*Revised

TAZEWELL COUNTY BOARD

County Board Reorganization Meeting
Justice Center Community Room
Monday, December 02, 2024
8:00 a.m.

Brett Grimm, Chairman of the Board
TBA, Vice Chairman of the Board

I. Call to Order

II. Swearing in of New Board Members

III. *Roll Call

IV. *Invocation and Pledge of Allegiance

V. *Communications from members of the public and county employees

VI. *Communications from elected and appointed county officials

VII. Adoption of Rules of Order

VIII. Review of Committee Assignments

IX. Adjournment

CHAPTER 33: COUNTY BOARD

Section

33.01 Preamble

33.02 Organization and officers

33.03 Board staff

33.04 County Board meetings

33.05 Order of business

33.06 Procedure at Board meetings

33.07 Committees' number, designation, and membership

33.08 Committees' general functions and responsibilities

33.09 Committee rules

33.10 Functions and responsibilities of specific committees

33.11 Amendment of rules

33.12 Expenditures

33.13 Miscellaneous provisions

§ 33.01 PREAMBLE.

(A) The members of the County Board express their expectations and intent that all Board members follow a high standard of ethical behavior in exercising their duties, responsibilities, and judgment as Board members.

(B) All members of the County Board shall:

(1) Handle county affairs with a deep sense of responsibility, upholding the spirit as well as the letter of the law and constitution;

(2) Faithfully perform all duties as Board members by studying Board issues and by attending all sessions of the Board and assigned committees, unless prevented from so doing by a compelling reason;

(3) Avoid participation in any action which would result in a conflict of personal interest with county responsibility;

(4) Refrain from obtaining improper personal benefit with regard to public funds, equipment, property, or the services of employees;

(5) Respect the confidentiality of privileged information; and

(6) Refrain from accepting gifts, favors, or promises of future benefit which could tend to impair independence of judgment or action as a Board member.

(C) The above preamble and the following rules shall govern the County Board.

(Prior Code, 1 TCC 4-1) (Ord. E-18-22, passed 2-25-2018)

§ 33.02 ORGANIZATION AND OFFICERS.

(A) *Initial meeting.* In years of County Board elections the initial meeting of the County Board shall be the first Monday in December. The Board Chairman shall call the meeting to order and preside.

(B) *General powers of Chairman.* The Chairman shall:

(1) Be responsible for administering the Board Office, including the supervision of staff and assignment of work;

(2) Preside at all meetings of the Board and the Executive Committee;

(3) Conduct the business of the Board meetings in the order prescribed in these rules with all necessary general powers including, but not limited to: recognize members entitled to the floor; to state and to put to a vote all questions which are regularly moved and seconded or which necessarily arise in the course of the proceedings; to announce the results thereof; to protect the Board from all frivolous or dilatory actions; to decide all questions of order, subject to an appeal to the Board, in case of disturbances, breech of decorum, or disorderly conduct; to take action pursuant to § 33.06(M); and to assist in expediting the business of the Board;

(4) Have all the powers necessary to perform all other duties prescribed by law or by action of the Board; and

(5) Vote only when the vote of the Board results in a tie.

(C) *Appointment and duties of Vice Chairman of the Board and standing committees.*

(1) *Vice Chairman.* The Vice Chairman of the Board shall be nominated by the Chairman and subject to the approval of the full Board. The Vice Chairman must be a member of the Board and shall be a member of the Executive Committee and may also serve as Chairman of any committee or subcommittee.

(2) In case of the temporary absence of the Chairman or at the request of the Chairman, the Vice Chairman shall assume the duties and responsibilities of the Chairman on an interim basis, during which time the Vice Chairman shall have all of the powers and duties of the Chairman, including the authority to execute and sign on behalf of the county all ordinances, resolutions, intergovernmental agreements, contracts, and any other legal instruments approved by the County Board, unless otherwise provided by law. In case of the absence of the Chairman and the Vice Chairman at any meeting of the Board, the next available Board Member on the "Order of Next" shall have those powers listed above. The "Order of Next", a document to be created by the County Board Chair, is a list of those Board Members who shall succeed in the absence of the Chair and Vice Chair of the full Board and each County Board Committee.

(3) *Standing committee.* The Chairman of the Board shall appoint the Chairman, Vice Chairman, and members of all standing committees not later than the initial December Board meeting in each year in which Board elections are held.

(4) *Vacancies.* In case of a vacancy on the Board, the person named to fill the vacancy may also fill any vacancies on standing or special committees except that such person shall not be designated as Chairman or Vice Chairman thereof. When a vacancy has been created on a committee of the Board, the Chairman of the Board shall have the authority to fill that vacancy. The Vice Chairman of the Committee shall serve as interim Chairman until such appointment is made.

(D) *Clerk of the Board.* The County Clerk or a deputy selected by the County Clerk shall be the Clerk of the Board. The Clerk shall be the keeper of the records and the minutes of the Board and shall be in attendance at all meetings of the Board.

(E) *Minutes of closed meetings.* Minutes of any closed meeting held pursuant to the Open Meetings Act, 5 ILCS 120/1.01 et seq. shall be made available to the members of the body which conducted such meetings at the next meeting of that body for approval. Upon approval of closed session County Board minutes, all distributed copies shall be returned to the County Clerk. Upon approval of closed session committee minutes, all distributed copies shall be returned to the Secretary of the Committee. The minutes shall be kept in a secure location and a copy shall be submitted to the State's Attorney. The State's Attorney shall preserve the copy in a secure location. Such minutes shall be reviewed at least semi-annually by the Board for continued need for confidentiality in accordance with the Illinois Open Meetings Act.

(F) *Parliamentarian.* The Board Chairman shall designate a member as Parliamentarian subject to the approval of the full Board. Upon request of the Chairman or a member of the Board, the Parliamentarian shall render advice or an opinion on questions of parliamentary law and procedure applicable to the members arising before the Board. The rules or parliamentary procedures as set forth in the latest published edition of *Roberts Rules of Order, Revised* shall govern the procedure of the Board in all cases applicable and to the extent not inconsistent with these rules.

(G) Appointments of officers and or members to various boards, councils, commissions, special authorities, special districts, and other agencies shall be made by nomination by the Chairman and approval of the Board unless otherwise provided by law.

(H) *Procedure for filling vacancies in elective county offices.* When a vacancy in any county elective office occurs, the procedure for filling such vacancy shall be as follows, to the extent consistent with any laws (10 ILCS 5/25-11) (Note: Circuit Clerk vacancy is filled by Circuit Judges, 10 ILCS 5/25- 10).

(1) When such vacancy occurs, the Chairman shall give notice of the vacancy to the County Central Committee of each political party within the county within three days of the occurrence.

(2) The Chairman shall provide notice of the appointment of a successor to the members of the Board seven days prior to an Executive Committee meeting.

(3) The appointee must meet all the qualifications for holding the public office and must provide evidence of membership in the same political party as the person who the appointee proposes to succeed.

(4) At a regular Board meeting within 60 days of the vacancy occurring, the appointment shall appear on the agenda and is subject to the approval of the Board.

(Prior Code, 1 TCC 4-2) (Ord. E-18-22, passed 2-25-2018; Res. E-23-90, passed 5-31-2023; Res. E-23-131, passed 10-25-2023)

§ 33.03 BOARD STAFF.

(A) he County Board may be served by Board staff as authorized by the County Board.

(B) All work shall be assigned to the staff by the Board Chairman or the County Administrator. Any Board member requiring services from the Board staff shall make such request through the Board Chairman or the County Administrator.

(Prior Code, 1 TCC 4-3) (Ord. E-18-22, passed 2-25-2018)

§ 33.04 COUNTY BOARD MEETINGS.

(A) *Regular meetings.* Regular meetings of the full Board shall be held in the county board room on the last Wednesday of each month convening at 6:00 p.m., except when other meeting dates/times are designated. A monthly schedule of meetings shall be made available to all members and other interested persons. All meetings of the Board and its committees shall be open to the public, except for limited purposes as specified by law.

(B) *Special meetings.* Special meetings of the Board shall be held when requested by the Chairman or at least one-third of the members of the Board. The requests shall be in writing, addressed to the Clerk, and specify the time, place, and the nature of matters to be considered. Except in the event of a meeting being held for a bona fide emergency as provided in the Open Meetings Act, the requests shall be submitted by 4:30 p.m. at least five days before the meeting date. The Clerk shall immediately notify, in writing, each member and the County Administrator of the time and place of such meeting and shall also cause notice of such meeting to be published in a newspaper published in the county.

(C) *Agenda preparation.* The Chairman shall prepare, or cause to be prepared, an agenda for each regular meeting, listing the order of business in as much detail as is practical, and shall file the agenda with the County Clerk. The agenda shall include a "consent agenda" which shall include all matters that are to come before the Board that in the opinion of the Chairman will be of a routine nature.

(D) *Reports and communications.* Any committee Chairman or any elected or appointed county official who desires to present any report or communication to the Board shall deliver a copy of same to the Chairman by the sixth calendar day prior to the Board meeting. Failure to comply with this rule will not prohibit a report or communication from being considered by the Board. A Committee Chairman would not be precluded from scheduling an in-place meeting during a County Board meeting when approved by the County Board Chairman and proper notice will be provided as required by the Open Meetings Act.

(E) *Agenda notification.*

(1) At least three business days before each regular meeting, the County Administrator, or designee, shall send to each member, by email or other electronic method, the following documents:

(a) Agenda for the next meeting;

(b) Minutes of the previous meeting;

(c) Resolutions, ordinances, and written reports to come before the Board at next meeting, which has been filed with the Board office; and

(d) All other material that in the opinion of the Chairman will be of interest to Members.

(2) The County Administrator, or the County Administrator's designee, shall provide for public notice, including as required by the Illinois Open Meetings Act (5 ILCS 120/1 et seq.).

(F) *Resolution of congratulations or bereavement.* Any Board member who desires to have the Board adopt a resolution of congratulations or bereavement, recognition to an individual, group achievement, and/or community special event shall forward the resolution (or the information to be included in the resolution) to the Chairman's office six business days prior to the Board meeting (or as soon as possible for a bereavement). In lieu of a formal resolution of congratulations, a Board member may move that the Board Chairman prepare a letter of congratulations in recognition of an individual, group achievement, and/or community special event. The Chairman shall include all such letters on the consent agenda of the next regularly scheduled Board meeting.

(G) *Items for final action by the Board.* Ordinances, resolutions (except those covered by division (F) above), and other agenda items requiring final action by the Board must be reported out of a standing committee to the Board to be placed in the agenda for a final vote. A copy of the motion to be presented to the Board shall be given to the Chairman and the State's Attorney (unless prepared by the State's Attorney) at least six calendar days prior to the Board meeting at which it is to be considered. Any motion made that does not comply with this provision may only be considered by suspension of the rules. Matters which are frequently adopted by the Board in the same form except as to certain detail, such as highway resolutions, need not be so timely with the Chairman, or furnished to the State's Attorney.

(Prior Code, 1 TCC 4-4) (Ord. E-18-22, passed 2-25-2018; Res. E-23-90, passed 5-31-2023; Res. E-23-131, passed 10-25-2023)

§ 33.05 ORDER OF BUSINESS.

The order of business before the Board and each County Board committee shall be as follows, unless otherwise determined by action of the Board:

(A) Roll call;

(B) Invocation and pledge of allegiance;

(C) Approval of minutes;

(D) Communications from members of the public and county employees;

(E) Communications from elected and appointed county officials;

(F) Consent agenda;

(G) Appointments;

(H) Unfinished business;

(I) New business;

(J) Review of bills;

(K) Approval of calendar of meetings for succeeding month; and

(L) Recess.

(Prior Code, 1 TCC 4-5) (Ord. E-18-22, passed 2-25-2018)

§ 33.06 PROCEDURE AT BOARD MEETINGS.

(A) *Quorum*. A majority of the members of the Board, exclusive of the Chairman, shall constitute a quorum.

(B) *General voting.* Unless otherwise expressly provided, any actions taken by the Board or any committee shall only require the affirmative vote of the majority of the members present and voting.

(C) *Roll call vote.*

(1) A roll call vote of the Board shall be taken by a "yes" or "no", "abstain" (with reason), or "present" vote on the following matters:

(a) All contracts relating to the sale or leasing of county property;

(b) Appropriation and tax levy ordinances;

(c) All expenditures of county funds;

(d) Any other matter required by law; and

(e) Upon any other matters, when announced by the Chairman or requested by two members, providing such request is made before another item of business has been taken by the Board.

(2) On a roll call vote the Clerk shall call the names of the members of the Board in alphabetical order, with the first names called for each roll call being the second name called in the previous roll call. The Chairman shall only vote when the vote of the Board results in a tie.

(3) A member who has voted on a roll call vote shall not be allowed to change that vote on the matter under consideration after the tally is announced. A member not voting when called upon by the Clerk will be presumed absent and will not be allowed to cast a vote on the matter under consideration.

(D) *Recognition.*

(1) Every member previous to speaking or making a motion shall first be recognized by the Chairman.

(2) When two or more members request recognition at the same time, the Chairman shall recognize the member who is to speak first.

(3) No person shall speak more than twice nor more than five minutes on the same matter without permission from the Chairman.

(E) *Motion to adjourn or recess.* A motion to adjourn or recess shall always be in order and shall be decided without debate.

(F) *Reconsideration.* An action may be reconsidered at any time during the meeting or at the next meeting held thereafter. A motion to reconsider shall be made and seconded by members of the Board who voted on the prevailing side of the question to be reconsidered.

(G) *Second required.* No motion shall be debated or put to a vote unless it is seconded. It shall then be stated by the Chairman before debate or vote and every motion shall be reduced to writing when requested by the Chairman or any member.

(H) *Appearance by non-members.*

(1) Any member may request that a county officer or employee, or other persons, be permitted to appear before the Board on matters of county business, and such request shall be granted by the Chairman unless there is objection by any member, in which event Board action will be required to overrule the Chairman.

(2) Members of the public who wish to address the Board must provide the Chairman with written notice of their intent to speak prior to the meeting being called to order. The pre-printed written notice shall request the name and address of the speaker, as well as a short statement indicating the speaker’s topic. Members of the public are not, however, required to provide their address as a precondition to addressing the Board. Such appearance with regard to any particular topic shall be limited to a time not to exceed five minutes for each individual, unless revised by the Chairman, and 30 minutes total. The Chairman may reduce the time allotted per individual when it is expected that the aggregate time would exceed 30 minutes.

The Chairman may act to prevent repetition or digression, to maintain decorum and to exclude discussion of matters which have had a previous public hearing conducted according to law, discussion of matters where public comment would interfere with the due process of law or discussion of matters which would be in direct conflict with restrictions placed upon the Board by other applicable law.

(I) *Request for legal opinions.* Formal requests to the State's Attorney on questions of law shall be submitted in writing by a standing committee, the County Administrator, department heads, or by the Chairman of the Board. The Chairman and Vice Chairman of the Board and members of the Executive Committee shall receive copies of formal written requests for legal opinions. Said copies shall also be included in materials distributed to members of the Board as provided in § 33.04(E) prior to the next meeting of the Board unless such request originated after said materials have been distributed, in which case such copies shall be distributed at the beginning of the meeting. Any member of the Board desiring an advisory opinion on a matter within the jurisdiction of a standing committee shall submit such request to the appropriate standing committee. If unsuccessful before a standing committee, a member may then take such request in the form of a motion at any meeting of the Board which shall be granted upon approval be a majority of the members of the Board.

(J) *Suspension of rules.* Any of these rules may be temporarily suspended by action of a two-thirds majority of members present and voting on the Board. Immediately upon the termination of the business arising out of the event for which the rules were suspended, these rules shall again be in effect without vote of the Board.

(K) *Consent agenda.* All matters on the consent agenda that are not removed will be voted on by voice vote. An item shall be removed from the consent agenda upon the oral request of any member of the Board made prior to the vote. Any matter taken off of the consent agenda shall be considered at the time of the standing committee report to which it pertains.

(L) *Closed meeting or session.* Any closed meeting or closed session held by the Board shall be held in accordance with the provisions of the Illinois Open Meetings Act. Neither the news media nor the general public shall be allowed to record the proceedings of any said closed meeting or closed session.

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

(N) *Contracts.* No contract shall be approved by the Board unless all Board members have been given the opportunity to obtain a copy of the contract not less than 24 hours before the Board meeting unless the Board finds the contract at issue to be of the essence.

(Prior Code, 1 TCC 4-6) (Ord. E-18-22, passed 2-25-2018; Res. E-23-131, passed 10-25-2023)

§ 33.07 COMMITTEES' NUMBER, DESIGNATION, AND MEMBERSHIP.

(A) *The standing committees.*

(1) Standing committees are:

(a) The Executive Committee, which consists of the Board Chairman, Vice Chairman of the Board, and the Chairman of the other standing committees, as well as any other Board member designated by the Chairman. The Chairman of the Board shall have the same voting rights as designated in § 33.02(B); and

(b) The Finance Committee, Human Resources Committee, Transportation Committee, Health Services Committee, Property Committee, Land Use and Development Committee, the Executive Committee, and Risk Management Policy Committee. All standing committees may have up to 11 members exclusive of the Board Chairman unless otherwise required by these rules.

(2) Each Board member shall serve on two or more standing committees.

(3) The Chairman of the Board shall be an ex officio member of all standing committees and subcommittees. The Board Chairman shall have the same voting rights as provided in § 33.02(B).

(4) The Committee Chairman shall have the same voting rights as any member of the Committee.

(B) *Quorum.* A majority of the members of a committee, subcommittee, or ad hoc committee shall constitute a quorum. The Board Chairman's attendance at a committee meeting (but not a subcommittee meeting) shall be counted when determining if a quorum is present; however, such attendance shall not increase the number of members constituting a quorum.

(C) *Recording of votes.* Roll call votes shall be required in committees as in §33.06(C). Whenever a roll call vote is not taken, any member may have their own vote recorded in the minutes by so requesting at the time the vote is taken.

(D) *Alternate members and attendance of members at committee meetings other than those to which they are assigned.*

(1) An alternate member may be appointed to each standing committee by the Chairman of the Board and such alternative shall attend meetings of such committee if required to constitute a quorum and shall have all the privileges and duties of a regular member while so serving.

(2) Board members may attend and have access to minutes resulting from any open or closed meetings or sessions of committees of which they are not members. At the discretion of the Committee Chairman, during the meeting, the Board

member may participate in the meeting but without voting privilege or payment of per diem, mileage, or expenses.

(3) Any closed meeting or closed session held by any committee of the County Board shall be held in accordance with the provisions of the Illinois Open Meeting Act. Neither the news media nor the general public shall be allowed to record the closed session.

(4) Decorum during the proceedings of all committee meetings shall be maintained at all times by members, interested parties, the public, and the media. The Committee Chairman shall be authorized to take appropriate action to maintain said decorum.

(E) *Subcommittees of standing committees.*

(1) *Subcommittees of the Executive Committee.* The standing subcommittees of the Executive Committee are: Rules Subcommittee, Collective Bargaining Subcommittee, Legal Services Subcommittee, Legislative Subcommittee, and Ethics Commission Subcommittee appointed by the Chairman. In addition, the Chairman may create and appoint up to six members to such subcommittees and advisory groups deemed necessary from time to time to more efficiently accomplish the business of the committee. Membership of any subcommittee of the Executive Committee shall consist of Board members but shall not be restricted to members of the Executive Committee. Membership of any advisory group shall not be restricted to Board Members. Except as otherwise provided by statute or ordinance, such subcommittee shall report to the Executive Committee.

(2) *Subcommittees of other standing committees.* The Chairman of any standing committee may create such subcommittee of his committee as may be necessary from time to time to more efficiently accomplish the business of such standing committee. The Board Chairman shall be an ex officio member of any such subcommittee with the same voting rights as provided in § 33.02(B). Appointment to such subcommittee shall be made by the committee Chairman and shall be restricted to members of the standing committee. Except as otherwise provided, such subcommittees shall report to their standing committee.

(F) *Frequent absences.* Any member who shall have frequent absences without reasonable cause may, at the discretion of the Board Chairman and Committee Chairman, be removed from the Committee.

(Prior Code, 1 TCC 4-7) (Ord. E-18-22, passed 2-25-2018; Res. E-23-131, passed 10-25-2023; Res. E-24-45, passed 4-24-2024)

§ 33.08 COMMITTEES' GENERAL FUNCTIONS AND RESPONSIBILITIES.

The general function and responsibilities of each committee are:

(A) With the aid of the Board Chairman, County Administrator, State's Attorney, Auditor, Treasurer and Executive Committee, to keep informed concerning appropriations and the budget for activities under the purview of the committee and to help keep expenditures within the budget;

(B) To have the Secretary of the Committee keep written minutes and to report regularly to the Board the substance of all meetings, with the Secretary of the Committee assigned as follows:

(1) For Land Use Committee, along with any subcommittees and ad-hoc committees of the Land Use Committee, the secretary shall be one member of the Community Development Department staff;

(2) For Transportation Committee, along with any subcommittees and ad-hoc committees of the Transportation Committee, the secretary shall be one member of the Highway Department staff;

(3) For Health Services Committee, along with any subcommittees and ad-hoc committees of the Health Committee, the secretary shall be one member of the Health Department; and

(4) For all other standing committees, subcommittees and ad-hoc committees, the secretary shall be the County Board Office Secretary.

(5) All committee secretaries will be sworn in and deputized by the Tazewell County Clerk to take minutes with his/her authority. Only deputized individuals will be authorized to take committee, subcommittee, and ad-hoc committee minutes. If the individual assigned above is not available to take the assigned minutes, the other deputized employees or any employee of the County Clerk's office is authorized to take minutes in their place.

(C) To have the secretary of the committee maintain all records and minutes of the committee. The secretary shall send by email, or other electronic means, drafted minutes of open meetings to the members of the Board and to the County Administrator. Once minutes of open meetings are approved by the committee, the secretary shall provide the County Clerk with a copy of the approved minutes and a copy of the documents included with the agenda within 15 business days of the approval of the minutes. The County Clerk shall keep those minutes and agenda documents in a searchable database accessible through the internet, with the files being viewable within 30 days upon receipt. In the event that the most recent meeting date of a subcommittee or an ad-hoc committee exceeds one year, the standing committee shall approve the minutes;

(D) To submit to the County Board for consideration all policies and procedures as recommended by the committee;

(E) To act on all matters referred to by the committee by the Chairman of the Board or by the Board itself, in addition to duties otherwise prescribed; and

(F) To keep informed with regard to activities of any department which is under its general supervision or for which it serves as liaison with the Board in instances where such activities are concerned with another committee.

(Prior Code, 1 TCC 4-8) (Ord. E-18-22, passed 2-25-2018; Res. E-23-90, passed 5-31-2023; Res. E-23-131, passed 10-25-2023)

§ 33.09 COMMITTEE RULES.

(A) Committees shall take final action only on those matters authorized herein or by ordinance, resolution, or policy adopted by the Board.

(B) A committee shall allow non-members to appear before it when such appearance is appropriate and does not violate due process of law. A request for such appearance shall be directed to the Committee Chairman in writing with the subject matter stated at least 24 hours in advance of the meeting unless otherwise allowed by the Committee Chairman. The committee shall have the right to set reasonable time limits, prevent unruly conduct, and require groups to be represented by one spokesman.

(C) The regular committee meeting dates, location, and times shall be set by the Committee Chairman after consultation with the committee members.

(D) Each Committee Chairman shall require the Secretary of the Committee to prepare and send, by email or other electronic method, an agenda to all committee members in advance of a regularly scheduled meeting. The secretary of the committee shall provide for public notice, including as required by the Illinois Open Meetings Act (5 ILCS 120/1 et seq.).

(E) Committees shall use the public address system when meeting in the county board room, except during closed meetings.

(F) Items for the agenda shall be provided to the secretary of the committee at least seven days prior to the meeting date. Items received within seven days may be allowed at the discretion of the Committee Chairman when Open Meetings Act requirements can still be met.

(Prior Code, 1 TCC 4-9) (Ord. E-18-22, passed 2-25-2018; Res. E-23-90, passed 5-31-2023; Res. E-23-131, passed 10-25-2023)

§ 33.10 FUNCTIONS AND RESPONSIBILITIES OF SPECIFIC COMMITTEES.

In addition to the general duties otherwise prescribed, the individual committees shall have the functions, responsibilities, and areas of jurisdiction and otherwise as set forth in this section.

(A) *Executive Committee.*

(1) To provide general direction for all Board programs, business, planning and policy making functions, and to review the reports of Board committees;

(2) To exercise general supervision of the administration of all Board affairs, including coordination of all committees;

(3) To act in an advisory capacity to the Chairman of the Board;

(4) To review and make recommendations for changes in committee organizations and scope and in rules as may be deemed necessary;

(5) To be responsible for the general overview of, and coordination with, all ad hoc committees, task force, and other like organizations as their activities relate to county business, unless specifically under the jurisdiction of another standing committee;

(6) To be responsible for all matters concerning the employment and activities of all consultants, both paid and unpaid, unless specifically under the jurisdiction of another standing committee;

(7) To be responsible for all relationships with other units of government and for intergovernmental agreements unless specifically under the jurisdiction of another standing committee;

(8) To exercise general supervision over all matters relating to the codification of county ordinances and resolutions;

(9) To exercise general supervision over any federal or state entitlement programs for which the Board has responsibility;

(10) To serve as liaison in the Board's relationship with external boards and commissions with which the Board may have a working relationship;

(11) To serve as the oversight committee for all local, state, and federal economic development programs, including, but not limited to, the county's intergovernmental agreement with the Economic Development Council of Peoria, Inc., and to exercise general supervision over all economic development grants;

(12) To review matters related to supervision over all licensing activities including raffles and charitable games;

(13) To exercise general supervision over all licensing activities including raffles and charitable games; and

(14) To evaluate the performance of the County Administrator and to recommend salary and other terms of the Administrator's employment agreement.

(B) *Rules Committee.*

(1) To periodically review the rules of the Board and recommend revisions deemed necessary and appropriate; and

(2) To receive and consider proposals for changes in the rules of the Board and make appropriate recommendations.

(C) *Collective Bargaining Committee.* To exercise general supervision over all collective bargaining agreements, employee benefit, and entitlement, and make recommendations to the Board.

(D) *Legislative Liaison Committee.* To serve as oversight committee for legislative research and review.

(E) *Finance Committee.*

(1) To exercise continuous review of the overall tax cycle from the initial assessment of property through tax collection;

(2) To exercise continuous review of revenues and expenditures, and to identify new or alternative revenue sources of the county;

(3) To review and make recommendations to the Board with respect to purchasing and contracting policies and procedures;

(4) To exercise continuous review of financial management, accounting, and fiscal operations;

(5) To serve as the oversight committee for the office of the Supervisor of Assessments;

(6) To serve as the liaison committee for all officials;

(7) To be responsible for fiscal instruments;

(8) To recommend to the Board a public accounting firm to conduct an annual audit of all funds and accounts of the county;

(9) To make recommendation on all emergency appropriations, transfer ordinances, and any transfers from the Contingent Account in all funds;

(10) To receive the proposed annual operating and annual capital improvements budgets for each of the departments of county government as recommended by the respective oversight committees; and to study, review, and adjust such departmental budget requests in order to accommodate budgetary priorities and fiscal constraints. To review the proposed budget and appropriation ordinance and proposed tax levy ordinance, which shall be submitted to the Board with the Executive Committee's recommendation, in accordance with state statutes; and

(11) To review the outside auditor's management letter, request departmental responses to same, and make recommendations to the Board and the various oversight committees.

(F) *Human Resources Committee.*

(1) To prepare and make recommendation to the Board with respect to the personnel policies and procedures which are not subject to collective bargaining;

(2) To consider all requests for compensation changes or reclassification and make a recommendation to the Board;

(3) To consider all requests for staffing changes which require additional staff and make a recommendation to the Board;

(4) To exercise general supervision over the administration of the position classification schedules and the salary schedules;

(5) To act as the oversight committee for the County Health Care Program, Workers Compensation, and all non-liability insurance matters, including property claims and property insurance matters; and

(6) To review and make recommendations to the Board on salaries and compensation of elected and appointed officials.

(G) *Transportation Committee.*

(1) To serve as the oversight committee for the County Highway Department;

(2) To exercise general supervision over all bridge, road, and right-of-way matters under the jurisdiction of the county; over the acquisition and disposition of County Highway equipment and materials;

(3) To recommend to the Board approval of contracts for all highway work and transportation programs for which the county is responsible;

(4) To exercise general supervision over the letting of bids and right-of-way acquisitions relating to County Highways or the County Highway Department;

(5) To provide the Board with long range plans for the highways in the county, including those to be undertaken by the county and those planned jointly with other political units; and

(6) To exercise general supervision over matters which are assigned to this committee with regard to the buildings and grounds at the County Highway Complex and any departmental expenditures.

(H) *Health Services Committee.*

(1) To serve as liaison in the Board's relationship with the Board of Health and the Persons with Developmental Disabilities (PDD) Board, and any other county physical and mental service;

(2) To act as the oversight committee for the Animal Control Program;

(3) To exercise general supervision over matters which are assigned by the Property Committee to this committee with regard to county buildings and grounds;

(4) To act as the oversight committee for the County Solid Waste Management Plan. However, the siting of new or expansion of existing landfills, incinerator facilities, and transfer stations shall be as required in the site approval ordinance (see Chapter 156); and

(5) To review all matters related to environmental concerns.

(I) *Property Committee.*

(1) To serve as the oversight committee for, and exercise general supervision over, all county real property and to prepare plans and policies for county participation in recreational facilities and programs, and make appropriate recommendations to the Board;

(2) To coordinate with appropriate standing committees in planning for any remodeling and expansion of any real property, and the acquisition of any equipment or services;

(3) To exercise general supervision over matters which are assigned to other committees regarding county buildings and grounds; and

(4) To direct the County Administrator or his designee to prepare, recommend, and submit to the appropriate oversight committees each year a five-year capital improvement program. The five-year capital improvement program shall be updated annually as a part of the budget process.

(J) *Land Use and Development Committee.*

(1) To serve as the oversight committee for the Department of Community Development and to handle all matters upon which the zoning ordinance requires action by a committee of the Board;

(2) To exercise general supervision over matters concerning maps, plats, and subdivisions, and to conduct public hearings and handle all other matters upon which the land subdivision ordinance requires action by a committee of the Board;

(3) In cooperation with the Director of Community Development, to review and recommend environment, zoning, building, subdivision, mobile home, and nuisance ordinances and resolutions, and recommend any necessary changes to the Board;

(4) To act as oversight committee between the Board and the Zoning Board Appeals; and

(5) In cooperation with the appropriate agencies, to recommend for adoption of long-range comprehensive plan or portion thereof for the use of land, for protection of the environment, and to coordinate economic development.

(K) *Risk Management Policy Committee.* Together with the Treasurer, Auditor, and State's Attorney, to act as the governing committee for the Self-Funded Risk-Management and Liability Insurance Plan originally effective on December 1, 1988, as amended.

(Prior Code, 1 TCC 4-10) (Ord. E-18-22, passed 2-25-2018)

§ 33.11 AMENDMENT OF RULES.

Amendment of these rules shall require the approval of the Executive Committee and the affirmative vote of a majority of the members of the Board. Any proposed amendment shall be voted upon only if it is distributed in writing to the members at least one month before the meeting at which the amendment is presented to the Board for adoption.

(Prior Code, 1 TCC 4-11) (Ord. E-18-22, passed 2-25-2018)

§ 33.12 EXPENDITURES.

(A) *Compensation and reimbursement of Board Members.*

(1) *Submitting Claim Vouchers.* Claim vouchers for per diem compensation and reimbursement of expenses shall be submitted to the Auditor by the tenth day of the month for presentation to the Finance Committee. Per diem requests must be accompanied by the written approval of the Chairman of the Board. Requests for reimbursement of expenses shall

include a description of the expense incurred, purpose of expense, date incurred, and the signature of the member, verifying that such expenses was incurred for the benefit of the county. Additionally, mileage reimbursement requests shall not be paid unless the voucher states date, origin, and destination of travel; and purpose and number of miles.

(2) *Per diem compensation.*

(a) In addition to an annual salary of $2,400, which is to be paid in 12 equal monthly installments each year, Board members shall receive a per diem for each day that a standing committee meeting was physically attended and when time is spent on authorized Board business beyond regular meetings of the County Board. "Authorized Board business" is limited to activities approved by the Board Chairman including, but not limited to, the following examples:

1. Attendance at special meetings of the full Board;

2. Attendance at a formal meeting of another governing or advisory body as the officially appointed representative of the Board to such body (for example, Health Department, Tri-County Regional Planning Commission and its Executive Board, PPUATS Policy and Technical Committees);

3. Attendance at any meeting of a board, commission, or agency to which they have been appointed as a liaison (for example, Veteran's Commission, Persons with Developmental Disabilities Board, Board of Health, We-Care Board, Youth Services Board, Heartland Water Resources Board, Prairie Rivers RC&D Board, Tazewell County Farm Bureau, Pekin Main Street);

4. Attendance at the County Zoning Board of Appeals by members appointed to the Land Use Committee and by other members approved by the Board Chairman;

5. County Board Chairman approved attendance at education seminars and other training, meetings with other governmental agencies, and attendance to perform other work connected with the official business of the county.

(b) The per diem amount shall be $75.

(c) “Per diem” means “per day” and therefore, regardless of the amount of Board business conducted in a single day, per diem compensation shall never be more than $75 for any single day.

(3) *Mileage reimbursement.*

(a) Mileage shall be reimbursed at the rate in effect under regulations promulgated pursuant to the Internal Revenue Code (5 U.S.C. § 5707(b)(2)). All other expenses (fuel, lubricants, insurance, towing, and the like) are the sole responsibility of the Board member.

(b) Mileage shall be reimbursed for travel to:

1. Any County Board meeting and standing committee;

2. Any activity which would qualify as authorized Board business for per diem compensation; and

3. Any site which is the subject of a zoning decision or transportation project before the full Board.

(c) The number of miles reimbursed shall be limited to the lesser of:

1. The round trip route from the member's residence to the activity or site; or

2. The actual route traveled to and from the activity/site.

(4) *Miscellaneous reimbursement.* Reimbursement for all other expenses shall be in accordance with the policy for all county employees.

(5) Claim vouchers for mileage, per diem and miscellaneous reimbursements of expenses shall be submitted to the County Board office. Requests for reimbursement of expenses shall include a description of the expense incurred and the signature of the Board member, elected official, or department head verifying that such expenses were incurred for the benefit of the county. Additionally, mileage reimbursement requests shall not be paid unless the voucher states:

(a) Date, origin, and destination of travel;

(b) Specific county business purpose; and

(c) Number of miles.

(6) Reimbursement requests for mileage, per diem or miscellaneous expense reimbursement requests submitted after 60 days following the last day of the month during which the meeting/travel occurred shall not be paid. Any board member waiting beyond the 60-day period shall forfeit all rights to such reimbursement.

(B) *Payment of bills.*

(1) All bills shall be submitted to the Finance Committee Chairman to determine whether some or all claims against the county should be allowed or disallowed, if sufficient funds have been budgeted and are available in the appropriate county fund.

(2) The Auditor will provide a monthly report of all claims paid in the prior month to the Board and the Board Chairman

for review of each claim paid and that the report will identify the creditor, the department or county official which purchased the product or service, the fund from which the payment was made and the amount of the payment, and the date the check was issued.

(C) Payments of per diems for members of the County Board, the Zoning Board of Appeals, and the Merit Commission shall be eligible for direct deposit through the Payroll Department with any amendments to per diems occurring in the next payroll.

(Prior Code, 1 TCC 4-12) (Ord. E-18-22, passed 2-25-2018; Res. E-23-19, passed 1-25-2023; Res. E-23-131, passed 10-25-2023; Res. E-24-45, passed 4-24-2024)

§ 33.13 MISCELLANEOUS PROVISIONS.

(A) *Emergency procedure.* In case of an emergency, the Chairman of the Board shall be given the power to act on behalf of the Board. A letter setting forth the circumstances constituting the emergency shall be filed with the County Clerk (and with the Auditor, if any expenditures are involved). At the next meeting of the Board, by roll call vote, a resolution shall be considered regarding the emergency, stating therein the circumstances constituting the emergency and the Board's concurrence.

(B) *Records of the Board.* Any appropriate documents shall be placed on file among the records of the Board or a committee, as the case may be, by direction of the Chairman. Minutes of the Board or a committee shall be approved at the direction of the Chairman after opportunity is given for correction, addition, or deletion. Such action shall be reflected in the minutes of that meeting.

(C) *Conflict of interest.* No Board member shall vote on their own appointment to a position that includes compensation in excess of the per diem provided by these rules.

(Prior Code, 1 TCC 4-13) (Ord. E-18-22, passed 2-25-2018)