

**PROPOSED SUBSTITUTE – ITEM 19-3144**  
**(Cook County Rules Committee 05/22/2019)**

**TIME REQUIREMENT FOR NOTICE OF MEETINGS**

BE IT ORDAINED, by the Cook County Board of Commissioners, that Chapter 1 – GENERAL PROVISIONS, Sec. 1-3 Definitions and Rules of Construction, of the Cook County Code; and Chapter 2 ADMINISTRATION, ARTICLE II COUNTY BOARD, Sec. 2-15 – PRIOR NOTICE TO PUBLIC FOR MEETINGS OF THE BOARD, ITS COMMITTEES AND SUBCOMMITTEES of the Cook County Code are hereby amended as follows:

Sec. 1-3. - Definitions and rules of construction.

Unless the context clearly indicates to the contrary, the following definitions and rules of construction shall apply to this Code:

*Board or County Board.* The term "Board" or "County Board" means the Board of Commissioners of Cook County, Illinois.

*Business Day.* The term “Business day” means Monday through Friday, excluding official County Holidays.

*Circuit Court.* The term "Circuit Court" means the Circuit Court of Cook County, Illinois.

*Clerk.* The term "Clerk" means the County Clerk.

*Code.* The term "Code" means the Code of Ordinances, Cook County, Illinois, Code, as designated in Section 1-1.

*Computation of time.* Except as expressly provided to the contrary, the time within which any act provided by law is to be done shall be computed by excluding the first day and including the last, unless the last day is Saturday or Sunday or is a holiday as defined or fixed in any statute or County ordinance now or hereafter in force in this State, in which case it shall be excluded. If the day succeeding such Saturday, Sunday or holiday is also a holiday or a Saturday or Sunday then such succeeding day shall also be excluded.

*Conjunctions.* In a provision involving two or more items, conditions, provisions or events, which items, conditions, provisions or events are connected by conjunction "and," "or" or "either...or," the conjunction shall be interpreted as follows:

- (1) "And" indicates that all the connected terms, conditions, provisions or events apply.
- (2) "Or" indicates that the connected terms, conditions, provisions or events apply singly or in any combination.
- (3) "Either ... or" indicates that the connected terms, conditions, provisions or events apply singly but not in combination.

*County.* The term "County" means Cook County, Illinois.

*Delegation of authority.* A provision that authorizes or requires a County officer or County employee to perform an act or make a decision authorizes such officer or employee to act or make a decision through subordinates.

*Department.* The term "Department" means a department which is a part of the government of the County of Cook, Illinois, and shall include an agency which is a part of the government of the County of Cook, Illinois.

*Gender.* Words of one gender include all other genders.

*ILCS, Ill. Admin. Code, U.S.C., CFR.* The abbreviation "ILCS" refers to the Illinois Compiled Statutes, as amended. The abbreviation "Ill. Admin. Code" refers to the Illinois Administrative Code, as amended. The abbreviation "U.S.C." refers to the United States Code, as amended. The abbreviation "CFR" refers to the Code of Federal Regulations, as amended.

*Includes, including.* The terms "includes" and "including" shall mean "including, but not limited to," and the use of the terms does not create a presumption that components not expressed are excluded.

*May.* The term "may" is to be construed as being permissive and not mandatory.

*May not.* The term "may not" has a prohibitory effect.

*Month.* The term "month" means a calendar month.

*Must.* The term "must" is to be construed as being mandatory.

*Number.* Words importing the singular number may extend and be applied to several persons or things and words importing the plural number may include the singular.

*Oath.* The term "oath" includes an affirmation.

*Owner.* The term "owner," as applied to property, includes any part owner, joint owner, tenant in common, tenant in partnership, joint tenant or tenant by the entirety of the whole or part of such property.

*Person.* The term "person" means any individual, corporation, limited liability corporation, organization, government, governmental subdivision or agency, business trust, estate, trust, partnership, association and any other legal entity.

*Personal property.* The term "personal property" means any property other than real property.

*Premises.* The term "premises," as applied to real property, includes land and structures.

*President.* The "President" means the President of the Cook County Board.

*Professional and managerial services.* The term "professional and managerial services" means a contract that falls under the budgetary accounting codes of 260 - Professional and Managerial Services, 261 - Legal Fees Regarding Labor Matters, 262 - Legal Fees in Connection with Issuance of Tax Notes, 263 - Legal Fees, or 272 - Medical Consultation Services.

*Property.* The term "property" means real and personal property.

*Real property.* The term "real property" includes lands, tenements and hereditaments.

*Regulation.* The term "regulation," when used in the context of a regulation issued by a County department, shall refer to requirements imposed upon some or all members of the public in connection with the implementation of ordinances. A regulation is issued pursuant to a delegation of authority to a department within a County ordinance.

*Rule.* The term "rule," when used in the context of the rules of a County department, shall refer to statements of policy or practice which are to be followed by the public or by persons employed within the department in conducting business with or within the offices of the issuing County agency or official.

*Secretary.* The term "Secretary" means the Secretary to the Cook County Board of Commissioners.

*Shall.* The term "shall" is to be construed as being mandatory.

*State.* The term "State" means the State of Illinois.

*Street.* The word "street" shall be construed to embrace streets, avenues, boulevards, roads, alleys, lanes, viaducts and all other public ways in the County and shall include all areas thereof embraced between property lines and dedicated to the public use.

*Swear.* The term "swear" includes the term "affirm."

*Tenant, occupant.* The term "tenant" or "occupant," as applied to a building or land, shall include any person holding a written or oral lease or who occupies the whole or part of such building or land, either alone or with others.

*Week.* The term "week" means a period of seven consecutive days.

*Written.* The term "written" includes any form of words, letters, symbols or figures.

*Year.* The term "year" means a period of 12 consecutive months.

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**Section 2-105. - - Prior notice to public for meetings of the Board, its Committees and Subcommittees**

- (a) *Minimum time requirement for notice of meeting.* No less than ~~72 hours~~ four (4) business days before any meeting, not including Special Board or Emergency meetings, notice and an agenda for such meeting shall be provided by the Clerk for meetings of the Board or the Secretary for meetings of a Committee or Subcommittee.

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

**Legislative History:** 4/25/19 – Board of Commissioner – refer to the Rule and Administration Committee