

Rules of the DuPage County Board

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Rules of the DuPage County Board

Section I. County Board Meetings

A. Regular Meetings

1. In General. The County Board (sometimes referred to as Board) shall conduct regular meetings on the days and times and at the locations it annually specifies pursuant to Section 2.02 of the Open Meetings Act. The County Board shall conduct regular meetings during the months of June and September as required by Section 2-1001 of the Counties Code. Meetings of the County Board that occur during the months of September, October, and November shall together constitute the September Session of the County Board for the purpose of determining the amount of county taxes to be levied for all purposes in accordance with Section 18-10 of the Property Tax Code.
2. Day Meetings. Unless otherwise provided by the County Board, the Board shall conduct its meetings on the second and fourth Tuesday of each month at 10:00 a.m., except for the fourth Tuesdays in the months of July and December.
3. Evening Meetings. The County Board may from time to time elect to convene for evening meetings on the days designated for a regular meeting. Such meetings shall convene on or after 5:00 p.m.

B. Special Call Meetings

1. Authority to Call Meetings. The County Board shall convene a Special Call meeting upon the request of:
 - a) At least one-third of the Members of the County Board, or;
 - b) The Chair of the County Board.
2. Method of Call. A request to convene a Special Call Meeting of the County Board shall:
 - a) Be in writing, addressed to the County Clerk;
 - b) Specify the time and place of the meeting; and
 - c) Indicate the business to be considered by the Board. The Board shall consider no other business at a Special Call meeting other than the business items set forth in the call.
3. Notice of Call.
 - a) The County Clerk shall transmit by electronic means written notice

and the agenda of a Special Call meeting to each member of the County Board and to the Chair of the County Board at least 48 hours prior to the meeting.

- b) Staff of the County Board shall cause notice of each Special Call meeting to be posted on the County Board and lobby bulletin boards and the Internet at least 72 hours prior to the Special Call meeting.
- c) Special Call meetings shall comply with all notice requirements contained in the Open Meetings Act.

Section II. Chair of the County Board

A. Chief Executive Officer/Chair

The Chair of the County Board is the chief executive officer of the County. The terms "Chair of the County Board", "County Board Chair", shall refer to the office of "Chairman of the County Board" as established by 55 ILCS 5/2-1003 and 55 ILCS 5/2-3007.

B. Representative of the County Board

- 1. The County Board designates the Chair of the County Board as its representative at any convention or meeting where the Board or the Chair of the County Board has not already appointed a representative. The Chair of the County Board may request any County Staff, County official and/or Members of the County Board to assist him/her in the transaction of official business at such convention or meeting.
- 2. The County Board appoints and authorizes the Chair of the County Board to represent the interests of the County on the board of any non-for-profit corporation whenever the governing documents of said non-for-profit corporation provide that its board's membership shall include the Chair of the County Board; including, but not limited to "Choose DuPage" and other regional economic development corporations that promote economic growth in the County. The Chair of the County Board may not accept compensation for his/her service from a not-for-profit corporation under this paragraph.

C. Legislative Representation of the County

The County Board Chair and/or his/her designee(s) may travel to Springfield or Washington, D.C. to represent the interests of DuPage County as necessary and shall provide the Board with reports of such activity.

D. Preparation of Meeting Agendas and Materials

The Chair of the County Board shall prepare an agenda for all County Board meetings and shall:

1. Cause the County Board agenda to be posted at designated areas and on the Internet via the DuPage County Website, in accordance with these rules including all appropriate supporting information.
2. Describe resolutions, ordinances and such other business as is to come before the County Board.
3. Place on the County Board agenda items including all items which have been requested by one-third (1/3) of the County Board.
4. Place on the County Board agenda all items recommended for approval to the County Board by any Committee within 20 days of said Committee's recommendation.
5. Where the Chair receives notice that any member who voted on the prevailing side of a matter coming before the County Board at the last prior meeting of the County Board wishes to make a motion to reconsider that matter, the Chair shall cause notice of the motion to reconsider, including the names of the County Board member seeking to make such a motion, to appear under the Old Business section of the agenda for the next meeting of the County Board.

E. Preparation and Presentation of Annual County Budget

The County Board Chair shall prepare a proposed annual budget, as provided by law, and submit it to the County Board no later than the second regularly scheduled County Board meeting in September of each year.

F. Policy and Program Implementation

The County Board Chair shall supervise and implement policies and programs as expressed in the motions, resolutions and ordinances approved and passed by the County Board.

G. Administration and Management of County Government

The County Board Chair shall coordinate and direct by executive order or otherwise all administrative and management functions including goals and objectives for those functions of the DuPage County government except the offices of elected county officers.

H. Approval of County Board Actions; Veto

1. In General. The County Board Chair shall sign all ordinances, resolutions, or written acts of the County Board, provided however, any ordinance passed, adopted or otherwise enacted by the Board shall be presented to the County Board Chair before it becomes effective. If the County Board Chair approves such ordinance, resolution or motion, they shall sign it and it shall become law on the date prescribed; if not, they shall return it to the Board within 10 business days with his/her objections and the Board shall proceed to reconsider the matter at its next meeting, to be held within 30 business days of the Board's receipt of the County Board Chair's objections. If after such reconsideration a majority of the members of the Board pass such ordinance, it shall become effective on the date prescribed but not earlier than the date of passage following reconsideration. If any ordinance is not returned by the County Board Chair to the Board within 10 business days after it has been presented to them, it shall become effective at the end of the 10th day.
2. Reduction and Item Veto in Certain Instances. Each county appropriation ordinance that is passed that includes appropriations for the County Health Department and (ii) each appropriation ordinance that is passed by the DuPage County Airport Authority shall be presented immediately to the County Board Chair. If the County Board Chair approves the ordinance, he or she shall sign it and it shall become law. The County Board Chair may reduce or veto any items of appropriations for the County Health Department or for the DuPage County Airport Authority in the ordinance and shall return the item vetoed or reduced with his or her objections to the County Board. A copy of the veto shall also be delivered to the body for which the appropriation is intended. Portions of an ordinance not reduced or vetoed shall become law. Any ordinance not so returned by the County Board Chair within 30 calendar days after it is presented to him or her shall become law. If, within 30 calendar days after the veto has been delivered to the County Board and the body for which the appropriation is intended, the County Board restores an item that has been reduced or overrides the veto of an item by a record vote of three-fifths (3/5) of the members elected, the item shall become law. If a reduced item is not so restored, it shall become law in the reduced amount.

I. Appointments

The County Board Chair shall prepare and distribute to the County Board, when practicable, a written notice of his or her appointment of any individual to any offices which the County Board Chair is directed by law or ordinance to appoint with the advice and consent of the County Board. Such notice shall include an application or other supporting biographical information for each candidate and be provided to Board Members two weeks prior to final approval. The County Board Chair shall post each appointment, term and vacancy on the County's website.

The County Board Chair, may appoint, with the advice and consent of, and upon a majority vote of the County Board, Department Heads as considered necessary, except in the office of an elected county officer. The County Board authorizes Department Heads to hire employees within approved headcount and within approved salary ranges.

J. Voting in Instances of a Tie

The County Board Chair may not vote on any question at a County Board meeting except in the event of a tie vote.

K. Questions of Order and Policy

The County Board Chair shall rule, subject to appeal, whether an ordinance or resolution is a matter of policy (*see* Sections X & XI). The County Board may overrule the County Board Chair's ruling by a majority vote.

L. Presiding Officer of the County Board

The County Board Chair shall preside at all meetings of the County Board at which he/she is present.

M. Ex Officio Member of County Board Committees

The County Board Chair shall be an ex officio member of all committees and, when in attendance, may be counted to make a quorum.

N. Assignment of Staff to Committees

The County Board Chair shall assign staff to each committee.

O. Reassignment of Committee Duties

The County Board Chair may, with the advice and consent and upon majority vote of the board, assign any responsibility of any Committee to any other Committee.

P. Execution of County Board Actions

The County Board Chair or their designee(s) shall ensure that all of the orders, resolutions and regulations of the County Board are faithfully executed.

Q. Report to County Board on Fiscal Conditions

The County Board Chair or their staff designee shall make reports to the County Board on the affairs of the county and shall keep the County Board fully advised as to the financial condition of the county and its future financial needs no less than quarterly.

R. Removal and Suspension of Deputies and Employees

The County Board Chair may remove or suspend at his/her discretion, with the advice and consent of and upon a majority vote of the County Board, after due notice and hearing as required by applicable laws, ordinances, and approved County Board policies, anyone whom he/she has the power to appoint, with advice and consent of and upon a majority vote of the County Board. This grant of power to the County Board Chair does not diminish the County Board's authority to remove or suspend, upon a majority vote, after due notice and hearing as required by applicable laws, ordinances, and approved County Board policies, anyone whom the County Board Chair has the power to appoint unless otherwise prohibited by state law. Recommendation for said removal must be made to the Finance Committee for hearing and disposition. Appeal of the Finance Committee ruling may be made to the County Board within 30 days.

S. Bond Issues and Financial Planning

The County Board Chair may propose bond issuance and other matters of financial or fiscal planning. All costs of issuance, and all parties receiving a fee or payment of any kind, shall be disclosed in advance and receive approval by the County Board.

T. Examine County Operations

The County Board Chair may require reports and examine accounts, records and operations of all county administrative units.

U. Care and Custody of County Property

The County Board Chair shall supervise, or cause the supervision of, the care and custody of all county property including institutions and agencies.

V. Intergovernmental Agreements

The County Board Chair may, with the advice and consent of and upon a majority vote of the County Board, enter into intergovernmental agreements with other governmental units.

W. Economic Development

With the advice and consent of and upon a majority vote of the County Board, the County Board Chair may negotiate on behalf of the county with governmental units and the private sector for the purpose of promoting economic growth and development.

X. Employee Performance Review

The County Board Chair shall perform performance and merit reviews for all County Board Senior Staff, Department Heads, and Department Senior Staff. The County Board Chair shall send completed reviews to the chairs of each staff member's parent committee for comment, and any merit increases shall be sent to Finance Committee for concurrence.

Y. Other Duties

The County Board Chair shall perform such other duties as shall be required of him/her by the County Board, by law or by ordinance.

Section III. Vice Chair of the County Board

A. Nomination and Election

The County Board shall nominate and elect from its membership the Vice Chair of the County Board at the first regularly scheduled County Board meeting following the Inauguration of Members of the County Board, or upon the creation of a vacancy in the office of Vice Chair. As used in these rules, "Vice Chair of the County Board" shall refer to the office of "Vice Chairman of the County Board" as set forth in 55 ILCS 5/2-1003.

B. Short-Term Absence of the Chair

In the event of the County Board Chair's short-term absence (less than 30 days), the Vice Chair of the County Board will chair the County Board meeting and exercise the duties of the County Board Chair as they relate to the County Board meeting. The Vice Chair of the County Board shall sign all ordinances, resolutions, or written acts of the County Board after seven calendar days of the date of the County Board action unless such action is vetoed by the County Board Chair during said 10-day period and attested to by the Clerk of the County Board. The Vice Chair of the County Board shall perform all other duties prescribed to him/her by the County Board Chair. The Vice Chair of the County Board shall have a vote at all County Board meetings chaired by him/her.

C. Long-Term Absence of the Chair

In the event of the Chair's long-term absence (more than 30 days) the Vice Chair shall perform all duties prescribed to the Chair until the Chair's return.

D. Chair Pro Tem

In the absence of both the Chair and the Vice Chair, the County Board shall elect a Chair pro tem. The same guidelines will apply as in B & C of this Section.

Section IV. Committee Membership

A. General Provisions

1. The Committees listed in Section V of these Rules constitute the Standing Committees of the County Board.
2. All Committee members shall serve a two (2) year term unless they are removed as provided for herein.
3. Committees shall act in accordance with and have all authority granted pursuant to Board ordinances, resolutions, policies and rules. Each Committee shall perform such duties assigned to the Committee by the County Board Rules, the Chair of the County Board or referred to the Committee by the County Board. In addition, each committee may:
 - a) recommend legislation pertinent to the committee's areas of responsibility to the Legislative Committee and the County Board Chair.
 - b) review the proposed annual budgets of those departments or offices of elected officials under the jurisdiction of that committee with the appropriate appointed or elected official prior to Finance Committee review and recommendation.
 - c) submit recommendations for Strategic Planning Initiatives to the Strategic Planning Committee for review.
4. All Committee recommendations that do not go through Finance Committee that require County Board action shall be presented to County Board within twenty (20) days of the Committee decision. In the case of recommendations requiring Finance Committee approval, such recommendations shall be made to the Finance Committee within twenty (20) days of the Committee decision. Finance Committee recommendations that require County Board action shall be presented to County Board within twenty (20) days of the Finance Committee decision.
5. County Board Members shall not lobby on behalf of any bill or executive order before the State or the Federal government in the name of the County or the Board without the consent of the majority of the County Board or the County Board Chair. This does not prohibit individual County Board Members from lobbying in their personal capacity on their own private time.

B. Selection, Structure, Removal, Vacancies, Resignation

1. Selection.

- a) Appointments following County Board Elections. Unless otherwise provided in these Rules, Committee Chairmen, Vice Chairmen, and Members shall be appointed by the Chair of the County Board from the membership of the County Board with the advice and consent of, and upon a majority vote of, the County Board at the first meeting in December following each General Election. Should the County Board fail to consent to the Chair's appointments, then the Chair shall have one additional opportunity at the next regularly scheduled County Board meeting, but in no case later than the last regularly scheduled County Board meeting in January, to appoint Committee Chairmen, Vice-Chairmen, and Members. Should the County Board fail to consent to the Chair's appointments, then any County Board member may recommend Committee Chairmen, Vice-Chairmen, and Members, who must then be approved by a majority of the County Board.
 - b) Appointments following the creation of a new Committee. Whenever the County Board by rule or resolution creates a new Committee or Committees, the County Board Chair shall appoint the Chair, Vice-Chair, and Members of that Committee with the advice and consent of the County Board consistent with the rule or resolution establishing such Committee.
 - c) The terms "Committee Chair" or "Committee Vice Chair" shall refer to the Chair of the Committee or Vice Chair of the Committee appointed under these rules for the specific committees created pursuant to these rules.
2. Structure - Except as provided in these Rules, Standing Committees shall be comprised of one (1) County Board Member from each County Board District.
- a) The Finance Committee shall be a Committee of the Whole of the Members of the County Board.
 - b) The Judicial/Public Safety Committee shall have two (2) County Board Members from each County Board District.
 - c) The Technology Committee shall consist of one (1) County Board Member from each County Board District, the Auditor, the Coroner, the Clerk, the State's Attorney, the Treasurer, and the Recorder. Each of the countywide elected officers may designate a representative to serve as a member of the Technology Committee in his or her stead. "Countywide elected officer" means the State's

Attorney, the Auditor, the Clerk, the Coroner, the Treasurer, and the Recorder. (This subsection shall not become effective until December 2, 2022).

- d) The Intergovernmental Committee shall consist of (1) County Board Member from each County Board District and the DuPage Mayors and Managers Conference shall select six (6) representatives pursuant to their bylaws.
 - e) The Stormwater Management Committee shall consist of one (1) County Board Member from each County Board District and one (1) municipal member from each County Board District appointed pursuant to Illinois law.
 - f) The Strategic Planning Committee shall consist of one (1) County Board Member from each County Board District and as many as three (3) countywide elected officers.
3. Removal - The County Board may remove, for cause, any Committee Member or Committee Chair or Vice Chair from any Committee, upon immediate written petition to the Finance Committee stating reason for said removal and majority vote of the Finance Committee approving removal.

Should the Committee member removed desire to appeal the decision of the Finance Committee, within thirty (30) calendar days from the date of removal, he or she may request the appeal to be placed on the next regularly scheduled County Board Meeting agenda. Upon consideration, the County Board may, by majority vote, sustain or overrule said removal.

4. Vacancies

- a) A County Board Committee vacancy ("Vacancy") shall only occur when a County Board Member is:
 - i. no longer legally serving as a County Board member as provided for by law; or
 - ii. removed from the County Board Committee as provided for herein; or
 - iii. resigns from a committee assignment.
- b) Upon a Vacancy of Committee Chair, or Vice Chair, the Chair of the County Board shall appoint a new Chair or Vice Chair with the advice

and consent of the County Board at the next regularly scheduled County Board meeting. Should the County Board fail to consent to the Chair's appointment, then any County Board member may recommend an appointment, which must then be approved by a majority of the County Board.

- c) On the Vacancy of a Committee Member, the person appointed or elected to fill the County Board Vacancy, as provided for by law, shall serve as a member of each Committee the outgoing County Board Member served on, without any further action by the Committee or County Board and shall assume all rights and responsibilities of that Committee membership including serving on any other committee whose seats are reserved for that former member specifically. In the case the outgoing member served as a Committee Chair or Vice Chair, the new member shall not serve as Chair or Vice Chair, but shall serve as a committee member.

5. Resignation

- a) Members no longer wishing to serve on a Committee shall submit their resignation to the County Board Chair and Committee Chair in writing. The resignation will become effective on the date the letter of resignation is submitted.
- b) Members no longer wishing to serve as the Chair or Vice Chair of a committee shall submit their resignation to the County Board Chair and Committee Chair/Vice-Chair in writing. The resignation shall be effective on the date the letter of resignation is submitted.

C. Meeting Times

- 1. Committees shall meet as determined by the Committee Chair, with the advice of the Committee.
- 2. A Committee may meet any other time at the call of its Committee Chair provided:
 - a) 48-hour notice is given to each Committee Member for the meeting.
 - b) The agenda for such meeting is posted at designated areas and on the Internet via the DuPage County Website 48 hours in advance of meeting, including all appropriate supporting information.

D. Committee Meeting Minutes

1. Shall show all Members as present or absent.
2. Shall show Public Comment, Chair's Report, and Presentations by all other persons.
3. Shall show all action taken by the committee and agenda items discussed.
4. Shall show the vote of each Member on roll call votes.
5. Shall reflect the names of Members not present at the time of any vote.
6. Shall show the reason for closed session and the vote of each Member on whether to go into closed session and to go out of closed session pursuant to the Open Meetings Act (5 ILCS 120/1 *et seq.*).
7. Shall indicate when a Member of a committee is absent due to other official County business.
8. If open, approved minutes shall be available through the County Clerk's office and on the Internet via the DuPage County Website.
9. If open, approved minutes shall include a summary of all discussion.
10. For closed meetings and for closed sessions of open meetings, disclosure of minutes shall comply with the Open Meetings Act.

E. Quorum

1. A majority of a Committee shall constitute a quorum.
2. No formal action may be taken unless the deliberations and decisions have been participated in by at least a quorum of the committee.
3. All County Board Members shall have the right to attend any Committee meeting, and when designated by the Committee Chair, may serve as a temporary member of the Committee for the purpose of establishing quorum. A temporary Committee member shall be entitled to vote on any matter brought before a Committee until such time as majority of the appointed members of the Committee are present. The Chair of the County Board shall be an *ex officio* member of all committees and, when in attendance, may be counted to make a quorum.

F. Committee Reports

1. Each standing committee may give a majority report to the County Board at a

regular, adjourned, or called meeting.

2. Any Member(s) of a committee may submit a minority report to the County Board on any matter before the committee at a regular, adjourned or called meeting.
3. Any County Board Member may submit a written report to the County Board in support of or in opposition to any matter before any committee or the County Board.

G. Budget Preparation

1. The County Board shall annually develop a Budget Policy no later than May 1st preceding the budget cycle.
2. The Chair of the County Board shall prepare a proposed annual budget consistent with the Budget Policy and submit it to the County Board no later than the second regularly scheduled County Board meeting in September of each year.
3. Each committee of the County Board shall review the proposed annual budgets pertaining to departments or offices of elected officials under its jurisdiction with County Board approval of budget. Each Committee shall complete its review and forward proposed changes to the Finance Committee no later than the second meeting in October.
4. The Finance Committee shall recommend a proposed annual budget and submit it to the County Board no later than the fourth Tuesday in October each year.
5. The County Board will approve an annual budget at the Board's September Session, or any adjournment thereof, but in no event later than November 30 of each year.

H. Motions By Committee Chair

The Committee Chair is empowered to make motions and to second motions.

I. Subcommittees

Committee Chairs may appoint sub-committees on issues within the jurisdiction of their committees. The membership of the sub-committee shall be selected by the Committee Chair from the membership of the Committee to which the subcommittee reports. The Committee Chair shall appoint one sub-committee member to serve as Subcommittee Chair and one as Subcommittee Vice Chair. The limitations for

committee Chair's and Vice Chair's of Standing Committees do not apply to sub-committees.

J. Board Member Initiative

1. Each County Board member may propose an initiative to any relevant County Board committee regardless of whether he or she is a member of said committee. Said Board Member shall provide the Committee Chair and Vice-Chair with a brief summary of the proposal/initiative at least seven days prior to the next regularly scheduled committee meeting, in writing.
2. At the next regularly scheduled committee meeting, a brief summary of the proposal shall appear on the committee agenda for that meeting under New Business. The Board Member shall be allowed to make a brief introduction of said proposal/initiative during the "New Business" section of the committee meeting. Should one-third (1/3) of the committee as constituted that day approve, the matter will then be placed on the Agenda at the next regularly scheduled committee meeting for action.

K. Stipends and Additional Compensation

1. Except as otherwise provided for by law, Chairs and Vice Chairs of Committees shall not receive additional compensation outside of their normal salary as a County Board Member.
2. Except as otherwise provided for by law, County Board Members who serve on other outside Boards, Committees, Task Forces, or any other assignments that relate to their position as a County Board Member, shall not receive additional compensation outside of their normal County Board salary.

L. Parent Committees

1. In General. A "parent committee" is a Standing Committee which these Rules authorize to advise and provide recommendations to a specific department of County government under County Board jurisdiction, to a specific area of policy, to a specific countywide elected official, or to the judiciary, and over which the Standing Committee exercises any specific budgetary or procurement authority. Unless otherwise provided by these Rules, a specific department of County government under County Board jurisdiction, a specific countywide elected official, or the judiciary, shall have only one parent committee.
2. Powers and Duties of Parent Committees. All parent committees shall, within the limits of their respective jurisdictions as provided by these Rules:

- a) Advise and provide recommendations to the County Board Chair and the County Board;
- b) Work with and provide direction to staff responsible for the administration of County functions;
- c) Develop and monitor relevant policies;
- d) Determine the propriety of and approve the direct payment of claims;
- e) Review and approve requisitions in conformance with the DuPage County Procurement Code and applicable provisions of Illinois law;
- f) Review and approve budget transfers, emergency and additional appropriations and programs that require financing that affect the current budget.

Section V. Standing Committees (This Section shall not become effective until December 2, 2022)

A. Development Committee

1. Parent Committee Designation. The Development Committee shall be the parent committee of Land Use Planning, Zoning, Building, and all related Commissions.
2. Specific Duties. The Development Committee shall serve as a liaison between the County Board Chair, the County Board, and the Zoning Board of Appeals. The performance of these duties shall include the following:
 - a) Serving, on behalf of the County Board Chair, the County Board and County staff, as a liaison to state and local governmental agencies, federal agencies and programs, and other independent agencies and programs.
 - b) Developing, analyzing, and prioritizing new County Development programs as appropriate.
 - c) Coordinating and cooperating with all government agencies in developing County policies for county development.
 - d) Providing advice and recommendations on such additional service matters as assigned to the Committee by the County Board Chair or the County Board in conformance with these County Board Rules.

B. Finance Committee

1. In General. The Finance Committee, a Committee of the Whole, shall advise and provide recommendations to the County Board Chair and the County Board on fiscal policy, financial and administrative matters. The performance of these duties shall include the following:
 - a) Working with and providing direction to staff responsible for the administration of County functions within the jurisdiction of this Committee to develop and monitor policies relating to these functions.
 - b) Determining the propriety and approving the direct payment of claims.
 - c) Reviewing and approving all budget transfers, emergency and additional appropriations, and programs requiring financing that affect the current budget. Requiring any new or expanded program, and any capital project over \$500,000, provide a three (3) year financial impact statement (or, if funded by a grant, the impact upon the county budget in years after the expiration of the grant) before approval.
 - d) Reviewing and approving requisitions in conformance with the DuPage County Procurement Code.
 - e) Reviewing and approving requests for increased headcount including changes throughout the fiscal year.
 - f) Reviewing and approving proposed bond issuances and matters of financial or fiscal planning.
 - g) Reviewing and approving an annual budget and submitting it to the County Board no later than the final County Board meeting of October.
 - h) Reviewing and approving all issues pertaining to the County Board Rules.
2. Parent Committee Designation. The Finance Committee is the parent committee for matters pertaining to the offices of elected officials not under the jurisdiction of the Judicial/Public Safety Committee including the Auditor, Treasurer, County Clerk, Recorder of Deeds, Regional Superintendent of Schools and of matters set forth in Paragraph B.3 of this Section.

3. Financial and Fiscal Policies. The Finance Committee shall advise and provide recommendations to the County Board Chair and the County Board on financial and fiscal policies and all other areas as may be determined by the County Board or County Board Chair or as recommended to the Chair of the Finance Committee relating to:
 - a) Supervisor of Assessments/Board of Tax Review
 - b) Human Resources Department
 - c) Capital Budget
 - d) Insurance Matters
 - e) Tort Liability Fund
 - f) Illinois Municipal Retirement Fund
 - g) Finance/Procurement
 - h) Cable Television
 - i) DuPage County Board Rules
 - j) Health Department
 - k) Public Information
 - l) Regional Office of Education
4. Additional Financial and Administrative Matters. The Finance Committee shall provide advice and recommendations on such additional financial and administrative matters as assigned to the Committee by the County Board Chair or the County Board in conformance with County Board Rules.
5. Primacy. The Finance Committee shall, in cases of conflicting recommendations among Committees, have primacy in Financial, Budgetary and Administrative matters.

C. Human Services Committee

1. Parent Committee Designation. The Human Services Committee shall be the parent committee for the Community Services Department and all related commissions, and the County Care Center.

2. Specific Duties. The Human Services Committee shall:

- a) Serve as a communication link between the County Board Chair, the County Board, Care Center and County staff responsible for the administration of functions within the jurisdiction of this Committee, public and private human service agencies and programs not under the jurisdiction of the county, state human service agencies and programs, Federal human service agencies and programs, and other independent human service agencies and programs.
- b) Develop, analyze, and prioritize new human services programs as appropriate.
- c) Recommend expenditures of County funds for private human service agencies.
- d) Provide advice and recommendations on such additional human services matters as assigned to the Committee by the County Board Chair or the County Board in conformance with these County Board Rules.

D. Transportation Committee

1. Parent Committee. The Transportation Committee is the parent committee of the Division of Transportation and matters of Public Transportation.

2. Specific Duties. The Transportation Committee shall:

- a) Advise and provide recommendations to the County Board Chair and the County Board relating to traffic programs and public transportation.
- b) Serve as a communication link between the County Board Chair, the County Board, County staff responsible for the administration of functions within the jurisdiction of this Committee, municipalities, townships, IDOT, Illinois Tollway, State of Illinois, Federal agencies, County and the DuPage Mayors and Managers Conference, CMAP, and other interested jurisdictions.
- c) Develop and maintain a long-term transportation and trail capital plan of at least five (5) years for highway improvement.
- d) Develop, analyze, and prioritize land acquisition, highway, and other

construction projects for implementation of the transportation plan.

- e) Provide advice and recommendations on such additional transportation matters as assigned to the Committee by the County Board Chair or the County Board in conformance with these County Board Rules.
- f) Be responsible for those issues related to the design and construction of all facilities, paths, trails and roadways as they relate to those functions listed above.
- g) Address railroad safety issues and seek to make DuPage County railroads as safe as possible.
- h) Encourage the construction of bridges or tunnels at railroad crossings deemed appropriate by the County Board.

E. Judicial and Public Safety Committee

- 1. Parent Committee Designation. The Judicial and Public Safety Committee is the parent committee for matters relating to the Circuit Court, Circuit Court Clerk, Jury Commission, Specialty and Juvenile Court, Public Defender, Sheriff's Merit Commission, Probation, State's Attorney, Office of Homeland Security and Emergency Management, Sheriff, and Coroner and all matters related to Judicial, Public Safety and law enforcement issues.
- 2. Specific Duties. The Judicial and Public Safety Committee shall:
 - a) Exercise responsibility for those issues related to the design and construction of all facilities as they relate to those functions listed above.
 - b) Provide advice and recommendations on such additional Judicial and Public Safety matters as assigned to the Committee by the County Board Chair or the County Board in conformance with these County Board Rules.

F. Public Works Committee

- 1. Parent Committee Designation. The Public Works Committee shall be the parent committee for matters pertaining to the Public Works Department, and Facilities Management.

2. Duties Related to Public Works. The Public Works Committee shall:
 - a) Advise and provide recommendations to the County Board Chair and the County Board relating to the Public Works Department in accordance with EPA rules and regulations
 - b) Develop, analyze, and prioritize new Public Works programs including compliance with the Clean Water Act
 - c) Recommend expenditures of County funds for Public Works.
 - d) Monitor plant utilization and recommend plans, if necessary, for County owned treatment facilities.
 - e) Work with the municipalities, state and federal agencies, and others as appropriate, to develop Public Works programs and to implement said programs in DuPage County.
3. Duties Related to Facilities Management. The Public Works Committee shall:
 - a) Advise and provide recommendations to the County Board Chair and the County Board relating to Facilities Management, maintenance, fixtures and furnishings of all buildings and County property under the General Fund.
 - b) Develop, analyze, and prioritize new Facilities Management projects as appropriate.
 - c) Recommend expenditures of County funds for Facilities Management.
 - d) Provide the Finance Committee with an anticipated Facilities Management project list for the upcoming year.
4. Special Service Areas. The Public Works Committee shall recommend to the County Board the formation of special service areas in the unincorporated areas.
5. Additional Matters. The Public Works Committee shall provide advice and recommendations on such additional public works and facilities management matters as assigned to the Committee by the County Board Chair and the County Board in conformance with County Board Rules.

G. Stormwater Management Committee

1. Selection of Chair and Vice Chair. Notwithstanding the provisions of Article IV of these Rules, the Chair of the Stormwater Management Committee shall be selected from and by the County Board Members by majority vote. The Municipal Members shall not vote on the selection of the Chair. The Municipal Members shall select the Vice Chair as provided in applicable statutes and ordinances.
2. Parent Committee Designation. The Stormwater Management Committee shall be the parent committee on policy and County budget matters pertaining to stormwater management and drainage issues.
3. Duties Relating to Stormwater. The Stormwater Management Committee shall:
 - a) Serve as a communication link between the County Board Chair, the County Board, County staff and Mayors and Managers responsible for the administration of functions within the jurisdiction of this Committee.
 - b) Develop, analyze, and prioritize new Stormwater programs including compliance with the Clean Water Act.
 - c) Recommend expenditures of County funds for Stormwater programs.
 - d) Monitor county-wide ordinance(s) regulating the use and protection of the flood plain in DuPage County.
 - e) Coordinate the operational control of Stormwater Management projects within the County.
 - f) Review and amend Committee By-Laws as necessary.
 - g) Develop specific projects, to preserve and enhance existing wetlands and aquatic and riparian environments and encourage restoration of degraded areas.
 - h) Provide advice and recommendations on such additional Stormwater Management matters as assigned to the Committee by the County Board Chair or the County Board in conformance with these County Board Rules.
4. Duties Relating to Drainage. The Stormwater Management Committee shall:
 - a) Advise and provide recommendations to the County Board Chair and the County Board relating to drainage issues within

unincorporated DuPage County.

- b) Develop, analyze, and prioritize drainage projects within unincorporated areas.
- c) Recommend expenditures of County funds for completion of drainage projects throughout unincorporated DuPage County.
- d) Work with the townships, state and federal agencies, municipalities and others as appropriate to implement the approved drainage program in unincorporated DuPage County.
- e) Provide advice and recommendations on such additional drainage matters as assigned to the Committee by the County Board Chair or the County Board in conformance with these County Board Rules.

H. Environmental Committee

- 1. Parent Committee Designation. The Environmental Committee shall be the parent committee over matters relating to environmental issues, primarily maintaining clean air, land and water in DuPage County.
- 2. Specific Duties. The Environmental Committee shall:
 - a) Serve as a communication link between the County Board Chair, the County Board and County staff responsible for the administration of functions within the jurisdiction of this Committee, the Forest Preserve, and other public and private entities dedicated to protecting our environment.
 - b) Recommend expenditures of County funds for implementing environmental projects and open space preservation.
 - c) Work with the Regional Superintendent of Schools and other appropriate agencies and non-profits to develop environmental education programs.
 - d) Update the solid waste disposal plan for the County as required.
 - e) Monitor, under the authorization of the Illinois Environmental Protection Agency, open and closed sanitary landfills and other solid waste facilities and pollution control facilities throughout the County for the purpose of ascertaining the integrity of those facilities.

I. Technology Committee

1. Parent Committee Designation. The Technology Committee shall be the parent committee of the Information Technology Department and of matters related to information available electronically.
2. Specific Duties. The Technology Committee shall:
 - a) Serve as a link between the County and the public in furtherance of electronic means to interact with DuPage County government.
 - b) Create an improved internal information system among DuPage County staff.
 - c) Develop, analyze, and prioritize new information technology services as appropriate.
 - d) Review long-term strategies relating to the development and use of information technology for County Government operations.
 - e) Provide advice and recommendations on such additional technology matters as assigned to the Committee by the County Board Chair or the County Board in conformance with these County Board Rules.

J. Strategic Planning Committee

1. Committee Duties. The Strategic Planning Committee shall:
 - a) Perform ongoing reviews of County operations to create efficiencies where possible in regards to the Strategic Plan.
 - b) Make recommendations to the appropriate committees, Countywide Elected Officials, and Chair of the County Board.

K. Economic Development Committee

1. Parent Committee Designation. The Economic Development Committee shall be the parent committee for matters related to economic development for DuPage County.
2. Specific Duties. The Economic Development Committee shall:
 - a) Oversee the application of the Workforce Investment Act (WIA).
 - b) Serve, on behalf of the County Board Chair, the County Board and

County staff, as a liaison to local economic development specialists, chambers of commerce, workforce development specialists, educational institutions and other agencies and programs within DuPage County.

- c) Develop, analyze, and prioritize economic development and workforce plans for DuPage County
- d) Serve as a communication link between the Planning Division and the Economic Development staff responsible for the assistance in every aspect of business and career development.
- e) Provide advice and recommendations on such additional Economic Development matters as assigned to the Committee by the County Board Chair or the County Board in conformance with these County Board Rules.

L. Redistricting Committee

1. Notwithstanding any other County Board rule or ordinance to the contrary, the County Board hereby establishes a Redistricting Committee pursuant to 55 ILCS 5/2-3002 *et seq.* The committee shall be comprised of seven members including; a Chair, who shall be the most senior member of the first leading political party as defined in the Illinois Elections Code, 10 ILCS 5/ *et seq.*, based on uninterrupted service as a member of the County Board; a Vice-Chair, who shall be the most senior member of the second leading political party as defined in the Illinois Elections Code based on uninterrupted services as a member of the County Board; and one County Board member from each County Board district, elected by majority vote by the three members of each County Board district. The three members of each County Board district must determine collectively who shall serve as their district representative. The Vice-Chair shall serve as the representative for their district as to not increase the size of the committee and no vote shall be taken to select that district's representative.
2. The Redistricting Committee shall advise and provide recommendations to the County Board Chair and the County Board on the drafting and adoption of a redistricting plan as required by state statute. The performance of these duties shall include the following:
 - a) Work with and provide direction to staff, and consultants, regarding the acquisition of census data, computer resources, and the drawing of boundaries for County Board districts pursuant to state and federal law;

- b) Make recommendations to the County Board regarding the retention of consultants to assist in the drafting of a redistricting plan.
- c) The Chair shall have the same rights and privileges as a member of the committee, including but not limited to the right to make and second motions, and the right to vote;
- d) The Committee Chair's district shall be represented on the committee by a County Board member elected by the members of that district pursuant with this section;
- e) The County Board shall appropriate a budget sufficient for the Redistricting Committee to use whatever tools the Redistricting Committee deems necessary for drawing of a new County Board district map;
- f) Utilize any and all assets of the county, including but not limited to computer programs, maps or other tools or assets of any nature which may be necessary to facilitate the creation of the redistricting plan by the committee.
- g) The Redistricting Committee shall be constituted and begin work immediately upon passage of these rules, and hereafter by January 1 of the decennial census year, and shall present a redistricting plan to the County Board no later than May 1st of the year the redistricting plan must be adopted.

M. Animal Services Committee

1. Parent Committee Designation. The Animal Services Committee shall be the parent committee for all matters related to Animal Services, including the Animal Services Administrator and the Animal Shelter.
2. Specific Duties. The Animal Services Committee shall:
 - a) Serve as a communication link between the County Board and various charitable organizations which support the Animal Shelter.
 - b) Provide advice and recommendations on such additional Animal Services matters as assigned to the Committee by the County Board Chair or the County Board in conformance with these County Board Rules.

N. Intergovernmental Committee

1. Selection of Co-Chairs. The Chair of the County Board shall designate one (1) County Board Member to serve as the County's lead representative to the Intergovernmental Committee. The DuPage Mayors and Managers Conference shall designate one (1) Mayor or Village President to serve as its lead representative to the Intergovernmental Committee. The County and Municipal lead representatives shall both serve as Co-Chairs of the Intergovernmental Committee.
2. Specific Duties. The Intergovernmental Committee shall advise and provide recommendations to the County Board Chair and the County Board. The goal of the Committee is to provide a forum for informal discussion and resolution of concerns between county and municipal governments and to provide information regarding municipal and county issues, policies, and programs. The performance of these duties shall include the following:
 - a) Improving coordination and cooperation between the county and local governments.
 - b) Serving as a communication link between the County Board Chair, the County Board, County Staff and Mayors and Managers responsible for the administration of functions within the jurisdiction of this committee.
 - c) Fostering a strong understanding of programs, policies, and rules and to facilitate a two-way exchange of information and communication for the discussion and study of intergovernmental challenges.
 - d) Providing advice and recommendations on such additional intergovernmental matters related to all other units of local government as necessary or as assigned to the Committee by the County Board Chair or the County Board in conformance with these County Board Rules.

O. Legislative Committee

1. Parent Committee Designation. The Legislative Committee shall be the parent committee over matters pertaining to federal and state legislation and policy.
2. Specific Duties. The Legislative Committee shall, with the advice and consent of the County Board:
 - a) Develop, analyze, and prioritize legislative initiatives.

- b) Develop and publish the County’s annual state and federal legislative programs and distribute it to state and federal legislators who represent DuPage County.
 - c) Work with and provide direction to staff, and contract lobbyists, responsible for functions within the jurisdiction of this Committee.
 - d) Develop and monitor policies relating to these functions.
 - e) Provide advice and recommendations on such additional legislative matters as assigned to the Committee by the County Board Chair or the County Board in conformance with these County Board Rules.
3. Limitation on Activities. Committee Members are not to represent the County while lobbying any bill or executive order before the State or the Federal government without the consent of the majority of the County Board or the County Board Chair. This does not prohibit individual Members from lobbying in their personal capacity on their own private time.

Section VI. Ad Hoc Committees and Special Advisory Groups

A. Ad Hoc Committees

- 1. The Chair of the County Board may establish ad hoc committees.
- 2. If the Chair assigns an ad hoc committee to a Standing Committee the ad hoc committee shall report to that Standing Committee and to the Chair of the County Board on a regular basis.
- 3. The Chair of the County Board or his/her designee may be a member of any such ad hoc committee.
- 4. The Chair of the County Board shall establish the scope and objectives of the ad hoc committee.
- 5. No ad hoc committee may be appointed beyond the term of the Chair of the County Board.

B. Other Advisory Bodies

The Chair may create special advisory groups, comprised in whole or in part of non-County Board Members, in cases where he deems it necessary to utilize the specialized knowledge or expertise of a group to provide direction and advice on specific policy issues.

Section VII. Meeting Procedure

A. Meeting Agendas

1. All meeting agendas shall comply with and be posted in accordance with the requirements of the Open Meeting Act.
2. Order of Business. The order of business for County Board meetings shall be as follows:
 - a) Call to Order
 - b) Pledge of Allegiance
 - c) Invocation
 - d) Quorum Roll Call
 - e) Proclamations
 - f) Public Comment
 - g) Chair's Report/Presentations
 - h) Public Comment
 - i) Consent Agenda
 - j) Standing Committee Reports
 - k) Issue Committee Reports
 - l) Old Business
 - m) New Business
 - n) Adjournment

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B. Quorum Roll Call

The Clerk will record the roll in the following manner:

1. Present.
2. Excused, when the absent member is on official County business and has provided notification to the County Clerk prior to the meeting.

3. Absent.

C. Call of Member to Order

The County Board Chair shall preside over board meetings subject to Section II of these Rules.

1. A Member, when called to order by the County Board Chair, shall discontinue speaking.
2. The ruling of the County Board Chair shall be binding and conclusive, subject only to the right of appeal.

D. Public Comment

Subject to the following guidelines, members of the public and employees of the County shall be afforded time during regular and special meetings open to the public, to comment to the Board.

1. Persons wishing to address the Board in-person shall complete the form, "Notification to the County Board Chair", at the designated table in the Board Room at the beginning of the meeting.
2. Remarks shall be confined to topics or activities which fall within the statutory authority of the County Board.
3. Each in-person remark shall not exceed three minutes in length. The total time for all public comment shall not exceed thirty minutes.
4. Persons wishing to address the County Board via electronic submission shall complete the online public comment form found on the County's website. Electronic submissions must be submitted by 3 P.M. the day prior to the scheduled meeting as which the comment is to be considered. All comments received by 3 P.M. will be forwarded to the County Board before the meeting. The County Clerk will attach any submitted comments into the minutes of that meeting. Electronic comments will not be read into the record.
5. If a meeting is to be held during a disaster declaration or conditions pursuant to section 7 (e) of the Open Meetings act, submission must be submitted prior to 7 A.M. on the day of the meeting. Only under this disaster declaration will electronic submissions be read into the record. The County Board will hear in-person public comments first, then any remaining time will be for the reading of online public comment. Each electronic public comment will only be read for

three minutes, the same amount of time as in-person public comment.

E. Consent Agenda

1. All items on the Consent Agenda shall be considered to be routine by the respective standing Committees, with the exception of the expenditure of funds, and shall be enacted by one motion.
2. There shall be no separate discussion on Consent Agenda items unless a Board Member so requests, in which event the item shall be removed from the Consent Agenda and considered in its normal sequence on the Agenda.
3. The Consent Agenda may include the following:
 - a) All monthly and annual reports.

F. Debate

1. No Member shall speak more than once on the same question except by consent of the Chair, and then after all other Members desiring to speak have done so. However, the Chair of the committee, whose report is under consideration, shall have the right to open and close debate.
2. Any Member proposing an amendment shall have the right to open and close debate on the amendment.

G. Attendance by Electronic Means

1. The DuPage County Board adopts the requirements set forth in the Open Meetings Act (5 ILCS 120/7), as it may be amended from time to time, with regard to members of the DuPage County Board participating in DuPage County Board and Committee meetings by electronic means.
2. If a member wishes to attend a County Board or County Board Committee meeting by video or audio conference, the member must provide, to the extent possible, 24 hour notice to either the County Clerk or to the designated Committee Secretary to provide sufficient time for arrangements to be made for the member to participate by electronic means.
3. Members shall not operate motor vehicles, watercraft, aircraft, or heavy equipment while attending a meeting by Electronic Means. Members in violation of this rule shall not be considered to be acting upon County Business by participating in a meeting electronically and may be subject to censure.

4. If a Chair of a committee wishes to attend via Electronic Means, the meeting shall be conducted by the Vice-Chair or the member designated as the interim Chair that is physically present at the meeting location. This ensures the meeting can easily be managed. The Chair will retain their ability to vote and participate as any other member of the Committee.

Section VIII. Parliamentary Rules

A. Parliamentary Authority

The rules of Parliamentary Procedure as set forth in Robert's Rules of Order Newly Revised, Perseus Books, Harper Collins, shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with applicable state statutes, the special rules of this Board, or other County Ordinances.

B. Suspension of the Rules

Temporary Suspension of Parliamentary Rules shall occur upon a vote of a two-thirds (2/3) majority of the County Board.

C. Rules Amended

1. Two readings shall be required prior to adoption.
2. These rules shall be adopted, replaced, altered, or amended by resolution or ordinance of the County Board.

D. Scope of Authority

These rules, as adopted, shall govern the conduct of business by the County Board Chair and the County Board Members.

E. Continuity of Rules

The County Board shall operate under these Rules from the date of adoption until such time as they are readopted, replaced, altered or amended by action of the Board.

F. Duties of Presiding Officer

1. The Presiding Officer shall preserve order and decorum and may speak to points of order in preference to other Members and shall decide all questions of order subject to appeal.
2. In case of any disturbances or any disorderly conduct, the Presiding Officer shall

have the power to require the meeting room to be cleared.

G. Duties of Members

1. Every Member Chair shall not proceed to speak until recognized by the Chair.
2. Comments shall be confined to the question under debate.
3. Parliamentary courtesy shall be maintained at all times.

H. Parliamentarian

The County Board shall elect from within its membership a County Board Member to serve as the County Board Parliamentarian. The parliamentarian so elected shall proceed in consultation with the State's Attorney in all manners touching upon County, State, Federal and Local law, rule and/or ordinance.

Section IX. Special Rules of Procedure

A. Appeals from Decision of the Chair

1. Any Member may appeal a ruling of the Chair. The County Board Parliamentarian shall rule on all appeals of the Chair. The Parliamentarian's ruling on appeals may be appealed to the County Board.
2. If the appeal is seconded, the Member making the appeal may briefly state his/her reason for same, and the Chair may briefly explain his/her ruling. There shall be no debate on the appeal, and no other Member shall participate in the discussion.
3. The Chair shall then put the question, "Shall the decision of the Chair be sustained?"
4. All members present shall vote yea or nay. "Present" and "Abstain" votes shall not be allowed on such appeals.
5. If a majority of the members present and voting vote "No," the decision of the Chair shall be overruled; otherwise, it shall be sustained.

B. Motion to Amend

1. A motion to amend shall be in order, a motion to amend an amendment shall be in order, but one to amend an amendment to an amendment shall not be entertained. This provision shall not be read to prohibit more than three amendments to a main motion.

2. On an amendment to strike out and insert, the paragraph to be amended shall first be read as it stands, then the words proposed to be stricken, then those to be inserted, and finally the paragraph as it will stand if so amended shall be read.
 3. An amendment modifying the intention of a motion shall be in order, but an amendment relating to another subject shall not be in order.
 4. An amendment to the main question or other pending question may be referred to a committee and returned at a time certain. Neither the main question nor such other pending question shall be affected thereby. If an amendment on an item before the County Board is referred to a committee, said committee shall submit a report to the County Board after the committees next meeting. If the committee reports favorably on the amendment, the amendment shall be placed on the agenda for final action at the next county board meeting. If the committee reports unfavorably on the amendment, the committee report will include that information for the County Board.
- C. Question of Personal Privilege
1. The right of a Member to address the Board on a question of personal privilege shall be in cases in which his/her personal integrity, character or motives are assailed, questioned or impugned.
 2. A Member shall have the opportunity for introduction of guests and/or other significant events.
- D. Seconding of Motions
1. No motion shall be put or debated in the Board or in Committee unless it is seconded.
 2. When a motion is seconded, it shall be stated by the Presiding Officer before debate.
- E. Withdrawal of Motions
1. A motion may be withdrawn even after having been stated by the Board Chair prior to the vote having been taken.
 2. The second must be withdrawn prior to the request for withdrawal of the main motion.
- F. Written Motions

1. Every motion of the Board, including motions to amend, but excepting motions of procedure, shall be reduced to writing if requested by any Member, prior to final action being taken on the motion.

G. Division of Questions

1. If any question under consideration contains several distinct propositions, the County Board Chair may, upon request of any Member or upon his/her own volition, require a division of the question.
2. If the County Board Chair fails to respond affirmatively to such a request, the Board, by majority of those present and voting, may divide such question.

H. Motions to Lay on the Table and to Take from the Table

1. A motion to lay an item on the table shall be used only to put aside a main motion for a short period of time.
 - a) An example of an appropriate use of the Motion to Table would be to table discussion and final action on an item until after a presentation or until after staff provides information requested by the committee. Where a main motion is being considered at a subsequent meeting, a motion to postpone to a certain time is appropriate.
2. A motion to lay a question or other proposition on the table, or to take a question from the table, shall be debatable, is subject to amendment and requires only a simple majority of the quorum of the members present.
3. A motion to lay a question or other proposition on the table shall apply to that question or proposition only. An amendment to the main question or other pending question may be laid on the table and neither the main question nor such other pending question shall be affected thereby.
4. A motion to take any question or other proposition from the table may be proposed at the same meeting at which such question or proposition was laid upon the table, and requires only a simple majority of the quorum of the members present.
5. Any motion laid on the table that is not removed from the table by the close of the next regularly scheduled session shall die.

I. Motion to Postpone to a certain time/Motion to Postpone Indefinitely

1. When consideration of the motion or other proposition is postponed to a

certain time, it shall not be again taken up at the same meeting.

2. A motion to postpone to a certain time shall not open the main question to debate.
3. A motion to postpone indefinitely is debatable and subject to renewal by any member at a later appropriate time.

J. Motion to Substitute

1. A substitute for any original proposition under debate or for any pending amendment to such proposition may be entertained notwithstanding that at such time further amendment is admissible and germane to the issue.
2. If accepted by the Board by a vote, a motion to substitute shall entirely supersede such original proposition or amendment, as the case may be, and cut off all amendments appertaining thereto.
3. A motion to substitute cannot be used in a manner which, in the opinion of the Board's legal counsel, would violate the Open Meetings Act (5 ILCS 120/1, *et seq.*).
4. Motions to Substitute are disfavored by the Board and the use of Motions to Amend is encouraged where appropriate.

K. Reconsideration

1. A vote or question may be reconsidered after roll call, at the end of the same meeting, or at the end of the first regular or adjourned meeting held thereafter, but not a special meeting, unless there is present the same number of Members as was present when the original vote was taken. A member who wishes to make a Motion to Reconsider at a subsequent meeting shall inform the County Board Chair of such a motion, that it may be placed on the agenda for the next meeting. In the event the motion is made and approved at the meeting, consideration and final action on the matter shall then be postponed to the next following meeting and placed on the agenda for that meeting.
2. A motion to reconsider must be made by a Member who voted on the prevailing side.
3. In the case where a motion failed for lack of a specific vote requiring greater than a simple majority, then either side may move for reconsideration.
4. A motion to renew a motion to postpone indefinitely shall not be subject to a motion to reconsider.

L. Previous Question (Closing Debate)

1. When the previous question is moved on the main question and seconded, it shall be put in this form: "Shall the main question now be put?"
2. If such motion is carried, further amendment and all further motions and debates shall be excluded and the question put without delay upon the pending amendments in proper order, and then upon the main question.
3. The previous question shall require an affirmative vote of two-thirds (2/3) of the Members present and voting.

M. Motion to Adjourn

1. Motion to adjourn the Board meeting shall always be in order except:
 - a) When another Member is in possession of the floor.
 - b) When the Members are voting.
 - c) When adjournment was the last preceding motion.
 - d) When it has been decided that the previous question shall be taken.
2. A motion simply to adjourn shall not be subject to amendment or debate, but a motion to adjourn to a time certain, shall be subject to amendment and debate.

N. Motion to Receive and Place on File

1. A motion to Receive and Place on file is only in order for information items or informational reports placed before the committee.
2. The effect of a motion to Receive and Place on file is to acknowledge formal receipt of the transmitted items or reports.
3. This motion requires a second, is not debatable, and requires a simple majority for passage.

O. Committee Reports

1. The first vote of each committee agenda item shall be a roll call vote.
2. Subsequent roll call votes may be waived at the request of any Committee Member, if unanimous leave of the body is granted. Such a request is made by

requesting that the Board adopt the most favorable roll call where all members currently in attendance cast a vote. Where a member has left the floor or returned to the floor, a new roll call is required. If unanimous leave is not granted, a roll call vote, as required by law, shall be taken. However, any member may request a roll call vote.

3. If any Committee Member requests it, the "Yeas" and "Nays" and abstentions upon any question shall be taken and entered in the Minutes.
4. Explanations of votes are not permitted during roll call.
5. The result of all votes of "Yeas" and "Nays" shall not be announced by the Clerk, but shall be handed or otherwise transmitted to him or her to the Chair for announcement.
6. No vote shall be changed after the vote has been announced by the Chair.
7. In all cases where a resolution or motion is entered in the Minutes, the name of the Member moving and seconding the same shall be entered in the Minutes.

P. Precedence of Motions:

Roberts Rules of Order, Newly Revised shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with applicable State statute, the special rules of this Board, or other County ordinances, as to precedence of motions.

Q. Point of Order

Whenever a Member believes that the Rules of the Board are being violated, he/she may call upon the Chair for a ruling and an enforcement of the Rules by raising a Point of Order.

Section X. Actions of the County Board

A. Majority Vote Generally Required

1. An act of the County Board shall require a majority vote of those present and voting provided a quorum is present.
2. Adoption of an ordinance or resolution requires a majority vote of the County Board, unless otherwise specified by statute or by county ordinance.
3. If any such statute and ordinance differ with respect to voting requirements, such ordinance shall control, unless the statute is preemptive of County authority.

B. Actions Requiring an Extraordinary Vote

1. Illinois law requires an extraordinary vote of all Board Members, at Finance Committee and County Board, in the following instances:
 - a) To amend zoning ordinance when resolution protesting such amendment has been filed by a municipality with the County Clerk by a three-fourths (3/4) vote of all Board Members in compliance with 55 ILCS 5/5-12007.
 - b) For budget transfers, by two-thirds (2/3) vote of all Board Members in compliance with 55 ILCS 5/6-1003.
 - c) For emergency appropriation, by two-thirds (2/3) vote of all Board Members in compliance with 55 ILCS 5/6-1003.
 - d) To override the veto of the County Board Chair by a three-fifths (3/5) vote in certain matters set forth in 55 ILCS 5/5-1014.5.
2. Unless otherwise specified in the governing statute or ordinance, an "extraordinary vote" of the County Board shall be defined as a two-thirds (2/3) vote of the elected or appointed members of the Board then holding office.

C. Roll Call Voting

1. When conducting a roll call vote, the Clerk or the secretary shall call the maker of the motion first and proceed through the remainder of the Board in alphabetical order beginning with the member whose name immediately follows the name of the member who made the motion.
2. Members shall vote on any question submitted to a roll call:
 - a) Yea
 - b) Nay
 - c) Abstain
 - d) Present
3. The Clerk shall include "Present" votes with the majority. To avoid a conflict of interest, a Member shall "Abstain" from voting. Where an abstention is insufficient to avoid a conflict, a member shall absent themselves from the Board floor for the period of time in which the matter in which they have a conflict is being debated or voted upon, as provided in Subsection F of this

Article. The roll call and minutes for such a matter shall indicate that they were absent and not present for the vote or discussion. Nothing in these rules should be construed to prevent or discourage a member from discussing a potential conflict of interest with the DuPage County Ethics Adviser, as some conflicts may not be cured by a member absenting himself from the Board floor and not voting

4. Names of those not answering may be called again, or the Chair may ask if anyone entered the chambers after his name was called.
5. Members may change their votes before the result is announced by the Chair.
6. The Clerk shall give the final number of those voting "Yea," "Nay," "Abstain," and the number voting "Present" to the Chair.
7. The Chair shall announce the figures, ask if there is any objection by the Members, and declare the result of the motion.
8. A consent vote shall be of a majority of members present.

D. Policy Ordinances

1. Policy making ordinances and resolutions shall have two readings before the vote is taken.
 - a) First reading will be considered the time for Member questions, comment or clarification which shall be referred to the proposing Committee for consideration.
 - b) The second reading will be considered the time for debate and action.
2. An ordinance or resolution authorizing the issuance or sale of bonds is not a policy making ordinance for the purposes of this Rule.

E. Opinions of the State's Attorney

Requests for formal opinions from the State's Attorney relating to the County Board must be:

1. By the County Board Chair;
2. Approved by the County Board Chair; or
3. Requested by an absolute majority of the County Board either by vote or written authority.

4. This section does not prohibit individual board members from asking questions of the State's Attorney for informal legal advice.
5. Nothing in this section shall be construed to require that the State's Attorney waive his/her discretion in whether a matter requires a formal or informal legal opinion.

F. Abstentions Due to Conflicts of Interest

1. A County Board member may not act on any matter in which a conflict of interest as defined by law or the Ethics Ordinance exists except as provided by law, Ordinance or these Rules. Any member who has a conflict of interest should abstain from discussion and shall not vote on the matter in which the conflict exists.
2. Whenever a member abstains from voting because of a conflict of interest, the vote of abstention shall not be counted in the number of votes cast, and shall not be counted with the majority or minority vote of the County Board.
3. If a conflict of interest is an action that is prohibited and not otherwise excepted by the Public Officer Prohibited Activities Act, a member cannot avoid a conflict by abstaining from discussion or vote on the contract.

Section XI. Application of County Ordinances, Resolutions, and Policies

A. In General

1. The Chair of the County Board, the County Board and all committees thereof shall be subject to the provisions of the ordinances, resolutions, and policies which the County Board may from time to time adopt to govern the operations of the County. Such ordinances, resolutions, and policies include, but are not limited to the County's Ethics Ordinance, Procurement Code, and Travel Policy.
2. Whenever a County ordinance, resolution, or policy distinguishes the rights, duties, and responsibilities of an employee from those of an elected official, the Board, its members, and its Chair shall abide by that portion of the ordinance, resolution or policy which applies to them in their capacity as an elected official.
3. These County Board Rules shall apply to the County Board and all County Board Committees, including ad-hoc committees, with the exception of Section VII (A) 2 of the Rules. All advisory groups and appointive bodies, including the Zoning

Board of Appeals, shall be subject to the County Board's rules governing public comment, unless such advisory group or appointive body enacts its own specific rules to govern public comment at its meetings.

Section XII. Miscellaneous Rules of the County Board

A. Effective Dates

1. These Rules shall become effective immediately, unless otherwise provided herein.