

SUBSTITUTE TO FILE 17-0058
3/8/2017
RULES AND ADMINISTRATION COMMITTEE

Sponsored by: JEFFREY R. TOBOLSKI, RICHARD R. BOYKIN, ROBERT STEELE, LUIS ARROYO JR, and LARRY SUFFREDIN County Commissioners

AN ORDINANCE ESTABLISHING TIME LIMITS FOR DISTRIBUTION OF DEPARTMENTAL DOCUMENTS TO THE BOARD

BE IT ORDAINED, by the Cook County Board of Commissioners, that Article III - County Board, Division 2. - Rules of Organization and Procedure, Section 2-105 of the Cook County Code is hereby amended as Follows:

(j) *Agendas.*

- (1) *Board meeting agenda.* The agenda shall briefly describe all items that will be considered at the meeting, except for items to be included in the consent calendar as set forth in subsection (3) of this Section. Material pertinent to an item on a Board agenda shall be supplied, along with the agenda, to the President and to each of the Commissioners. With the exception of materials that are confidential as provided by law, such material shall also be available to the public in the office of the Secretary.
 - a. Items may be placed on an agenda not later than noon of the day previous to the day on which an agenda is required to be distributed. This subsection shall not apply to items reported to the Board by any of its committees of the whole.
 - b. Items may be placed on the agenda of a Board meeting by the President or any Commissioner. Where the President or a Commissioner(s) introduces an ordinance or resolution, he or she shall be listed as sponsor(s) of such ordinance or resolution. Committee reports shall be placed on the agenda of a Board meeting by the Chair of the committee. Items may be placed on the agenda of a committee meeting by a Commissioner who is a member of the committee or the President, in his ex officio capacity, provided that such item has been referred to the committee by the Board pursuant to Section 2-106(o).
 - c. It shall be the duty of the Clerk to prepare, post and distribute all agendas for meetings of the Board, and it shall be the duty of the Secretary to prepare, post and distribute agendas for committee meetings.
 - d. No issuance of any debt instrument which pledges the full faith and credit of the County shall be the subject of final action by the Board of Commissioners unless it has been preceded by at least one public hearing on the prospective matter by the Finance Committee. Notification of such hearing shall be the responsibility of the Finance Committee, which notice shall be as set forth in Section 2-105(i).
 - e. Amendments or substitutes to any item placed on an agenda of any meeting of the Board shall be submitted to the Secretary no later than 24 hours in advance of the meeting at which the item will be considered. Upon receipt of the amendment or substitute, the Secretary shall immediately provide the amendment or substitute to the President, all Commissioners and

all news media that have requested notice of meetings and it shall be posted in the Office of the County Clerk and at the location where the meeting is to be held, and shall be made available to the public in the office of the Secretary. This rule may be waived for technical amendments or emergencies.

- f. Departmental reports, including but not limited to, reports required by ordinance or resolution, submitted for approval to any item on an agenda of a Board or committee meeting shall be distributed or made available, either by electronic mail or the legislative document management system, to the President and Commissioners no later than 5:00PM on the day the Board agenda is posted, unless the items are solely referred to a committee for later action.

- (2) *New items agenda.* The Secretary shall prepare a new items agenda to be issued subsequent to the issuance of the Board agenda for a regular meeting. Items may be placed on the agenda by the President or by Commissioners. Where the President or a Commissioner(s) introduces an ordinance or resolution, he or she shall be listed as sponsor(s) of such ordinance or resolution. Each communication, motion, resolution, or ordinance, after being read by the Clerk, may be acted upon immediately by the Board, or referred to committee, as ordered by the Board subject to the "Prior notice to public" provisions of this division.

Effective date: This ordinance shall be in effect Immediately upon adoption.