



# Montgomery County Board

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## Rules of Order



# **MEMBERS OF THE COUNTY BOARD**

## **2024-2026**

### **DISTRICT 1**

Connie Beck, 3413 N. 15<sup>th</sup> Ave., Litchfield, IL 62056 .....217-820-3588  
Jeremy Jones, 29379 E. 4<sup>th</sup> Rd. Farmersville, IL 62533.....217-415-2657

### **DISTRICT 2**

Keith Hancock, 29004 N. 17<sup>th</sup> Ave., Oconee, IL 62553.....217-556-7799  
Chad Ruppert, 19303 Furness Rd., Witt, IL 62094 .....217-622-3334

### **DISTRICT 3**

Doug Donaldson, 109 Rucker Lane, Irving, IL 62051 .....217-710-0775  
Evan Young, 12123 E. 20<sup>th</sup> Rd., Fillmore, IL 62032.....217-827-2188

### **DISTRICT 4**

Chris Daniels, 11106 N. 7<sup>th</sup> Ave., Hillsboro, IL 62049 .....217-259-6100  
Dr. Patty Whitworth, 8 Old Oaks Drive, Hillsboro, IL 62049 .....217-246-2806

### **DISTRICT 5**

Russell Beason, 406 S. Van Buren St., Litchfield, IL 62056 .....217-710-7451  
Bill Bergen, 19 Ridge Dr., Litchfield, IL 62056 .....217-246-1721

### **DISTRICT 6**

Mark Hughes, 1380 Interurban Circle, Hillsboro, IL 62049 .....217-246-7236  
Ethan Murzynski, 807 Montgomery Ave., Hillsboro, IL 62049 .....217-851-2181

### **DISTRICT 7**

Rob Corso, 1931 N. Monroe St., Litchfield, IL 62056.....217-556-3845  
Andy Ritchie, 804 N. Montgomery Ave., Litchfield, IL 62056.....217-313-1921

## **COMMITTEE ASSIGNMENTS**

**Coordinating Committee: Doug Donaldson – Chairman**      **Dr. Patty Whitworth – Vice Chairman**  
Mark Hughes, Ethan Murzynski, Andy Ritchie, Chad Ruppert

**Buildings & Grounds: Mark Hughes – Chairman**      **Russ Beason – Vice Chairman**  
Connie Beck, Keith Hancock, Evan Young

**Development & Personnel: Chad Ruppert – Chairman**      **Bill Bergen – Vice Chairman**  
Russell Beason, Chris Daniels, Jeremy Jones

**Finance & Budget: Andy Ritchie – Chairman**      **Connie Beck – Vice Chairman**  
Rob Corso, Chris Daniels, Dr. Patty Whitworth, Evan Young

**Roads & Bridges: Ethan Murzynski – Chairman**      **Bill Bergen – Vice Chairman**  
Rob Corso, Keith Hancock, Chad Ruppert, Dr. Patty Whitworth

**Rules of Order Ad Hoc: Connie Beck – Chairwoman**      **Patty Whitworth – Vice Chairman**  
Bill Bergen, Chris Daniels, Mark Hughes

## **COUNTY BOARD LIAISONS**

**CEFS Board:** Russ Beason

**Community Mental Health 708 Board:** Ethan Murzynski

**ETSB 911 Board:** Bill Bergen

**Health Department Board:** Dr. Patty Whitworth

**Illinois Association of County Officials:** Keith Hancock

**Montgomery County Economic Development Corporation:** Mark Hughes

**Montgomery County Planning Commission:** Andy Ritchie

**Montgomery County Senior Citizens Board:** Chris Daniels

**United County Council of Illinois:** Rob Corso

**University of Illinois Extension Services:** Chad Ruppert

**Veterans Assistance Commission:** Bill Bergen

**West Central Development Council:** Jeremy Jones, Dr. Patty Whitworth

**Workforce Investment Board:** Jeremy Jones

# Rules of the Montgomery County Board

Adopted January 14, 2025

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# Rules of the Montgomery County Board

## Section A. County Board Meetings

### **Regular Meetings**

1. The County Board (sometimes referred to as Board) shall conduct regular meetings on the days and times and at the locations it annually specifies pursuant to Section 2.02 of the Open Meetings Act.
2. Unless otherwise provided by the County Board, the Board shall conduct its meetings on the second Tuesday of each month at 5:30 p.m.
3. 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 majority of the members of the Committee shall constitute a quorum for the transaction of business during the committee meeting.
4. 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.
5. A Board Member may conference call to a committee meeting if they are unable to attend for health or work related reasons. There must be a quorum physically present at the meeting, and then the board members can participate in the Committee meeting by phone. Only members physically present at meetings will receive per diem.
6. The Board, in its deliberations, shall be governed by parliamentary rules as laid down by Robert's Rules of Order (Newly Revised) and such other rules as may be provided by the County Board.

### **Special Meetings**

1. The County Board shall convene a special meeting upon the request of:
  - a. At least one-third of the members of the County Board, or;
  - b. The Chair of the County Board
2. A request to convene a special meeting of the County Board shall:
  - a. Be in writing, addressed to the County Clerk;
  - b. Specify the time and place of the meeting; and
  - c. Indicate the business to be considered by the Board. The Board shall consider no other business at a special meeting other than the business items set forth in the call.
3. Notice of Call
  - a. The County Clerk or County Board Administration office shall transmit by electronic means written notice and the agenda of a special meeting to each member of the County Board and to the Chair of the County Board at least 48 hours prior to the meeting.
  - b. The County Clerk or County Board Administration office shall cause notice of each special meeting to be posted on the bulletin board of the Historic Courthouse and with the media at least 48 hours prior to the special meeting.
  - c. Special meetings shall comply with all notice requirements contained in the Open Meetings Act.

## **Section B. Chair and Vice Chair of the County Board**

### **Election**

1. The Chairperson and Vice Chairperson of the County Board shall be elected by members of the Board after the general election every two years.
2. In the matter of electing a County Board Chairman or Vice Chairman if there is a tie, a coin flip by a countywide elected office-holder or his/her designee shall be used to determine the winner with the highest vote-getter from the general election between the candidates nominated calling heads or tails.
3. 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 Buildings and Grounds, Development and Personnel Chairperson, Finance and Budget Chairperson, and Roads and Bridges Chairperson.

### **Duties/Responsibilities**

1. The Chairperson of the Board shall control, manage and preserve the decorum of the Board meeting, which includes calling law enforcement, if necessary, to protect the members of the board, the public and otherwise maintain order. The Chairperson must protect the rights of the general public to address the meeting as provided by law, including the right to publicly address the board and their right to record the meeting.
2. The Chairperson must conduct board meetings in compliance with the Open Meetings Act.
3. The Chairperson of the Board shall be entitled to vote on all matters coming before the Board for a vote.
4. The Chairperson, with the advice and consent of the County Board, shall be the Board's representative at any convention or meeting where the Board or the Chairperson of the County Board has not already appointed a representative. The Chair may request any County staff, official and/or members of the Board to assist him/her in the transaction of official business at such convention or meeting.

### **Contact**

1. All Official mail for the County Board should be addressed to: Montgomery County Board Admin Office, #1 Courthouse Square – Room 202, Hillsboro, IL 62049.

## **Section C. Committees**

***Definitions: "Reassigned" means moving board members and/or duties/responsibilities from one committee to another.***

### **Duties/Responsibilities**

1. Each Committee shall perform duties assigned to the Committee by the County Board Rules.
2. All Committees shall report to the Full Board with the statement of facts and the opinion of the majority.

## **Membership**

1. Each board member shall serve on at least one standing committee.
2. All Committee members shall be appointed by the Chair and can be reassigned at any time as the Chair deems necessary, with the consent of the Full Board.
3. 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.

## **Structure**

1. There shall be five (5) standing committees:
  - a. Coordinating Committee
  - b. Buildings & Grounds Committee
  - c. Development & Personnel Committee
  - d. Finance & Budget Committee
  - e. Roads & Bridges Committee

## **Assignments**

1. The Coordinating Committee shall have oversight and be responsible for the following departments and items:
  - a. Elected and Board Appointed Officials Report
    1. Elected
      - A. Circuit Clerk
      - B. Coroner
      - C. County Clerk
      - D. Regional Office of Education Superintendent
      - E. Sheriff
      - F. State's Attorney
      - G. Treasurer
    2. Appointed
      - A. Animal Control Warden/Facility Manager
      - B. County Board Administrator/Coordinator
      - C. Emergency Management Agency (EMA) Director
      - D. Environmental Protection Agency (EPA) Administrator
      - E. Highway Engineer
      - F. Information Services Manager
      - G. Maintenance Superintendent
      - H. Supervisor of Assessments
    3. Non-elected Office Supervisors/Managers not appointed by the County Board
      - A. Emergency Telephone System Board 911 Coordinator
      - B. Health Department Director
      - C. Probation Office Manager
      - D. Public Defender
      - E. Veterans Assistance Commission Superintendent
  - b. Information Services
  - c. Committee Chair Reports

- d. Emergency Management Agency (EMA)
  - e. West Central Development Council (WCDC)
2. The Buildings and Grounds Committee shall have oversight and be responsible for the following departments and items:
    - a. Buildings and Grounds
    - b. Bidding out property
    - c. County Farm
    - d. Property Casualty Insurance
  3. The Development and Personnel Committee shall have oversight and be responsible for the following departments and items:
    - a. County Employee Manual
    - b. Union Negotiations
    - c. Holiday Schedule
    - d. Employee Insurance
    - e. Workers Compensation
    - f. Montgomery County Economic Development Corporation (MCEDC)
    - g. Tourism
    - h. Animal Control
    - i. Planning Commission
    - j. Mid Illinois Regional Council
    - k. Enterprise Zone
    - l. Economic Development Grants
    - m. Wind and Solar Applications
  4. The Finance and Budget Committee shall have oversight and be responsible for the following departments and items:
    - a. Budget Process - Amendments
    - b. Levies and Appropriations
    - c. Annual Audits and Auditor Services
    - d. Illinois Municipal Retirement Fund (IMRF)
    - e. Conveying of Deeds
    - f. Supervisor of Assessments Office (SOA)
    - g. Fees and Cost Studies
    - h. Real Estate Tax Cycle
    - i. Prepaid Vendor List
    - j. Electric Bids and agreements
    - k. Taxing District Levy Requests
    - l. Capital Improvement Fund
    - m. Financial Policies
  5. The Roads and Bridges Committee shall have oversight and be responsible for the following departments and items:
    - a. Roads and Bridges
    - b. Bids on County and Township Roads and Bridges
    - c. County Highway Department
  6. The Chair of the County Board may establish ad hoc special committees.
  7. If the Chair assigns an ad hoc special committee to a standing committee, the ad hoc special committee shall report to that standing committee and to the chair of the County Board on a regular basis.



8. The Chair of the County Board or his/her designee may be a member of any such ad hoc special committee. Non-County Board members may be assigned by the Chair of the County Board to be voting members of an ad hoc special committee or advisory committee. County Board members must constitute a majority of an ad hoc special committee or advisory Committee.
9. The Chair of the County Board shall establish the scope and objectives of the ad hoc special committee.
10. No ad hoc special committee may be appointed beyond the term of the Chair of the County Board.

## **Section D. Finances**

### **Vouchers and Expenditures**

1. The appropriate committee is authorized and directed to supervise the purchase of all supplies for the various county offices.
2. Any unusual voucher shall not be paid without majority approval of the appropriate committee of the Board.
3. 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.
4. 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.
5. 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.
6. 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.
7. If a Board Member is requested by the County Board Chairman to attend a board related function, per diem may be charged.
8. 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.
9. Vice Chairpersons of each committee, when given consent by the Committee Chairperson, shall have the authority to sign vouchers during the designated committee meeting.
10. All County offices and departments must obtain approval from their oversight committee prior to advertising for bids.

## **Budget**

1. The County Board shall annually develop a budget policy no later than May 1<sup>st</sup> preceding the budget cycle.
2. The Finance and Budget Committee shall prepare a proposed annual budget consistent with the budget policy and submit it to the County Board no later than the regularly scheduled County Board meeting in October of each year.

## **Section E. County Operations**

### **Hiring and Personnel**

1. The County Board shall hire all County supervisors and department heads except elected officials and appointments otherwise stipulated by law. Elected officials, department heads or supervisors shall hire all other employees. The Chairman of the County Board may request that the Personnel & Development Committee and/or the Committee responsible for the supervisor or department head interview applicants and recommend a candidate for a position of supervisor or department head to the full board. The starting annual salary for all new employees will be determined each year by the Finance Committee during the budget planning process. Any variance from this amount will require prior approval by the Personnel & Development Committee. The date a new employee is hired will be pro-rated to coincide with the first day of the subsequent fiscal year. Elected officials and department heads are encouraged to consult with either the Personnel & Development Committee or their oversight committee before filling any employee vacancies. The Personnel & Development Committee may assist in recruiting qualified personnel for all vacant positions approved in the department's operating budget if requested by the elected official, department head or supervisor. The elected official, supervisor or department head is responsible for hiring their staff but may request help from the Personnel & Development Committee and/or their oversight committee in interviewing and recommending applicants for hiring.
2. The hiring of all positions which are appointed by and report directly to the County Board will be conducted by the County Board Chair, two members of the oversight committee to which the position reports, two members of the Development & Personnel Committee as an ad hoc special committee with the majority of a quorum of all members voting to recommend the candidate to the Full Board for approval. Appointed positions include:
  - a. Animal Control Warden/Facility Manager
  - b. County Board Administrator/Coordinator
  - c. Emergency Management Agency (EMA) Director
  - d. Environmental Protection Agency (EPA) Administrator
  - e. Highway Engineer
  - f. Information Services Manager
  - g. Maintenance Superintendent
  - h. Supervisor of Assessments

## **Section F. Meeting Procedure**

### **Agendas**

1. All meeting agendas shall comply and be posted in accordance with the requirements of the Open Meetings Act.
2. The Order of Business for County Board meetings shall be as follows:
  - a. Call to Order by Chairman
  - b. Roll Call for a quorum of the Board
  - c. Pledge of Allegiance to the Flag
  - d. Approval of board members' Mileage and Per Diem. Must be approved utilizing a roll call vote
  - e. Approval of the Minutes of any previous Full Board Meeting
  - f. Consent Agenda
    1. Animal Control Report
    2. Circuit Clerk's Report
    3. Coroner's Report
    4. County Clerk and Recorder's Report
    5. Enterprise Zone Report
    6. EMA Report
    7. EPA Report
    8. Health Department
    9. Highway Department Report
    10. Maintenance Superintendent Report
    11. Probation Office Report
    12. Public Defender's Report
    13. Regional Office of Education Report
    14. Sheriff's Report
    15. Supervisor of Assessments Report
    16. State's Attorney Report
    17. Treasurer's Report
    18. Veteran's Assistance Commission Report
  - g. Approval of the items on the consent agenda.
  - h. Liaison Reports
  - i. Public Comments
  - j. Committee Reports
    1. Coordinating Committee Report
    2. Development & Personnel Committee Report
    3. Buildings & Grounds Committee Report
    4. Roads & Bridges Committee Report
    5. Finance and Budget Committee Report
  - k. Executive Session (if needed)
  - l. Approval of 5 Committee Reports and Committee Minutes
  - m. Special Announcements
  - n. Announce Schedule Changes
  - o. Appointments
  - p. Approve and Pay all Bills and Payroll
  - q. Adjourn Meeting

## Meeting Etiquette

*In the interest of civility, County Board members pledge to promote civility by listening, being respectful of others, acknowledging that all are striving to support and improve the community, and understanding that each may have different ideas for achieving that objective.*

1. All County Board and Committee meetings shall begin with the Pledge of Allegiance to the Flag.
2. All questions relating to the priority of business shall be decided without debate.
3. The Chairperson shall preserve order and decide questions of order subject to an appeal to the board without debate.
4. When two or more members speak at once, the Chair shall name the member who is entitled to the floor.
5. 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.
6. 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.
7. Every member present on putting of a question shall vote thereon, unless excused by the Chair or unless he/she is directly interested.
8. 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.
9. A motion to adjourn is always in order and shall be decided without debate unless a question of time to adjourn occurs.
10. 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.
11. All questions shall be decided by a majority vote unless otherwise specified in Robert's Rules of Order or in Illinois State Statute.
12. 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.
13. The rules may be suspended in any particular case by a two-thirds vote of the members present.
14. 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.
15. 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.
16. 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.

**Public Comment**

1. Members of the public and employees of the County shall be afforded time during regular and special meetings, open to the public, to comment to the Board.
2. Members of the public who wish to address the board must sign in before the meeting is called to order and be recognized by the Chairperson of the board prior to speaking. Members of the public must state their name after being recognized by the Chairperson.
3. Board members shall not engage with members of the public during public comment portion of the meeting.
4. Members of the public shall be allowed 3 minutes each to address the Board..
5. If a group is invited to address the Board, such group shall choose one spokesperson as their representative and that spokesperson shall not exceed the 3 minute maximum length.

**Section G. Miscellaneous Rules of the County Board****Other**

1. The parliamentarian of the County Board shall be the State's Attorney or his/her designated assistant.
2. These County Board rules and procedures are subject to requirements of Illinois State Statute. In the event of any inconsistency between these rules and the requirement of any state statute, the state statute shall govern.