

R-2014-0112
Rules of Order

1. The order of business for the County Board shall be as follows:
 - a. Call to order present monthly meeting
 - b. Roll Call
 - c. Invocation and Pledge of Allegiance
 - d. Approval of minutes of previous meeting
 - e. Monthly reports of Treasurer, County Clerk/Recorder & Circuit Clerk
 - f. Hearings
 - g. Vacancies, Appointments and Resignations
 - h. Zoning
 - i. Public Comments; limited to five (5) minutes each. Subjects which have been covered in a prior public hearing shall not be presented here
 - j. Claims presented
 - k. Reports of committees
 - l. Unfinished Business and New Business
 - m. Communications
 - n. Adjourn
2. The Clerk shall call the names of the members in rotating alphabetical order when calling the roll or in polling a vote except the County Board Chairman's name shall always be the final name called(*). Rotation shall be continuous from meeting to meeting.
3. The Chairman shall prepare an agenda for each regular and special meeting of the County Board, which shall be distributed to the members at least 48 hours day before the meeting commences.
4. The Chairman shall preserve order and shall decide questions of order, subject to an appeal to the Board, without debate.
5. Every Member shall address the Chairman before speaking on an issue.
6. The Chairman shall determine who shall speak first, if two or more Members address the Chairman at the same time.
7. A member, or members, called to order by the Chairman shall immediately take his/her seat and if there be no appeal, the decision of the Chairman shall be final.
8. Any Member leaving a meeting shall notify the County Board Chairman of their departure.
9. Every member present, on the putting of a question, shall vote thereon, unless excused by the Board or he/she has a conflict of interest. A conflict of interest shall be stated for the record. A member who abstains from voting shall also refrain from joining debate. This same procedure shall be followed for committee meetings.

Ogle County Board Rules of Order

Adopted by the Ogle County Board on January 21, 2014

10. There shall be no debate until there is a second. A motion shall be restated or reduced to writing if required by the Chairman or any member of the Board.
11. After presentation to the County Board, an Ordinance or Amendment to an Ordinance shall lay over until the next County Board Meeting, only at the request of the Committee that has recommended the Ordinance or Amendment to the Ordinance to the County Board for its consideration.(December 17, 2013)
12. The Ogle County Board shall meet the third Tuesday of each month at 5:30 p.m. unless changed by the County Board because of a conflict.
13. Special Meetings of the County Board may be called by the request of at least one-third of the Members of the County Board. The request shall be in writing addressed to the County Clerk, and shall specify the time, place and agenda of such meeting. The Clerk shall immediately transmit notice, in writing of such meeting to the Members of the County Board, the news media in the area, and post a notice in the Courthouse in an appropriate location.
14. County Board Members monthly salary is \$150 (\$1,800 per year) for up to three meetings in any month with a per diem of \$50 for the fourth and each succeeding meeting attended in the month. The County Board Chairman's salary is \$250 per month, plus the same salary as the other County Board members (\$4,800 per year) for serving as Chairman (passed by the County Board May 15, 2001).
15. All meetings of the Ogle County Board and County Board committees shall comply with the Illinois Open Meetings Act. (*removed recording verbiage - July 19, 2011)
16. Resolutions of sympathy shall be limited to present and former County Officials, employees and their immediate families.
17. Resolutions shall be reduced to writing by the Member making the motion and presented to the County Clerk before the end of the business day.
18. The County Board Chairman shall appoint, with the advice and consent of the County Board, the members of all committees, commissions, boards and districts under the jurisdiction of the County Board. Whenever such an appointee misses three consecutive meetings without due cause, a vacancy shall be declared and a replacement shall be named in the same manner as the original appointment.
19. All committees shall make reports and state their opinion thereon. The report shall reflect the opinion of the majority of the committee. A committee chairman may speak against a motion he/she brings forth on behalf of the committee.(*)

Ogle County Board Rules of Order

Adopted by the Ogle County Board on January 21, 2014

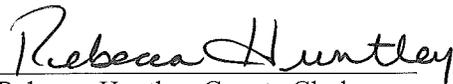
20. Standing committees of the County Board shall be responsible for the following for the department under their authority:
 - a. Conduct executive searches for the department head(s) under its authority when a vacancy occurs. The selected candidate shall be presented to the County Board for approval.
 - b. To ensure that no County Official under the jurisdiction of the respective committee creates any new positions without prior approval of said committee and the County Board.
 - c. To review the budget submitted by each department under the committee and make recommendations to the Finance Committee, in accordance with the budget calendar approved each year by the County Board.
21. In the event a County Board committee lacks a quorum by one member at a posted regularly scheduled meeting, the County Board Chairman or County Board Vice Chairman may attend the meeting in question as an ex-officio member for the purpose of establishing a quorum for the meeting, with voting privileges, and in that event, may act as the Committee Chairman in the absence of the Chairman and Vice-Chairman.(Adopted February 17, 2009)
22. All bids shall be a part of the County Board records.
23. Purchases made by an office or department, other than those of elected County Officials, in excess of \$20,000 or as dictated by the Illinois Administrative Code (value of trade-ins to be included in the purchase price) shall be by sealed bids Committees of the Board responsible for such purchases or the Department Head shall advertise or solicit bids, with at least two bids on comparable items being requested. Announcement of the desire to seek bids on a purchase may be made at any public meeting of the committee. All bids shall be directed to the attention of the committee chairman and shall remain sealed until the designated time for public opening of the bids. All bids which exceed \$20,000 shall be reviewed by the Board, even if allowed in the budget.
24. All County Orders shall be signed by the officer or person in charge of the office, and must be on file with the County Clerk on Wednesday before each regular County Board meeting. Supporting bills from vendors or service providers shall be included.
25. These rules may be suspended in any particular case by a roll call vote(*) of two-thirds of the members present.
26. After a closed session of the body as a whole or a committee of the whole, the subsequent closed session should include review and approval of previous closed session minutes. November of even-numbered years the County Board and/or its Committees shall go into a closed session to approve or disapprove any outstanding closed minutes.(Adopted September 17, 2013)

Ogle County Board Rules of Order

Adopted by the Ogle County Board on January 21, 2014

27. All questions not covered by these rules shall be decided by the current edition of "*Roberts' Rules of Order*," newly-revised.

- (*) Chairman Salary increase amended – May 15, 2001
- Rules of Order Modified and Amended – March 18, 2004
- Rules of Order #15 Amended (added recording verbiage) – March 18, 2008
- Rules of Order #21 Added – February 19, 2009
- Rules of Order Modified and Amended – July 19, 2011
- Rules of Order #26 Added – September 17, 2013
- Rules of Order #11 Modified – December 17, 2013
- Rules of Order #1 Modified – January 21, 2014


Rebecca Huntley, County Clerk




Kim P. Gouker, Chairman

Ogle County Board Rules of Order

Adopted by the Ogle County Board on January 21, 2014