



# Board of Commissioners of Cook County

118 North Clark Street  
Chicago, IL

## Legislation Text

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**File #:** 15-0633, **Version:** 1

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### PROPOSED ORDINANCE

#### NEW RULES OF ORGANIZATION AND PROCEDURE

**BE IT ORDAINED**, by the Cook County Board of Commissioners that Chapter 2 Administration, Article III of the Cook County Code, is hereby repealed and enacted as follows:

#### ARTICLE III. - COUNTY BOARD

##### DIVISION 1. - GENERALLY

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

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

- (a) *Board* or County Board means the Cook County Board of Commissioners.
- (b) *Commissioner* means any duly elected or duly appointed Cook County Board Commissioner, and means the same as "member" of the Board.
- (c) *Committee* means a committee of the Board and includes a standing committee, a special committee and a standing or special subcommittee of a committee.
- (d) *Clerk* means the Clerk of the County Board who has been appointed by the County Clerk.
- (e) *Committee of the whole* means a committee comprised of all Commissioners as required by this division.
- (f) *President* means the President of the Cook County Board of Commissioners.
- (g) *Secretary* means the Secretary of the Board who has been appointed by the President.
- (h) *Term* means the four-year term of office established by State law for the President and the Commissioners.

###### Sec. 2-72. - Vacancies.

(a) If a vacancy occurs in the Office of Commissioner, such vacancy shall be filled by appointment of the appropriate district committee of the political party in the County Board District of which the incumbent was a candidate at the time of the candidate's election. If the incumbent Commissioner was appointed to the position, then such vacancy shall be filled by appointment of the appropriate district committee of the political party in the County Board District which appointed the incumbent. The appointee shall be of the same political party that the incumbent Commissioner was at the time of election or appointment.

(b) The district committee of a County Board District shall consist of the committeemen of each ward or township contained in whole or in part within the County Board District. In making appointments under this section, each committeeman of the appropriate district committee shall be entitled to one vote for each vote that was received, in that portion of the County Board District which the committeeman represent on the committee, by the Commissioner whose seat is vacant at the general election at which that Commissioner was elected to the seat which has been vacated (or the

Commissioner's elected predecessor, if the Commissioner whose seat is vacant was appointed) and a majority of the total number of votes received in such general election by the Commissioner whose seat is vacant is required for the appointment of the successor.

(c) Appointments made under this section shall be in writing and shall be signed by members of the district committee whose total votes are sufficient to make the appointments. Such appointments shall be filed with the County Clerk.

(d) An appointment made under this section shall be for the remainder of the term.

Sec. 2-73. - Code of conduct.

(a) Each member of the County Board shall:

(1) Promote public confidence in County government.

(2) Keep safe all funds and other properties of the County.

(3) Evaluate all financial decisions so that the best service or product is obtained at a minimal cost without sacrificing quality and fiscal responsibility.

(4) Maintain a positive public image to pass constant public scrutiny.

(5) Inject the prestige of the office into everyday dealings with the public, employees, and associates.

(6) Conduct and perform the duties of the office diligently and promptly dispose of the business of the County.

(7) Strive to bring new business and Industry into the County and diligently work towards maintaining all existing business and industry.

(8) Maintain a respectful attitude toward employees, other public officials and associates.

(9) Effectively and efficiently work with all governmental agencies, political subdivisions and other organizations within the County in order to further the interest of the County.

(10) Properly administer the affairs of the County.

(11) Faithfully comply with the laws of the land and regulations of the County and impartially apply them to everyone.

(b) Each member of the County Board shall not use the elected/or appointed position to:

(1) Improperly influence or attempt to influence other officials to act in the member's own favor.

(2) Accept anything of value from any source which is offered to influence the member's action as a public official.

(3) Engage in outside interests that are not compatible with the impartial and objective performance of the member's duties.

Sec. 2-74. - Clerk of Board; printed proceedings of County Board.

(a) 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 of the Board at every meeting of the Board when requested.

(b) The Clerk of the Board shall, in conjunction with the Secretary to the Board, record the proceedings of the County Board.

(c) That 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) 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.

(e) *Approval of Journal of Proceedings.* Effective January 1, 2011, 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) Commissioners shall file a statement of their "nay" and "present" votes with the Clerk, for items before the Board, or with the Secretary, for items in Committee within 24 hours of the end of a Meeting.
- (2) 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.
- (3) All corrections shall be made to the Clerk in writing within 48 hours of receiving the Draft Copy of the Journal of Proceedings.
- (4) A standing meeting of the Committee on Rules and Administration, shall be convened prior to a regularly scheduled Board Meetings shall be convened to approve the Journal with all corrections.
- (5) The Board shall approve the Report of the Committee on Rules and Administration at the subsequent Board Meeting.

Sec. 2-75. - Secretary to the Board of Commissioners; Videotaped proceedings.

(a) The Secretary to the Board shall be responsible for assisting the President and members of the Board in the assembly of the agendas, notices and reports for the meetings of the Board, its committees and subcommittees.

(b) The Secretary to the Board shall maintain an electronic legislative database of all proceedings of the Board, its committees and subcommittees. The Secretary shall assign a file identification number to items heard by the Board, its committees and subcommittees and utilize the number in the database.

The Secretary to the Board shall be responsible for coordinating the creation and maintenance of an audio and/or video record of all Board proceedings. Creation and maintenance of an audio and video record of the meetings includes any production, publication, reproduction, broadcast, live stream, digital archive or any other method of making such records available to the public in part or in whole. The Secretary shall retain all recordings and make them available upon request, with the exception of closed session recordings protected in accordance with the Illinois Open Meetings Act. Members of the public shall be allowed to listen to recordings of open meetings during regular office hours except when the recordings are in immediate use by persons exercising official County duties. The Secretary may require a notice in writing to be submitted 48 hours prior to the time when the recordings are desired for viewing. In accordance with the Freedom of Information Act, any member of the public wishing to purchase a copy of a recording of an open meeting may do so upon payment to the County of the cost of its reproduction.

(c) County departments which may aid in the creation and maintenance of an audio and video record of the Board proceedings shall provide their cooperation to the Secretary to the Board in the furtherance of the Secretary's responsibilities as enumerated in subsection (b).

(d) No portion of any videotape of the proceedings of the County Board, or of any committee or subcommittee thereof, prepared or taken by or for the County shall be produced, manufactured, sold, distributed or broadcast for commercial use or sponsorship, where such commercial use or sponsorship could reasonably be expected to lead to false or misleading communication or any unlawful activity in relation to the content of the videotape. Use of the videotape as part of a bona fide news program or public affairs documentary program is not prohibited. Certified copies of videotaped recordings of meetings of the County Board or of any sub-committee thereof, shall be available for distribution pursuant to rules and procedures as may be adopted by the County Board. Videotaped recordings as may be made of meetings shall be retained by the County Clerk of the County and be made available by the County Clerk for public inspection and copying pursuant to the Freedom of Information Act (5 ILCS 140/1 et seq.). Nothing herein shall require the County Clerk to provide electronic viewing equipment.

(e) Any person who violates the videotaping provisions of this section shall be subject to a fine of up to \$1,000.00 for each violation.

Sec. 2-76. - Ordinances, resolutions, motions, veto and reconsideration.

Upon the return to the County Clerk by the President of the County Board 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; and if, after such reconsideration, four-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.

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.

Sec. 2-77. - Fiscal impact review.

(a) *Short title.* This section shall be known and may be cited as the Fiscal Impact Review Ordinance.

(b) *Impact note required.*

(1) Every measure before the County Board including but not limited to any ordinance, resolution, motion, contract approval, or any amendment thereto (collectively and individually "measure"), except those measures making a direct appropriation or approving a contract for a specified amount to be expended within one fiscal year, the purpose or effect of which is to expend any County funds or to increase or decrease the revenues of the County, or to require the expenditure of their own funds either directly or indirectly, shall have prepared for it a brief explanatory statement or note ("fiscal note") which shall include a reliable estimate of the probable impact of such measure upon the County's annual budget.

(2) If an ordinance authorizes capital expenditures or appropriates funds for capital expenditures, a fiscal note shall specify by year any principal and interest payments required to finance such capital expenditures. In addition, increased operational costs, by year, shall be specified. In no event shall a fiscal note be required to estimate out-year costs for more than five years.

(c) *Responsibility and deadline for furnishing the fiscal note.*

(1) The Secretary of the Board shall request, promptly after the introduction of the measure before the County Board, the Chief Financial Officer of the County to prepare a fiscal note setting forth the information specified in this section regarding any measure.

(2) No measure may be called for a final vote by the County Board until delivery of the fiscal note according to the

provisions of this section, except that whenever, because of the complexity of the measure, additional time is required for the preparation of the fiscal note the Chief Financial Officer shall provide each member of the County Board and the President of the County Board with a statement of reasons why the fiscal note cannot be supplied in seven business days, and request an extension of time not to exceed five additional business days within which such fiscal note is to be furnished. Such extension shall be granted only with the consent of the majority of the members of the County Board and shall not extend beyond the end of the fiscal year in which the request was made. In no event may such extensions be used to unduly delay or hinder the consideration of the measure by the County Board. The County Board shall authorize the drafting of any rules of regulations which shall be subject to County Board approval, to ensure compliance with this section.

(3) In connection with the preparation of the fiscal note, all County officials and employees shall upon request cooperate with the Chief Fiscal Officer in providing information.

(d) *Form and content.*

(1) The fiscal note shall be factual in nature, as brief and concise as may be, and shall provide as reliable an estimate, in dollars, as is possible under the circumstances. The fiscal note shall include both the immediate effect, and if determinable or reasonably foreseeable, the long-range effect of the measure.

(2) If, after careful investigation it is determined that no dollar estimate is possible, the fiscal note shall contain a statement to that effect, setting forth the reasons why no such estimate can be given. A brief summary or work sheet of computations used in arriving at the fiscal note figures shall be included.

(e) *Preparation of fiscal note.*

(1) No comment or opinion shall be included in the fiscal note with regard to the merits of the measure for which the fiscal note is prepared; however, technical or mechanical defects may be noted.

(2) The work sheet shall include, insofar as practicable, a breakdown of the costs upon which the fiscal note is based. Such breakdown shall include, but need not be limited to, costs of personnel, materials and supplies, and capital outlay. The fiscal note shall also include such other information as is required by the rules and regulations which may be promulgated by the County Board with respect to the preparation of such fiscal notes. A copy of the fiscal note shall be delivered to each member of the Board and the President of the County Board, according to the provisions of Subsection (b) of this section.

(3) The original of the fiscal note and the work sheet shall be signed by the Chief Financial Officer or such person as the Chief Financial Officer may designate.

(f) *No restrictions on committee testimony.* The fact that a fiscal note is prepared for any measure shall not preclude or restrict the appearance before any committee of the County Board, of any official or authorized employee of any County commission, department, agency or other entity who desires to be heard in support of or in opposition to the measure.

Sec. 2-78. - Debt impact review.

(a) *Short title.* This section shall be known and may be cited as the Debt Impact Review Ordinance.

(b) *Long-term debt authorization.* In this section the term "long-term debt authorization" means:

(1) The dollar amount of bonds or other evidences of indebtedness which are secured by the full faith and credit of the County or are required to be repaid, directly or indirectly, from tax revenue and which can be sold in support of designated purposes by the County, any department, authority, public corporation or quasi-public corporation of the County, or any other public agency created by the County; or

(2) The dollar amount of bond and other evidences of indebtedness which are not secured by the full faith and credit or tax revenue of the County nor required to be repaid, directly or indirectly, from tax revenue and which can be sold in support of designated purposes by the County, any department, authority, public corporation and quasi-public corporation of the County, or any other public agency created by the County.

(c) *Impact note required.* Every measure before the County Board, including but not limited to any ordinance, resolution,

motion, or any amendment thereto (collectively and individually "measure"), which proposes to increase or add new long-term debt authorization or would require, through appropriation, the use of bond financed funds, shall have prepared for it a brief explanatory statement or note which shall include a reliable estimate of the probable impact of such measure upon the finances of the County Government ("debt impact note").

(d) *Responsibility and deadline for furnishing note.*

(1) The Secretary of the Board shall request, promptly after the introduction of the measure before the County Board, the Chief Financial Officer, or any person within the office of the Chief Financial Officer whom the Chief Financial Officer may designate, to prepare a written statement setting forth the information specified in this section regarding any measure.

(2) No measure may be called for a final vote by the County Board until delivery of the debt impact note according to the provisions of this section, except that whenever, because of the complexity of the measure, additional time is required for the preparation of the debt impact note, the office of the Chief Financial Officer shall provide each member of the County Board and the President of the County Board with a statement of reasons why the debt impact note cannot be supplied in seven business days, and request an extension of time not to exceed five additional business days, within which such debt impact note is to be furnished. Such extension shall be granted only with the consent of the majority of the members of the County Board and shall not extend beyond the end of the fiscal year in which the request was made. In no event may such extensions be used to unduly delay or hinder the consideration of the measure by the County Board. The County Board shall authorize the drafting of any rules or regulations which shall be subject to County Board approval, to ensure compliance with this section.

(3) In connection with the preparation of the debt impact note, all County officials and employees shall upon request cooperate with the Chief Fiscal Officer in providing information.

(e) *Form and content.*

(1) The debt impact note shall be factual in nature, as brief and concise as may be, and shall provide as reliable an estimate, in terms of dollar impact, as is possible under the circumstances. The debt impact note shall include both the immediate effect, and if determinable or reasonably foreseeable, the long-range effect of the measure.

(2) If, after careful investigation it is determined that no dollar estimate is possible, the debt impact note shall contain a statement to that effect, setting forth the reasons why no such estimate can be given. A brief summary or work sheet of computations used in arriving at the debt impact note figures shall be included.

(f) *Preparation of debt impact note.*

(1) No comment or opinion shall be included in the debt impact note with regard to the merits of the measure for which the debt impact note is prepared; however, technical or mechanical defects may be noted.

(2) The work sheet shall include, insofar as practicable, a breakdown of the costs upon which the debt impact note is based. Such breakdown shall include, but need not be limited to, costs of personnel, materials and supplies, and capital outlay. The debt impact note shall also include such other information as is required by the rules and regulations which may be promulgated by the County Board with respect to the preparation of such debt impact notes. A copy of the debt impact note shall be delivered to each member of the County Board and the President of the County Board according to the provisions of Subsection (b) of this section.

(3) The original of the debt impact note and the work sheet shall be signed by the Chief Financial Officer or such person as the Chief Financial Officer may designate.

(g) *No restrictions on committee testimony.* The fact that a debt impact note is prepared for any measure shall not preclude or restrict the appearance before any committee of the County Board, of any official or authorized employee of any County commission, department, agency or other entity who desires to be heard in support of or in opposition to the measure.

Sec. 2-79. - Correctional budget impact review.

(a) *Short title.* This section shall be known and may be cited as the Correctional Budget Impact Review Ordinance.

(b) *Impact note required.* Every measure before the County Board, including but not limited to any ordinance, resolution, motion, or any amendment thereto (collectively and individually "measure"), which creates a new criminal offense for which a sentence to the County Department of Corrections may be imposed, or which enhances any class or category of offense to a higher grade or penalty for which a sentence to the County Department of Corrections is authorized, or which requires a mandatory commitment to the County Department of Corrections, shall have prepared for it a correctional budget and impact note ("correctional note"), which shall include a brief explanatory statement or note and a reliable estimate of the probable impact of such measure upon the overall resident population of the County Department of Corrections incarceration facilities and the probable impact which such measure will have upon the Department's annual budget.

(c) *Responsibility and deadline for furnishing note.*

(1) The Secretary of the Board shall request, promptly after the introduction of the measure before the County Board, the County Sheriff ("Sheriff"), or any person within the office of the Sheriff whom the Sheriff may designate, to prepare a correctional note setting forth the information specified in this section regarding any measure.

(2) No measure may be called for a final vote by the County Board until delivery of the correctional note according to the provisions of this section, except that whenever, because of the complexity of the Measure, additional time is required for the preparation of the correctional note, the office of the Sheriff shall provide each member of the County Board and the President of the County Board with a statement of reasons why the correctional note cannot be supplied in seven business days, and request an extension of time not to exceed five additional business days within which such correctional note is to be furnished. Such extension shall be granted only with the consent of the majority of the members of the County Board and shall not extend beyond the end of the fiscal year in which the request was made. In no event may such extensions be used to unduly delay or hinder the consideration of the measure by the County Board. The County Board shall authorize the drafting of any rules or regulations which shall be subject to County Board approval, or take any further action necessary to ensure compliance with this section.

(3) In connection with the preparation of the correctional note, all County officials and employees shall upon request cooperate with the Sheriff in providing information.

(d) *Form and content.*

(1) The correctional note shall be factual in nature, as brief and concise as may be, and shall provide as reliable an estimate, in terms of population and dollar impact, as is possible under the circumstances. The correctional note shall include both the immediate effect, and if determinable or reasonably foreseeable, the long-range effect of the measure.

(2) If capital expenditures are authorized, or funds for capital expenditures are appropriated, the fiscal note shall specify by year any principal and interest payments required to finance such capital expenditures. In addition, increased operational costs, by year, shall be specified. In no event shall a correctional note be required to estimate out-year costs for more than five years.

(3) If, after careful investigation it is determined that no population or dollar estimate is possible, the correctional note shall contain a statement to that effect, setting forth the reasons why no such estimate can be given. A brief summary or work sheet of computations used in arriving at the correctional note figures shall be included.

(e) *Preparation of correctional note.*

(1) No comment or opinion shall be included in the correctional note with regard to the merits of the measure for which the correctional note is prepared; however, technical or mechanical defects may be noted.

(2) The work sheet shall include, insofar as practicable, a breakdown of the costs upon which the correctional note is based. Such breakdown shall include, but need not be limited to, costs of personnel, materials and supplies, and capital outlay. The correctional note shall also include such other information as is required by the rules and regulations which may be promulgated by the County Board with respect to the preparation of such correctional notes. A copy of the correctional note shall be delivered to each member of the County Board and the President of

the County Board according to the provisions of Subsection (b) of this section.

(3) The original of the correctional note and the work sheet shall be signed by the State's Attorney or such person as the Sheriff may designate.

(f) *No restrictions on committee testimony.* The fact that a correctional note is prepared for any measure shall not preclude or restrict the appearance before any committee of the County Board, of any official or authorized employee of any County commission, department, agency or other entity who desires to be heard in support of or in opposition to the measure.

Sec. 2-80. - Committee on tax foreclosures.

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 and upon consideration thereof make the proper recommendation as to forfeiture foreclosure thereon. 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, 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. 2-81. - Legislative and fiscal impact review.

(a) Any proposed legislation introduced before the Illinois General Assembly at the behest of the Cook County Treasurer, Recorder of Deeds, Assessor, Sheriff, Clerk of the Circuit Court, Chief Judge, State's Attorney, County Clerk, member of the Board of Review, or any person acting on behalf of the President of Cook County in a capacity as chief of a bureau or head of a department, is required to carry the prior written consent of the President and Board of Commissioners. In the event that any of the herein named officials appears in the record as a proponent of a measure that passes both houses of the General Assembly and becomes law, where said law has a fiscal impact on Cook County government, the full amount of the fiscal impact will be charged against the budget of the elected or appointed county official so identified as a proponent.

(b) A fiscal impact review shall be conducted annually by the Director of Budget and Management Services, for purposes of evaluating the accuracy of annual income projections from revenue sources based on fees, when said projections were provided by the office of the Cook County Treasurer, Recorder of Deeds, Assessor, Sheriff, Clerk of the Circuit Court, Chief Judge, State's Attorney, County Clerk, or Board of Review (the "Elected Officials") in conjunction with consideration and adoption of the Annual Appropriations Ordinance. In the event that revenue generated from a fee is not sufficient to equal or exceed the annual projection and a shortfall is projected, as determined by the Budget Director at the Mid-Year Budget Review, and when it is further determined that the shortfall is a result of a failure to impose a fee as required by law, or a failure to properly administer and collect a fee as required by law, the Budget Director shall report the shortfall to the Board of Commissioners for an immediate amendatory reduction in appropriation authority previously granted to the budgetary unit(s) of the Elected Official responsible for calculating said revenue estimate(s), of an amount corresponding to the identified shortfall.

Sec. 2-82 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.

Prior to their confirmation hearing, each candidate for appointment or reappointment by the President or any other appointing authority shall submit a notarized, signed affidavit to the Chairman of the Legislation and Intergovernmental

Relations Committee, that:

- (1) Is signed by the candidate;
- (2) Is sworn under oath, under penalties of perjury;
- (3) Is notarized;
- (4) 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;
  - a. Any residency requirements; and/or
  - b. Any prohibitions on dual employment;
- (5) 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; and
- (6) Attests that the candidate possesses the adequate qualifications and skills to adequately represent the interests of the agency and delineates those qualifications and skills;
- (7) Notarizes and acknowledges:
  - a. The candidate's actual residency address;
  - b. The length of time that the candidate has resided at their actual residency;
  - c. If the candidate owns any other residential property within Cook County; and
  - d. If the candidate obtains any homeowners property tax exemptions for property other than their actual residency address.

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.

Sec. 2-83 Budget matters.

(a) *Finance committee.*

- (1) 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). 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.

(b) *Debate.* The proponent of any budgetary measure shall be afforded the right of debate provided for in Section 2-105(o).

Sec. 2-84-2-100. - Reserved.

DIVISION 2. - RULES OF ORGANIZATION AND PROCEDURE

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. - Definitions.

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

- (a) *Board* or County Board means the Cook County Board of Commissioners.
- (b) *Commissioner* means any duly elected or duly appointed County Board Commissioner, and means the same as "member" of the Board.
- (c) *Committee* means a committee of the Board and includes a standing committee, a special committee and a standing or special subcommittee of a committee.
- (d) *Clerk* means the Clerk of the Board who has been appointed by the Cook County Clerk.
- (e) *Committee of the whole* means a committee comprised of all Commissioners as required by this division.
- (f) *Majority* means a simple majority of those Commissioners present and entitled to vote on a question, while a Majority vote means the vote of a simple majority of those Commissioners present and entitled to vote on a question.
- (g) *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.
- (h) *President* means the President of the Cook County Board of Commissioners.
- (i) *Secretary* means the Secretary of the Board who has been appointed by the President.
- (j) *Term* means the four-year term of office established by State law for the President and the Commissioners.

Sec. 2-103. - 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.

Sec. 2-104. - Transition; Appointment of chairs and vice-chairs of committees and subcommittees; Appointment of members of committees and subcommittees.

(a) *Transition, 2014-2018 term.*

(1) The standing committees and subcommittees created by Ordinance previously adopted December 14, 2010, are replaced by the standing committees and subcommittees set forth in this division. Beginning with the term commencing December 1, 2014, standing committees and subcommittees in this division shall be replaced in whole or in part by ordinance.

(2) The resolution appointing Chairs and Vice-Chairs to such committees, which was adopted on December 14, 2010, shall be replaced pursuant to resolution of the Board adopted pursuant to Section 2-105. The appointments made pursuant to such resolution shall remain in effect for the current term. Beginning with the term commencing December 1, 2014, the resolution appointing Chairs and Vice-Chairs to such committees, shall be replaced pursuant to resolution of the Board adopted pursuant to Section 2-105. The appointments made pursuant to such resolution shall remain in effect for the current term unless further amended by the Board.

(3) The resolution appointing members of committees and subcommittees which was adopted on December 14, 2010, shall be replaced pursuant to resolution of the Board adopted pursuant to Section 2-105. The appointments made pursuant to such resolution shall remain in effect for the current term. Beginning with the term commencing December 1, 2014, the resolution appointing members of committees and subcommittees shall be replaced pursuant to resolution of the Board adopted pursuant to Section 2-105. The appointments made pursuant to such resolution shall remain in effect for the current term unless further amended by the Board.

(b) *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 of 2001 at the conclusion of each term shall automatically be referred to the successor committee during the succeeding term. All items which were referred to committee by the Board of Commissioners on November 19, 2014 shall automatically be referred to its successor committee in the 2014-2018 term without further action by the Board. Except as otherwise provided in this section, upon conclusion of the 2010-2014 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 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 and chair of each committee and subcommittee listing all items pending in each committee and subcommittee.

Sec. 2-105. - Board of Commissioners; Meetings of the Board

(a) *Meetings.*

(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). 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 hours 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.

(c) *President Pro Tempore.* At the commencement of a term, the President shall nominate and the Board shall by resolution elect one Commissioner as President Pro Tempore for such term. The President Pro Tempore shall, in the absence of the President, preside over meetings of the Board. In the event that the President is temporarily unable to act in performing the remainder of his or her official duties, the President Pro Tempore shall perform such duties and possess all the rights and powers of the President until such time as the President is able to perform such duties or, in the event of a vacancy in the Office of the President, until such vacancy is filled. If the President Pro Tempore shall cease to be a Commissioner or shall resign from the position of President Pro Tempore, the Board shall appoint another Commissioner to serve as President Pro Tempore by Resolution for the remainder of the term or a time certain.

(d) *Quorum.* A majority of those elected (nine Commissioners) 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.

(e) *Absence of quorum.*

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

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

(3) Should a quorum not be present at a committee 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.

(f) *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.

(g) *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. Consent calendar.
- c. New business.
- d. Committee Items Requiring Board Action

(2) The Board may grant members of the public leave to speak on items pending before the Board pursuant to the rules set forth in Section 2-105(i).

(3) All questions relating to the priority of business shall be decided by the presiding officer, without debate, subject to appeal.

(4) Meetings of the Board may commence with a prayer or invocation and the Pledge of Allegiance.

(h) *Prior notice to public.* No less than 72 hours before any meeting of the Board, notice and an agenda for such meeting shall be provided to the President, all Commissioners and all news media that have requested notice of meetings. Notice shall also 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. New items posted to an agenda must be posted at least 48 hours in advance of the meeting by the Secretary and at the location where the meeting is to be held in order for the Board to consider the item for approval; new items posted with less than 48 hours' notice must be withdrawn, deferred, or referred to committee. In addition, notices and agendas of all meetings shall be posted on a County owned website.

(i) *Public testimony.* Subject to the provisions herein, public testimony will be permitted at regular and special meetings of the Board. Authorization as a public speaker shall only be granted to those individuals who have submitted in writing, their name, address, subject matter, and organization (if any) to the Secretary 24 hours in advance of the meeting. Duly authorized public speakers shall be called upon to deliver testimony at a time specified in the meeting agenda. Public testimony must be germane to a specific item(s) on the meeting agenda, and the testimony must not exceed three minutes; the Secretary will keep track of the time and advise when the time for public testimony has expired. Persons authorized to provide public testimony shall not use vulgar, abusive or otherwise inappropriate language when addressing the Board. Failure to act appropriately; failure to speak to an item that is germane to the meeting, or failure to adhere to the time requirements may result in expulsion from the meeting and/or disqualify the person from providing future testimony.

(j) *Agendas.*

(1) *Board Meeting Agenda.* The agenda shall briefly describe all items that will be considered at the meeting, except for items to be included in the consent calendar as set forth in Subsection (3) of this Section. Material pertinent to an item on a Board agenda shall be supplied, along with the agenda, to the President and to each of the Commissioners. With the exception of materials that are confidential as provided by law, such material shall also be available to the public in the office of the Secretary.

a. Items may be placed on an agenda not later than noon of the day previous to the day on which an agenda is required to be distributed. This subsection shall not apply to items reported to the Board by any of its committees of the whole.

b. Items may be placed on the agenda of a Board meeting by the President or any Commissioner. Where the President or a Commissioner(s) introduces an ordinance or resolution, he or she shall be listed as sponsor(s) of such ordinance or resolution. Committee reports shall be placed on the agenda of a Board meeting by the Chair of the committee. Items may be placed on the agenda of a committee meeting by a Commissioner who is a member of the committee or the President, in his ex officio capacity, provided that such item has been referred to the committee by the Board pursuant to Section 2-106(o).

c. It shall be the duty of the Clerk to prepare, post and distribute all agendas for meetings of the Board, and it

shall be the duty of the Secretary to prepare, post and distribute agendas for committee meetings.

d. No issuance of any debt instrument which pledges the full faith and credit of the County shall be the subject of final action by the Board of Commissioners unless it has been preceded by at least one public hearing on the prospective matter by the Finance Committee. Notification of such hearing shall be the responsibility of the Finance Committee, which notice shall be as set forth in Section 2-105(i).

e. Amendments or Substitutes to any item placed on an agenda of any meeting of the Board shall be submitted to the Secretary no later than 24 hours in advance of the meeting at which the item will be considered. Upon receipt of the amendment or substitute, the Secretary shall immediately provide the amendment or substitute to the President, all Commissioners and all news media that have requested notice of meetings and it shall be posted in the Office of the County Clerk and at the location where the meeting is to be held, and shall be made available to the public in the office of the Secretary. This rule may be waived for technical amendments or emergencies.

(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.* 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 any regular meeting of the Board. Proposed resolutions on the Consent Calendar are non-debatable, and shall not be read in to the record or otherwise considered individually, but 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.

(k) *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:

- a. The President, Clerk, Secretary, Parliamentarian and Sergeant-at-Arms;
- b. Commissioners;
- c. Other elected Cook County officers;
- d. Former Commissioners;
- e. Staff of the Board; and
- f. Staff of the President.

(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.

(l) *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.

(m) *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.

(n) *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 himself 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.

(o) *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.

(p) *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) If any Commissioner requests it, 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.

(q) *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.

(r) *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.

(s) *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.

(t) *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.

(u) *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.

(v) *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.

(w) *Robert's Rules of Order.* The rules of parliamentary practice set forth in "Robert's Rules of Order" (Newly Revised, 10th Edition) 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.

(x) *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.

(y) *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.

(z) *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. 2-106. Committees.

(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; and
- (5) Special subcommittees created by standing committees or by special committees or by resolution
- (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) 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.

(c) *Quorum*. A majority of those elected (nine Commissioners) shall constitute a quorum for 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.

(d) *Absence of quorum*. Should a quorum not be present at a committee 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.

(e) *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.

(f) *Prior notice to public*. No less than 72 business hours before any meeting of a committee or subcommittee, notice and an agenda for such meeting shall be provided to the President, all Commissioners and all news media that have requested notice of meetings, 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. New items posted to an agenda must be posted at least 48 hours in advance of the meeting by the Board Secretary and at the location where the meeting is to be held in order for the Board to approve the item; new items posted with less than 48 hours' notice must be withdrawn, deferred, or referred to committee. In addition, notices and agendas of all meetings shall be posted on a County owned website.

(g) *Public testimony*. Subject to the provisions herein, public testimony will be permitted at committee meetings of the Board. Authorization as a public speaker shall only be granted to those individuals who have submitted in writing, their name, address, subject matter, and organization (if any) to the Secretary 24 hours in advance of the meeting. Duly authorized public speakers shall be called upon to deliver testimony at a time specified in the meeting agenda. Public testimony must be germane to a specific item(s) on the meeting agenda, and the testimony must not exceed three minutes; the Secretary will keep track of the time and advise when the time for public testimony has expired. Persons authorized to provide public testimony shall not use vulgar, abusive or otherwise inappropriate language when addressing the Board; failure to act appropriately; failure to speak to an item that is germane to the meeting, or failure to adhere to the time requirements may result in expulsion from the meeting and/or disqualify the person from providing future testimony.

(h) *Notice and Agendas*. The 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.

(i) *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 resolution of the Board adopted by a majority of those elected.

(j) *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.

(k) *Vacancies*

- (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.

(l) *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.

(m) *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.

(n) *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) Environmental Control, 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) Homeland Security and Emergency Management, 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) Roads and Bridges, 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.

(o) *Referrals to committees.* The Board may by motion refer any item before the Board to a Committee or to a subcommittee. 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 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.

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 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 or subcommittee. The Board may vote for immediate consideration of the item by a majority vote.

All items referred to committee or subcommittee by the Board shall be designated with a Communication Number as assigned by the Secretary to the Cook County Board of Commissioners. No committee or subcommittee shall meet for any purpose other than to consider one or more items designated by Communication Numbers.

(p) *Committee Deliberation and Reporting.*

Upon the completion of deliberations by a committee or subcommittee on an item referred to it, a committee or subcommittee in conjunction with the Secretary to the Board shall inform the members of the actions of the 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 six (6) 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.

The committee's adoption of any one of the above six 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 pursuant to Rule 2-104(b).

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

(q) *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.

(r) *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.

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

Secs. 2-107-2-140. - Reserved.

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