

**MONTGOMERY COUNTY  
ILLINOIS  
COUNTY BOARD -- RULES OF ORDER  
2020 – 2022**



**Patty Whitworth**  
Vice Chairman

**Evan Young**  
Chairman

**Sandy Leitheiser**  
County Clerk

**MEMBERS OF THE COUNTY BOARD**

**DISTRICT 1**

Megan Beeler, 20307 Ogden Rd., Raymond, IL 62560.....246-0392  
Jeremy Jones, 29379 E. 4<sup>th</sup> Rd. Farmersville, IL 62533 .....415-2657  
Connie Beck, 3413 N. 15<sup>th</sup> Ave., Litchfield, IL 62056.....324-3588

**DISTRICT 2**

Sandra Johnson, 23204 E. 24<sup>th</sup> Road, Nokomis, IL 62075 ..... 563-7363  
Gene Miles, 218 S. Pine St., Nokomis, IL 62075.....563-8661  
Ken Folkerts, 13246 N. 21<sup>st</sup> Ave., Harvel, IL 62538.....825-9875

**DISTRICT 3**

Doug Donaldson, 109 Rucker Lane, Irving, IL 62051.....710-0775  
Evan Young, 12123 E. 20<sup>th</sup> Rd., Fillmore, IL 62032.....594-7376  
Donna Yeske, 415 S. Main St., Witt, IL 62094.....594-7140

**DISTRICT 4**

Patty Whitworth, 8 Old Oaks Drive, Hillsboro, IL 62049 .....246-2806  
David Loucks, 8341 Miller Trail, Hillsboro, IL 62049.....532-5174  
Earlene Robinson, 700 W. Main, Coffeen, IL 62017.....825-3790

**DISTRICT 5**

Russell Beason, 406 S. Van Buren St., Litchfield, IL 62059.....710-7451  
Richard Wendel, 9672 Crabtree Tr. Litchfield, IL 62056.....324-7917  
Bill Bergen, 19 Ridge Dr., Litchfield, IL 62056.....324-4729

**DISTRICT 6**

Mark Hughes, 1380 Interurban Circle, Hillsboro, IL 62049 .....246-7236  
Ronald Deabenderfer, 117 E. Tremont, Hillsboro, IL 62049.....532-5139  
Ethan Murzynski, 807 Montgomery Ave., Hillsboro, IL 62049.... .851-2181

**DISTRICT 7**

Bob Sneed, 815 N. Illinois Ave., Litchfield, IL 62056.....324-4084  
Tim Fogle, 607 N. Franklin, Litchfield, IL 62056.....324-3492  
Andy Ritchie, 804 N. Montgomery Ave., Litchfield, IL 62046.....313-1921

## **RULES OF ORDER**

**ALL BOARD MEETINGS:** 5:30 PM on the 2<sup>nd</sup> Tuesday of Each Month

1. A majority of the members of the Board shall constitute a quorum for the transaction of business during a full board meeting. At the Committee level, a quorum to conduct business shall consist of one more than half of the members of any committee.

### 2. Board Meeting Procedures:

#### **Call to Order by Chairman**

- Roll Call
- Pledge of Allegiance to the Flag
- Mileage and Per Diem.....ROLL CALL
- Minutes of Previous Meeting (any changes).....Approval

#### **Consent Agenda**

- Ambulance Billing Report
- Animal Control Report
- Circuit Clerk's Report
- Coroner's Report
- County Clerk and Recorder's Report
- Health Department
- Highway Department Report
- Probation Office Report
- Public Defender's Report
- Regional Office of Education Report
- Sheriff's Report
- States Attorney Report
- Supervisor of Assessments Report
- Treasurer's Report
- Veteran's Assistance Commission Report.....Approval of 15 Reports

#### **Liaison Reports**

#### **Committee Reports**

- Coordinating Committee Report
- Development and Personnel Committee Report
- Finance and Budget Committee Report
- Infrastructure Committee Report.....Approval of 4 Committee Reports

#### **Other Procedures**

- Chairman's Report
- Special Announcements
- Announce Schedule Changes
- Appointments
- Public Comments
- Approve and Pay all Bills

#### **ADJOURN Meeting**

3. There shall be four (4) standing committees. Each member shall be on at least one committee. The Chairperson of the Board or his/her designee shall be an ex-officio.
4. All questions relating to the priority of business shall be decided without debate.
5. The Chairperson shall preserve order and decide questions of order subject to an appeal to the board without debate.
6. When two or more members speak at once, the Chair shall name the member who is entitled to the floor.
7. No member shall speak more than twice on the same question without leave from the Chair, and shall not occupy more than 15 minutes the first time, no more than 5 minutes the second time. The member shall stand whenever he/she speaks on a question if requested by the Chair.
8. A member called to order by the Chair shall immediately end his/her remarks unless permitted to explain, and if there is no appeal, the decision of the Chair shall be final.

9. Every member present on putting of a question shall vote thereon, unless excused by the Chair or unless he/she is directly interested.
10. No motion shall be debated or put unless seconded. When motion is seconded, it shall be stated by the Chair or by any member of the board.
11. The County Board Meeting for the month of October shall be recessed rather than adjourned at their conclusion until the new FY budget is final in November.
12. A motion to adjourn is always in order and shall be decided without debate unless a question of time to adjourn occurs.
13. All Committees shall be appointed by the Chair and can be realigned at any time as the Chair deems necessary.
14. All Committees shall report with the statement of facts and the opinion of the majority.
15. After a motion is stated by the Chair or read by the Clerk, it shall be deemed in possession of the Board, but may be withdrawn by the mover at any time before the vote is taken, by consent of the second.
16. When a question is under debate, no motion shall be received but to adjourn, to lay on table, to postpone, or to commit or to amend, which motions shall have precedence in the order they stand arranged.
17. When a question has been put and carried in the affirmative or negative, it shall be in order for any member who voted in the majority to move for reconsideration thereof.
18. The Chairperson of the Board shall be entitled to vote on all matters coming before the Board for a vote.
19. All questions shall be decided by a majority vote unless otherwise specified in the State of Illinois Counties Code (55 ILCS 5/2-1005) or other pertinent Illinois Statute.
20. For roll call votes, the Clerk shall call the names of the members in alphabetical order beginning with the member whose last name begins with the letter closest to the letter "A". For each subsequent roll call vote, the name of the person who voted first on the preceding issue shall be called last. This progressive voting shall be carried forward from meeting to meeting with the purpose of allowing members to vote first in rotation.
21. All bills against the County, except for mileage and per diem of members of the Board, shall be presented and filed in the office of the County Clerk on or before the 26<sup>th</sup> of the preceding month.
22. The rules may be suspended in any particular case by a two-thirds vote of the members present.
23. No alterations may be made in any of the rules of the County Board without consent of the majority of members thereof or without one day's notice thereof to be given.
24. A Roll Call Vote shall be taken on all applications for financial assistance, positions and raising of salaries, on all propositions to appropriate money from the County Treasury, for any expenditures of \$100,000 or more and for any other matter which requires a roll call vote according to the State of Illinois County Code 55 ILCS 5/2-1005 or other pertinent Illinois Statute. Additionally, a Roll Call Vote will be conducted on any vote at the request of any County Board Member.
25. The appropriate committee is authorized and directed to supervise the purchase of all supplies for the various county offices.
26. If a group is invited to address the Board, such group shall choose one spokesperson as their representative and that spokesperson shall be allowed to speak 5 minutes.
27. Any unusual voucher shall not be paid without majority approval of the appropriate committee of the Board.
28. Any Vacancy in the County Board Chairmanship shall be filled by the Vice Chairperson of the County Board. The Chairperson shall preside at all meetings of the County Board. In the event of the absence or temporary inability of the Chairperson to preside at a meeting, the Vice Chairperson shall act as Chairperson pro-tempore for the meeting. In the event that neither is available, the order of succession shall be the Finance and Budget Chairperson, Development and Personnel Chairperson, Infrastructure Chairperson.
29. The County Board Chairperson or Designee and a Committee Chairperson may sign a voucher up to \$10,000, and then authorize the Chairman to sign vouchers over \$10,000 with a dual signature from any Committee chairperson. The County Board Chairman must provide a list of vouchers over \$10,000 dual signed by the County Board Chairman and any Committee chairperson to the County Board at their next Full Board meeting. Excluding purchases made by pre-approved vendors, any purchase over \$10,000 must be approved by the Full Board.
30. Vice Chairpersons of each committee, when given consent by the Committee Chairperson, shall have the authority to sign vouchers during the designated committee meeting.

31. Members wishing to submit a question to the State's Attorney shall first submit the question to the appropriate Committee Chair, or the Chairman of the County Board.
32. Members may charge mileage to attend all per diem allowable meetings from either home or work, whichever is closer to the meeting location. Additionally, members may charge mileage to attend non per diem allowable meetings at the discretion of the County Board Chairman.
33. If a Board Member is requested by the County Board Chairman to attend a board related function, per diem may be charged.
34. A Board Member may conference call to a committee meeting if they are unable to attend for health reasons or work related reasons.
35. Any non-committee member who attends a committee meeting in which they are not a voting or ex-officio member must sit in the gallery and not at a board member desk in order to remain in accordance with the Illinois Open Meetings Act.
36. Board Members may charge for only one meeting per day (Per Diem) on any given calendar day regardless of the number of meetings they may attend that day pursuant to 55 ILCS 5/2-3008.
37. The hiring of all positions which are appointed by and report directly to the County Board will be conducted jointly between the oversight committee to which the position reports and the full Personnel Committee as an ad hoc committee with the majority of a quorum of all members voting to recommend the candidate to the full Board for approval.
38. In the matter of Electing a County Board Chairman or Vice Chairman if there is a tie, a coin flip shall be used to determine the winner with the highest vote-getter from the general election between the candidates nominated calling heads or tails.
39. All Official mail for the Chairman should be addressed to: Montgomery County Board Admin Office, #1 Courthouse Square – Room 202, Hillsboro, IL 62049
40. These County Board rules and procedures are subject to requirements of state statute. In the event of any inconsistency between these rules and the requirement of any state statute, the state statute shall govern.

### **COMMITTEE ASSIGNMENTS**

**Coordinating Committee:**      **Evan Young – Chairman**                      **Patty Whitworth – Vice Chairwoman**  
Russell Beason, Bill Bergen and Gene Miles

**Development & Personnel Committee:**   **Bill Bergen – Chairman**    **Sandra Johnson – Vice Chairwoman**  
Ron Deabenderfer, Doug Donaldson, Ethan Murzynski, Earlene Robinson and Donna Yeske

**Finance and Budget Committee:**   **Russell Beason– Chairman**      **David Loucks – Vice Chairman**  
Megan Beeler, Doug Donaldson, Tim Fogle, Andy Ritchie, Earlene Robinson and Bob Sneed

**Infrastructure Committee:**   **Gene Miles – Chairman**                      **Bob Sneed – Vice Chairman**  
Connie Beck, Ken Folkerts, Mark Hughes, Jeremy Jones, David Loucks and Richard Wendel

**Rules Committee:** Bill Bergen, Ron Deabenderfer and Patty Whitworth