

**SUBURBAN COOK COUNTY COMMISSIONERS SELECTION COMMITTEE
FOR REGIONAL TRANSPORTATION AUTHORITY (“RTA”), METRA, AND
PACE BOARDS OF DIRECTORS**

RULES OF ORGANIZATION AND PROCEDURE

PREAMBLE

It is the purpose of these Rules:

- (a) to provide appropriate procedures and organization for the Suburban Cook County Commissioners to fulfill their power to appoint RTA, ~~METRA~~, and PACE Members, pursuant to 70 ILCS 3615/3.01, in an orderly and efficient manner;
- (b) to promote openness and maximize participation in the business and affairs of this selection process and this Committee; and
- (c) all meetings shall be conducted in accordance with the Illinois Open Meetings Act, 5ILCS 120/1 et seq.

**ARTICLE I
ORGANIZATION**

1.1 Chair

- (a) The Chair of the Selection Committee for the appointment of Director positions for RTA, ~~METRA~~ and PACE Boards (“Committee”) shall be appointed by a majority vote of the ~~seven~~ eight committee members at the first meeting following the general election of Cook County Board Members.
- (b) Committee meetings will be scheduled by the Chair. It shall be the duty of the Chair to preside at all meetings of the Committee and to see that the rules and regulations of the Committee are compiled with and enforced. The Chair shall preserve order and decorum; shall decide all questions of order, subject, however, to an appeal from his or her decision; and shall generally perform the duties of a presiding officer. In the absence of the Chair, the Secretary shall preside at meeting of the Committee.

1.2 Secretary

- (a) The Secretary of the Committee shall be appointed by a majority of vote of the ~~seven~~ eight committee members at the first meeting following the general election of the Cook County Board Members. The Secretary of the Committee may appoint an assistant to assist in fulfilling the Secretary’s duties under these Rules of Organization and Procedure.

The 13th District includes the following communities
49th & 50th Wards of the City of Chicago, the City of Evanston and the Villages of Glencoe, Glenview, Kenilworth,
Lincolnwood, Morton Grove, Niles, Northbrook, Skokie, Wilmette, and Winnetka



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(b) It shall be the duty of the Secretary to issue notice of the Committee meetings, in accordance with applicable laws, and to keep written minutes of all the Committee meetings, whether open or closed. Such minutes shall include, but need not be limited to:

- (i) the date, time and place of the meeting;
- (ii) the members of the Committee recorded as either present or absent; and
- (iii) a summary of discussion on all matters proposed, deliberated, or decided and a record of any votes taken.

The Secretary shall make the minutes of meetings open to the public for public inspection within 7 days of the approval of such minutes by the Committee.

It shall be the duty of the Secretary to prepare all agendas for meeting of the Committee.

1-3. Term

The Chair and the Secretary of the Committee shall serve until the Committee appoints a new Chair or Secretary by a majority vote of the Committee.

1-4. Adoption of Rules

The Committee shall adopt rules of organization and procedure setting forth rules. The Rules of Organization and Procedure shall be adopted by a majority of the Committee and may be amended by a majority vote of Committee Members.

ARTICLE II **PARLIAMENTARY RULES**

2-1. Meetings

The Committee, at the call of the Chair, shall hold meetings as needed in order to appoint directors to represent suburban Cook County to the RTA, ~~METRA~~ and PACE Boards prior to the end of the designated terms of such board members. Any member of the Committee may call a meeting of the Committee and direct the Secretary to give adequate notice of the meeting to members of the committee and the public.

The purpose of the meetings shall be to review the qualifications of candidates for the respective RTA, ~~METRA~~ or PACE boards and appoint members to the vacant positions on such boards.

2-2. Quorum and Majority of Votes

A majority of the ~~seven~~ eight committee members (~~Four~~ Five (4 5) committee members) shall constitute a quorum for the transaction of business by the Committee. All questions shall be determined by a majority vote. A vote of “present” shall not be counted in determining the number of members voting on a question.

2-3. Absence of Quorum

Should a quorum not be present at any meeting of the Committee, the meeting shall stand adjourned from day to day, to the same hour of each day, until a quorum shall attend.

2-4. Robert’s Rules of Order

The rules of parliamentary practice set forth in the latest edition of “Robert’s Rules of Order, Newly Revised” shall govern the Committee in all cases in which they are applicable and not inconsistent with these rules.

ARTICLE III
INTERPRETATION, FORCE AND EFFECT

3-1. Applicability

The meetings and actions of the Committee shall be governed by these rules.

3-2. Effective Date

These rules shall be in full force and effect upon their adoption, and shall remain in full force and effect except as amended in accordance herewith.

3-3. Interpretation

These rules shall be interpreted and applied to foster the goals and purposes set forth in the preamble to these Rules. The rules are to be construed in accordance with the customary American usage and meaning of parliamentary terms and expressions and the plain meaning of the ordinary words appearing herein. In case of ambiguous application, these rules shall be applied in a manner that fosters openness, accountability and fairness in the operation of the Committee.

Approved and adopted this _____ day of _____, 2016.

Chair of Committee