



**AGENDA**  
**Rules Committee**  
**Tuesday, May 23, 2023**  
*Immediately following Finance, Audit, and Legislative Affairs*  
*Committee*  
Peoria County Courthouse, Room 403

1. **Call to Order**
2. **Approval of Minutes**
  - February 9, 2023
3. **Resolution**
  - Amendment #1 to 2023-2024 Peoria County Board Rules of Order
4. **Miscellaneous**
5. **Adjournment**

**Rules Committee  
February 9, 2023  
@ 5:00 p.m.**

<b>MEMBERS PRESENT:</b> <b>Sharon Williams</b> - Chairperson; <b>Linda Daley</b> – Vice Chairperson; <b>James Dillon, Steven Rieker, Phillip Salzer</b>
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<b>MEMBERS ABSENT:</b>
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<b>OTHERS PRESENT:</b> <b>Scott Sorrel</b> - County Administrator; <b>Jennie Cordis Boswell</b> - State's Attorney's Office; <b>Gretchen Pearsall</b> – County Administration
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**Call to Order**

Chairperson Williams called the meeting to order at 5:11 p.m.

**Approval of Minutes**

A motion to approve the minutes of October 24, 2022 and November 10, 2022 was made by Mr. Salzer and seconded by Mr. Dillon. The motion carried (5-0).

**Resolution**

- **Adoption of 2023-2024 Peoria County Rules of Order**

A motion to approve was made by Mr. Dillon and seconded by Mr. Rieker.

Mr. Sorrel went through the proposed edits to the 2023-2024 County Board Rules of Order based upon feedback from both committee members and county board members, with revisions including corrections of scrivener errors, language clarification, and modifications to standing committee jurisdictions and general duties.

The motion to approve carried (5-0).

**Adjournment**

The meeting was adjourned by Chairperson Williams at 5:27 p.m.

*Recorded & Transcribed by: Jan Kleffman*

Vice Chairperson - Sharon K. Williams, District 1  
 Camille Coates, District 2  
 Betty Duncan, District 3  
 Brandy Bryant, District 4  
 Chairperson – James C. Dillon, District 5  
 Eden S. Blair, District 6  
 Phillip Salzer, District 7  
 Nathan Hoerr, District 8  
 Danny Phelan, District 9



Peoria County Board

Robert Reneau, District 10  
 Linda Daley, District 11  
 Daniel Kelch, District 12  
 Terry Ruhland, District 13  
 Brian Elsasser, District 14  
 Steven Rieker, District 15  
 Matthew Windish, District 16  
 Jennifer Groves Allison, District 17  
 Paul Rosenbohm, District 18

**AGENDA BRIEFING COMMUNICATION**

Committee:	Rules	Prepared By:	Scott A. Sorrel
Meeting Date:	May 23, 2023	Title:	County Administrator
County Board Meeting:	June 8, 2023	Department:	County Administration
County Board District:	All	Date Prepared:	Thursday, May 11, 2023
Agenda Category:	RESOLUTION		
Item Title:	Amendment No. 1 to the 2023-2024 County Board Rules of Order		

**ISSUE:**

A Resolution from your Rules Committee recommending approval of Amendment No. 1 to the 2023-2024 Peoria County Board Rules of Order.

**BACKGROUND:**

With the County Board’s approval of the guaranteed maximum price, associated lead subcontractors and suppliers for each of the construction divisions; and the budget amendment to fully fund the project, the project has moved to the construction phase. Most every construction project has change orders, both additive and deductive, during the project. Change orders can arise from many different circumstances, including but not limited to unforeseen conditions on the construction site; supply chain issues; improvements in constructability; additional value engineering as suggested by a subcontractor, and others. Change orders are different than a project budget amendment. With the guaranteed maximum price and project budget set by prior County Board action, additive change orders are funded by the allowances or contingencies portions of the approved project budget. Deductive change orders would credit, or add to the balance, of the contingencies item in the approved budget. At the end of the project, all unspent contingency dollars revert back to the County.

The last two times the County has constructed a facility of this size and scope or larger, which is roughly half the cost of the construction of either the Peoria Riverfront Museum and Heddington Oaks, approval thresholds were established and adopted by the County Board. Typically, there are three levels of approval for change orders, as follows:

- Approval by the County Administrator;
- Approval by the applicable Committee; and
- Approval by the County Board.

In consultation with Chairman Dillon and Member Ruhland, the recommended outcome results in the first amendment to the County Board’s Rules of Order. In the REDLINE version of the Rules that are attached to the resolution, the County Health Committee and the Infrastructure Committee sections of Article VI implement the recommended solution, which is as follows:

- Approval by the County Administrator. The County Administrator and Member Ruhland in his role as the Board's appointed Owner's Representative would be delegated the authority to approve all change orders (additive and deductive) up to \$50,000. Their joint decision would be supported by documentation from both the architect of record (Farnsworth) and the construction manager (River City Construction). River City as the construction manager would make a recommendation to the County on every change order request. A report would be generated and provided to the Health and Infrastructure Committees monthly.
- Approval by the applicable Committee. The Rules amendment, as drafted, would delegate change order approval authority to a joint meeting of the County Health and Infrastructure Committees for change orders greater than \$50,000 but less than \$200,000. This would apply to both additive and deductive change orders. The County Administrator and Member Ruhland will provide the Committees with a recommendation for any change order at this threshold.
- Approval by the County Board. The Rules amendment, as drafted, would grant change order approval authority to the County Board for all change orders greater than \$200,000. The established committee process would still apply with both the County Health and Infrastructure Committees considering a joint resolution for any of these change orders in compliance with the Board's Rules for bringing resolutions before the County Board.
- All change orders and the associated documentation will be posted to the project page on the County's website.

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## **IMPACT ANALYSIS:**

FISCAL IMPACT: Approval of Amendment No. 1 to the Rules of Order have no direct fiscal impact on the budget or the organization. No budget amendment is needed, nor any revenue needed to be recognized.

OPERATIONAL IMPACT: Creating a three-tiered approval system for change orders does have a positive operational impact on the project. Both the Peoria Riverfront Museum and Heddington Oaks each had more than 50 change orders. To keep Health & Human Services project on schedule like was needed for the other two projects, the tiered approval approach was needed. Otherwise, every change order would need to be approved by the County Board. Simple, low-cost change orders of the magnitude that the County Administrator and Member Ruhland would be permitted to jointly approve keep the project moving and thus avoid the multiple day delay of getting a special meeting of the County Board properly noticed on the calendar. The same is true of the middle tier that is recommended to be under the authority of the two Committees as it is easier to call a special committee meeting than a special County Board meeting. The result is no undo loss time on the construction site. Large change orders needing the approval of the full County Board are most likely going to be more complex and require more analysis, and therefore appropriate for the highest level of approval within our structure.

STRATEGIC PLAN: Reviewing the priorities to emerge from the County Board's strategic planning process in early 2023, this project conforms to one of the five priorities despite not being a specific strategy identified.

- **Data Driven Decision Making & Financial Sustainability:** Having a documented process for processing and approving change orders creates an added layer of financial oversight for the project. This added oversight at the various levels noted will ensure the Board's goals of financial sustainability, generally, are maintained and achieved. At the same time, the Board's goals for financial accountability, specific to this project, will also be assured. Change order decisions will be data driven with documentation from the architect and construction manager along with the professional recommendation of the construction manager.

EQUITY IMPACT: There is no impact, positive or negative, on the County's DEI goals.

ALTERNATIVES: Failure to adopt Amendment No. 1 to the Rules of Order would result in every change order (both additive and deductive) greater than \$19,999 (the County Administrator's current spending authority) needing County Board approval. This would result in the calling of special committee meetings, and the logistics of calling special County Board meetings. It would threaten to delay the project schedule, and in some cases could result in work stoppages, depending on the change order, while the construction manager waits for approval from the County.

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**RECOMMENDATIONS:**

STAFF RECOMMENDATION: Approval of Amendment No. 1 to the 2023-2024 Rules of Order.

RECOMMENDATIONS BY OTHER BODIES:

- None.

PRIOR COUNTY BOARD ACTIONS:

- January 2023, the County Board approved 2023-2024 Rules of Order.
- April 19, 2023, the County Board approved guaranteed maximum price and associated budget amendments to fully fund the Health & Human Services project.

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**ATTACHMENTS:**

- Redline version of Amendment No. 1 to the 2023-2024 Rules of Order

**Rules of Order**

**County Board  
County of Peoria, Illinois**



**Rachael Parker**  
**County Clerk**

**2023-2024**

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- A. Executive Committee
- B. Finance, Audit, and Legislative Affairs Committee
- C. Public Safety and Justice Committee
- D. Land Use Committee
- E. Ways & Means Committee
- F. County Operations Committee
- G. County Health Committee
- H. Infrastructure Committee
- I. Redistricting Committee

Standing Committees

County Board Members and Standing Committees

County Board District Map

**RULES OF ORDER  
of the  
Peoria County Board  
2023-2024**

The following Rules of Order shall govern the deliberations and the conduct of the meetings of the County Board of the County of Peoria, Illinois, and those of the committees thereof:

**Article I. MEETINGS**

**Section 1:** Monthly meetings of the County Board shall be held on the second Thursday of each month of the year. Except, the monthly meeting of the County Board in December of an even numbered year shall be held in conjunction with the Organizational Meeting of the County Board.

**Section 2:** The first Monday in December of each even numbered year shall be known as the Organizational Meeting of the County Board. At this meeting, the order of business shall be as follows:

- A. Call to order by presiding officer
- B. Moment of Silence
- C. Pledge of Allegiance
- D. Appointment of a Temporary Chairperson by the presiding officer
- E. Report of the County Clerk on member credentials
- F. Swearing in of newly elected members by the County Clerk
- G. Roll call of the members of the Board
- H. Adoption of Rules of Order
- I. Nominations for Chairperson of the County Board
- J. Election of Chairperson of the County Board as provided in Article III, Section 1A
- K. Nominations for Vice-Chairperson of the County Board
- L. Election of Vice-Chairperson of the County Board as provided in Article III, Section 2A and thereafter as provided in the regular order of business, commencing with "Approval of Minutes".

**Section 3:** All meetings of the County Board, including special meetings, shall be held in its regular meeting room in the Courthouse, in the City of Peoria, County of Peoria, State of Illinois, unless the location is changed by action of the Board. The meeting shall convene promptly at the hour of six o'clock P.M, unless otherwise fixed by action of the Board. All meetings of the County Board shall be open to the public, except closed meetings held in executive session pursuant to the Open Meetings Act.



**Section 4:** Special meetings

- A. Special meetings of the County Board shall be held only when requested in writing and signed by at least one-third (1/3) of the membership of the Board. The request shall be addressed to the Clerk of the Board and shall specify the time and the place of the meeting and the purpose or agenda of such special meeting. The Clerk shall, upon receipt of any such request, immediately transmit notice in writing of the special meeting to each and every member of the Board.
- B. The notice shall be mailed, emailed, or given to each member of the Board not less than three (3) days prior to the date specified for the holding of the special meeting.
- C. The Clerk shall publish notice of the meeting once, at least three (3) days prior to the date specified therein, in some newspaper of general circulation published in the County of Peoria.

**Section 5:** Any regular, adjourned, or special meeting of the Board falling upon a legal holiday shall be held on the next regular secular day at the same hour and place. The Budget meeting shall be held prior to the statutory deadline for filing the Annual Levy Ordinance with the County Clerk.

**Section 6:** Attendance

- A. Physical attendance by Board Members is required for participation in any meeting of the Board, regular or special.
- B. Pursuant to and in accordance with the guidelines set forth in the Open Meetings Act, for doing so, the Board may meet via video or audio conference when:
  - 1) The County is under an emergency declaration ordered by the Governor of Illinois pursuant to the Illinois Emergency Management Act; and
  - 2) The Board Chairperson having made a local emergency disaster declaration, determines that an in-person meeting or a meeting conducted under this Act is not practical or prudent because of a disaster.

**Article II. MEMBERSHIP**

**Section 1:** The County Board of Peoria County, Illinois, shall be composed of eighteen (18) members elected from single member districts and shall have and exercise all the rights, powers, and authority as provided in the Constitution and Statutes of the State of Illinois.

**Section 2:** 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 the members present at such meetings, except in cases as otherwise provided for by law. County Board Members shall notify the County Board Office prior to a meeting if they are not able to attend.

### **Article III. OFFICERS OF THE BOARD**

#### **Section 1: Chairperson**

##### **A. Selection –**

- 1) The names of candidates for Chairperson of the County Board shall be placed in nomination at the Organizational Meeting.
- 2) Election as Chairperson shall require the vote of a majority of the members present.

##### **B. Duties –**

- 1) The Chairperson shall preside at all meetings of the County Board. In the event of the absence or temporary inability of the Chairperson to preside at a meeting, the Vice-Chairperson shall serve as presiding officer for the meeting. In the event that neither is available, the members present shall choose one of their number as a temporary Chairperson pro-tempore to serve as presiding officer for the meeting. Specifically, regarding the Organizational Meeting of the County Board, in the event that the sitting Chairperson will no longer be serving as a member of the County Board upon the installation of the new County Board, the sitting Chairperson shall designate a presiding officer for the Organizational Meeting prior to said meeting.
- 2) The Chairperson 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.
- 3) The Chairperson shall perform all the duties prescribed by law or by action of the Board.
- 4) The Chairperson, 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 duly elected Chairperson.
- 5) The Chairperson shall designate one member of each Committee as the Committee Chairperson and one member of each Committee as the Committee Vice-Chairperson. Each Standing Committee shall have at least three members.
- 6) The Chairperson, or, in the absence of the Chairperson, the Vice-Chairperson, shall be an ex-officio member of all Standing Committees, any Sub-committees thereof, or Advisory Committees, and may participate in the discussion and deliberations of the Committee but shall have the right to vote only in case of a tie or in the absence of a quorum of the regular meeting.
- 7) The Chairperson shall assign business to the Committees of the Board according to the outline of jurisdictions and duties in Article VI, Section 2.
- 8) Vacancy in Chairpersonship - In case of resignation, death, or other creation of a vacancy in the Chairpersonship, there shall be a new election for the Chairperson at the next meeting of the Board immediately following the Roll call of members of the Board.

**C. Removal of Chairperson by Board Vote**

- 1) A Chairperson may be removed, with or without cause, upon a motion adopted by an affirmative vote of four-fifths of the Board.
- 2) Upon adoption of a motion to remove the chairman: (i) the Chairperson position becomes vacant and the former Chairperson's compensation shall be prorated to the date the motion was approved; (ii) the Vice-Chairperson immediately assumes the duties of Chairperson without Chairperson compensation; and (iii) a new Chairperson shall be elected at the next regularly scheduled Board meeting.
- 3) A Chairperson removed under this Section maintains his or her status as a member of the Board.

**Section 2: Vice-Chairperson**

**A. Selection** – The Vice-Chairperson shall be nominated and selected in the same manner as the Chairperson.

**B. Duties**

- 1) The Vice-Chairperson shall act as presiding officer in the absence or temporary inability of the Chairperson to preside at a meeting.
- 2) The Vice-Chairperson shall have the authority to execute documents on behalf of the Board with the prior authorization of the Chairperson in the absence or incapacitation of the Chairperson.

**Section 3:** The County Clerk of Peoria County, or a deputy clerk selected by the County Clerk, shall be the Clerk of the Board, shall be the keeper of the records and the minutes of the Board, and shall be in attendance at all meetings of the Board. The Clerk of the Board shall announce the business before the Board in the order in which it is to be acted upon and shall announce the results of votes taken by the Board.

**Section 4:** The State's Attorney of Peoria County, or an Assistant State's Attorney selected by the State's Attorney, shall be Parliamentarian of the Board and upon request of the Chairperson shall render opinion and advise on questions of parliamentary law and procedure applicable to matters arising before the Board. The rules of parliamentary practice, as set forth in the 12th edition of Robert's "Rules of Order, Newly Revised" govern the proceedings of the Board to the extent the same are not inconsistent with the Rules of Order of the Board.

**Section 5:** The Sheriff of Peoria County, or a deputy selected by the Sheriff, shall, at the request of the Chairperson, 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.

## **Article IV. ORDER OF BUSINESS**

**Section 1:** The order of business presented before the Board shall be as follows, unless otherwise determined upon by action of the Board.

- A.** Call to order by presiding officer
- B.** Moment of Silence
- C.** Pledge of Allegiance
- D.** Roll call of the members of the Board
- E.** Approval of Minutes
- F.** Proclamation(s) (as needed)
- G.** Citizens' remarks\*\*
- H.** Consent Agenda\* (if required)
- I.** Zoning resolutions and all other resolutions and bills, all of which shall be presented to the Board by the Chairperson
- J.** Announcements and Miscellaneous
- K.** Adjournment or Recess of the Board Meeting, as appropriate.

All questions relating to priority of business shall be decided by the Chairperson without debate, subject only to appeal.

\*Consent Agenda: Items of the Consent Agenda, as determined by each Committee, shall be routine matters before the Board including Communications, Reports, Appointments, non-controversial Resolutions, etc. Any member requesting removal of a Consent Agenda item for any reason for discussion or debate shall so be allowed this privilege by the Chairperson.

\*\*Citizens' Remarks:

- 1) Members of the public who wish to address the Board must provide the Chairperson with written notice of their intent to speak prior to the meeting being called to order. The pre-printed written notice shall request the name and address of the speaker, as well as a short statement indicating the speaker's topic. Members of the public are not, however, required to provide their address as a precondition to addressing the Board.
- 2) Prior to the Consent Agenda, the Chairperson may recognize individuals who have provided written notice of their intent to speak. If the individual wishes to address a specific agenda item, the Chairperson may recommend deferral of the citizen's request until the agenda item is called.
- 3) No speaker may debate a member of the Board. Speakers should refrain from identifying by name, Board Members, Elected Officials, Peoria County employees or other private citizens with personally disparaging or condemning remarks.
- 4) Each citizen is limited to five minutes unless revised by the Chairperson subject to appeal, and the aggregate Citizens' Remarks shall not exceed thirty minutes per meeting unless the time is extended by majority vote of the members present.

## **Article V. PROCEDURE**

**Section 1:** After the Board Session opens, no member shall leave for the remainder of the meeting without notifying the Chairperson or the Clerk.

**Section 2:** Every member, prior to speaking, making a motion, or seconding the same, shall raise his/her hand for recognition and, before further speech, shall be recognized by the presiding officer. The members shall confine all remarks to the question under consideration. Members should maintain a courteous tone and should avoid injecting a personal note into debate. The presiding officer should provide every member an opportunity to speak before recognizing a member who has already been acknowledged.

**Section 3:** A member, when called to order by the presiding officer, shall immediately discontinue speaking. If there is no appeal from the ruling of the Chairperson, such ruling shall be conclusive.

**Section 4:** When a member has the floor and is speaking, no member shall hold any private discussion at a level disruptive to the Board as determined by the Chairperson.

**Section 5:** No motion shall be debated or put to vote without having first been seconded. Once the motion is seconded, the motion shall be stated by the presiding officer before debate. Any such motion shall be reduced to writing if required by the presiding officer or by any 6 members of the Board. Any member may request that the Clerk or the presiding officer restate a pending motion.

**Section 6:** Whenever a true copy of the full text of any Bill, Communication, Resolution, Ordinance, or Rules of Order has 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 or the Chairperson of the Board 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 shall specifically request that the same be read at length in its entirety.

**Section 7:** 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 Chairperson be sustained?" If a majority of the members of the Board present vote "No," the decision of the presiding officer shall be overruled; otherwise it shall be sustained.

**Section 8:** The right of a member to address the Board on a question of personal privilege shall be limited to:

- A.** Those cases in which the integrity, character, or motives of the member are, or have been, attacked or questioned.
- B.** Those cases that the member believes are covered by Section 14.

**Section 9:** After a motion or resolution is stated by the presiding officer or has been read by the Clerk and has been moved and seconded, it shall be deemed to be in the possession of the Board. The mover of a motion or resolution cannot modify or withdraw a motion or resolution in the possession of the Board without the consent of the Board.

**Section 10:** 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.

**Section 11:** No member of the Board shall occupy the floor in speaking or in debate for an unreasonable length of time. The period of time 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 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 particular question has exhausted his or her right to debate that question unless extended by the presiding officer. 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.

**Section 12:** The "yeas" and the "nays" upon a question shall be taken by electronic voting system of the membership of the Board and shall be entered in the minutes of the meeting. In case of electronic voting system failure, the Clerk shall take a roll call vote of the members of the Board in alphabetical order.

**Section 13:** A motion to Order the Previous Question may be adopted by a two-thirds (2/3) vote of the members present and voting. A motion to Order the Previous Question is not debatable and is out of order when another member has the floor.

**Section 14:** Conflicts of Interest. Board Members shall abstain from acting on any matter that comes before the County 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 Member's immediate family has a financial interest as defined in the Centralized Purchasing Ordinance of Peoria County. 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 Chairperson 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 a 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 Chairperson for informational purposes but will be counted toward the presence of a quorum. The minutes shall record members excused from voting as being present but abstaining.

**Section 15:** A Board Member who, by the nature of his or her duties, has the authority to participate personally and substantially in the decision to award a contract may not impart or request material information or make a material argument regarding potential action concerning an active procurement matter, including, but not limited to, an application, a contract or a project. If any such communication occurs, or if any such communication is received by a Board

Member, that communication(s) shall be reported to the State's Attorney and County Administrator. Any and all contracts procured and entered into in violation hereof shall be deemed null and void.

**Section 16:** Reconsideration and Rescission:

- A. 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 immediate 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 reconsidered. 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.
- B. 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.

**Section 17:** These Rules may be temporarily suspended, in any particular case or event, 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 again put into effect.

**Section 18:** The vote of "yeas" and "nays", on roll call of the membership of the Board, shall be taken upon the passage of all Resolutions, Ordinances, and Propositions to create any liability against the County of Peoria or for the expenditure or appropriation of its money. The vote so taken shall be entered into the minutes of the meeting. In the event a vote is taken using the electronic voting system and a Board Member inadvertently enters his or her vote incorrectly, the Member's vote may be changed if he or she notifies the Clerk of the correct vote before the Board proceeds to the next item on the agenda. The Clerk shall note the correction in, and shall enter the corrected vote into, the minutes of the meeting.

**Section 19:** Agenda Preparation

- A. All business or resolutions of any session shall be filed in writing with the County Administrator on or before noon of the Thursday preceding a session. The Administrator shall prepare a written agenda describing all business or resolutions so filed and shall provide a copy of the agenda to each member of the Board on or before five days preceding the session. Any and all such business or resolutions set forth in the agenda may be acted upon and final action taken thereon, at any such session,

without further notice or publication unless otherwise provided by law or by the Rules of the Board.

- B.** All new business not on the agenda that is presented at any meeting of the Board shall not be acted upon but may be received and referred to the appropriate Committee.
- C.** A Committee Chairperson, after consultation with the County Administrator and agreement with a majority of other Committee members, can place on the agenda items for consideration when it appears these items need to be acted upon at the next County Board meeting and it does not appear that a quorum of members of that Committee could conveniently meet prior to the Board meeting.

**Section 20:** Any Board Member may ask the Chairperson for the privilege of the floor for a governmental employee or representative to explain or discuss a matter then pending before the Board. Permission may be granted for other non-members to explain or discuss a pending matter either by the presiding officer or upon a majority favorable vote of the members of the Board then present.

**Section 21:** All Committees shall report to the Board in writing, and each Committee recommendation presented to the Board shall indicate the date the matter was voted upon by the Committee and the vote of the Committee.

**Section 22:** All claims and demands of the County of Peoria shall be paid as specified in the Peoria County Purchasing Ordinance; Peoria County Budget; Peoria County Travel Policy; and the Peoria County Centralized Accounts Payable Procedure Manual.

**Section 23:** No claim or demand against the County of Peoria shall be audited and be allowed unless the same is fully itemized.

**Section 24:** No party seeking to contract or do business with the County of Peoria will be allowed the privilege of the floor except as allowed by Article IV Section 1 and Article V Section 19. No member of the Board shall communicate directly or indirectly regarding any matter then pending before the Board or a Committee of the Board, with any party seeking to contract or do business with the County of Peoria while that party has a matter pending before the Board or a Committee of the Board.

**Section 25:** All bills and claims against the County of Peoria which have been allowed and paid by the County Treasurer, and all claims not allowed, shall be filed by the County Clerk and retained in the office of the County Treasurer, as provided by law. It shall be the duty of the County Auditor to examine and audit all claims and expenditures of the Departments and Offices of the County and recommend payment or rejection of the same. On occasions when a dispute between the County Auditor and a County Department or Office arises regarding payment or rejection of a claim, the Board Chairman will adjudicate the issue with assistance from the States Attorney.

**Section 26:** The fiscal year of the County of Peoria shall commence on the first day of January and shall terminate on the last day of December.



**Section 27:** The Centralized Purchasing Ordinance of Peoria County, adopted June 2003, as amended, shall be followed for all purchases.

**Section 28:** No alteration or amendments shall be made to these Rules of Order unless the proposal is in writing specifying in detail the change or changes desired to be made and a true copy therefore is given to each of the members of the Board. The proposal to alter or amend the Rules of Order of this Board, in order to prevail, must receive the favorable votes of not less than two-thirds (2/3) of the members of the Board present at the meeting when the action is proposed.

**Section 29:** The Board and each of its Committees shall, pursuant to the Open Meetings Act, review at least twice a year the minutes that were maintained at all closed sessions. At these meetings, the Board and each Committee must make a determination that the need still exists for the confidentiality of these records or that the minutes or portions thereof no longer require confidentiality and may be made available to public inspection.

**Section 30:** These Rules of Order are declared to be the rules of order and procedure controlling and governing the conduct of meetings and the transaction of the business coming before the Board and shall be in force and effect from and after the date of adoption thereof by majority vote of the members present at the meeting when the same are presented for adoption.

All and any Rules of Order, by-laws, standing orders, and resolutions creating Standing Committees, in operation and effect and governing the conduct of meetings and the transaction of business coming before the Board, are at the time of the adoption of these Rules of Order declared to be fully and completely repealed and to be no longer operative to the extent any prior resolution conflicts with these Rules of Order.

## **Article VI. STANDING COMMITTEES OF THE COUNTY BOARD**

### **Section 1: General Provisions**

- A.** Sub-committees. Any Committee may perform the duties assigned to it by forming a Sub-committee for that purpose. The Committee Chairperson shall appoint the members of the Committee to any Sub-committee of the Committee and shall designate the Chairperson of the Sub-committee.
- B.** Committee Agendas. At or prior to the first meeting of each Committee, the Committee Chairperson, in coordination with the Board Chairperson, shall schedule the time, place, and frequency of the regular meetings of the Committee and monitor Committee attendance. All Committee agenda items (contracts, resolutions, material for discussion, etc.) shall be submitted to the appropriate County Board Committee Secretary by 5:00 p.m. the Friday two weeks prior to the week of the respective Committee meeting. The respective Committee Chairperson shall have final approval of Committee agenda items. The only exception to this rule is in those circumstances where it is deemed necessary to handle an issue of an emergency nature.
- C.** Attendance. Each Committee member shall promptly attend all the duly convened regular and special meetings of the Committee or of any assigned Sub-committee. If

for any reason a member is unable to attend such meeting, the member shall notify the Committee Chairperson or the County Board Office promptly.

- 1) Pursuant to the Open Meetings Act, a Committee member may attend a Committee or Sub-committee meeting by video or audio conference if all of the following are met:
    - a) Such Committee member provides advance notice;
    - b) Such Committee member is prevented from physically attending because of personal illness or disability, employment purposes or the business of Peoria County, or a family or other emergency;
    - c) A quorum of a Committee or Sub-committee is physically present; and
    - d) Unanimous consent is granted by the Committee or Sub-committee to allow such attendance by video or audio conference.
  - 2) Committee attendance records shall be distributed semi-annually, indicating excused and unexcused absences. Any member who shall have frequent absences without reasonable cause, may, at the discretion of the Board Chairperson and Committee Chairperson, be removed from the Committee. Frequent absences are hereby defined as three consecutive unexcused absences or a total of six absences within a 12-month period.
- D. Minutes.** The Committee Chairperson and the Sub-committee Chairperson shall be responsible for ensuring the creation of a written record of all proceedings of that Committee, which shall include the date of the meetings, the members attending, and a concise, complete summary of the business transacted at the meeting.
- E. Claims.** The respective Standing Committees may receive and process the claims pursuant to the Peoria County Purchasing Ordinance or by law for the offices or departments of the County that are hereinafter assigned for liaison to the Standing Committees.
- F. Oversight.** The respective Standing Committees shall keep informed with regard to activities of a department that is under its general supervision or for which it serves as liaison with the Board in instances where such activities are concerned with another Committee. The minutes of any Sub-committee, Advisory Committee, Ad-hoc Committee, board, or agency that the respective Standing Committees oversee or serve as liaison shall be presented to said Committee on a regular and recurring basis. Reports containing only information, such as meeting minutes, from bodies for which a Standing Committee acts as liaison shall be filed with such Standing Committee, but no action is necessary and usually none should be taken.
- G. Staff Assistance.** The respective Standing Committee Chairpersons shall approve County Board Member requests for staff assistance that require more than two hours to complete. Committee-directed initiatives resulting in significant impact on staff workload, changes to the business plan of the department, the strategic plan of the County, or an unplanned budgetary impact shall be approved by Resolution of the County Board.
- H. Staffing Changes.** The respective Standing Committees shall review all requests originated by an elected or appointed official under its oversight for staffing changes and submit comments it deems appropriate to the County Operations Committee.
- I. Notification.** Each Board member shall be notified, whether by telephone, electronically, or weekly calendar, of Committee meetings.
- J. Public Comment.** The Chairperson of each committee may, with the consent of a majority of the committee, reasonably limit the amount of time available for public

comment. If an individual wishes to address a specific agenda item, the Chairperson may recommend allowing the individual to address the committee when the agenda item is called. Regardless of the time available for verbal public comments, Committees shall always allow written comments to be submitted for the record.

**K. Annual Budget and Budget Amendments.**

- 1) Each Standing Committee shall consider and review the annual budget for each of the offices, departments, and elected officers of Peoria County for which such Standing Committee has jurisdiction. As provided in Article VI Section 2 below, after consideration by each Standing Committee the Finance, Audit, and Legislative Affairs Committee shall consolidate, review, and recommend changes by resolution to the annual budget proposals of the other Standing Committees to recommend a complete annual budget for all activities of Peoria County for adoption by the County Board.
- 2) Amendments to the budget for any of the offices, departments, and officers made during the fiscal year shall be considered and reviewed by the Standing Committee that has jurisdiction. Any budget amendment that exceeds \$250,000 shall also be considered by the Finance, Audit, and Legislative Affairs Committee prior to presentation to the County Board. When required by Article VI of the Counties Code an amendment to the budget shall require a two-thirds (2/3) vote of the members of the County Board.

**Section 2: Jurisdictions and Duties**

**A. EXECUTIVE COMMITTEE**

1) Jurisdictions:

- a) The Executive Committee shall act in an advisory capacity to all Standing Committees on the Board. It shall consider and report to the County Board on matters concerning the effective and efficient coordination and operation of all the various elements, programs, and functions of County government and overall policies in the administration of the affairs of the County Board. It shall act as the principal liaison between Peoria County and all other governmental bodies. Intergovernmental agreements, other than grant agreements, will be presented for action to the Executive Committee.
- b) The business of the following offices is considered by the Executive Committee:
  - i) County Administrator
  - ii) Economic Development
  - iii) Communications
  - iv) Diversity, Equity, and Inclusion (DEI), including EEO / Affirmative Action
  - v) County Board
  - vi) General County
  - vii) County Auditor
  - viii) Peoria Riverfront Museum
  - ix) Joint Commission on Racial Equity and Justice
  - x) Advisory Committee for Entrepreneurship and Small Business Development

2) General Duties:

- a) The Executive Committee shall be comprised of all Chairpersons and Vice-Chairpersons of Standing Committees, the Chairperson of the Peoria County Board, and the Vice-Chairperson of the Peoria County Board. The Chairperson of the Peoria County Board shall be the Chairperson of the Executive Committee, and the Vice-Chairperson of the Peoria County Board shall be the Vice-Chairperson of the Executive Committee.
- b) It shall enforce the provisions of the Peoria County Administrator Ordinance (Ch. 2 of the Peoria County Code). The Executive Committee shall:
  - i) Review and evaluate the Administrator's performance on at least an annual basis;
  - ii) Incorporate the goals and objectives of the County Board in the Administrator's Work Plan;
  - iii) Be the designated body to recommend to the full Board the proper compensation for the County Administrator;
  - iv) Be the designated body for the full Board regarding the establishment or modification of the County Administrator's employment agreement.
- c) It shall from time to time review the overall County operation and interdepartmental cooperation and coordination and shall consider and recommend policies that shall contribute to a more efficient performance of the functions of the County government.
  - i) It shall review and recommend to the Board the County's Strategic Plan.
  - ii) It shall promote intergovernmental cooperation and coordination throughout the region and beyond the County of Peoria and City of Peoria governments.
- d) It shall exercise general oversight of the Peoria Riverfront Museum:
  - i) It shall review and comment upon those items provided in the Lease and Operating Agreement with Peoria Riverfront Museum, including but not limited to Peoria Riverfront Museum's business plans, capital and operating budgets, Annual Statement of Community Benefit.
  - ii) It shall initiate all actions of the County exercising powers under the Lease and Operating Agreement.
- e) It shall consider and report on such matters that shall be referred to it from time to time by the County Board.
- f) It shall exercise continuous oversight of litigation involving Peoria County.
- g) It shall oversee the GAP Loan Program and all other economic development plans and programs.
- h) It shall consider and recommend matters to promote the industrial, commercial, residential, and recreational development of Peoria County.
- i) It shall oversee the work of the Advisory Committee on Entrepreneurship and Small Business Development.
- j) It shall receive all communications or reports from the County Auditor.
- k) In accordance with the guidelines published by the United States Department of Treasury, as may be amended, it shall oversee the intended uses and all expenditures of the County's Fiscal Recovery Funds allocation received through the American Rescue Plan Act (ARPA).

**B. FINANCE, AUDIT, AND LEGISLATIVE AFFAIRS COMMITTEE**

- 1) Jurisdictions:

- a) The Finance, Audit, and Legislative Affairs Committee shall receive, consider, and review the budget for each of the offices, departments, and officers of Peoria County after consideration by each of the other Standing Committees:
    - i. Jointly with the Executive Committee, the Finance, Audit, and Legislative Affairs Committee shall consider, adopt, and submit to the County Board both the Annual Tax Levy Ordinance and the Annual Appropriation and Budget Ordinance.
    - ii. Jointly with the Executive Committee, the Finance, Audit, and Legislative Affairs Committee shall review, consolidate and recommend changes to the budget proposals of the other Standing Committees to recommend a complete budget for all activities of Peoria County for adoption by the County Board.
    - iii. The Finance , Audit, and Legislative Affairs Committee shall monitor financial metrics throughout the fiscal year. It shall also devise performance management tools to benefit the organization’s transparency in financial practices.
    - iv. It shall serve as the Audit Committee, including recommending a public accounting firm to serve as an external auditor; and, receiving and reviewing the Comprehensive Annual Financial Report and the management letter.
    - v. It shall consider, review, and recommend to the County Board an annual State and Federal legislative program; and, it shall receive regular reports from the County’s registered lobbyists on the status of the legislative program and other legislative developments affecting the County.
  - b) The business of the following offices is considered by the Finance Committee:
    - i. Finance Department
    - ii. Heddington Oaks
- 2) General Duties:
- a) The Finance, Audit, and Legislative Affairs Committee shall be comprised of the members of the Executive Committee.
  - b) Any amendments to the Annual County Budget proposed by a Board member shall be submitted to the Chairperson of the County Board, the Finance, Audit, and Legislative Affairs Committee Chairperson, and the County Administrator no later than five o’clock P.M. on the Monday preceding the County Board's meeting to adopt the Annual County Budget. The foregoing requirement may be overridden by a majority vote of the members present at the meeting to adopt the Annual County Budget.

**C. PUBLIC SAFETY AND JUSTICE COMMITTEE**

1) Jurisdictions:

- a. The business of the following offices is considered by the Public Safety and Justice Committee:
  - i. Sheriff and Sheriff’s Merit Commission
  - ii. State’s Attorney
  - iii. Circuit Clerk
  - iv. Public Defender

- v. Coroner
- vi. 10th Judicial Circuit Agencies
- vii. Peoria County Animal Protection Services (PCAPS)
- b. The Public Safety and Justice Committee shall also liaison with the following entities:
  - i. Emergency Telephone System Board
  - ii. Multi-County Enforcement Group
- 2) General Duties:
  - a. It shall consider all matters concerning the operations of the justice system in the County, including civil and criminal courts; law enforcement; adult and juvenile detention; and, emergency management.
  - b. It shall consider all matters concerning environmental issues, including sustainability and resource conservation.
  - c.

**D. LAND USE COMMITTEE**

- 1) Jurisdictions:
  - a. The business of the following offices is considered by the Land Use Committee:
    - i. Zoning & Planning
    - ii. Zoning Board of Appeals
  - b. The Land Use Committee shall also liaison with the following entities:
    - i. Board of Local Improvements
    - ii. It shall serve as the Appeal Board under the Peoria County Housing Maintenance and Occupancy Ordinance.
- 2) General Duties:
  - a. It shall consider all matters concerning land use regulation, including building inspections; zoning; and, land use planning.
  - b. It shall review cases referred by the Zoning Board of Appeals to the County Board and make recommendations thereon.

**E. WAYS AND MEANS COMMITTEE**

- 1) Jurisdictions:
  - a. The business of the following offices is considered by the Ways and Means Committee:
    - i. County Clerk
    - ii. County Treasurer
    - iii. Supervisor of Assessments
  - b. The Ways and Means Committee shall also liaison with the following entities:
    - i. Peoria County Board of Election Commissioners
    - ii. Board of Review
    - iii. Veterans' Assistance Commission
- 2) General Duties:
  - a. It shall consider the finances and budget of Peoria County, including: revenues and expenditures; purchasing and contracting policies; and, financial management and fiscal policies.
  - b. It shall consider all matters related to the conduct of elections in the County.

- c. It shall consider all matters related to assistance for veterans in the County.

**F. COUNTY OPERATIONS COMMITTEE**

1) Jurisdictions:

- a. The business of the following offices is considered by the County Operations Committee:
  - i. Information Technology
  - ii. Human Resources
  - iii. Risk Management
  - iv.

2) General Duties:

- a. It shall consider all matters concerning human resources, including labor contracts under the Illinois Public Labor Relations Act; personnel administration and policies; the Employee Health Fund and employee wellness; funding for retirement systems applicable to County employees; EEO/Affirmative Action reports and diversity, and, staffing levels and changes.
- b. It shall consider all matters related to information technology, including internal information technology services; and, Geographic Information Systems (GIS).
- c. It shall consider all matters related to risk management, including worker's compensation claims; unemployment claims; liability claims against the County; and, bonds and insurance.

**G. COUNTY HEALTH COMMITTEE**

1) Jurisdictions:

- a. The business of the following offices is considered by the County Health Committee:
  - i. Regional Office of Education
  - ii. Sustainability and Resource Conservation Office
- b. The County Health Committee shall also liaison with the following entities:
  - i. City/County Health Department
  - ii. Emergency Management Agency
  - iii. Peoria County Board for the Care/Treatment of Persons with a Developmental Disability
  - iv. City/County Landfill Committee

2) General Duties

- a. It shall consider all matters concerning public health including: the protection and promotion of health and the prevention of disease, illness and injury; and, the care and support for the elderly and differently abled.
- b. It shall consider all matters related to public education.
- c. It shall serve to review and devise strategy, methods and measures in anticipation of future public health crises.

3) Temporary Duties During the Construction of the Health & Human Services Project

- a. Jointly with the Infrastructure Committee, it shall receive reports from the County Administrator and County Board appointed Owner's Representative on any change order (additive and deductive) less than \$50,001.00. By virtue

of this rule, the County Administrator and County Board appointed Owner's Representative shall have the authority to approve all change orders (additive and deductive) up to and including \$50,000.00.

b. Jointly with the Infrastructure Committee, it shall decide all change orders (additive and deductive) during the project between \$50,001.00 and \$200,000.00.

d.c. Jointly with the Infrastructure Committee, it shall recommend to the County Board all change orders (additive and deductive) during the project greater than \$200,000.00.

## H. INFRASTRUCTURE COMMITTEE

### 1) Jurisdictions:

a. The business of the following offices is considered by the Infrastructure Committee:

- i. Facilities Management
- ii. Highway Department
- iii. Highway and Maintenance Facilities

b. The Infrastructure Committee shall also liaison with the following entities:

- i. Tri-County Regional Planning Commission

### 2) General Duties

a. It shall consider all matters concerning County buildings and grounds, including space planning; the five-year capital improvement program; and, the management and maintenance of County facilities.

b. It shall consider all matters concerning public infrastructure in the County, including public roads and bridges; airports, railroads, and public transit systems; and, pipelines, transmission lines, sanitary sewer systems, and other regulated common carriers.

### 3) Temporary Duties During the Construction of the Health & Human Services Project

a. Jointly with the County Health Committee, it shall receive reports from the County Administrator and County Board appointed Owner's Representative on any change order (additive and deductive) less than \$50,001.00. By virtue of this rule, the County Administrator and County Board appointed Owner's Representative shall have the authority to approve all change orders (additive and deductive) up to and including \$50,000.00.

b. Jointly with the County Health Committee, it shall decide all change orders (additive and deductive) during the project between \$50,001.00 and \$200,000.00.

b.—Jointly with the County Health Committee, it shall recommend to the County Board all change orders (additive and deductive) during the project greater than \$200,000.00.

c. \_\_\_\_\_

## I. REDISTRICTING COMMITTEE

### 1) General Duties

a. The Redistricting Committee shall prepare and recommend to the full Board a redistricting plan for 18 new single-member districts.

b. Each district shall be (1) substantially equal in population to each other district and (2) comprised of contiguous territory, as nearly compact as



practicable. "Population means the number of inhabitants as determined by the county board by any reasonable method, including, but not limited to, the most recent American Community Survey 5-year data.

- c. The redistricting plan shall comply with the United States Constitution, any federal law regarding redistricting, including but not limited to the federal Voting Rights Act, the Illinois Constitution, and the Illinois Counties Code.
- d. The redistricting plan shall be drawn, to the extent practicable and subject federal and state laws, to create crossover districts, coalition districts, or influence districts as defined by the Illinois Voting Rights Act of 2011.
- e. The redistricting plan shall be prepared and recommended by the Redistricting Committee prior to the regular December Board meeting in years ended in "1" and after the decennial census, unless required earlier by State Statute.

**Section 3: Advisory Committees:**

- A. City/County Landfill Committee shall act as the liaison between the County Board and the City of Peoria relative to the City of Peoria/County of Peoria Landfill. It shall report to the Health Committee.
- B. The Board of Local Improvements shall meet and have the duties and responsibilities as set forth in 55 ILCS 5/5-32001 et seq. It shall report its conclusions to the Land Use Committee.
- C. The Advisory Committee on Diversity and Inclusion shall work with the county's Coordinator of EEO/Affirmative Action to make recommendations concerning Equal Employment Opportunities and the County's Affirmative Action Program. The Committee shall also develop goals, objectives, and tactics to incorporate the diversity and inclusion across the County and various Elected Officials. The Committee on Diversity and Inclusion shall also develop educational tools for the optional use by the County and Countywide Elected Officials. The Committee shall report to the County Executive Committee.
- D. Rules Committee. The Rules Committee shall make recommendations for amendments to these Rules of Order. The Rules Committee shall report directly to the full County Board.
- E. Joint City-County Commission on Racial Justice and Equity. The Joint City-County Commission on Racial Justice and Equity shall report to the Executive Committee. It shall make an annual report that includes workplan for the upcoming year, and other duties as described in the Commission's Charter.
- F. Advisory Committee for Entrepreneurship and Small Business Development. The committee will focus on 1) conducting general or focused gap analyses of the Peoria County business environment and 2) make recommendations on preparing entrepreneurs to become business owners, and 3) development and maintain a Peoria County toolkit of resource availability to assist in small business development. The committee will collaborate with local or regional resources to improve value and avoid duplication of efforts.

