

To Full Board

12/12/17

for 30 day
Review

MONTGOMERY COUNTY ILLINOIS

COUNTY BOARD -- RULES OF ORDER 2016 – 2018



Megan Beeler
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. 4th Rd. Farmersville, IL 62533415-2657
Connie Beck, 3413 N. 15th Ave., Litchfield, IL 62056.....324-3588

DISTRICT 2

Sandra Johnson, 23204 E. 24th Road, Nokomis, IL 62075 825-7955
Gene Miles, 218 S. Pine St., Nokomis, IL 62075.....563-8661
Chuck Graden, 21375 Ohlman Rd., Nokomis, IL 62075.....563-2366

DISTRICT 3

Kirby Furness, 15135 Grand Point Lane, Irving, IL 62051.....538-4311
Evan Young, 12123 E. 20th Rd., Fillmore, IL 62032.....594-7376
Jay Martin, 208 N. Second, P.O. Box 401, Witt, IL 62094.....594-7383

DISTRICT 4

Jim Moore, 1621 Seymour Ave., Hillsboro, IL 62049.....532-9309
Mike Plunkett, 2 Yount Drive, Hillsboro, IL 62049.....532-7920
Earlene Robinson, 700 W. Main, Coffeen, IL 62017.....534-2221

DISTRICT 5

Glenn Savage, 110 Quail Lane, Litchfield, IL 62056.....324-4687
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 62049532-2436
Ronald Deabenderfer, 117 E. Tremont, Hillsboro, IL 62049.....532-5139
Robert Mulch, 915 Edgewood Dr. Hillsboro IL 62049.....532-6911

DISTRICT 7

Bob Sneed, 815 N. Illinois Ave., Litchfield, IL 62056.....324-4084
Dillon Clark, 716 No. Madison St., Litchfield, IL 62056..... 556-7729
Glenn Bishop, 288 Ballpark Trail, Litchfield, IL 62056.....324-6589

RULES OF ORDER

ALL BOARD MEETINGS: 8:30 AM on the 2nd 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
- County Clerk and Recorder's Report
- Health Department and T.B. Report
- Highway Department Report
- Probation Office Report
- Public Defender's Report
- Recycling Report
- Regional Office of Education Report
- Sheriff's Report
- Supervisor of Assessments Report
- Treasurer's Report
- Veteran's Assistance Commission Report.....Approval of 14 Reports

Liaison Reports

Committee Reports

- Coordinating Committee Report
- Building & Grounds Committee Report
- Economic Development Committee Report
- E.M.A/Ambulance Committee Report
- Finance Committee Report
- H.W.E. Committee Report
- Personnel Committee Report
- Road and Bridge Committee Report.....Approval of 8 Reports

Other Procedures

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

ADJOURN Meeting

3. There shall be eight (8) 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. A bill may be referred to a committee without reading.
19. ~~The Chairperson may, at his/her option, have his/her name called on any roll call.~~ **The Chairperson of the Board shall be entitled to vote on all matters coming before the Board for a vote.**
20. 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.**
21. **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.
22. 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 26th of the preceding month.
23. The rules may be suspended in any particular case by a two-thirds vote of the members present.
24. 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.
25. 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 \$50,000 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.
26. The appropriate committee is authorized and directed to supervise the purchase of all supplies for the various county offices. **The appropriate committee shall determine when items have significant fiscal impact requiring a presentation to the Committee as a whole.** ~~where the amount involved is more than \$1,000.00.~~
27. 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.
28. Any unusual voucher shall not be paid without majority approval of the appropriate committee of the Board.
29. 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 Chairperson, Personnel Chairperson,**

Economic Development Chairperson.

30. The County Board Chairperson or Designee and a Committee Chairperson may sign a voucher up to \$5,000 ~~\$6,000~~. **Excluding purchases made by pre-approved vendors**, any purchase over ~~\$5,000~~ **\$6,000** must be approved by the Full Board.
31. Members wishing to submit a question to the State's Attorney shall first submit the question to the appropriate Committee Chair.
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.
34. A Board Member may conference call to a committee meeting if they are unable to attend for health reasons or work related reasons. There must be a quorum physically present at the meeting, and then the board member can participate in the Committee meeting by phone. Only members physically present at meetings will receive per diem.
35. Board Members may charge for 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.
36. 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.
37. All Official mail for the Chairman should be addressed to: Montgomery County Board Admin Office, #1 Courthouse Square – Room 202, Hillsboro, IL 62049
38. **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. (added by Bryant Hitchings)**

COMMITTEE ASSIGNMENTS