

**PROPOSED SUBSTITUTE TO FILE 21-1273
(Rules and Administration Committee 3/17/2021)**

Sponsored by: BILL LOWRY, Cook County Board of Commissioners

PROPOSED ORDINANCE AMENDMENT

COOK COUNTY BOARD JOINT COMMITTEE MEETINGS

Sec. 2-102. - Interpretation, force and effect.

- (a) *Applicability.* The meetings and actions of the Board, including all of its committees, shall be governed by this division.
- (b) *Effect of State law.* Except as otherwise specifically provided in this division, this division supersedes all provisions of Illinois statute to the extent of any conflict or inconsistency, except for statutes that, by their terms, specifically limit home rule units pursuant to Article VII, Section 6(g) or 6(h) of the 1970 Constitution of the State of Illinois.
- (c) *Effective date.* This division shall be in full force and effect upon adoption, and shall remain in full force and effect except as amended in accordance herewith, or until superseded by new rules adopted as part of the organization of a newly constituted Board at the commencement of a term.
- (d) *Interpretation.* This division shall be interpreted and applied to foster the goals and purposes set forth in Section 2-101. This division is 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, this division shall be applied in a manner that fosters openness, accountability and fairness in the operation of the Board.
- (e) *Adoption of rules.* At the commencement of a term, the Board may adopt new rules of organization and procedure by ordinance setting forth such rules in their entirety and repealing these rules. Such ordinance must be adopted by a majority of those elected. Rules so adopted shall supersede these rules.
- (f) *Rules for committee meetings.* The rules of procedure for all committee, subcommittee, joint committee, and special committee meetings shall be the same as for Board meetings, except that committees composed of less than the entire Board shall require only a majority of the committee members for a quorum.
- (g) *Joint Committee(s).* Joint Committee(s) refers to the combinations of any standing committee and/or subcommittee pursuant to Sec. 2-109(i). Any joint committee consisting of any standing committee, pursuant to Section 2-109(i), which is not a committee of the whole, shall require a quorum of members from each committee comprising the joint committee, in order for the joint committee to take action on items referred to the joint committee. If the joint committee includes a standing committee, pursuant to Section 2-109(i), which is a committee of the whole, the committee will require quorum of members for the committee as a whole in order to take action on items referred to the joint committee.
- ~~(g)~~(h) *Amendment or suspension of rules.* Any provision of this division may be temporarily suspended by majority vote, upon motion of any Commissioner specifying the rule to be suspended.
- ~~(h)~~(i) *Remote meetings.* All public meetings of the Board and its committees and subcommittees may be conducted by means of electronic, video, audio, or telephonic connection ("remote meeting") for the duration of the Illinois Gubernatorial Disaster Proclamation, including any extensions thereto, related to COVID-19 or a public health crisis. A member who desires to attend and participate in a remote public meeting shall do so by the designated electronic means. For purposes of conducting a remote meeting, the terms "written", "in writing", "document" and "copy" in these rules includes printed or

electronic means, and a rule that requires an instrument to be handed to another member or the meeting Chair may be accomplished by electronic transmission.

(Ord. No. 19-0481, 12-4-2018; Ord. No. 20-2363, 4-23-2020.)

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Sec. 2-109. - Committees, generally.

- (a) *Committees.* The committees of the Board shall be comprised of the following, except that subcommittees may not create subcommittees:
- (1) Standing committees and their standing subcommittees as created by resolution of the Board;
 - (2) Committees and subcommittees as created by resolution of the Board;
 - (3) Committees and subcommittees as created by ordinance of the Board;
 - (4) Special committees created by Board resolution;
 - (5) Special subcommittees created by standing committees or by special committees or by resolution; and
 - (6) Special committees and subcommittees created by ordinance of the Board.
- (b) *Meetings of committees and subcommittees.*
- (1) Committees and subcommittees shall hold meetings pursuant to a request of the Chairperson of the committee or subcommittee and notice and agenda prepared by the Secretary. Meetings shall be held at the County Seat, in the Board Room of the County Building, unless another place within the County shall be designated by the Chairperson.
 - (2) Committees and subcommittees may hold joint meetings, following referral by the Board and/or by consent and agreement, in writing, of the Chairpersons of the committees seeking to hold a joint meeting, at the call of the Chairpersons of the relevant committees or subcommittees and notice and agenda prepared by the Secretary. Meetings shall be held at the County Seat, in the Board Room of the County Building, unless another place within the County shall be designated by the Chairperson. No action shall be taken at a joint meeting unless a quorum is present for all participating committees. No joint committee meeting, pursuant to this Section, shall create a permanent joint committee.
 - ~~(2)~~ (3) A committee or subcommittee meeting may be cancelled by the Chairperson by providing no less than 24 hours' advance written notice that said meeting has been cancelled to the Commissioners and to the public.
 - ~~(3)~~ (4) On a day with a scheduled meeting of the Forest Preserve District of Cook County Board of Commissioners, no committee of the Cook County Board of Commissioners may be held until all meetings or committees of the Forest Preserve District of Cook County Board of Commissioners have adjourned.
- (c) *Notice and agendas.* The notice and agenda shall briefly describe all items that will be considered at the meeting. Material pertinent to an item on a committee or subcommittee 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.

- (1) Notwithstanding any other rules governing origination of items on the Board agenda, including subsection (o) of this Section, the following items types are permitted for origin with their respective committees: Litigation Pending; Recommendations of the Zoning Board of Appeals; Journals of Proceedings; Court Ordered Payments; Workers Compensations Claims; Subrogation Recoveries; Self-Insurance Claims; Proposed Settlements; Patient Arrestee Claims; Employee Injury Compensation Claims; Revenue Report; and the Cook County Health And Hospitals System Monthly Report.
- (2) Amendments or substitutes to any item placed on an agenda of any meeting of a committee or subcommittee 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.
- (3) Notwithstanding any action to be undertaken by committees or subcommittees pursuant to this Section, only the Board may take final action on any item referred to a committee or subcommittee. Any item contained on a committee or subcommittee agenda, as properly noticed pursuant to subsection (f) of this Section, shall also be referenced on the next regularly scheduled Board Meeting Agenda under the Committee Items Requiring Board Action for purposes of consideration and possible action by the Board. If a properly noticed item contained on a committee or subcommittee agenda is not included in the Committee Items Requiring Board Action section of a Board Meeting Agenda, the Secretary to the Board of Commissioners may include that item in an errata and the Board of Commissioners may consider the item as if it were properly noticed.

(d) *Membership and officers of standing committees.*

- (1) At the commencement of each term, the members of each standing committee and standing subcommittee shall be appointed for the term by resolution adopted by a majority of those elected.
- (2) At the commencement of each term, the Chair and Vice-Chair of each standing committee and standing subcommittee shall be appointed for the term by resolution of the Board adopted by a majority of those elected.
- (3) The President shall be an ex officio member of all committees.
- (4) Membership and officers of standing committees may be amended by a resolution of the Board adopted by a majority of those elected.

(e) *Authority to call meetings.* The Chair of a committee or subcommittee shall have the authority to call and preside at meetings of such committee or subcommittee. In the absence of the Chair, the Vice-Chair shall perform the functions of the Chair.

(f) *Vacancies, Committee Chairs and Committee Members.*

- (1) A vacancy on a committee, or in the Chair or Vice-Chair position on a committee, shall be created when a member resigns from such position or ceases to be a Commissioner. Resignations shall be made in writing to the Secretary, who shall promptly notify the President and all Commissioners.
- (2) Vacancies on committees or in the positions of Chair or Vice-Chair shall be filled by appointment by the same appointing authority as the initial appointments to such committee. In the case of committee appointments made by the Board, the Board shall fill vacancies by

resolution. In the case of vacancies on special subcommittees that were created by committees, the parent committee shall fill the vacancy by motion.

- (g) *Participation in debate.* Any Commissioner, regardless of whether a Chair, Vice-Chair or member of the committee, and the President shall be afforded the courtesy of participating in debate on any item before a committee.
- (h) *Special committees and subcommittees.* The resolution or motion creating a special committee or special subcommittee shall specify the subject matter of the special committee or subcommittee and the number of members to be appointed thereto, and may specify a reporting date during the term in which event the special committee or subcommittee shall be abolished as of such date. Unless an earlier date is specified by resolution or motion, special committees and subcommittees shall expire at the end of the term.
- (i) *Standing committees.* The standing committees, the standing subcommittees and the number of members to be appointed to each (including Chair and Vice-Chair, but excluding ex officio members) are as follows:
 - (1) Audit, seven members. (The County Auditor and Chief Financial Officer are ex officio, nonvoting members of the Audit Committee.)
 - (2) Asset Management, nine members.
 - (3) Business and Economic Development, nine members.
 - (4) Contract Compliance, nine members.
 - (5) Criminal Justice, Committee of the Whole.
 - (6) Environment and Sustainability, seven members.
 - (7) Finance, Committee of the Whole, with the following subcommittees with the number of members indicated:
 - a. Litigation, seven members.
 - b. Tax Delinquency, five members.
 - c. Workers' Compensation, five members.
 - (8) Health and Hospitals, Committee of the Whole.
 - (9) Emergency Management and Regional Security, Committee of the Whole.
 - (10) Human Relations, seven members.
 - (11) Labor, nine members.
 - (12) Law Enforcement, seven members.
 - (13) Legislation and Intergovernmental Relations, Committee of the Whole.
 - (14) Pension, seven members.
 - (15) Transportation, Committee of the Whole.
 - (16) Rules and Administration, nine members.
 - (17) Technology and Innovation, nine members.
 - (18) Veterans, seven members.
 - (19) Workforce, Housing and Community Development, five members.

(20) Zoning and Building, Committee of the Whole.

(j) *Referrals to committees.*

(1) The Board may by motion refer any item before the Board to a Committee, ~~or to a subcommittee,~~ or joint committee. The Chair of a committee may refer an item pending in that committee to a subcommittee of that committee; however, the Chair of a committee or subcommittee may refer an item to a joint committee upon agreement and consent, in writing, to refer the item to the joint committee by the Chairperson or Chairpersons whose committees and/or subcommittees would comprise the joint committee. An item referred by the Board to any committee, ~~or subcommittee,~~ or joint committee, or by a committee chair to a subcommittee, shall ~~not only~~ be jointly referred to any another committee or subcommittee by motion of the Board.

(2) Any item that creates a new Ordinance or amends an existing section or sections of the Code shall be referred to a committee, ~~or subcommittee,~~ or joint committees upon its initial introduction to the Board. Upon referral, the committee(s) shall hold a hearing on the item. Following the hearing, the item shall be reported to the Board or discharged by the committee(s), ~~or subcommittee(s), or joint committee(s).~~

(3) Items referred to joint committees comprised of two or more committees, which are not committees of the whole, pursuant to Section 2-109(i), shall be voted by the members of the joint committee, by a simple majority, if the joint committee has quorum, pursuant to Section 2-102(g). If a joint committee consists of a committee of the whole, pursuant to Section 2-109(i), the vote shall require a simple majority vote for the committee as a whole, pursuant to Section 2-102(g).

(4) The Board may vote for immediate consideration of the item by a majority vote.

~~(3)~~(5) No committee or subcommittee shall meet for any purpose other than to consider one or more items referred by the Board, with the exception of subjects enumerated in Sec. 2-109(c)(1).

~~(k)~~ (k) *Committee deliberation and reporting.* Upon the completion of deliberations by a committee, ~~or subcommittee,~~ or joint committee on an item referred to it, a committee, ~~or subcommittee,~~ or joint committee in conjunction with the Secretary to the Board shall inform the members of the actions of the committee, ~~or subcommittee,~~ or joint committee on the item to their parent committee or to the Board.

Specifically, action is defined as motions, duly seconded and carried, to adopt one of the ~~six~~ seven following statements of intent with respect to an item:

- (1) Approve;
- (2) Approve as Amended;
- (3) Not Approve;
- (4) Not Approve as Amended;
- (5) Receive and File; ~~and~~
- (6) Returned With No Recommendation; ~~and~~
- (7) For Report Only, No Action Taken;

The committee's adoption of any one of the above ~~six~~seven statements of intent shall constitute conclusive action by the committee on an item, and shall automatically discharge the committee from further jurisdiction of the item. Absent the attachment of one of these six statements of intent to the Communication Numbered item, such item will remain in committee unless discharged by the Board, or until the item is received and filed.

A committee, or subcommittee, or joint committee may also inform the members that action by the committee, or subcommittee, or joint committee was deferred, referred to a subcommittee, joint committee, or special subcommittee or otherwise inconclusive.

~~(l)~~ (l) *Committee meeting minutes.* Prior to the next scheduled meeting of the committee or subcommittee, the Secretary shall prepare the minutes of the meeting. The minutes shall contain: a list of the attendees; an account of the items considered; a summary of the deliberations, including motions and amendments proposed and/or adopted; all votes taken; the result of said votes; and, any attachments to the record as ordered by the Chair. The minutes of a meeting may be created and preserved in an electronic format on a publicly available County owned website as maintained by the Secretary.

~~(m)~~ (m) *Public hearings of committees.* Any committee meeting may, at the discretion of the Chair, be designated as a public hearing; provided that the following requirements are satisfied:

- (1) A paid notice containing the time, place, subject matter of the hearing, and solicitation of pertinent public testimony shall be published in a newspaper of general circulation in Cook County;
- (2) A like notice shall be posted on the County owned website maintained by the Secretary;
- (3) A court reporter is present and reporting all written and oral testimony by members of the public;
- (4) All oral testimony by members of the public shall be the first order of business after the committee is called to order; and
- (5) Any other meeting notification requirements found elsewhere in this Section.

~~(n)~~ (n) *Discharge of committee item by the Board.* The Board may discharge any item from committee by a majority vote.

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