

Resolution No. 25-100 10

**A RESOLUTION APPROVING THE ENACTMENT OF THE FORD COUNTY BOARD
PROCESS MANUAL**

WHEREAS, the Ford County Board (the "Board") is committed to ensuring that its meetings are conducted in an orderly, efficient, and transparent manner to serve the best interests of the public; and

WHEREAS, it is essential that the Board have a clearly defined set of rules to govern its procedures, decision-making, and the conduct of its members during meetings and other Board activities; and

WHEREAS, the Board has reviewed and discussed the proposed Ford County Board Process Manual at duly convened meetings, which have been made available for public review and comment, in compliance with applicable laws and regulations; and

WHEREAS, the Board recognizes the importance of having a formal and consistent framework to address procedural matters, including but not limited to quorum requirements, voting procedures, agenda management, public participation, and the conduct of members during Board meetings; and

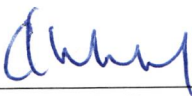
NOW, THEREFORE, BE IT RESOLVED, that the Ford County Board hereby approves and adopts the Ford County Board Process Manual, as presented and discussed, and directs that they be effective immediately upon adoption; and

BE IT FURTHER RESOLVED, that the Board Chairperson or their designee is hereby authorized to distribute, publish, and make available the adopted Ford County Board Process Manual to all members of the Board, county staff, and the public, ensuring that these rules are implemented in all future meetings and official actions of the Board.

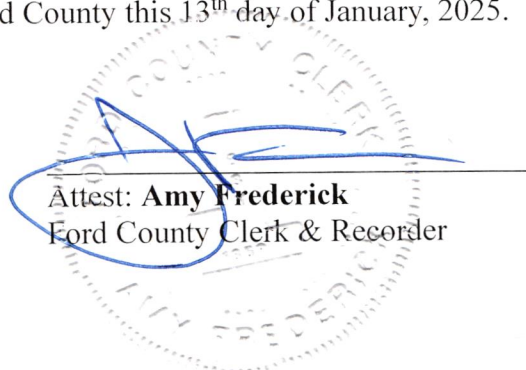
BE IT FURTHER RESOLVED, that any prior resolutions, policies, or practices inconsistent with the adopted Ford County Board Process Manual are hereby repealed and replaced by the provisions of this resolution and the Ford County Board Process Manual as adopted.

BE IT FINALLY RESOLVED, that the County Clerk is hereby directed to maintain a copy of the Ford County Board Process Manual in the official records of the County for public inspection and to ensure compliance with the adopted rules in all subsequent Board meetings and actions.

PASSED AND ADOPTED by the County Board of Ford County this 13th day of January, 2025.



Chase McCall
Chairman, Ford County Board



Attest: **Amy Frederick**
Ford County Clerk & Recorder

FORD COUNTY BOARD

PROCESS MANUAL

ESTABLISHED January 13, 2025



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PROCESS MANUAL
Ford County Board

The Ford County Board operates under an established set of rules in regard to its operations and procedures. The following govern the deliberations and the conduct of the meetings of the County Board of Ford County, Illinois, and those committees thereof:

Article 1. County Board Meetings

Section 1: Regular Meetings

- A. Regular meetings of the Ford County Board shall be on the second Monday of each month; however, the date(s) and time of the regular monthly meeting of the Board shall be finalized at each biennial organizational meeting of the County Board. The Board Chair will have the discretion to move a meeting if it falls on a Ford County recognized holiday, the day prior or the day after such holiday or as needed to facilitate the processing of county business for each month.

Section 2: Organizational Meeting

- B. The Organizational Meeting of the County Board shall occur in even numbered years, on the first Monday of December. At this meeting, the order of business shall be as follows:
 - a: Call to Order (County Clerk)
 - b: Pledge to the Flag and Invocation (County Clerk)
 - c: Oath of Office Given to Newly Elected Board Members (County Clerk)
 - d: Roll Call (County Clerk)
 - e: Review of Rules for Organizational Meeting (County Clerk)
 - f: Approve Board Rules for County Board
 - g: Nominations and Selection of Board Chair of Ford County Board by roll call vote (County Clerk)
 - h: Passing of the Gavel to the New Board Chair
 - i: Nominations and Selection of Board Vice Chair of Ford County Board by roll call vote
 - j: Appointment of Parliamentarian of Ford County Board
 - k: Decision of Board and Committee Structure
 - l: County Board Assignments

Section 3: Meeting Date/Time/Location

- C. All meetings of the County Board, including special meetings, shall be held in its designated meeting room at the Sheriff Boardroom, Paxton, Illinois, unless the location is changed by action of the Board Chair and/or County Clerk. The meeting shall convene promptly at 6pm, unless otherwise fixed by action of the Board Chair.

Section 4: Meeting Attendance

- D. All meetings of the County Board shall be open to the public, except closed meetings held pursuant to the Illinois Open Meetings Act.
- E. Physical attendance of the County Board is required for participation in any meeting of the County Board. Remote attendance may occur pursuant to Illinois Open Meetings Act; and
- F. The Board Chair, having made a local emergency disaster declaration, determines that an in-person meeting under this Act is not practical or prudent because of a disaster.

Section 5: Special Meetings

- G. Special meetings of the County Board shall be called when business of the County Board is needed by the Board Chair. Requests for special meetings may be made to the Board Chair directly or through the County Clerk. Special meetings that are called by the Board Chair shall be transmitted immediately in writing of the special meeting to every County Board member, States Attorney and required statutory outlets. Any County Board rule for notification shall not impede compliance with the Illinois Open Meetings Act. Special board meetings of the County Board must be scheduled no sooner than forty-eight (48) hours in advance.

Section 6: Meetings on Legal Holidays

- H. Any meeting of the County Board falling on a legal holiday shall be held on the business day prior or the next business day after the legal holiday. Any regular meeting of the County Board in regards to statutory deadline(s) for filing of the Annual Levy Ordinance or Budget shall be held prior to any required deadline regardless of Legal Holiday observation.

Article 2. Membership

Section 1: Board Member Makeup

- I. The County Board of Ford County, Illinois, by resolution, shall be composed of twelve (12) members, four (4) members per district, of three (3) districts and shall have and exercise all the rights, powers, and authority as provided in the Constitution and Compiled Statutes of the State of Illinois.

Section 2: Transaction of Public Business

- J. A majority of the members of the Board shall constitute a quorum for the transaction of business, and all questions which shall arise at meetings shall be determined by the votes of the majority of members present at such meetings, except in cases as otherwise provided by law. County Board Members are encouraged to notify the Clerk of the Board or the Board Chair in the event they will be absent from a meeting where public business occurs.

Article 3: Officers of the Board

Section 1: Board Chair

A. Selection

1. The names of candidates for Board Chair shall be placed in the nomination form at the biennial organizational meeting unless otherwise specified by statute. (55 ILCS 5/2-1003) Election as Board Chair shall require a roll call vote of the majority of the members present.

B. Duties

1. The Board Chair shall serve as the public representative of the County Board.
2. The Board Chair shall preside at all meetings of the County Board. In the event of the absence or temporary inability of the Board Chair to preside at a meeting, the Vice-Chair shall serve as presiding officer for the meeting. In the event that neither is available, the members present shall choose by nomination a temporary Board Chair pro-tempore to serve as the presiding officer for that meeting. (55 ILCS 5/2-1003).
3. The Board Chair shall open the sessions; call the members to order; have the general power to recognize members entitled to the floor; state and call for the vote on all questions which are regularly moved and seconded or which necessarily arise in the course of the proceedings; protect the Board from frivolous or dilatory action; restrain the members when engaged in debate within the Rules of Order subject to an appeal, without debate; subject to the requirements of the Open Meetings Act, have the power to require the meeting room to be cleared; and assist in the expediting of the business of the meeting within the rights of the Board pursuant to law.
4. The Board Chair shall perform all the duties prescribed by law or by action of the Board.
5. The Board Chair shall be the executor of all documents as required by statute.
6. The Board Chair shall be charged with executing matters of the Board in the event timeliness or immediate emergency event requires action with notice to the Vice Chair immediately for collaboration and written notice to the board as soon as possible advising of such action(s) unless otherwise authorized. Such action must be debated and voted (if needed) at the next opportunity to do so, whether it be an emergency, special or regular Board meeting.
7. The Board Chair, with the concurrence of a majority of the members present at the meeting when such appointments are announced, shall appoint members to the respective Committees, unless otherwise provided by law. The power to make appointments is reserved exclusively to the elected Board Chair pursuant to statute.

8. The Board Chair shall designate one member of each Committee as the Committee Chair. The respective appointed Committee Chair shall appoint a Committee Vice-Chair to serve in the absence of the Committee Chair.
 9. The Board Chair, or in the absence of the Board Chair, the Board Vice-Chair shall be an ex-officio member of all standing committees, any sub-committees thereof, or any advisory committees, and may participate in the discussion and deliberations of the committee. The Board Chair shall have the right to vote only in the case of a tie or in the absence of a quorum of the meeting.
 10. Vacancy in the Board Chair position – In the event of resignation, death, or other creation of a vacancy in the position of Board Chair, there shall be a new election for the Board Chair at the next meeting of the board immediately following the roll call of members of the board. In the event of the Board Chair vacancy, the Board Vice-Chair shall serve unless dictated by statute, until the Board Chair position is filled as prescribed above.
 11. The Board Chair shall serve as the Liquor Control Commissioner of the unincorporated areas of Ford County as defined in the Ford County Liquor Control Ordinance.
 12. The Board Chair shall make appointments to boards, commissions, districts and all other authorities. Based on statute or ordinance, these appointments will be presented to the County Board by the Board Chair for information and/or confirmation.
 13. The Board Chair shall make efforts to help County Board Members to remain informed on matters of importance in a timely manner.
- C. Removal of Board Chair
1. A Board Chair may be removed, with or without cause, upon a motion adopted by an affirmative vote of four-fifths (10 out of 12) of the Board. Upon adoption of a motion to remove the Board Chair, (i) the Board Chair position becomes vacant, and the former Board Chair compensation shall be prorated to the date the motion was approved; (ii) the Board Vice-Chair immediately assumes the duties of Board Chair without Board Chair compensation; and (iii) a new Board Chair shall be elected at the next regularly scheduled county board meeting. A Board Chair removed maintains his or her status as a member of the county board. (55 ILCS 5/2-1003)
- D. Compensation
1. The Board Chair shall be compensated at an amount via resolution passed by the majority of the prior County Board and may be changed in accordance with statute. (55 ILCS 5/2-3008)
 2. The Board Chair shall not be entitled to per diem and/or mileage compensation for regularly scheduled committee meetings unless such attendance is required to make quorum, become a tie breaker in a tie vote, perform secretarial duties or Chair the meeting.

Section 2: Board Vice Chair

A. Selection

1. The names of candidates for Board Vice Chair shall be placed in the nomination form at the bi-yearly organizational meeting unless otherwise specified by statute. (55 ILCS 5/2-1003) Election as Board Vice Chair shall require a roll call vote of the majority of the members present.

B. Duties

1. The Board Vice Chair shall have the act as presiding officer in the absence or temporary inability of the Board Chair to preside at a meeting.
2. The Board Vice Chair shall have the authority to execute documents on behalf of the Board with the prior written authorization of the Board Chair.
3. In the absence of the Board Chair, the Board Vice Chair shall be an ex-officio member of all standing committees, any sub-committees thereof, or any advisory committees, and may participate in the discussion and deliberations of the committee. The Board Vice Chair, in the absence of the Board Chair, shall have the right to vote only in the case of a tie or in the absence of a quorum of the meeting.

C. Compensation

1. The Board Vice Chair shall be entitled to any and all compensation for attending assigned committee meetings. The Board Vice Chair shall also be entitled to the approved per diem rate for attending those committee meetings that he/she is not assigned when required to perform duties with the absence of the Board Chair (IE: tie vote/quorum/Chair meeting).

Section 3: Clerk of the Board

- A. The County Clerk of Ford County, or a Deputy County Clerk selected by the County Clerk, shall be the Clerk of the Board, shall be the keeper of the records and minutes of the board, and shall be in attendance at all meetings of the Board. The Clerk of the Board shall announce the business of the Board in accordance with the Open Meetings Act. During Board meetings, the Clerk of the Board shall announce the results of votes taken by the board.

Section 4: Parliamentarian

- A. The Board parliamentarian shall be selected at the biennial organizational meeting. The name of parliamentarian shall be in nomination form and require a majority vote of board members present.

Section 5: Master-at-Arms

- A. The Sheriff of Ford County, or a Deputy selected by the Sheriff, shall, at the request of the Board Chair, be Master-at-Arms during all meetings of the board and shall preserve and maintain order and decorum in the meeting room of the Board.
- B. The Master-at-Arms shall have authority under applicable statutes to remove any person present, after warning has been given, in the event said person(s) act in a manner that continues to prohibit the elected body from conducting official government business.

Article 4: Order of Business

Section 1: Board Meeting Order

- A. The order of business presented before the Board during Board meetings shall be as follows, unless otherwise determined by action of the Board.
- a: Call to Order
 - b: Roll Call
 - c: Proclamation
 - d: Pledge to the Flag and Invocation
 - e: Approval of the Board Agenda
 - f: Approval of County Board Minutes
 - g: Communications
 - h: Comments from the Floor*
 - i: Opportunity for Elected Officials/Department Heads to Address the Board
 - j: Approval of All Submitted Elected Official/Department Head Reports
 - k: Verbal Committee Reports:
 - 1. Executive Committee
 - 2. Farm Committee
 - 3. Finance Committee
 - 4. Highway Committee
 - 5. Insurance & Personnel Committee
 - 6. Sheriff Committee
 - 7. Zoning Committee
 - l: Approval of Committee Meeting Minutes
 - m: Special Assignments:
 - 1. 708 Board
 - 2. 9-1-1 Board
 - 3. Counties of Illinois Risk Management Agency (CIRMA)
 - 4. East Central Illinois Community Action
 - 5. Economic Development
 - 6. Emergency Management
 - 7. Extension
 - 8. Ford County Public Health
 - 9. Mobile Region 8
 - 10. Regional Office of Education
 - 11. Union Affairs
 - 12. Workforce Investment
 - n: Old Business
 - o: New Business
 - p: Adjournment
 - q: Proclamation

C. *Comments From the Floor

1. Members of the public are encouraged to participate in the public comment section to address the Ford County Board about board business. Members of the public who wish to address the Ford County Board must provide the Clerk of the Board with written notice of their intent to speak prior to the board meeting being called to order. At the entrance to each board meeting location there will be a clearly marked sign-in sheet where the members of the public shall write their true name. Members of the public shall not be required to provide their address or any other information such as telephone numbers. In the event the Board is under an issued directive by the executive officer of the county in accordance with the Open Meetings Act regarding "Other Than in Person Attendance", members of the public will be afforded the opportunity to participate remotely utilizing the technological method selected by the board and posted accordingly on the County website. In the event remote public commenting is authorized by proper executive order, the sign-in sheet requirement shall be waived for those remote participants.
2. The Clerk of the Board may recognize individuals who have provided written notice of their intent to speak.
3. No public speaker shall engage in debate with Board members. Speakers shall refrain from identifying by name, Board members, elected officials, Ford County employees or other private citizens with personal disparaging or condemning remarks.
4. Each citizen is afforded no more than five (5) minutes to speak. The Board Chair can authorize an additional minute for comment at their discretion.

Article 5: Attendance

Section 1: Board/Committee Meeting Attendance

- A. Once the Board/Committee meeting has commenced, Board members that must depart and not return shall notify the Board Chair and/or the Clerk of the Board of the departure to ensure proper notation into the minutes and vote call logs.
- B. Arrival by Board members to Board/Committee meeting fifteen (15) minutes after the meeting has been called to order will void the members ability to receive per diem compensation unless the Board/Committee Chair has been notified and confirmed of the late arrival prior the start of the meeting. Arrival after the Board/Committee meeting has been called to order will not prohibit the member from participating, debating, voting, or performing their elected duties if there is a motion to seat that particular Board member and passed by simple majority of the Board.

Article 6: Item Consideration/Debate Process

Section 1: Debate

- A. Prior to engaging in debate, a motion and second must be made on the topic. Once a motion and second has been recorded by the Clerk of the Board, board members

wishing to engage in debate must contain their debate to the topic under consideration.

- B. Board members should refrain from injecting personal notes into debate.
- C. The presiding officer shall allow every member an opportunity to debate before recognizing a member who has already been acknowledged to debate in accordance with Roberts Rules of Order.
- D. A member, when called to order by the presiding officer, shall immediately discontinue speaking. If there is no appeal from the ruling of the presiding officer, such ruling shall be conclusive.
- E. When a member has the floor and is engaged in debate, no member shall hold any private discussion at a level disruptive to the board as determined by the presiding officer.
- F. Whenever a true copy of the full text of any Bill, Communication, Resolution, Ordinance, or Rules of Order have been furnished to each of the members of the Board by mail, personal delivery, electronically, or otherwise, it shall not be necessary, unless otherwise required by law or by the Rules of the Board, for the Clerk of the Board, Presiding Officer or Committee Chair to read at length the complete text to the membership of the Board when the same is presented for action, but the same may be referred to in general terms or by title only, unless a majority of the board specifically request that the same be read at length in its entirety.

Section 2: Board Appeal

- A. Any member may appeal to the Board a ruling of the presiding officer. If the appeal is seconded, the member making the appeal may briefly state the reason for the same. The presiding officer may briefly explain the ruling, but there shall be no debate and no other member shall participate in the discussion. The presiding officer shall then put the question, "Shall the decision of the Board Chair be sustained?" If a majority of the members of the Board present vote "No," the decision of the presiding officer shall be overturned; otherwise, it shall be sustained.

Section 3: Personal Privilege

- A. The right of a member to address the Board on a question of personal privilege shall be limited to:
 - 1. Those cases in which the integrity, character, or motives of the member are, or have been, attached or questioned.
 - 2. Those cases that the member believes there is a legitimate conflict of interest with a particular matter in front of the Board for consideration.

Section 4: Motions and Discussion

- A. After a motion or resolution is stated by the presiding officer or has been read by the Clerk, a motion and second must be entered before any discussion and vote can occur. Once a motion and second has been made, it shall be deemed to be in the possession of the Board. In the event an original motion is altered, the original mover of the motion advises their concurrence with the change and restates their

motion. The member who seconded the original motion must then agree with the adjusted motion or in the event of not agreeing, must state as such and may withdraw their original motion.

- B. If any question under consideration contains several propositions, the Board, by a majority vote of the members present, may divide the question into its component parts and act separately upon each part.
- C. No member of the Board shall occupy the floor in speaking or in debate without being addressed first by the presiding officer and shall not occupy the floor for an unreasonable amount of time. The period for discussion, on or for debate, to be allotted to individual members or to sides of a question, may be fixed by the action of two-thirds (2/3) of the members of the Board present and voting. No member shall be allowed to speak twice on the same question so long as any other member who has not spoken on that question desires the floor. A member who has spoken twice on a particular question has exhausted his or her right to debate that question. The presiding officer may close debate and put the question to a vote when it appears that debate has been exhausted on a particular question or when a member of the Board calls for the question.
- D. A Board Member may request any item listed on the published agenda to be removed for any reason. Upon the Board Chair announcing Agenda Item E. (Approval of Board Agenda) any Board Member may request to remove a specific item by receiving acknowledgement and requesting the specific item be removed. If there is no objection by other board members, the item will be removed. Upon receipt of any objection, the Board Chair will call for a vote to remove the requested item. To remove an Agenda item after objection and subsequent will require a 2/3 vote of the members present.

Section 5: Voting

- A. All questions which shall arise at meetings of a committee or Full Board shall be determined by the votes of the majority of members present at such meetings, except in cases as otherwise provided by law.
- B. The “yeas/yes” and the “nays/no” upon a question shall be taken by roll call vote of the members present in order of board voting position.
- C. Board members shall abstain from acting on any matter that comes before the Board that will directly or indirectly benefit any public or private entity or institution when the Board Member is an officer of or sits on the governing body of such entity or institution, or in which the Board Member or the Board Members immediate family has a financial interest as described in applicable laws or policies. If a Board Member has any other conflict of interest or the appearance of a conflict of interest, the Board Member may be excused if, prior to discussion of the matter, the Board Member informs the Board Chair of his/her desire to be excused because of a potential conflict of interest or the appearance of a conflict of interest. Every member of the County Board present on the putting of the question shall vote thereon, unless excused prior to putting of the question. All members that are excused from voting will not be allowed to participate in the discussion of the matter unless questions are directed to them by the Board Chair for information purposes but will be counted toward the presence of a quorum.

The minutes shall record members excused from voting as being present but abstaining. Board Members must vote yes or no on any matter brought before the Board unless authorized as described above to abstain or be excused.

- D. A vote or question may be reconsidered at any time on the day on which the motion has been acted upon by the Board, or the next succeeding day in the event a meeting is recessed to the next succeeding day. A motion to reconsider having once been made and decided in the negative shall not be renewed, nor shall the motion to reconsider be allowed. A motion to reconsider having been made must be seconded, and such motion and second shall be made by members of the Board who vote on the prevailing side of the question, unless otherwise provided for by law. The motion to reconsider shall require a vote of a simple majority of the members of the Board present voting in favor of such reconsideration in order to prevail.
- E. A vote, question, resolution, or an action may be rescinded if the time for a motion to reconsider has passed. A motion to rescind shall be seconded and requires a two-thirds (2/3) vote of the members present to prevail if written notice of such motion has not been presented in accordance with these Rules. In the event written notice has been given, a motion to rescind shall prevail upon an affirmative vote of a majority of the members present. Any motion to rescind must comply with the notice requirements of the Illinois Open Meetings Act.
- F. Any rule may be temporarily suspended, in any particular case or even, upon a motion, a second and a favorable vote of not less than two-thirds (2/3) of the members of the Board present. The motion to suspend the Rules shall include a brief explanation of the purpose and the subject requiring the suspension of the Rules. Immediately upon the termination of the business arising out of the case or event requiring the suspension of these Rules, the operation of the Rules shall be back in effect.
- G. The vote of “yeas/yes” and “nays/no” on a roll call of the members of the Board present, shall be taken upon the passage of all Resolutions, Ordinances and Propositions that create any liability against the County of Ford or for the expenditure or appropriation of its money. The vote so taken shall be entered into the minutes of the meeting.
- H. To ensure proper accounting of votes cast, roll call must be taken when meeting(s) are being conducted full or partially utilizing remote attendance in accordance with the Open Meetings Act.
- I. Any Board Member may ask the Board Chair for the privilege of the floor for a governmental employee or representative to explain or discuss a matter pending before the Board. Permission may be granted for other non-members to explain or discuss a pending matter by the presiding officer.

Article 7: Board Meeting Preparation

Section 1: Board Meeting Agenda(s)

- A. Each committee chair shall report matters of their assigned committee(s) that need to be brought before the full Board to the County Clerk/Recorder no later than 4:30pm on the Tuesday prior to the scheduled Board meeting, unless expressly

authorized in writing by the Board Chair and/or County Clerk. Any item not included on the agenda that is published by the County Clerk may be added at the Board meeting for discussion only without objection. If an objection rises, the board may suspend the rules and add the item (requires 2/3 vote).

- B. The County Clerk/Recorder will publish the final version in accordance with the Open Meetings Act.
- C. Prior to publication of the Board Meeting Agenda, the Board Chair shall review and approve the board agenda and packet.
- D. Reports from outside committee assignments shall be provided in writing to the County Clerk/Recorder and Board Chair within the same timeframe as listed above in Item 1.

Section 2: Board Meeting Packets

- A. The County Clerk/Recorder (Board Secretary) shall compile all required documents from Committee Chairs and the Board Chair and shall make the packet available for Board Members to review as soon as possible after the Thursday at 4:30pm deadline.
- B. Once the packet has been published, additional documentation needed shall be added to the packet as ability exists and/or to the prescribed method of dissemination of Board documents. Notification to each Board Member by electronic means will occur making the board aware of the additional documentation. Every attempt shall be made to have supporting documentation disseminated no less than 48 hours prior to the scheduled meeting. If documentation is disseminated less than 48 hours prior to the scheduled meeting, Board Members shall be notified. Such late dissemination may cause additional debate/inquiries during the board meeting.
- C. Once the board packet has been published to Board Members, the County Clerk/Recorder shall make every attempt to publish the packet to the public website containing information allowable by statute.

*Note that packets are not a requirement to publish under Illinois Statute.

Article 8: Committees

Section 1: Makeup

- A. The Board shall be made of up several standing committees that are created to handle county/department business in an efficient manner while providing ample time to prepare for the monthly Board meeting. The standing committees are listed below; however, the name may be modified from time to time as needed:
 - 1. Highway Committee
 - 2. Sheriff Committee
 - 3. Finance Committee
 - 4. Executive Committee
- B. The Board shall be made up of several ad-hoc committees that are created to handle county/department business on an as-needed basis and in an efficient manner while providing ample time to prepare for the monthly Board meeting.

The ad-hoc committees are listed below; however, the name may be modified from time to time as needed:

1. Zoning Committee
2. Insurance/Personnel Committee
3. Farm Committee

Section 2: Special Committees

- A. Special Committees may be created and appointed from time to time at the Board Chair's discretion, for a specific purpose and for a defined period.

Section 3: Committee Meeting Attendance

- A. Since binding action is not taken during committee meetings, members assigned to any committee may participate in a committee meeting by electronic methods if they are unable to attend in person due to work, illness, or immediate family or childcare issues. A quorum is required to be physically present at the location of the committee meeting to allow remote participation (remote attendance is not eligible to count towards quorum). Remote attendance option is to be utilized as an exception as in person attendance is preferred. Requests to attend utilizing the remote method must be made to the Committee Chair prior to the meeting being called to order. Failure to make the request prior to calling the committee meeting to order will void the members ability to vote remotely (debate will still be allowed). If it is deemed that a board member is using the remote option excessively, the Committee Chair will meet with the Board Member to discuss attendance barriers. In the event the State of Illinois Open Meetings Act is modified through legislation, or an Executive Order and subsequent County Chief Executive directive is issued, the Open Meetings Act procedure will prevail.
- B. Any time a committee meeting is being utilized in a remote fashion, roll call voice vote shall be required to properly capture the vote(s) of board members.
- C. Electronic/Remote method shall be defined as participation using the prescribed method (ZOOM, Google Meets, GoToMeeting) which allows a member's voice and video to be heard/seen from a remote location. Video is required at the time of vote to ensure proper cast vote.
- D. Assigned Board Members shall make attempts to be present for roll call at the published time. The assigned board member that arrives more than fifteen (15) minutes after roll call shall forfeit per diem for the meeting. The assigned board member shall not be restricted in their ability to participate in debate and casting of votes if a motion to seat that particular member is passed by a simple majority of the committee.

Section 4: Committee Report for Board (Including Action Items)

- A. All Committees shall report to the Board in writing information discussed at the respective Committee meeting as well as action items that successfully passed by proper vote to be advanced to the Full Board.

Section 5: Claims

- A. All claims and requests for payments shall be reviewed and approved at each appropriate Committee meeting for those departments assigned to the appropriate committee. Any claim or request for payment not presented but processed in the county financial system prior to the appropriate committee meeting may be presented to the Finance Committee. Any claim and requests for payment processed in the county financial system after the required time frame shall be held until the following month, unless doing so will result in penalty assessment and/or interruption of services. Per diem claims by Board Members are completed by the proper and timely application of the member sign in register (See Article 5 Section 1(B)) and paid in accordance to resolution. Any bill or claim against the County of Ford shall be filed by the County Clerk and paid for by the County Treasurer, as provided by law. While the duty to inspect bills occurs at committee meetings, all bills and requests for payments are available for inspection by members in the County Clerk's office. When a dispute arises regarding payment or rejection of a claim or request for payment, the Board Chair will adjudicate the issue with the assistance from the State's Attorney. All final claims and requests for payments shall be presented to the Full Board at its scheduled meeting with any special notations.

Section 6: Standing Committees

- A. General Provisions
 - 1. Any Committee may perform the duties assigned to it by forming a Sub-Committee for such purpose. The Committee Chairperson shall appoint the members of the Committee to any Sub-committee and shall designate the Chairperson of the Sub-committee.
- B. Committee Agendas
 - 1. All committees shall meet on the specified day and time in the week prior to the full County Board Meeting which is regularly scheduled for the 2nd Monday of each month. All Committee agenda items shall be submitted to the appropriate Committee members, County Clerk and Board Chair at no less than 48 hours prior to the scheduled date and time of the Committee meeting.
- C. Committee Minutes
 - 1. The Committee Chairperson and/or Sub-committee Chairperson shall be responsible for ensuring the creation of a written record of all proceedings of the Committee, which shall include the date and time of meetings, the members attending and summary of business transacted at the meeting, in accordance with Illinois law (exact verbatim transcription is not a requirement).
- D. Public Comment
 - 1. In accordance with Illinois law, Committee meetings must provide time for public comment. Public comment rules that must be followed can be referred to in Article 4 Section 1C (Public Comment) with the exception of posting a sign-up sheet at the entrance. In lieu of a sign-up sheet, the

Committee Chair must announce public comment three (3) times to ensure any members of the public have the opportunity to participate.

- E. Highway Committee
 - 1. Jurisdiction
 - a. The business of the following offices is considered by the Highway Committee:
 - 1. Highway Department
 - 2. Rural Public Transportation
 - 2. General Duties
 - a. The Committee shall consider all matters concerning the departments of jurisdiction and shall receive monthly updates by each department which shall include matters of financial status of said departments. Examples of items of consideration shall be finances, revenues and expenditures, purchasing, contracts. The Department Heads for each jurisdiction shall provide monthly updates and safety report to the Committee on items surrounding their offices.
 - b. Shall be responsible for rural public transportation efforts and implementation thereof.
- F. Sheriff Committee
 - 1. Jurisdiction
 - a. The business of the following offices is considered by the Sheriff Committee:
 - 1. Sheriff's Office
 - 2. Coroner's Office
 - 3. Emergency Management Agency (EMA)
 - 2. General Duties
 - a. The Committee shall consider all matters concerning the departments of jurisdiction and shall receive monthly updates by each department which shall include matters of financial status of said departments. Examples of items of consideration shall be, finances, revenues and expenditures, purchasing, contracts. The Department Heads for each jurisdiction shall provide monthly updates and safety report to the Committee on items surrounding their offices.
- G. Finance Committee
 - 1. Jurisdiction
 - a. The business of the following offices and items are considered by the Finance Committee:
 - 1. Treasurer's Office
 - 2. Clerk/Recorder
 - 3. All departments not listed in any other committee
 - 4. Full County Budget
 - 2. General Duties
 - a. The Committee shall consider all matters concerning the departments of jurisdiction and shall receive monthly updates by

each department which shall include matters of financial status of said departments. Examples of items of consideration shall be, finances, revenues and expenditures, purchasing, contracts. The Department Heads for each jurisdiction shall provide monthly updates and safety report to the Committee on items surrounding their offices.

- b. Jointly with all other Committee Chairs shall receive, consider and review the budget for each other office of the county.
- c. Shall consider, adopt and submit to the County Board the Annual Tax Levy and the Annual Appropriation and Budget Ordinance, in accordance with Illinois law.
- d. Shall consider, adopt and submit changes to the budget as allowed by Illinois law to the County Board.
- e. Shall monitor financial metrics throughout the fiscal year with consultation of the County Treasurer.
- f. Shall service as the County Audit team, which includes recommending a public accounting firm to serve as the annual external auditor; and, receive/review the Comprehensive Annual Financial Audit Report and associated documents and provide to the County Board for final approval of such.
- g. Shall be responsible for reviewing all old, new, existing and future litigation against and on behalf of Ford County.

H. Executive Committee

1. Jurisdiction

- a. The business of the following offices and items are considered by the Executive Committee:
 - 1. County Board
 - 2. Clerk/Recorder
 - 3. All departments not listed in any other committee
 - 4. New Position(s)
 - 5. Legislation
 - 6. County Board policy/procedure
 - 7. Information/Technology
 - 8. Environmental/Safety
 - 9. Non-Union Contract Negotiations
 - 10. Appointments to various boards under the County Board

2. General Duties

- a. The Committee shall consider all matters concerning all departments regarding non-union contract negotiations.
- b. Shall review and revise the County Board Process Manual as required.
- c. Shall receive initial approval/recommendation from the Insurance/Personnel Committee and visa versa on any new position(s) to be added or removed and further provide collaboration to the Finance Committee for budgetary direction.

- d. Shall serve as the information/technology liaison and further provide collaboration to the Finance Committee for budgetary direction.
- e. The Committee shall provide updates as needed to the County Board in the appropriate session (open/closed).
- f. Shall appoint qualified members to boards that are under County Board jurisdiction.
- g. Items needing action by the Full Board shall be presented by the appropriate Committee or to the Board as an item under the Executive Committee, or, New/Old Business, whichever is appropriate and adheres to the Illinois Open Meetings Act. The Department Heads for each jurisdiction shall provide monthly updates and safety report to the Committee on items surrounding their offices.

Section 7: Ad Hoc Committees

A. General Provisions

- 1. Any Committee may perform the duties assigned to it by forming a Sub-Committee for such purpose. The Committee Chairperson shall appoint the members of the Committee to any Sub-committee and shall designate the Chairperson of the Sub-committee.

B. Committee Agendas

- 1. All committees shall meet on an as-needed basis to perform duties and responsibilities in order to maintain county operations. All Committee agenda items shall be submitted to the appropriate Committee members, County Clerk and Board Chair at no less than 48 hours prior to the scheduled date and time of the Committee meeting. Action items presented on a Committee agenda and passed to the Full Board shall be considered at the next regularly scheduled County Board meeting, as outlined in Article 1 Section 1(A), Section 3(C).

C. Committee Minutes

- 1. The Committee Chairperson and/or Sub-committee Chairperson shall be responsible for ensuring the creation of a written record of all proceedings of the Committee, which shall include the date and time of meetings, the members attending and summary of business transacted at the meeting, in accordance with Illinois law (exact verbatim transcription is not a requirement).

D. Public Comment

- 1. In accordance with Illinois law, Committee meetings must provide time for public comment. Public comment rules that must be followed can be referred to in Article 4 Section 1C (Public Comment) with the exception of posting a sign-up sheet at the entrance. In lieu of a sign-up sheet, the Committee Chair must announce public comment three (3) times to ensure any members of the public have the opportunity to participate.

- E. Zoning Committee
 - 1. Jurisdiction
 - a. The business of the following offices is considered by the Zoning Committee:
 - 1. Zoning Department
 - 2. General Duties
 - a. The Committee shall consider all matters concerning the departments of jurisdiction and shall receive updates at the request of the Committee. The Committee, in conjunction with the Ford County Zoning Officer, is responsible for reviewing and maintaining the Ford County Zoning Ordinance. The Zoning Officer, by request of the Committee, shall provide reports to the as needed regarding active and ongoing projects in the unincorporated areas of the county.
- F. Insurance/Personnel Committee
 - 1. Jurisdiction
 - a. The business of the following offices and items are considered by the Insurance/Personnel Committee:
 - 1. All offices that have non-union employees
 - 2. Personnel Policy and Employee Handbook
 - 3. Employee health insurance
 - 4. New/existing positions
 - 5. Interviews for appointed positions with County Board oversight
 - 6. Property & Casualty insurance
 - 2. General Duties
 - a. The Committee shall consider all matters concerning the issues and departments of jurisdiction and shall receive updates at the request of the Committee.
 - b. The Committee shall receive initial approval/recommendation from the Executive Committee and visa versa on any new position(s) to be added or removed and further provide collaboration to the Finance Committee for budgetary direction.
 - c. Shall be responsible for reviewing and maintaining employee health insurance each fiscal year and provide budgetary direction for the Finance Committee.
 - d. Shall be responsible for updating and maintaining any and all personnel policies, as well as, the Ford County Employee Handbook.
 - e. Shall be responsible for any property and casualty insurance issues that may arise.
- G. Farm Committee
 - 1. Jurisdiction
 - a. The business of the following items is considered by the Farm Committee:
 - 1. Ford County Farm #1 – Bowen/Grider Farm

2. Ford County Farm #2 – Ford County Nursing Home Farm
 3. Ford County Farm #3 – Hatfield/Bowen Farm
2. General Duties
- a. The Committee shall consider all matters concerning the issues of jurisdiction.
 - b. Shall be responsible for the oversight and operation of Ford County-owned farm ground.
 - c. Shall be responsible for oversight of any cash rent bids and leases approved by the County Board.
 - d. Shall be responsible for updating and maintaining Ford County Farm cash rent lease agreement.
 - e. Shall be responsible for any projects and/or initiatives that can improve the quality of farm ground.

Article 9 Decorum

Section 1: Dress Code

- A: Attire
1. County Board members shall dress in either professional or casual attire in a manner that is presentable to maintain a professional, respectful, and inclusive environment during Full Board and Committee meetings.
- B. Prohibited Attire
1. The following attire shall not be acceptable at Full Board and Committee meetings:
 - a. Clothing with offensive or inappropriate logos, graphics, or slogans.
 - b. Excessively revealing clothing, including short skirts, tank tops, and low-cut shirts.
 - c. Athletic wear or gym clothes.
 - d. Flip-flops, sandals, or any footwear that may present a safety hazard.
 - e. Ripped or torn clothing.
- C. Hygiene and Grooming
1. County Board members shall maintain good personal hygiene and grooming to ensure a clean and professional appearance.

Section 2: Etiquette

- A: County Board members shall treat each other, Department Heads, county employees, and the general public with courtesy and respect. County Board members shall not use disrespectful language, disruptive behavior, bully, harass, or intimidate any County Board member, Department Head, county employee, or members of the general public.

Article 10 County Budget

Section 1: Fiscal Year

- A. The fiscal year of the County of Ford shall commence on the first day of December and shall terminate on the last day of November of each year.
- B. Committee Chairs shall meet with their respective departments under their jurisdiction to ensure a budget plan is in place and prepared in a timely fashion for yearly budget meetings held by the Finance Committee.
- C. Proposed yearly budgets and proposed yearly levees shall be approved by the Board and placed on public display by the last day of October of each year. Posting of proposed budgets and levees shall be in accordance with Illinois Statute. The Board shall subsequently consider next fiscal year's budget at the November Full Board meeting.

Section 2: Budget Changes

- A. Changes to budget line items that exceed the prescribed amount (by resolution) must be initiated from each Committee or Department Head, which will then be taken to the Finance Committee by the Committee Chair, with consultation of the County Treasurer. Once the Budget line-item change is reviewed/approved at the Finance Committee, with consultation of the County Treasurer, it shall be included in the County Board Meeting packet for full board approval. Budget line-item changes below the prescribed amount (by resolution) are not required to be advanced to the Finance Committee but, shall be included in the minutes of each committee that are placed in the full County Board packet to review. When required by the Illinois Counties Code Article VI, such amendments shall require a two-thirds (2/3) vote of the voting members present of the County Board.

Article 11 Changes

- A. No alteration or amendments shall be made to these Rules of Orders unless the proposal is in writing specifying in detail the change or changes desired to be made and a true copy therefore is provided to each member of the Board and must be approved by not less than two-thirds (2/3) of the members of the Board present at the meeting when the action is proposed.