

## PROPOSED ORDINANCE AMENDMENT

### AMENDMENTS TO BOARD RULES

**BE IT ORDAINED**, by the Cook County Board of Commissioners, that Part I - General Ordinances, Chapter 2 - Administration, Article III. County Board, Division 1. Generally, Sections 2-71, and 2-75 of the Cook County Code is hereby amended as Follows:

#### **Sec. 2-71. Definitions.**

The following words, terms and phrases, when used in Article III, County Board of the Cook County Code, shall have the meanings ascribed to them in this Section.

*Board or County Board* means the Cook County Board of Commissioners.

*Clerk* means the Clerk of the County Board, appointed by the County Clerk.

*Commissioner* means any duly elected or duly appointed Cook County Board Commissioner, and means the same as "member" of the Board.

*Commission* means any commission, task force, advisory committee authorized by the Cook County Board pursuant to Section 2-112 to address an issue of concern to the County relevant to a Standing Committee, but shall not include the Human Rights Commission, the Economic Development Advisory Committee, the Justice Advisory Council, Juvenile Temporary Detention Center Advisory Board, or other Commissions that are authorized to be permanent in nature.

*Committee* means a committee of the Board and includes a standing committee, a special committee, joint committee, and a standing or special subcommittee of a committee.

*Committee of the whole* means a committee comprised of all Commissioners as required by this division.

*Defer* means to postpone to a time certain or indefinitely.

*Joint committee* means the combinations of any standing committee and/or subcommittee as defined in Subsection 2-109(i).

*Majority* means a simple majority of those Commissioners present and entitled to vote on a question.

*Majority of those elected* means a majority of the total number of Commissioners entitled by law to be elected to the Board, irrespective of the number of elected or appointed Commissioners actually serving in office. So long as 17 Commissioners are entitled to be elected to the Board, a vote of a "majority of those elected" shall mean nine affirmative votes.

*Majority votes.* Except as otherwise provided in these rules, and except for questions for which a higher majority is required by law, all questions shall be determined by a majority vote of those Commissioners entitled to vote. A vote of "present" shall not be counted in determining the number of Commissioners voting on a question.

*President* means the President of the Cook County Board of Commissioners.

*Quorum* means a majority of those elected or appointed (nine Commissioners when board is comprised of 17 members) shall constitute a quorum for a meeting of the Board or a meeting of a committee of the whole. A majority of Commissioners appointed to any committee, other than a committee of the whole, shall constitute a quorum for a meeting of such committee or subcommittee.

*Secretary* means the Secretary to the Board, duly appointed by the President.

*Standing Committee* means the standing committees provided in Subsection 2-109(i).

*Term* means the four-year term of office established by State law for the President and the Commissioners.

**\*\*\*\*Sec. 2-75. Clerk of Board; printed proceedings of County Board.**

- (a) *Designation by County Clerk.* The Cook County Clerk shall perform, or designate an individual to perform, the function of Clerk of the Board. The Clerk of the Board shall take the roll of the members at every meeting of the Board when requested.
- (b) *Keeping record of proceedings.* The Clerk of the Board shall, in conjunction with the Secretary to the Board, record the proceedings of the County Board.
- (c) *Production of Journal of Proceedings.* The Clerk of the Board is hereby, instructed to print or cause to be printed all the proceedings of the County Board had, done or enacted at each and every meeting, general and special, thereof, in such manner that the printed proceedings shall be a full and perfect record of all the acts and doings of the County Board at each and every of its regular and special meetings and each and every of the sessions thereof.
- (d) *Printing of proceedings.* The printed proceedings of each meeting or session, as above provided, shall be submitted to the County Board for its approval at the first session immediately succeeding the meeting or session at which such proceedings were had. The printed proceedings, when approved by the County Board, shall stand for and be the official record of the proceedings of the County Board and shall be duly certified as such by the Clerk of the Board. For purposes of this section, the proceedings may be electronically submitted to the Board for its approval.
- (e) *Approval of Journal of Proceedings.* In accordance with Public Act 96 1473, the Journal of Proceedings shall be approved within the time allowed by the law. To achieve this requirement of the law, the following procedures shall be followed:
  - (1) Draft copies of the Journal of Proceedings shall be circulated to the President and the Board within 21 days of the meeting for review and correction. For purposes of this section, the Journal of Proceedings may be circulated electronically.
  - (2) All corrections shall be made to the Clerk of the Board in writing within 48 hours of receiving the Draft Copy of the Journal of Proceedings.
  - (3) A standing meeting of the Committee on Rules and Administration, shall be convened prior to regularly scheduled Board Meetings to approve the Journal with all corrections.
  - (4) The Board shall approve the Report of the Committee on Rules and Administration at the subsequent Board Meeting.

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**BE IT FURTHER ORDAINED**, by the Cook County Board of Commissioners, that Part I - General Ordinances, Chapter 2 - Administration, Article III. County Board, Division 2. Rules of Organization and Procedure, Sections 2-101 through 2-112 of the Cook County Code is hereby amended as Follows:

**Sec. 2-101. Purpose.**

- (a) The provisions of this division shall constitute the rules of the Board.
- (b) It is the purpose of this division:
  - (1) To provide appropriate procedures and organization for the Board of Commissioners to conduct its business in an orderly and efficient manner;

- (2) To protect the right of all Commissioners to participate fully in the legislative process;
- (3) To foster accountability in County government; and
- (4) To promote openness and maximize participation in the business and affairs of the Board.

**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 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) *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) *Remote meetings.* All public meetings of the Board and its committees, joint 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 to the extent permitted by the Illinois Open Meetings Act. A member who~~ Should the President or a Commissioner desires to attend and participate in a remote public meeting the President or Commissioner 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 Commissioner member or the meeting Chair may be accomplished by electronic transmission.
- (i) *Remote Participation in Meetings.* At any meeting where a quorum of the body is physically present, a majority of the ~~public~~ body may vote to allow the President or a Commissioner ~~a member~~ to participate and vote remotely (by audio or visual means) if the ~~member~~ the President or the Commissioner is unable to be physically present due to:
  - (1) A personal illness or disability;
  - (2) Employment purposes or the business of the public body; or

- (3) A family or other emergency.
- (4) The ~~member~~ President or Commissioner desiring to participate remotely gives notice to the Secretary of the Board no later than 24 hours prior to the meeting in case of personal illness or disability or employment purposes or business of the public body or as soon as practically able in the case of a family or other emergency. If a Commissioner is desiring to participate remotely in a Committee Meeting, the Commissioner shall also inform in writing the Chair(s) of any such committee(s) of their intended remote participation no later than twenty-four (24) hours prior to the meeting or as soon as practicable.
- (k) Excused Absence. In the event a Commissioner will be absent from a Board meeting, the Commissioner shall notify the President and Board Secretary prior to the meeting of their inability to attend (i.e. illness, family emergency), or in the case of emergency, the Commissioner shall notify the President and Board Secretary as soon as practicable. The President has sole authority to grant an excused absence for a Board meeting. In the event a Commissioner shall be absent from a Committee meeting, the Commissioner shall notify the Committee Chair and Board Secretary prior to the meeting of their inability to attend (i.e. illness, family emergency), or in the case of emergency, the Commissioner shall notify the Committee Chair and Board Secretary as soon as practicable. The Committee Chair has authority to grant an excused absence for a committee meeting.

**Sec. 2-103. Quorum required for meetings of the Board, its Committees, Joint Committees, and Subcommittees.**

- (a) A quorum must be present at any meeting of the Board, its committees, joint committees, or subcommittees to conduct business except for those circumstances detailed in this subsection.
- (b) Should a quorum not be present at any meeting of the Board, the meeting shall stand in recess until a quorum shall attend. The Commissioners present shall be competent to adjourn, receive public testimony but take no formal action and/or recess the meeting to a date certain.
- (c) Should a quorum not be present at a committee, joint committee, or subcommittee meeting of the Board, the Commissioners present shall be competent to adjourn, receive public testimony but take no formal action and/or recess the meeting to a date certain.
- (d) Any joint committee consisting of any standing committee, pursuant to Subsection 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 a Commissioner(s) belongs to two or more comprising committees and/or subcommittees, the Joint Committee shall count the Commissioner towards the quorum of each committee he or she belongs, which comprises the joint committee.
- (e) If the joint committee includes a standing committee, pursuant to Subsection 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.

**Sec. 2-104. Majority vote to determine questions at meetings of the Board, its Committees, Joint Committees, and Subcommittees.**

Except as otherwise provided in these rules, and except for questions for which a higher majority is required by law, all questions shall be determined by a majority vote of those Commissioners entitled to vote. A vote of "present" shall not be counted in determining the number of Commissioners voting on a question.

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

- (a) *Minimum time requirement for notice of meeting.* No less than four 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.
- (b) *Minimum time requirement for new items.* Additional ("New") items added to a previously issued agenda must be posted at least 48 hours in advance for the Board, committee, joint committee, or subcommittee to take final action on the matter. New items posted with less than 48 hours' notice must be withdrawn, deferred, or referred to committee.
- (c) *Distribution of notice and agendas of the meeting.* The Clerk or Secretary as required shall distribute to the President, all Commissioners and all news media that have requested notice of meetings, shall be post 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. In addition, notices and agendas of all meetings shall be posted on a County owned website.

**Sec. 2-106. Public Testimony at meetings of the Board, its Committees, Joint Committees, and Subcommittees.**

The Board encourages public participation in the legislative process. The following rules shall apply at any meeting of the Board and its committees at which public comment or testimony is taken:

- (a) *Public testimony at all meetings.* Subject to the provisions herein, public testimony will be permitted at all meetings of the Board, its committees, joint committees, and subcommittees. Any member of the general public may address the Board or any of its committees at any ~~remote~~ meeting required to be open to the public under the Open Meetings Act (5 ILCS 120/1, et seq.) in writing, in-person, or orally from a remote location by means of electronic, video, audio, or telephonic connection if to the extent permitted in the meeting notice.
- (b) *Authorization to speak.* Authorization as a public speaker or to provide written testimony to be read into the record of a meeting of the Board, its committees, joint committees, and subcommittees shall be granted to those individuals who have submitted in writing, their name; ~~municipality of residence, subject matter, and organization (if any)~~ to the Secretary.
- (c) *Public comment period.* Duly authorized public speakers shall be called upon to deliver testimony ~~at a time specified in the meeting agenda, or at the discretion of the chair, but~~ prior to final action by the meeting body as is practicable. ~~For remote meetings, the public comment period may be limited to written testimony which will be read into the record.~~
- (d) *Germane subject matter encouraged.* Public testimony should be germane to a specific item(s) on the meeting agenda. ~~To preserve order and decorum and in the interest of efficiency, the presiding officer may impose subject matter limits on public comment or testimony.~~
- (e) *Time limit for public speakers.* Written public testimony or oral testimony will be limited to three minutes. The Secretary will keep track of the time and advise when the time for public testimony has expired. Responses to inquiries of the public speaker by the presiding officer or members shall not count towards any time limit. With leave, the presiding officer or members may extend a public speaker's time as desired.
- (f) *Prohibited behavior for public speakers.* Public speaker or written testimony shall not include the use vulgar, abusive, discriminatory, or otherwise ~~inappropriate~~ profane language when addressing the Board. ~~Failure; failure to act appropriately; failure to speak to an item that is~~

~~germane to the meeting, or failure~~ to adhere to the time or behaviour requirements may result in expulsion from the meeting and/or disqualify the person from providing future testimony.

- (g) *Disruptions of meetings prohibited.* Disruptions of meetings are prohibited. Disruptions include, but are not limited to:
  - (1) Speech or testimony by an individual after expiration of the time allotted for the speaker's public comment or testimony;
  - (2) Speech or testimony by an individual ~~that is not germane to a specific item or items on the meeting agenda;~~
  - ~~(3) Speech or testimony by an individual~~ who has not been recognized by the presiding officer for public comment or testimony, who is speaking in a volume louder than a low, conversational level appropriate for communication between persons seated next to each other in the chamber, or whose speech is audible by others;
  - ~~(4)~~ Holding or placing a banner or sign during a meeting in a way that may endanger other individuals or that obstructs the free passage or view of others attending or viewing the meeting;
  - ~~(5)~~ ~~Verbal comments and testimony must be conducted in respectful speech with no personal attacks speech~~ Speech or testimony that is discriminatory or conduct that otherwise interferes with no personal attacks. the order and decorum of a meeting or the conduct of meeting business.;
  - ~~(6)~~ (h) *Removal of Disruptive Participants.* If an individual engages in disruption of the meeting, including, but not limited to, any of the actions described above, the presiding officer may rule the individual out of order, direct the individual to cease the activity and impose other reasonable conditions for the individual's continued presence at the meeting. If the individual does not immediately comply with the presiding officer's order, the presiding officer may direct the removal of the individual from the meeting. Unless otherwise ordered by the presiding officer, any individual ordered to be removed from a meeting is excluded from returning to that meeting, unless the decision of the presiding officer is overruled by a majority vote of those members in attendance. Any two members may place before the body the question of whether to permit the individual to return to the same meeting;
  - ~~(7)~~ (1) If an individual is removed either from two or more committee meetings within a 15-day period or from two or more consecutive meetings of the Board, the Board President or Committee Chairperson may exclude the individual from participation in public comment or testimony periods at future Board or committee meetings:
    - a. The Board President or Committee Chairperson shall notify the individual in writing of the type of exclusion, the specific reasons for the exclusion and the specific terms and length of the exclusion.
    - b. The notice of exclusion shall advise that the individual may submit written comments to the Clerk for distribution to the Board members at future public comment or testimony periods.
    - c. The notice of exclusion shall be filed with the ~~Clerk~~ Board Secretary, who shall post it on the door to the Board chambers and on the Board's web page, provide a copy of the notice to Board members and mail the notice to the individual's last known address, if any. The notice is effective when posted. The exclusion order shall remain posted on the door to the chambers for the duration of the exclusion period. who shall provide a copy of the notice to Board members and Sergeant-At-Arms

and mail the notice to the individual's last known address, if any. The notice is effective three days after it is mailed to the individual's last known address.

- (8) (2) In determining the scope and length of an individual's exclusion, the Board President or Committee Chairperson may consider the seriousness of the disruptions to the orderly conduct of the meeting, the number of disruptions in which the individual participated and other reasons deemed relevant by the President or Committee Chairperson that are unrelated to the content or viewpoint of the individual's speech.
- a. The Board President or Committee Chairperson may issue an exclusion from future participation in public comment or testimony periods for up to 28 calendar days.
- b. At the next regular meeting of the Board, following the filing and ~~posting~~ mailing of the exclusion notice, the exclusion order may be overruled or modified by a majority vote of those Commissioners in attendance. Any two members may place before the body the question of whether to overrule or modify the exclusion decision.
- (9) (3) Any individual excluded from participation in future public comment or testimony periods may appeal the exclusion by submitting a written appeal to the ~~Clerk~~ Board Secretary within five calendar days after the exclusion notice is ~~posted~~ received. The ~~Clerk~~ Board Secretary shall distribute copies of the appeal to all Board members. The Board shall consider the appeal at the next regularly scheduled Board meeting ~~if any two members place it before the body~~. The individual's exclusion from public comment or testimony periods shall remain in effect during the Board's consideration of the appeal.

#### **Sec. 2-107. Board of Commissioners; meetings of the Board.**

(a) *Meetings, types of.*

- (1) *Regular meetings.* The Board shall hold regular meetings pursuant to an annual calendar adopted by resolution of the Board. All regular meetings shall be held at the County Seat, in the Board Room of the County Office Building, unless another place within the County shall be designated by the President or Board.
- (2) *Special meetings.* It shall be the duty of the President to call special meetings of the Board whenever the President believes such meetings are necessary. The President must give no less than 48 hours' advance written notice of such special meetings to the Commissioners and to the public. All special meetings shall be held at the County Seat, in the Board Room of the County Office Building, unless another place within the County shall be designated.
- a. Special meetings shall also be held whenever requested by at least one-third of the Commissioners (six Commissioners when board is comprised of 17 members). At least 48 hours' advance written notice of such special meetings shall be given to the remaining Commissioners and the public.
- b. All notices of special meetings must include an agenda for such meeting, and such meeting shall be limited to the subjects and items specified in the call of the meeting. The notice of the call of the meeting shall be read at the beginning of the meeting.
- (3) *Emergency meetings.* In the event that the President states that an emergency exists, the President may call a special meeting, providing 24 hours' advance written notice to the Commissioners and to the public, unless not reasonable under the circumstances. In such case notice shall be given as soon as practicable. All emergency meetings shall be held at the County Seat, in the County Office Building, unless another place within the County shall be designated by the President or Board.

- (4) *Cancellation of meetings.* A regular or special meeting may be cancelled by the President by providing no less than 24-hour advance written notice that said meeting has been cancelled to the Commissioners and to the public.
- (b) *Presiding officer.* The President shall preside at all meetings of the Board and shall generally perform the duties customarily performed by a presiding officer. In the absence of the President, or during the temporary inability of the President to act, the President Pro Tempore shall preside at meetings of the Board. In the absence of the President and the President Pro Tempore, the Chairman of the Finance Committee shall preside at meetings of the Board. In the absence of the Chair of the Finance Committee, the Finance Committee Chair shall designate a member of the Board to preside at such meeting. Each Committee Chair shall serve as the presiding officer for the applicable Committee; in the absence of the Chair, the Vice-Chair of the Committee shall serve as the presiding officer of said Committee.
- (c) *Floor privileges.*
- (1) During all meetings of the Board, access to the floor shall be limited to the following persons, except pursuant to leave granted by the Board:
- The President, Clerk, Secretary, Parliamentarian and Sergeant-at-Arms;
  - Commissioners;
  - Other elected Cook County officers;
  - Former Commissioners;
  - Staff of the Clerk or Secretary;
  - Staff of the President;
  - Staff of the Commissioner.
- (2) At the direction of the President or at the request of any Commissioner, the floor shall be cleared of staff. At the request of any Commissioner, unauthorized persons shall be ordered removed from the floor.
- (d) *Decorum.*
- (1) The presiding officer shall preserve order and decorum, may speak to points of order in preference to other Commissioners, and shall decide all questions of order, subject to appeal.
- (2) In case of any disturbances or disorderly conduct the presiding officer shall have the power to require the chamber to be cleared.
- (e) *Sergeant-at-Arms.* The President may, with the advice and consent of the Board, appoint a Sergeant-at-Arms of the Board, who shall preserve order and obey the directions of the Board and of the presiding officer. The Sergeant-at-Arms shall be removable at the will of the President or pursuant to written petition, filed with the Clerk, by a majority of those elected.
- (f) *Recognition for debate.* A Commissioner desiring to obtain the floor shall address the presiding officer. If two or more Commissioners shall properly request recognition, the presiding officer shall recognize the one who first spoke. A Commissioner shall not proceed with remarks until recognized and named by the presiding officer. In debate, a Commissioner shall confine them self to the question before the Board, avoid personalities, and in general observe all parliamentary rules pertaining to orderly procedure and decorum in debate. The President and all Commissioners shall be given a full opportunity to participate in the debate on all debatable questions, except when the Board has called the previous question.



- (g) *Debate.* No Commissioner shall speak longer than a total of ten minutes on the same question, without leave of the Board. Responses by witnesses and County staff to questions of a Commissioner shall not be counted against the speaking time allotted to such Commissioner. The proponent of the item under consideration, or the Chairman of a committee whose report is under consideration, as the case may be, shall have the right to open and close debate.
- (h) *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.
    - c. 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.
    - d. 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 5:00 p.m. 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.
  - (3) *Consent Calendar agenda.* The Consent Calendar is a compilation of proposed resolutions concerning deaths, anniversaries, and congratulations for notable achievements. Only proposed resolutions conforming to this description may be submitted to the Secretary for inclusion on the Consent Calendar, and it shall be the duty of the Secretary to prepare the Consent Calendar for the Board. The President and each Commissioner will be allowed to have up to two resolutions recognized during the Consent Calendar meeting. The recognized resolutions will not be read in their entirety; however, a summary or short statement as prepared by the

sponsoring official may be read aloud by the Clerk at the sponsoring official's request. Any additional resolutions will be entered into the record but will not be read aloud. To the extent possible, photos of honorees shall be taken prior to the beginning of the Consent Calendar meeting. Proposed resolutions on the Consent Calendar shall be part of a motion to approve the Consent Calendar in its entirety. Any item on the Consent Calendar may be removed by a motion, seconded and approved, and shall then be subject to the provisions of this division as provided herein.

(i) *Order of business.*

- (1) At each regular meeting of the Board, the order of business (unless otherwise directed by the Board) is as follows:
  - a. Public testimony.
  - b. New business.
  - c. Committee items requiring board action.
- (2) All questions relating to the priority of business shall be decided by the presiding officer, without debate, subject to appeal.
- (3) Meetings of the Board may commence with a prayer or invocation and the Pledge of Allegiance.
- (4) The County Board shall break for lunch from Noon to 12:45 p.m. or as soon as is practical thereafter on days of the Meeting of the Board of Commissioners, Committees, and Subcommittees.

(j) *Submission of ordinances, resolutions and motions.*

- (1) All ordinances, resolutions, or motions, except motions of procedure, shall be submitted in writing by the President or a Commissioner and then may be read by the Clerk at the direction of the presiding officer or by leave of the Board. Each ordinance, resolution or motion, except motions of procedure, shall be numbered by the Secretary to the Cook County Board of Commissioners in a method that includes:
  - a. The last two numbers of the year in which the ordinance, resolution or motion, except motions of procedure, was introduced; and
  - b. A number that represents the chronological order.
- (2) After an ordinance, resolution or motion has been stated by the presiding officer or read by the Clerk, it shall be deemed the property of the Board and may be withdrawn at any time before final action by leave of the Board.

(k) *Amendments or substitutes.* Amendments or substitutes to any item placed on an agenda of any meeting of the Board shall be posted by 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.

(l) *Voting and roll call.*

- (1) When a question is put to the Board, every Commissioner present shall vote thereon, unless excused by the Board or unless the Commissioner is personally interested therein and declares a personal conflict of interest.
  - (2) Any commissioner may request a roll call upon any question shall be taken and entered in the Journal of Proceedings, but a roll call shall not be taken unless called for prior to, during or immediately after any vote on the question.
  - (3) A roll call once ordered shall not be interrupted. When a roll call has commenced, all debate on the question before the Board shall be deemed concluded. During the taking of the roll call, Commissioners shall respond to the calling of their names by answering "yea," "nay," or "present" and shall be allowed one minute to explain their votes at that time.
  - (4) When a roll call vote of the Board results in an equal number of "yea" votes and an equal number of "nay" votes, the President of the Board of Commissioners may cast a vote on the question before the Board. The President's vote may be in the affirmative, negative or present. The President, when casting the deciding vote on an issue before the Board, may explain one's vote in the same manner as a regular voting member of the Board.
- (m) *Division of questions.* If any question presented contains several separable propositions, a demand by any Commissioner or the President to "divide the question" shall be in order.
- (n) *Appeal from a ruling of the chair.* Any Commissioner may appeal to the Board, committee or subcommittee from a ruling of the Chair. The Commissioner making the appeal may briefly state the reason for the appeal, and the Chair may briefly explain the ruling; but there shall be no debate on the appeal and no other member shall participate in the discussion. The Chair shall then put the question, "Shall the decision of the Chair be sustained?" If a majority of the Commissioners present, and entitled to vote, vote "nay," the decision of the Chair shall be overruled; otherwise, it shall be sustained. If sustained, the ruling of the Chair shall be final.
- (o) *Personal privilege.* The right of the President or a Commissioner to address the Board, a committee or subcommittee on a question of personal privilege shall be limited to cases in which the President's or Commissioner's integrity, character, or motives are assailed, questioned or impugned.
- (p) *Special order of business.* Any item before the Board, committee or subcommittee and referenced in an agenda provided to the President, the Commissioners and the public in accordance with these rules may be set down as a special order of business at a time certain unless a majority of the Commissioners present object.
- (q) *Entry of ordinances, resolutions or motions in journal.* In all cases where an ordinance, resolution or motion is entered in the Journal, the name of the Commissioner(s) moving and seconding the same shall be entered also.
- (r) *Robert's Rules of Order.* The rules of parliamentary practice set forth in the most recent revision of "Robert's Rules of Order" by Henry M. Robert III et al. shall govern the Board in all cases in which they are applicable and not inconsistent with the provisions of this division.
- (s) *Motion to adjourn.* A motion to adjourn is always in order except:
- (1) When a Commissioner has the floor.
  - (2) When the roll is being called or the Commissioners are voting.
  - (3) When the previous motion was a motion to adjourn.
  - (4) When the "previous question" has been ordered.
- (t) *Putting and ordering the previous question.* The "previous question" shall be put as follows: "Shall the main question be now put?" If carried by a two-thirds vote of the Commissioners present and

entitled to vote, the "previous question" shall be ordered. An order for the "previous question" shall end all debate, and bring the Board to a direct vote upon the options before the Board in the order of their precedence.

(u) *Motion to reconsider.*

- (1) A vote or question may be reconsidered at any time during the same meeting, or at the first regular meeting held thereafter, but not after the matter has become law.
- (2) A motion for reconsideration, having been once made and decided in the negative, shall not be renewed, nor shall a motion to reconsider be reconsidered.
- (3) A motion to reconsider must be made by a Commissioner who voted on the prevailing side of the question to be reconsidered.
- (4) This subsection does not apply to motions to override vetoes.

**Sec. 2-108. Veto by President and reconsideration of ordinances, resolutions, motions.**

- (a) *Veto by President triggers automatic reconsideration.* Upon the return to the Clerk by the President of any or a portion of any ordinance, resolution or motion adopted by said Board, the vote by which the same was adopted shall be reconsidered by said Board as to so much thereof as may have been vetoed.
- (b) *Automatic placement on next regular meeting agenda.* If the President vetoes any Ordinance or Resolution or other item, the Clerk shall place the veto message and the corresponding ordinance or resolution or other item on the agenda of the next regular meeting.
- (c) *Override of Veto by President.* If, after such reconsideration, three-fifths of all the members of the Board shall agree to adopt the same by yeas and nays, to be entered on the journal, the same shall take effect notwithstanding the President may have refused to approve thereof.

**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.
- (7) Joint committees as created by written consent between chairpersons of the comprising committees and/or subcommittees of the Board.
  - a. Comprising committee and/or subcommittee chairpersons shall consent to forming a joint committee relative to a specific item or item(s) on, or to appear on, the Cook County Board Agenda. Consenting chairpersons shall submit the written consent to the Secretary to the Board, President of the Board of Commissioners, and Commissioners of the Cook County Board, no later than two days prior to the County Board, committee, subcommittee, and/or special committee meeting, for which County Board, committee,

subcommittee and/or special committee may call the item or items forming the basis of the joint committee's formation.

- b. Submitted written consent shall include, but is not limited to:
    - (i) The item or items forming the basis for forming the joint committee;
    - (ii) The intention of all consenting committee chairpersons to refer the listed items to the formed joint committee;
    - (iii) The names of the comprising committees and comprising committee chairs;
    - (iv) Which comprising committee chair will preside over the joint committee meeting; and
    - (v) Other such information and details relevant to the efficient execution of the joint committee meeting.
  - c. The formation of a Joint Committee will not constitute a standing joint committee. Joint Committees will dissolve upon taking final action on items referred to the committee or at the conclusion of a term should the joint committee fail to take final actions on referred items, pursuant to Section 2-211 of this Code.
  - d. No joint committee shall form absent written consent from the chairpersons of the comprising committees pursuant to Subsection 2-109(a)(7).
- (b) *Meetings of committees, joint 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) 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) 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.
  - (4) Committees and/or subcommittees, which form joint committees may hold joint committee meetings with consent and agreement, in writing, of the Chairpersons of the committees seeking to hold a joint meeting, at the call of the comprising committees and/or subcommittees Chairperson who will preside over the joint committee meeting, 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 comprising committees and/or subcommittees.
- (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, joint 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, joint 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, joint committees, or subcommittees pursuant to this Section, only the Board may take final action on any item referred to a committee, joint 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, joint 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. The Chair of a committee or subcommittee, who, according to the written consent of the comprising committees and/or subcommittees forming the joint committee, shall have the authority to call a joint committee meeting pursuant to Section 2-109 of this Code. 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~~ Committee of the Whole. (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~~ seven 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. The Board may by motion refer any item before the Board to a joint committee, provided the joint committee's comprising committee chairs written consent, prior to the Board's motion to refer the item or items, stated the joint committee's intention to receive the item or items by referral. The Chair of a committee may refer an item pending in that committee to a subcommittee of that committee. An item referred by the Board to any committee, joint committee, or subcommittee, or by a committee chair to a subcommittee, shall not be jointly referred to any other committee or subcommittee. Only upon the return of the item to the Board, either by report of the committee or by the Board's discharge of the item from the committee or subcommittee, may the Board refer the item to another committee or subcommittee.
  - (2) Any item that creates a new Ordinance or amends an existing section or sections of the Code shall be referred to a committee, joint committee, or subcommittee upon its initial introduction to the Board. Upon referral, the committee shall hold a hearing on the item. Following the hearing, the item shall be reported to the Board or discharged by the committee, joint committee, or subcommittee.
  - (3) The Board may vote for immediate consideration of the item by a majority vote.
  - (4) No committee, joint committee, or subcommittee shall meet for any purpose other than to consider one or more items referred by the Board.
- (k) Committee deliberation and reporting. Upon the completion of deliberations by a committee, joint committee, or subcommittee on an item referred to it, a committee, joint committee, or subcommittee in conjunction with the Secretary to the Board shall inform the members of the actions of the committee, joint committee, or subcommittee 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 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;
- (6) Returned With No Recommendation; and
- (7) For Report Only, No Action Taken.

The committee's adoption of any one of the above 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, joint committee, or subcommittee may also inform the members that action by the committee, joint committee, or subcommittee, was deferred, referred to a subcommittee, or special subcommittee or otherwise inconclusive.

- (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) *Joint committee meeting actions incorporated into comprising committees and/or subcommittees' minutes.* Prior to the next scheduled meeting of the comprising committees and/or subcommittees, the Secretary shall prepare descriptions of the joint committees' meeting actions to incorporate into the committee and/or subcommittee minutes of all comprising committees of the joint committee. The joint committee's meeting actions description shall include: the date and time of the joint committee meeting; a list of the attendees; which comprising committee or subcommittee chair presided over the meeting; an account of the items considered; a summary of the deliberations, including motions and amendments proposed and/or adopted; all votes taken; the results of said votes; and any attachments to the record as ordered by the presiding comprising committee or subcommittee 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.
- (n) *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.
- (o) *Discharge of committee item by the Board.* The Board may discharge any item from committee by a majority vote.

**Sec. 2-110. Committee roles and responsibilities, specified.**

- (a) *Open Meetings Act.* The Chairperson of a Committee or Subcommittee of the Board of Commissioners shall be responsible for complying with the Illinois Open Meetings Act, 5 ILCS 120/1, et. seq.
- (b) *Legislation and Intergovernmental Relations Committee.*
  - (1) Confirmation of presidential appointments. All appointments and reappointments of the President requiring the advice and consent of the Board shall be referred to the Legislation and Intergovernmental Relations Committee upon the President's submission unless waived by the Board. The Committee shall promptly hold such hearings as it deems appropriate and shall, no later than 30 days after referral, report all such appointments to the Board with a

recommendation for action. If the Committee has not made a timely report on any appointment, the appointment shall, at the next regular meeting of the Board following the expiration of such 30 days, be referred to the Board with "no recommendation" by the Committee.

- (2) *Signed affidavit required.* Prior to their confirmation hearing, each candidate for appointment or reappointment by the President or any other appointing authority shall submit an affidavit to the Chairman of the Legislation and Intergovernmental Relations Committee, that is signed by the candidate and affirms or swears to the following, under penalty of perjury:
- a. Attests that the candidate fulfills the requirements set forth under the requisite statute, ordinance, law or regulation that creates the appointment, including, but not limited to:
    1. Any residency requirements; and/or
    2. Any prohibitions on dual employment;
  - b. Attests that the candidate possesses no conflicts of interest that would prevent them from adequately representing the interests of the agency to which they are being appointed;
  - c. Attests that the candidate possesses the adequate qualifications and skills to adequately represent the interests of the agency and delineates those qualifications and skills;
  - d. Attests to the following information concerning the applicant's residence:
    1. The candidate's actual residency address;
    2. The length of time that the candidate has resided at their actual residence;
    3. If the candidate owns any other residential property within Cook County; and
    4. If the candidate obtains any homeowners property tax exemptions for property other than their actual residency address.
  - e. Attests that if there is any change in the information contained in the affidavit after the candidate is appointed, the candidate will notify the President of Cook County Board of Commissioners and the Chairman of the Legislation and Intergovernmental Relations Committee in writing within seven business days of the change.

(c) *Finance Committee.*

- (1) Budget matters. The President's executive budget recommendation and all motions, resolutions or ordinances that propose, amend, transfer or supplement any appropriations of funds or budget measure shall be referred to the Finance Committee.
- (2) Minimum timeframe for public inspection. Upon receiving the Executive Recommendation, the Finance Committee shall make the recommendation conveniently available to public inspection for at least ten days prior to final action in printed format and electronic format on a publicly accessible County owned website.
- (3) The President's executive budget recommendation and all motions, resolutions or ordinances that propose, amend, transfer or supplement any appropriations of funds or budget measure shall provide the basis upon which the annual appropriation ordinance is prepared and enacted.
- (4) The Finance Committee shall hold at least one public hearing thereon, notice of which shall be given by publication in a newspaper having general circulation in the County at least one week prior to the time of such hearing. It shall be the duty of the Finance Committee to prepare such tentative appropriation bill and make it so available to public inspection and also to arrange for and hold such public hearing or hearings.

(5) Debate. The proponent of any budgetary measure shall be afforded the right of debate.

(d) *Finance Subcommittee on Litigation.*

- (1) The Cook County State's Attorney's Office shall, for each settlement of \$500,000.00 and above, submit the following:
  - a. Any legal conflicts of interest of any party to the suit, as well as opposing counsel, of which the State's Attorney's Office is aware at the time it makes its settlement recommendation;
  - b. The current employment status of employee stakeholders named in the proposed settlement;
  - c. Any significant tangible evidence (i.e., photos, videos) that the State's Attorney's Office believes is relevant to its recommendation; and
  - d. At the end of each fiscal year:
    - (i) The State's Attorney's Office will provide an annual summary of all settlements, case dispositions and invoices approved in excess of \$500,000.00 entered into during that fiscal year; and
    - (ii) The County offices whose employees are named defendants in any such cases shall report on the employment statuses of such employees and any resulting disciplinary actions.
- (2) Further, on or before the submittal deadline for the Subcommittee meeting at which a proposed settlement of \$500,000.00 or more will be discussed, the State's Attorney's Office shall provide the Director of the Cook County Department of Human Rights and Ethics ("Director") with the following information for each such settlement:
  - a. The identity of all counsel appearing in the case and their respective firms;
  - b. A copy of the complaint, with the case numbers;
  - c. The name of each party and, for individual County defendants, their employer; and
  - d. The Assistant State's Attorney(s) responsible for the case.
- (3) At such Subcommittee meeting, the Director shall report to the Subcommittee any potential issues arising under the Cook County Ethics Ordinance presented by the proposed settlement based on the information provided to the Director by the State's Attorney's Office.

(e) *Finance Subcommittee on Tax Delinquency.*

- (1) The President of the County Board is hereby authorized and directed to appoint a committee of the County Board, consisting of a minimum of five members whose duty it shall be to consider parcels of real estate submitted to it by municipalities and governmental agencies or their subdivisions.
- (2) Upon consideration thereof make the proper recommendation as to forfeiture foreclosure thereon.
- (3) Such recommendation of forfeiture foreclosure thereon shall set a minimum bid which the municipality or governmental agency has guaranteed that it will make at the forfeiture foreclosure sale.
- (4) The Committee in the exercise of its powers to recommend tax foreclosures, shall be limited to consideration and recommendation for forfeiture foreclosures only requests made to it by municipalities, governmental agencies and their subdivisions.

**Sec. 2-111. Items pending in committee at conclusion of term.**

All items relating to pending litigation, workers' compensation claims, or applications made pursuant to the Cook County Zoning Ordinance at the conclusion of each term shall automatically be referred to the successor committee during the succeeding term. Upon conclusion of the ~~2018-2022~~ 2022-2026 term and each term thereafter, all legislation and other items referred to any committee or subcommittee prior to the last regular meeting of the term of the Board shall automatically be discharged from Committee or joint committee, and shall automatically be received and filed by the Board. The Secretary shall issue a report not less than 60 days prior to the expiration of each term to the President, chair of each committee and subcommittee, or the last presiding chair of a joint committee, listing all items pending in each committee, joint committee, and subcommittee.

Should a joint committee fail to take a final action on any item or items referred to it by the end of the term, in which the joint committee formed, the joint committee shall dissolve at the end of the term and after the Board receives and files the remaining joint committee items.

**Sec. 2-112. Commissions.**

- (a) The County Board shall have the authority by ordinance or resolution to create Commissions to address issues related or relevant to a Standing Committee of the County Board.
- (b) The Chair or Vice-Chair of the applicable Standing Committee relevant to the Commission must serve as the Chair of the Commission.
- (c) Commissions shall be temporary in nature and shall not exceed 12 months in duration unless otherwise approved by the Board.
- (d) Commissions shall be staffed by the Chair of the Commission with existing resources.
- (e) Other than Commissioners and County employees, Commission members may not serve on more than one Commission with concurrent terms.
- (f) Commissions shall issue their reports or findings to the applicable Standing Committee.
- (g) The authorizing ordinance or resolution for a Commission shall explicitly state:
  - (1) The purpose for which the Commission is being created;
  - (2) The Standing Committee to which the Commission is applicable;
  - (3) The number of members of the Commission and method by which they will be selected or appointed;
  - (4) The Chair or Vice-Chair of the applicable Standing Committee shall be the Chair of the Commission;
  - (5) The date by which the work of the Commission will be completed, which shall not exceed 12 months in duration, unless otherwise approved by the County Board;
  - (6) The length of service of the members of the Commission;
  - (7) The frequency the Commission shall meet which shall not be more than one time per month;
  - (8) That meetings of the Commission will be open to the public and comply with the requirements of the Open Meetings Act and Freedom of Information Act. All public meetings of a Commission 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. Any member of the general public may address the a Commission at any

remote meeting required to be open to the public under the Open Meetings Act (5 ILCS 120/1, et seq.) in writing, or orally from a remote location by means of electronic, video, audio, or telephonic connection if permitted in the meeting notice.

**Secs. 2-113-2-140. Reserved**

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