



DeKalb County, Illinois

County Board Rules

COUNTY BOARD - RULES

1. SEATING

Members shall be seated in alphabetical order starting at the right of the Chairman.

2. ORDER OF BUSINESS

The Order of Business shall be as follows:

- a) Roll Call
- b) Approval of Minutes of previous meeting
- c) Reading of Agenda-additions deletions-approval
- d) Communications and Referrals
- e) Persons to be heard from the floor
- f) Report of Standing Committees
- g) Report of Special Committees
- h) Unfinished Business
- i) New business and Resolutions

Quorum - Thirteen members shall constitute a quorum of the Board.

3. RULES OF ORDER

The Rules contained in Robert's Rules of Order shall govern the Board in all cases to which they are applicable, and in which they are not inconsistent with the rules of the Board including, but not limited to the following rules:

- a) The Chairman shall preserve order and decorum and decide all questions of order, subject to an appeal to the Board without debate.
- b) No Member shall have the privilege of the floor until he shall rise and respectfully address the Chair and be recognized.
- c) When two or more Members shall rise at the same time, the Chair shall name the member first to speak.
- d) No Member shall speak to a question for more than five (5) minutes at the first time and no Member may speak twice on the same question until all Members who wish to be heard have spoken. A Member may speak no more than five (5) minutes the second time unless granted permission by the Chair.
- e) No Member shall absent himself before formal close of the day's session, unless excused by the Chairman of the Board.
- f) A Member may abstain from voting on any issue, provided that an abstaining Member shall not be counted as a voting Member for any purpose. No Member shall pass a vote.
- g) No motion shall be debated before it has been seconded. When seconded, it shall be stated by the Chair before being debated and every such motion shall be reduced to writing and made a part of the Board's minutes stating the name of the moving Member and seconder.
- h) After a motion is stated by the Chair or read by the Clerk, it shall be deemed to be in the possession of the Board, but may be withdrawn by the mover on consent of the second at any time previous to an amendment or decision thereon.
- i) A roll call vote shall be called on any motion upon the demand of any one Member.

j) Beginning at the first regular or special meeting of the county board following adoption of this ordinance the Clerk shall call the first member in alphabetical order and cycle through the alphabet one member per meeting, skipping members who may be absent, until the last member in alphabetical order has voted first and then begin the process again. The Clerk shall restart the process at the beginning of each session of the board starting with the first roll call vote following the seating of the new board at the organizational meeting held on the first Monday of December of each even numbered year by beginning with the first member in alphabetical order.

k) A motion to reconsider can be made only at the same meeting and by a Member voting with the majority.

l) A motion to adjourn shall always be in order and shall be decided without debate, unless a question to extend the time to adjourn shall occur.

m) No alteration shall be made in any of the rules of the Board without the consent of a majority of the Members, nor without two weeks notice being given prior to the motion. The rules may be suspended in any particular case, by vote of two-thirds of the Members voting.

4. BOARD MEETINGS

Regular meetings of the Board shall commence promptly at 7:30 P.M. and shall end by 10:30 P.M. unless extended by majority vote of the Members present.

Meetings shall be the third Wednesday of each month. The Agenda, Board Minutes, Committee Reports and a compilation of bills to be paid shall be printed and mailed to Board Members not less than five (5) days prior to regular Board meetings.

Regular meetings of the Board shall be held on the third Wednesday of each month and when called by the Chairman. Special meetings shall be held when requested by at least one-third of the Members of the Board, which request shall be in writing, addressed to the Clerk of the Board, and specifying the time and place of such meeting. The Clerk shall then give notice of such special meeting to Members and to the general public as required by law. Smoking is not allowed during the sessions of the Board.

Not less than one week prior to the Organization Meeting of the County Board, Members shall hold their respective political caucuses. Each caucus shall select three of its Members to serve on an Ad Hoc Rules Committee. It shall be the responsibility of the Ad Hoc Rules Committee to recommend to the Chairman of the County Board elected at the organization meeting members for each standing committee and bipartisan appointments of committee chairmanships. Independent Members may submit recommendations for committee memberships and committee chairmen to the Ad Hoc Rules Committee. No Member may serve six (6) consecutive years on more than one committee.

The Ad Hoc Rules Committee shall submit its recommendations for committee memberships and committee chairmen in writing to the Chair of the County Board elected at the organization meeting of the Board.

The Chairman, following the recommendations of the Ad Hoc Committee insofar as possible, shall thereupon appoint Members and Chairmen of all standing committees of the Board subject to the consent of the Board expressed by roll call vote.

The Standing Committees of the Board

All serve in an advisory capacity

FINANCE

EXECUTIVE

FOREST PRESERVE

PLANNING & ZONING

COUNTY HIGHWAY

ECONOMIC DEVELOPMENT

HEALTH & HUMAN SERVICES

LAW & JUSTICE

The Chairperson of the County Board shall be an ex-officio Member of all Committees.

The Chairperson of the County Board shall be the Chairperson and a Member of the Executive committee and may be a Member of such other committee(s) which he may be appointed to with consent of the entire Board.

Committee Members shall serve until the next Board is elected and qualified. At the request of a committee Member, such Member's committee assignment may be changed by the Chairman. Each committee of the Board may provide, in its rules, for the election of Vice-Chair and for such other officers as the committee may require.

Without permission of the Chair, no committee shall begin or continue its sitting while the Board is in session.

All committee reports shall be in writing and shall be delivered to the Chairperson for distribution to the Members of the Board. Written minority reports may be submitted to the Chairman for distribution with majority reports. **Such reports shall be delivered to the Chairperson not less than seven (7) days prior to the Board meeting at which such reports are to be considered.**

Standing committees shall establish regular meeting dates and times which shall be published at least semi-annually in a newspaper of general circulation in DeKalb county and shall be published in printed form for public distribution

EXECUTIVE, CLOSED SESSIONS

Executive or closed sessions of the Board and of all committees and subcommittees of the Board shall only be held when required by federal or state regulation or when requested by legal counsel to discuss present or probable litigation involving the County. A meeting or a portion thereof may be closed upon a majority vote of Members present, taken at a meeting open to the public for which notice had been given, as required by law. The vote of each Member, on the question of holding a closed session and a citation to the specific reason(s) for closing the meeting, shall be

recorded and entered into the minutes of the meeting. Separate minutes shall be kept of closed meetings. Such minutes shall include, but not be limited to:

- a) The date, time and place of the meeting.
- b) The Members recorded as either present or absent.
- c) A general description of all matters proposed, discussed or decided upon and a record of any votes taken.

Minutes of meetings closed to the public shall be available only after the Board determines that it is no longer necessary to protect the public interest by keeping them confidential. In order that the public may have access at the earliest practicable time to minutes of closed meetings, the Clerk shall annually report to the Board on confidential records maintained, including therein advice as to which minutes may then prudently be made available to the public. No final action may be taken in closed session.

AGENDA

The Chairman, with the advice of the Rules/Executive Committee, shall prepare an agenda for each regular and special meeting of the Board. The agenda shall be in writing and shall be distributed to Board Members and made available to the public and to the news media not less than five (5) days prior to the meeting for which the agenda is prepared.

- a) The agenda shall be sufficiently itemized to apprise Members and the public of the matters to be considered by the Board.
- b) Matters to be placed on the agenda shall be communicated to the Chairman in writing not less than seven days prior to the meeting for which the agenda is to be prepared. Only Members shall have the right to have matters placed on the agenda.
- c) A matter not on the agenda may be considered upon motion being made, seconded and passed by two-thirds (2/3) of the Members voting.

New matters presented to the Board shall be stated in writing and shall be referred to the appropriate committees by the Chairman without debate. Any matter can be considered by the Board at any time upon a motion being made, seconded and passed by two-thirds (2/3) of the Members voting. No final action may be taken on items not on the published agenda.

A time shall be provided on the agenda of each regular meeting of the County Board for members of the public to be heard, such time shall not exceed 30 minutes and each person to be heard shall be allotted three minutes in which to address the Board. Comments may not be made on any issue that has been the subject of a properly noticed and legally held public hearing, conducted by a hearing officer, the record of which has not yet been presented to the Board. Time limits may be waived by a vote of two-thirds of the members present. Members of the public wishing to speak on an item that is on that evening's agenda may do so either at the beginning of the meeting or at the time the County Board considers that particular item. Comments on items not on the agenda shall be made under "Persons to be heard from the floor".

ELECTED OFFICERS

At the first regular meeting of the Board in the month of December following the County Board election, the Board shall elect from its membership, a Chairman and a Vice-Chairman who shall be nominated and voted upon separately.

The person receiving a majority of the votes of the Members voting shall be elected. The Chairman and Vice-Chairman shall each be elected for a term of two (2) years or until their successors are elected and qualified.

It shall be the Chairperson's responsibility to preside over the meetings of the Board, to appoint the Committees of the Board with the advice of the Rules Committee, to compile the agenda for Board meetings and perform such other duties as the Board may assign from time to time .

It shall be the Vice Chairperson's responsibility to preside over the meetings of the Board in the absence of the Chairperson and to perform such other duties as the Board may assign from time to time.

BOARD VACANCIES

- (a) At the organizational meeting of the County Board held the first Monday of December in each even numbered year, and whenever a vacancy in the offices of chairman or vice-chairman shall occur, the board shall elect from its membership a chairman and a vice-chairman who shall be nominated and voted upon separately as follows:

The Chairman Pro Tem shall ask for nominations for the office of chairman.

1. When there is one nominee, a voice vote shall be taken.
2. When there are only two nominees to be voted on, a roll call vote shall be taken with the members stating the name of their choice. A tie vote shall result in re-votes until a chairman has been elected.
3. When there are more than two nominees a roll call vote shall be taken with the members stating the name of their choice. If no nominee receives a majority of the votes cast a runoff election shall be conducted between the two top vote getters.
4. When there is a three-way tie for top vote getter an "odd man out" coin flip shall determine the runoff nominees.
5. When one nominee has a larger number of votes, but not a majority, and two or more candidates are tied for second, a coin flip, or series of coin flips shall be conducted until only one nominee has a coin showing "heads". That nominee shall then participate in a runoff election against the nominee with the larger number of votes.

The chairman shall ask for nominations for the office of vice-chairman (if that office is vacant) and shall follow the same process outlined above to elect a chairman. (Adopted January 21, 2004 - Ordinance 2004-09).

CLAIMS

No claim or bill shall be submitted to the County Board until such claim or bill has been submitted first to the Deputy county Administrator. Each Member shall be provided with a list of the monthly claims and it shall not be necessary, therefore, for the claims to be read.

REPORTS OF COMMITTEES

All committee reports shall be in writing and shall be delivered to the chairman for distribution to the members of the county board. Written minority reports may be submitted to the chairman for distribution with majority reports. Such reports shall be delivered to the chairman not less than seven days prior to the board meeting at which such reports are to be considered. (Code 1979, & 2-45).

| [Home](#) | [Return to top](#) | [Subject Index](#) |

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