNANCE

2.1 Regular Meeting Schedule: Regular meetings of the County Board shall be held on the first Tuesday of each month at 9:00 a.m. and the third Tuesday at 7:00 p.m. of each month unless different times have been established in advance.

2.2 Special Meetings: Special meetings of the board shall be held only when requested by at least one-third of the members of the board. Such request shall be in writing, addressed to the McHenry County Clerk, specifying the items to be considered, the time and place of such meeting, upon receipt of which the Clerk shall immediately transmit notice, in writing, of such meeting to each of the members of the County Board. Public notice of any special meeting must be given at least 48 hours in advance.

2.3 Emergency Meetings: In the event of a bona fide emergency, an emergency meeting of the County Board may be called by the Chairman at his/her discretion. Notice of an emergency meeting shall be given as soon as practicable.

2.4 Committee of the Whole: The County Board shall meet as a Committee of the Whole as called by the Chairman of the County Board.

NOTE: No official action may be taken at Committee of the Whole meetings.

2.5 OMA Requirements: The County Board, standing committees, and all special committees, commissions, and other boards falling under its jurisdiction shall comply with all tenets of the Illinois Open Meetings Act (5 ILCS120/2 et. seq.) as may be amended from time to time. More than forty-eight (48) hours prior to any regular meeting, the final agenda must be noticed and posted in compliance with the Illinois Open Meetings Act. Once the final agenda has been posted, no changes may be made to any agenda item at the corresponding meeting. At said meeting, a board member wishing to remove an item for consideration from the agenda may do so by making one of the following motions: to postpone to a date certain (majority of members present), to refer back to committee (majority of members present), to postpone indefinitely (2/3 of the members present). Pursuant to the Illinois Open Meetings Act, an action item cannot be added to the agenda at any time within the forty-eight hour notice and posting requirement.

2.6 Meeting Locations: Regular and special meetings of the County Board may be held in any public building located within the County of McHenry. If the building is other than the McHenry County Administration Building, notice of the building selected for the meeting shall be provided in writing by the Chairman of the County Board to each member of the County Board at least five (5) days prior to said meeting. (55 ILCS 5/2 - 1001).

2.7 Parliamentarian: The Chairman shall designate a parliamentarian who shall not be a member of the County Board. The parliamentarian shall advise the County Board on any rule when called upon by the County Board Chairman. The Chairman shall then rule.

2.8 Recording and Photography: Only non-flash photography is allowed. If the manner of photography is disruptive to the meeting, as construed by the Chairman in their sole discretion, the Chairman may stop the meeting and ask photographer to cease. If it continues, photographer may be escorted out of the room by staff or security.

SECTION 3 QUORUM AND ATTENDANCE

3.1 Quorum: The majority of the members of the County Board, thirteen (13), shall constitute a quorum for the transaction of business. If at any time during a regular, recessed, special meeting, or emergency meeting of the County Board, the number of members present falls below thirteen (13), the meeting shall cease until such time as a quorum is present. The majority of the members of each standing and special committee shall constitute a quorum for the transaction of business of said committees. If a quorum is lost, the meeting shall cease until such time as a quorum is present.

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

SECTION 4 ORDER OF BUSINESS

County Board Meetings shall be called to order promptly at 9:00 a.m. (for any day meeting) or 7:00 p.m. (for any evening meeting), unless different times have been determined in advance. The order of business for regular meetings of the County Board shall be:

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. INVOCATION OR PERSONAL REMARKS
4. INTRODUCTORY ROLL CALL
5. ADOPT THE AGENDA
6. APPROVAL OF MINUTES OF PREVIOUS MEETING
7. CHAIRMAN'S REMARKS / REPORT
8. MEMBERS COMMENTS
9. SPECIAL RECOGNITION / REPORTS / PRESENTATIONS
10. ZONING PETITIONS (3rd Tuesday of each month)
- 11.1 ZONING CONSENT AGENDA
- 11.2 ZONING REGULAR AGENDA

- 11.3 ZONING UNFINISHED BUSINESS
- 12. PLATS
- 13. PUBLIC COMMENT
- 14. NEW AND UNFINISHED BUSINESS
- 15. APPOINTMENTS
- 16. STANDING COMMITTEE CHAIRMAN UPDATES /
LIAISON REPORTS
- 17. ROUTINE CONSENT AGENDA
- 18. ORDINANCES (FOR REVIEW AND ACTION)
- 19. ADMINISTRATOR'S REPORT
- 20. EXECUTIVE SESSION (IF NECESSARY)
- 21. ADJOURNMENT

All questions regarding the order and/or priority of business shall be decided by the Chairman, unless otherwise determined by the County Board. The Chairman shall maintain order and decide all questions of order, subject to an appeal of the Chairman. In discussions the Chairman shall confine members to the matters under consideration. Breaks and/or recesses may be called at the discretion of the Chairman.

SECTION 5 MEMBER PARTICIPATION

5.1 Recognition: Each County Board member shall have the privilege of the floor upon seeking and receiving recognition by the Chairman. When two or more County Board members have sought the privilege of the floor simultaneously, the Chairman shall determine the order of recognition excepting that, on standing committee reports, the standing committee chairman, or a designee of said standing committee, shall have priority. No County Board member shall be interrupted when speaking except:

- A. By a call to order of the Chairman;
- B. By an objection to the introduction of a question;
- C. By a point of order;
- D. By a question of privilege; or
- E. By a parliamentary inquiry.

5.2 Motions, Voting and Roll Call:

- A. Motions shall be stated by the mover by stating “I move...” No motion shall be debated before it has received a second. The Chairman or Vice-Chairman of the Liaison Committee shall bring forth motions coming out of their committee.
- B. The roll call shall be made in alphabetical order and shall be advanced one (1) name each meeting with the County Board Chairman being last.
- C. A roll call vote shall be used for the following matters:
 - 1. Attendance
 - 2. Zoning Matters and Plats
 - 3. Appointments
 - 4. Routine Consent Agenda Approval
 - 5. Items Requiring the Expenditure of Funds
 - 6. Ordinances for Action
 - 7. Motions to Enter Executive Session
- D. A roll call vote on any question may be requested by any member. When called upon by the County Clerk, a member shall respond “Yes,” “No” or “Abstain.”
- E. An abstention vote shall not be considered a vote in the affirmative or the negative, but the number of members present shall not change for the purposes of determining the number of affirmative votes needed for approval of any item. For example, if 24 members are present at the meeting, and 5 members abstain from voting on a given item, 13 “yes” votes will still be required for an item needing a majority of the members present to pass. There shall be no absentee or proxy voting on any question except as provided in the Remote Attendance Policy.
- F. If a member leaves the room for any reason when there is a motion on the floor, the number of members present shall be the number counted for the vote in terms of a quorum needed. If a member returns before the Chairman declares the outcome of the vote, the member shall have an opportunity to cast a vote.

- G. When a motion is made, the names of the moving and seconding members shall be entered in the minutes along with the result of the vote.
- H. If a motion fails to receive a second that motion shall be entered into the minutes with a notation "motion failed for lack of a second."

Article III Procedure for Routine Business

SECTION 1 PUBLIC COMMENT

Public comment is a vital component to the democratic process. To give everyone an opportunity to address the County Board that desires to, the following guidelines apply:

1.1 Statements voluntarily given at the invitation of the County Board during the County Board meeting described as "Public Comment" are accepted as an opportunity by the public to directly address the County Board. If comments are given regarding a zoning petition, the County Board may consider the arguments persuasive, but the County Board should base its decision on the evidence presented at the Zoning Board of Appeals.

1.2 Persons addressing the Board are encouraged to refrain from statements or conduct that is uncivil, rude, vulgar, profane or otherwise disruptive to the conduct of the Board's business.

1.3 Any person wishing to address the County Board on any question shall be provided not more than three (3) minutes at the time allotted for public comment. The total time allotted for public comment shall not exceed thirty (30) minutes, unless extended by County Board action.

SECTION 2 APPOINTMENTS

Appointments to all special committees, boards, commissions, districts, and authorities will be presented to the County Board by the Chairman, as per addendum guidelines in Article V, Section 2. The recommended nominee shall be appointed if approved by a majority of the County Board members present. All County Board members shall be notified of the name of the individual being presented for appointment or reappointment at least five (5) business days prior to the voting meeting at which the County Board will consider such approval.

2.1 County Board Member Liaison Positions

County Board Member liaison positions shall be recommended for appointment by the Chairman within 60 days of the organizational meeting. The County Board Chairman may remove a County Board member from an appointed liaison position and name a replacement subject to approval of a majority of all County Board members.

2.2 Sheriff's Merit Commission Members

Members of the Sheriff's Merit Commission shall be appointed by the McHenry County Sheriff with the approval of a majority of the members of the full County Board (thirteen members). A nominee for membership on the Sheriff's Merit Commission shall originate with the McHenry County Sheriff through his submission of the name of his designated nominee to the Chairman of the County Board. The Chairman shall present the name submitted by the Sheriff to the County Board.

2.3 Removal

The terms of the relevant state statute or county ordinance shall apply with respect to the removal of members from any of the above-mentioned boards and commissions. When the law allows, appointees may have their appointment revoked by the Chairman of the County Board after missing four (4) consecutive unexcused meetings of any committee, board, or commission.

SECTION 3 ZONING PETITIONS

All zoning petitions must be approved or denied within one hundred eighty (180) days of the close of the public hearing, unless an extension of time has been authorized by the County Board. Any application not voted on within one hundred eighty (180) days and any extension of time authorized by the County Board, shall be deemed denied.

Upon receipt of the Zoning Board of Appeals Voting Report, Ordinance, and Plan Review Report from staff, the County Administrator shall deliver copies of such to each County Board member no later than five (5) calendar days in advance of the next meeting of the County Board. The Ordinance shall be voted on by the County Board at said meeting, unless continued to a date certain by a majority vote of the members present.

A petitioner may request that his or her petition be continued to a date certain any time prior to final action of the County Board by notifying the County Board Chairman or Planning and Development Committee Chairman. Continuance of a petition at the request of the petitioner does not require a vote by the County Board, nor is it limited to a single continuance,

provided such continuance does not extend the vote by the County Board to a date past one hundred eighty (180) days after the close of the public hearing. Any request for a continuance extending the County Board vote to a date past one hundred eighty (180) days after the close of the public hearing shall only be granted by a majority vote of the members present.

A petitioner may withdraw the petition at any time prior to final action of the County Board by making a written request to the County Administrator. Such a withdrawal is not to be construed as a continuance or postponement.

The Chairman of the Planning and Development Committee shall present the petition to the County Board in the form of an affirmative motion for purposes of discussion. The Chairman of the Planning and Development Committee may speak on either side of the motion. If a recommendation to “deny” or “no recommendation” is forwarded by the Zoning Board of Appeals, the Chairman of the Planning and Development Committee shall so state.

All motions on zoning petitions shall be made in the affirmative. (A “yes” vote is a vote to approve, regardless of the Zoning Board of Appeals or Hearing Officer recommendation.) A zoning petition shall be approved if it obtains the required number of affirmative (“yes”) votes as indicated below:

- **Variations:** approval requires a **simple majority** of County Board members present.
 - Approval will require $\frac{3}{4}$ **majority** of the full County Board (18 “yes” votes) if:
 - the Zoning Board of Appeals Officer recommended denial; or
 - the petition did not get at least five (5) aye votes from the Zoning Board of Appeals; or
 - the Township Plan Commission objects and the Township Board of Trustees submits a written objection. (A municipal objection does not require a super majority to approve.)
- **Conditional Use Permits:** approval requires a **simple majority** of County Board members present.
- **Zoning Map (Reclassification) or Text Amendment:** approval requires a **majority of the full County Board** thirteen (13) “yes”

votes, regardless of the number of County Board members present).

- Approval will require $\frac{3}{4}$ majority of the full County Board (eighteen (18) “yes” votes) if:
 - at least 20% of land owners of the land to be rezoned file a written protest; or
 - the owners of land from at least 20% of the perimeter of the land to be rezoned file a written protest; or
 - a municipality that is located within 1.5 miles of the subject property files a written objection; or
 - at least 5% of the landowners of the County (approximately 16,000) file a written protest; or
 - a Township Plan Commission objects and the Township Board of Trustees submits a written objection, and
 - all written protests shall be filed with the County Clerk no less than 24 hours before the County Board meeting.

A zoning petition is denied if it fails to obtain the required number of affirmative votes, as indicated above.

If comments are given regarding a zoning petition, the County Board may consider the arguments, but the County Board should base its decision on the evidence presented during the public hearing.

Zoning petition votes by the County Board may not be reconsidered or rescinded and this rule may not be suspended by the County Board.

SECTION 4 RESOLUTIONS AND ORDINANCES

Resolutions

4.1 Resolutions shall originate from the County Board Chair, the County Administrator, or the Committee Chairperson and shall be brought before the proper committees for study and recommendation prior to being considered by the County Board.

4.2 A committee member wishing to propose a resolution or other matter must do so first in discussion at a regularly scheduled meeting of the Committee. If the Committee Chair determines that a majority of the Committee wants to consider a proposed resolution, then the Chair shall

cause to be placed a resolution addressing said matter on the agenda of the next regularly scheduled Committee meeting.

4.3 All resolutions must be submitted to County Administration five (5) business days prior to a Committee meeting so it can be included in the agenda in the amount of time required by the Illinois Open Meetings Act. All resolutions must be accompanied by an informational memorandum and any other supporting documents necessary for the consideration of the item.

4.4 The County Administrator shall determine the appropriate Committee(s) to review a resolution or other matter. The reviewing Committee or County Board may, by a majority vote, refer the resolution or matter to another Committee for further review, study and / or recommendation.

4.5 Resolutions approved by a majority of the Committee members present at any required Committee shall advance to the full County Board meeting and shall be listed under the "Consent Agenda" portion of the agenda.

4.6 Resolutions failing to receive a favorable vote of the majority of Committee members present at any required Committee shall advance to the County Board meeting and be considered under the "New Business" section of the agenda.

4.7 Resolutions, except for emergency appropriations, budget line item transfers, street vacations, and other matter required by law to be approved by a greater number of board members, shall be approved by a majority vote of members present.

Ordinances and Amendments to Ordinances

4.8 Ordinances and their amendments shall follow the same process prescribed for resolutions in Rules 4.1 through 4.6.

4.9 All ordinances and their amendments subject to a 30-day review period as explained in Rule 14.10 shall be submitted to the State's Attorney's Office for review prior to being placed on the County Board agenda.

4.10 30 Day Review: An ordinance or amendment approved by a committee and reviewed by the State's Attorney's Office shall appear first on a County Board agenda under "30 Day Review." No action shall be taken on an ordinance or amendment which appears under the "30 Day Review" portion of the agenda except a motion to refer to committee, postpone indefinitely, or waive 30 day review for emergency circumstances. During

30 day review no action, with the exception of amendments made at a special County Board meeting called for the specific purpose of making amendments to the proposed ordinance or amendments, shall be taken. Ordinances subject to 30 day review shall appear under “Ordinances for Action” on the agenda for the second regular meeting after the meeting at which the ordinance first appeared under “30 Day Review,” regardless of whether or not 30 calendar days have passed.

- 4.11 The following items shall be exempt from 30 Day Review:
- Zoning Matters (With the exception of text amendments to the Unified Development Ordinance)
 - Plat Approval Matters
 - Transportation Ordinances considered under the consent agenda
 - Annual Budget/Appropriation Ordinance
 - Annual Levy Ordinance

4.12 The County Board may, by majority vote of the members present, waive the 30 day review period and act upon an Ordinance at its first appearance on a County Board agenda.

4.13 Ordinances shall be adopted via a simple majority of the members present unless otherwise prescribed by law.

4.14 The effective date for all resolutions and ordinances passed by the County Board shall be the date on which the resolution or ordinance was passed or approved by the County Board unless specifically stated as otherwise in the resolution or ordinance.

4.15 In place of an oral reading of the entire resolution or ordinance, it shall suffice to present in writing a synopsis of the resolution or ordinance, unless a full reading is requested by a majority of the County Board.

4.16 By majority vote of the County Board members present, immediate action may be taken on proposals of an urgent nature. All votes on resolutions, ordinances, and policies shall require a majority vote of the County Board members present, except when otherwise required by state or local law.

4.17 All Resolutions requesting approval for street vacations shall require a two-thirds vote (16) of the members of the County Board (55 ILCS 5/5 - 1036).

4.18 All increases in budget line items after the budget has passed (referred to as emergency appropriations) shall require a two-thirds vote (16) of the members of the County Board (55 ILCS 5/6 - 1003) and shall be so noted on the County Board consent agenda.

4.19 In those instances where the County Board, its standing committees, or its special committees conduct a public hearing, the relevant Chairman may request a court reporter to be in attendance for the purpose of making a record of the proceedings.

SECTION 5 MINUTES

Minutes for Committee and County Board meetings shall provide the following:

1. Shall show all Members as present or absent.
2. Shall show Public Comment, Chairman's Report, and Presentations by all other persons.
3. Shall show all action taken by the committee and agenda items discussed.
4. Shall show the vote of each Member on roll call votes.
5. Shall reflect the names of Members not present at the time of any vote.
6. Shall show the reason for closed session and the vote of each Member on whether to go into closed session and to go out of closed session (Open Meetings Act).
7. Shall indicate when a Member of a committee is absent due to other official County business.
8. If open, approved minutes shall be available through the County Clerk's office and on the Internet via the McHenry County website.
9. If open, approved minutes shall include a summary of all discussion.

10. For closed meetings and for closed sessions of open meetings, disclosure of minutes shall comply with the Open Meetings Act.

If a member wishes to have a statement or information included in the minutes, they are to specifically request it be incorporated into the record.

Article IV Member Conduct

SECTION 1 ETHICS AND CONDUCT

The strongest guarantee of good government is the integrity, objectivity, honesty, and sincere commitment to ethical principles of conduct by elected officials. Therefore, to promote public confidence in County government and to maintain a positive public image, each County Board member shall abide by the standards of ethics and conduct as set forth in the County Ethics Ordinance adopted February 1, 2005, and any amendments thereto, and the following additional conduct outlined in this rule, to wit:

1.1 **CONFLICTS OF INTEREST:** No County Board member shall directly or indirectly influence a County Board action or decision in a matter in which the member or the member's immediate family has any economic interest distinguishable from that of the general public. In the event a member believes that he or she has a conflict of interest on any matter before the County Board requiring a vote the member shall, prior to any discussion of the issue, indicate to the County Board that a conflict exists and inform the County Board that he or she will be abstaining from any discussion and vote on the matter.

1.2 **INTEREST IN COUNTY BUSINESS:** No County Board member shall have a financial interest in any contract work or business of McHenry County or the purchase of any McHenry County property.

1.3 **GIFT BAN:** No County Board member shall receive, solicit, or accept anything of value in return for advice or assistance on any matter directly concerning the operation or business of McHenry County. Except as permitted by the McHenry County Ethics Ordinance, no County Board member shall intentionally solicit or accept any gift from any prohibited source. The term "gift" and "prohibited source" here shall be defined by the McHenry County Ethics Ordinance.

1.4 CODE OF HONOR: County Board members shall treat other Members, staff, other elected officials, and the public with decorum and respect. No County Board member shall intimidate, threaten, or undermine the personal integrity of a fellow County Board member or employee of the County.

1.5 CONFIDENTIAL INFORMATION: Discussions held in executive session are considered privileged and confidential. No County Board member shall breach the confidentiality of privileged information.

1.6 COUNTY OWNED PROPERTY: No County Board member shall knowingly permit or engage in unauthorized use of County owned property.

1.7 CAMPAIGN ETHICS: No County Board member shall knowingly suggest, compel, coerce, or intimidate any person to make or refrain from making any political contribution.

SECTION 2 REQUESTS FOR STATE'S ATTORNEY OPINION

When it is necessary to request a State's Attorney opinion, the following guidelines will be followed whenever practicable:

2.1 The request should be in writing and set forth all background information necessary to provide a written opinion, including any deadlines the Civil Division should meet. Any attachments and exhibits should be included. If the request is regarding a contract, said request should state whether the contract is a renewal.

2.2 The request should come from one of the following: the County Administrator, County Board Chair or Committee Chair.

2.3 The request, along with any enclosures should be directed to the Chief of the Civil Division, with a carbon copy sans without attachments, to the State's Attorney. Either the County Administrator or the County Board Chair shall be copied on all requests for legal opinions sent to the State's Attorney.

Article V Miscellaneous

SECTION 1 DEFINITIONS

1.1 **Proclamation** – An official declaration of the County Board: It does not require a vote by the County Board, but a vote may be offered.

1.2 **Ordinance** – A law set forth by the County Board: It requires a majority vote of the County Board members present unless otherwise required by law.

1.3 **Resolution** – A formal expression of opinion, will, or intent of the County Board: It requires a majority vote of the County Board members present unless otherwise required by law.

1.4 **Action Item** - Any agenda line item requiring a vote of the County Board members for approval at any County Board Meeting or any standing committee meeting. Action items include: minutes approval, proclamations, zoning items, plats and resolutions appearing under the routine consent agenda, appointments, and ordinances.

SECTION 2 ADDENDUM TO APPOINTMENTS

Appointments by the County Board Chairman

By various state statutes, members of the following boards and commissions may be appointed by the County Board Chairman without input from a standing committee and without requiring the approval of the County Board:

- Board of Building Code Appeals
- Chicago Metropolitan Agency for Planning
- Community Development Block Grant (CDBG)
- Pace
- Workforce Investment Board
- Stormwater Management Commission
- Upper Illinois River Valley Development Authority
- Farmland Assessment Review Committee

County Board Chairman Appointments requiring County Board Approval

With respect to the following boards and commissions, the County Board Chairman may present the standing committee recommendation for approval by the County Board or may choose to bring forward his or her own choice for appointment. That individual shall be appointed if approved by a majority of the County Board members present.

- Agricultural Conservation Easement and Farmland Protection Commission
- Animal Control Advisory Committee
- Board of Review
- McHenry County Conservation District
- Emergency Telephone System Board
- Ethics Commission
- Fox River Grove Fire Protection District
- Harvard Community Fire Protection District
- McHenry Township Fire Protection District
- Crystal Lake Rural Fire Protection District
- Board of Health
- Historic Preservation Commission
- Housing Authority
- Marengo Rescue Squad
- Mental Health Board
- Public Building Commission
- Regional Transportation Authority
- Metra
- T.B. Care and Treatment Board
- University of Illinois Extension
- Valley-Hi Cemetery Board
- Zoning Board of Appeals
- Lake in the Hills Sanitary District
- Public Aid Committee
- Public Transportation Advisory Committee
- Senior Services Grant Commission
- Valley-Hi Operating Board
- Greenwood Drainage District
- Hebron Drainage District

Sheriff's Merit Commission Members

By state law, members of the Sheriff's Merit Commission are to be appointed by the McHenry County Sheriff with the approval of a majority of the members of the full County Board (thirteen members), not merely the members present. A nominee for membership on the Sheriff's Merit Commission shall originate with the McHenry County Sheriff through his submission of the name of his designated nominee to the Chairman of the County Board. The Chairman shall present the name submitted by the Sheriff to the County Board.

