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CHAPTER 2. ADMINISTRATION

ARTICLE I. BY-LAWS OF THE WHITESIDE COUNTY BOARD

DIVISION 1. CREDENTIALING

Sec. 2-100. Qualifying of Newly Elected/Re-elected Board Members. The Board members shall severally lay before the Board after their election their several certificates of election, which shall be examined by a credential committee appointed by the temporary Chair of the Board and, if found regular, shall be filed in the office of the County Clerk. Each Board member shall, as required by state statute, file a statement of economic interest with the County Clerk prior to being seated on the Board.

DIVISION 2. MEETINGS

Sec. 2-101. Organizational Meeting.

- (1) On the first Monday in December, in even-numbered years, the Board shall convene to organize. The Clerk of the Board shall call said meeting to order and preside until a temporary Chair has been elected by the Board, who in turn will preside until a regular Chair is elected.
- (2) The Board shall choose from its members a Chair and a Vice-Chair. Each office has a two (2) year term.

Sec. 2-102. Meeting Schedules and Notices.

- (1) Regular Meetings. Regular meetings dates, times, and locations of the Board and its standing committees shall be declared annually by the Board, prior to the beginning of each calendar year.
- (2) Unscheduled Meetings. Except in the case of a bona-fide emergency, a minimum of forty-eight(48) hours notice is required for all unscheduled meetings.

A. Board.

1. Unscheduled meetings may be called at the request of the Chair, the Executive Committee or by no less than 1/3rd of its members.
2. Said request shall be in writing, addressed to the Clerk of the Board, and shall specify the time, place and purpose (i.e., an agenda) of said meeting.
3. Immediately upon receipt, the Clerk shall furnish a copy of said request to the county administrator for the purpose of posting and providing notices.

B. Standing and Advisory Committees.

1. Unscheduled meetings may be called at the request of the Committee's chair, or their designee.
2. Said request shall be made through the county administrator and shall specify the time, place and purpose (i.e., an agenda) of said meeting.

(3) Notices.

A. General.

1. The Clerk and county administrator shall mutually exchange records of registered news media, pursuant to the Open Meetings Act.
2. Postings of Agendas. With the exception of bona-fide emergency meetings, the county administrator shall ensure the agenda for all Board and Committee meetings shall be posted on the bulletin board located in the common area located at the first floor of the Courthouse and near the entrance to the meeting room at least 48 hours in advance of said meeting.
3. The county administrator shall maintain, in public view, an ancillary schedule of up and coming regular and unscheduled meetings.

B. Regular Meetings.

1. Annual Notice. The county administrator shall publish annually all regular meeting dates, times, and locations of the Board and its Standing Committees. In addition, the county administrator shall provide said meeting dates, times, and locations to every registered news medium.
 2. Episodic Notice. The county administrator shall produce an agenda for each Board/Standing Committee meeting. Copies of said agenda shall be furnished to each Board/Committee member, to the Clerk, and to every registered news medium. In addition, the county administrator may provide meeting notice to news media who do not request an agenda.
- C. Unscheduled Board Meetings. The county administrator shall distribute agendas of unscheduled Board meetings to each member of the Board and to every registered news medium. In addition, the county administrator may provide meeting notice to news media who do not request an agenda. Furthermore, the Clerk shall cause notice be published in some newspaper printed in the County.
- D. Unscheduled Committee Meetings. The county administrator shall distribute agendas of all unscheduled committee meetings to each Committee member, to the Clerk, and to every registered news medium. In addition, the county administrator may provide meeting notice to news media who do not request an agenda.

Sec. 2-103. Order of Business. The following is the order of business for the Board:

- (1) Board Called To Order By Board Chair
- (2) Roll Call By The Clerk
- (3) Pledge Of Allegiance
- (4) Reading And Approval Of The Journal
- (5) Presentation of Standing Resolutions
- (6) Presentation Of Communications And Petitions
- (7) Public Comments
- (8) Reports By County Officers
- (9) Committee Reports And Recommendations*
 - a. Public Works
 - b. County Offices
 - c. Health and Social Services
 - d. Judiciary
 - e. Public Safety
 - f. Finance
 - g. Executive

* Reports and Recommendations from Advisory Committees will be added as necessary.

- (10) New Business
- (11) Adjournment

Sec. 2-104. Rules of Procedure.

- (1) The rules of parliamentary practice in Robert's Rules of Order (most current edition) shall govern the Board in all cases to which they are applicable and in which they are not in conflict with the following standing rules of the Board.
 - (2) A majority of the Board members shall constitute a quorum for the transaction of business.
 - (3) No member shall leave a Board meeting before adjournment without notifying the Chair.
 - (4) Any member or person addressing the Board must first be recognized by the Chair.
 - (5) Motions.
 - A. Motions-from-Committee. A Committee recommendation presented as a motion in the printed agenda for a County Board meeting is considered a Motion-from-Committee.
 1. A Motion-from-Committee does not require a second.
 2. With the exception of Anticipated Motions, Motions-from-Committee cannot be substituted, but may be amended.
 3. Anticipated Motions. The Executive Committee may approve the inclusion of Anticipated Motions in a County Board meeting agenda when a recommendation from a special Committee meeting prior to the next regular Board meeting is anticipated by the Chair of the Committee.
 - a. An agenda for the special meeting of the Committee shall be scheduled and posted as provided by this Chapter.
 - b. The minutes of the special meeting, including the Committee's formal recommendations, shall be included in the Committee meeting report.
 - c. Anticipated Motions may be amended, withdrawn or substituted by the Committee, based on a majority recommendation.
 - B. Motions-from-the-Floor.
 1. A motion requiring a second which has not received a second is deemed lost.
 2. A motion which has received a second, may be withdrawn by the originator with consent of the seconder, providing the vote has not been taken.
 3. If requested by the Chair, the motion must be reduced to writing.
 - C. Motions-to-Amend.
 1. Motions-from-Committee. A Motion-from-Committee shall be amended when a properly made Motion-from-the-Floor to amend, followed by a second, is passed by a majority vote of those present and voting. Subsequent Motions-to-Amend the original motion or the amended motion shall not be considered until the proposed amendment is disposed of.
 2. Motions-from-the-Floor. A Motion-from-the-Floor shall be amended when a properly made Motion-from-the-Floor to amend, followed by a second, is passed by a majority vote of those present and voting or if the members who originated and seconded the motion agree to the amendment. Subsequent Motions-to-Amend the original motion or the amended motion shall not be considered until the proposed amendment is disposed of.
- (Mo. 12/06/04)
- (6) Every member of the Board present on the putting of a question shall vote thereon, unless excused by law or excused by the Chair prior to putting of the question. The Chair shall announce that the member has an actual or possible conflict of interest in the matter under consideration and has been excused by the Chair from participating in the question of or the vote on such matter. Any member excused from voting will not be allowed to participate in the discussion of the matter, unless questions are directed by the Board Chair for informational purposes.
 - (7) A roll call must be taken if demanded by one of the Board members. The Clerk shall alter the

order of calling the roll by starting down one name in the alphabetical order of the Board on each successive roll call.

- (8) Roll call votes involving expenditures of the county monies shall be taken when required by statute.
- (9) Only business items placed on the agenda shall be considered for action, except emergency items may be considered by the Board in accord with the Illinois Open Meetings Act. New business presented at any meeting of the Board may be received and referred to the appropriate committee.
- (10) The Chair shall at the request of any Board member, either prior to or subsequent to any motion on the floor, allow any person to speak regarding the matter which has been presented. The Chair may, at his/her discretion, limit the time allowed to each person speaking, after which the speaker shall submit to questions, if any, from Board members.

Sec. 2-105. Standing Resolutions/Plaques.

- (1) Condolences. As directed by department heads, resolutions of sympathy shall be limited to Board members, elected and appointed county officers, their immediate families (immediate family defined as spouse, parents and children), county employees, and to past Board members and county officers.
- (2) Plaques Acknowledging Board Members Past Service. Plaques acknowledging past service will be presented to members when they leave the Board.
- (3) Resolutions Acknowledging Retirement of County Employees. County employees shall be acknowledged by resolution upon retirement after fifteen (15) or more years of service with the County.
- (4) Recognition Resolutions.
 - A. High school students/teams who take first place in an IHSA State-level competition, or higher, shall be recognized with a congratulatory resolution and a plaque.
 - B. High school teams that place second, third or fourth in an IHSA State-level competition, or higher, shall be recognized with a congratulatory resolution.

DIVISION 3. DUTIES OF THE CHAIR AND VICE-CHAIR

Sec. 2-106. Duties of the Chair of the Board. The Chair of the Board . . .

- (1) shall preside at all meetings of the Board and Chair the Executive Committee.
- (2) shall appoint the members of the standing committees annually. Each standing committee shall consist of no more than three (3) members from any one district and every district shall have representation on each committee.
- (3) shall name a Chair and a Vice-Chair for each standing committee. If the named Chair of a standing committee is unable to fulfill the duties thereof, the Vice-Chair of that committee shall serve as its Chair for the remainder of that year.
- (4) shall appoint the members of all Advisory Committees annually.
- (5) may appoint special committees to perform certain specified duties and may also annul the appointment for cause.
- (6) shall be the "liquor control commissioner" with power to appoint a County liquor control commission. The authority to grant or to revoke liquor licenses rests with the commissioner. The County liquor commission is hereby authorized to see to it that taverns, dance halls and like resorts under the County's jurisdiction, outside incorporated cities or villages, have proper licenses and that all comply with such regulations as are now or may hereafter be adopted by the Board. The

County liquor commissioner is hereby also authorized to appoint two (2) members to assist him in his work. The authority to determine the kinds of classes or licenses, to fix the amount of such license fee, and to adopt measures for the regulation of places selling alcoholic liquor lies with the Board.

- (7) shall serve as a member of the Public Aid Committee and the Whiteside County Enterprise Zone Management Organization.
- (8) may attend and be compensated/reimbursed expenses for such meetings pertaining to County government as he/she deems important to the County and be compensated and/or reimbursed relative thereto.(See Schedule II.1)
- (9) is empowered to strictly enforce the rules of all committees as approved by the Board.
- (10) shall make appointments and re-appointments to fill the following positions with the advice and consent of the Board:
 - A. Airport Board
 - B. Board of Review
 - C. Board of Health (8 members; 1 member from the Health and Social Services Committee)
 - D. Housing Authority Board
 - E. Mental Health Board (1 member from the Health and Social Services Committee)
 - F. Public Aid Committee
 - G. Planning and Zoning Commission
 - H. Tri-county Opportunity Council (1 member from the Board)
 - I. University of Illinois Extension Board, Whiteside County (3 members; 2 from the Board)
 - J. Members of any other commission set by state statute
 - K. One Board member to Personnel Practices Committee
 - L. The Blackhawk Hills R.C. & D. Council (One at-large member from the Board)
 - M. Members of the Farmland Assessment Committee
 - N. Public Building Commission
 - O. Emergency Telephone System (E-911)Board (9 Members, 1 from the Board)
 - P. Blackhawk Waterways Convention and Visitors Bureau
 - Q. Whiteside County Enterprise Zone Management Organization (2 nominees to be ratified by the Management Organization)
- (12) shall, when necessary to constitute a quorum, be authorized to vote as an ex officio member at any Standing and Advisory Committee meeting and as a voting member, the Chair shall be eligible for Standing and Advisory Committee meeting compensation/reimbursement of expenses.

Sec. 2-107. Duties of the Vice-Chair of the Board. The Vice-Chair of the Board . . .

- (1) shall, in the absence of the Chair, preside at all meetings of the Board and Executive Committee. When the absence is due to a vacancy on the Board, the Vice-Chair shall act as its Chair until a new Chair is elected. Said election shall take place once the vacancy is filled.
- (2) shall, when necessary to constitute a quorum, be authorized to vote as an ex officio member at any Standing and Advisory Committee meeting.

Sec. 2-108 through 110. (Reserved).

DIVISION 4. COMMITTEES

Sec. 2-111. Organization and Structure.

- (1) An Executive Committee is hereby authorized and established. The composition of the Executive Committee shall be two (2) Board members from each district, each being a chair of a Standing Committee, plus the Chair and Vice-Chair of the Board.
- (2) The following Standing Committees are hereby authorized and established:
 - A. A Public Works Committee comprised of five (5) members.
 - B. A County Offices Committee, comprised of four (4) members.
 - C. A Health and Social Services Committee, comprised of five (5) members.
 - D. A Judiciary Committee, comprised of four (4) members.
 - E. A Public Safety Committee, comprised of four (4) members.
 - F. A Finance Committee, comprised of four (4) members.
- (3) The following Advisory Committees are hereby authorized and established:
 - A. A Wage and Salary Committee, comprised of six (6) members, one(1) from each Standing Committee.
 - B. A Special Service Area #1 Committee, comprised of five (5) members of the Board who also reside within the special service area.
 - C. A Labor Management Committee, comprised of four (4) members, consisting of the Chair of the Board and three (3) other members selected by the Chair, who serve at the pleasure of the Chair. No more than three (3) members shall represent any one political party.
 - D. A Landfill Committee, comprised of four (4) members, selected by the Chair.
 - E. An Insurance Committee, comprised of four (4) members, selected by the Chair, with one member from the Finance Committee.

Sec. 2-112. General Rules for the Executive and Standing Committees. Each Standing Committee shall perform the following general duties:

- (1) Conducts executive searches for executive and managerial appointees, assigned to its oversight, and directs the activities of the county administrator to that end. Recommends selected candidates to the Board for approval.
- (2) Ensures appointed county officials assigned to its oversight obtain authorization to fill any vacant position prior to initiating the process to hire for such position. In cases of immediate need, the county administrator shall be responsible for authorizing the hiring process and must report such action to the respective committee at their next scheduled meeting.
- (3) Ensures appointed county officials assigned to its oversight obtain authorization before adding an unbudgeted position or before increasing an employee's assigned work time.
- (4) Reviews and approves all purchases and disposal of equipment, as prescribed by ordinance, and the purchase of contracted services related to a department's operating budget. Ensures policies are followed.
- (5) Examines all claims incurred by each department assigned to its oversight. Expenditures deemed inappropriate and/or unrelated to county business may be rejected and related expenses shall be either credited or reimbursed to the County fund which bore the expense.
- (6) Examines the budget analysis of departments and programs assigned to its oversight. Informs the Board of any substantial changes or trends.
- (7) Reviews, awards, and/or recommends bids for budgeted improvements and replacements, pursuant to established policies, pertaining to those departments assigned to its oversight.
- (8) Inspects work/progress on major projects involving departments assigned to its oversight. Assures projects are being done in accordance with plans and specifications. Provides progress reports to

the Board.

- (9) Directs each department head assigned to its oversight to prepare an annual fixed asset inventory and to provide same to the Management Services Administrator. Ensures policies for the disposition of surplus equipment are followed by department heads assigned to its oversight.
- (10) Considers for recommendation and referral to the Wage and Salary Committee all proposed adjustments to wages for county employees in departments assigned to its oversight, except departments operated by elected department heads, pursuant to County policy.

Sec. 2-113. Committee-Specific Rules for the Executive and Standing Committees.

- (1) Public Works Committee. The Committee's duties are as follows:
 - A. In terms of budget-building, accountability reporting and chain of communication to the Board, serves as the Parent Committee to the County Engineer, Zoning Administrator, and the Airport Board.
 - B. Provides operational oversight and direction to the Public Works department, through the County Engineer. The Public Works Committee shall serve as liaison between the Public Works Department and other Standing and Advisory Committees.
 - C. Ensures the County Engineer establishes, maintains and presents to the Board a dynamic five year plan and program of highway work to be undertaken by the County itself or jointly with other political agencies. The presentation should be in conjunction with the annual budget. Such work shall include bridges and drainage structures and shall set forth location, type and cost of each highway improvement proposed, subject to IDOT approval. Such plan shall be followed as nearly as it is practical.
 - D. Shall have the County Engineer initiate specific highway projects which are within the overall annual appropriation and budget ordinance; to advertise for and receive bids, quotations or proposals for such work or items.
 - E. Evaluates the County Engineer at least bi-annually.
 - F. Considers and promotes work on township roads where state motor fuel tax funds are involved or where County aid is granted to construct or repair bridges, culverts or drainage structures.
 - G. Oversees post-closure activities and the closed landfill owned by the County. Reviews reports regarding remediation and compliance with IEPA post-closure mandates. Reports changes related to same to the Board.
 - H. Inspects the condition of and reviews space utilization at the Highway Department annually.
 - I. Periodically reviews the County Engineer's fixed asset spending plan that has been approved in the annual budget.
 - J. Prepares levy recommendations to the Finance Committee related to the Airport Board.
 - K. Periodically reviews the County Engineer's repair and replacements/improvements plan at the Highway Department's facilities , as approved in the annual budget.
 - L. Assures Committee representation at Airport Board meetings.
 - M. Provides general oversight to the sewer main extension serving Special Service Area #2 and other premises connected thereto.
 - N. Serves as liaison between the Planning and Zoning Commission and the Board, through the Zoning Administrator. Recommends to the Board Chair reappointments or new appointments to the Planning and Zoning Commission.
 - O. Assures Committee representation at Planning and Zoning Commission meetings.
 - P. Performs other general duties of the Public Works Committee as described in the County Code.
- (2) County Offices Committee. The Committee's duties are as follows:

- A. In terms of budget-building, accountability reporting and chain of communication to the Board, serves as Parent Committee to the County Clerk, County Recorder, and the Assessments Supervisor and the Management Services Administrator.
 - B. Provides operational oversight and direction to the Management Services department, through its Administrator. Recognizing Management Services is a service center to a wide variety of County-wide departments and programs, the County Offices Committee is expected to serve as its liaison to other Standing and Advisory Committees.
 - C. Provides operational oversight and direction to the Assessment department, through the Assessments Supervisor. The County Offices Committee shall serve as liaison between the Assessment department and other Standing and Advisory Committees.
 - D. Considers, studies and recommends the application of new computer/related technologies applications which impact more than one County department in order to assure the application of said technologies are coordinated and add efficiency to County operations.
 - E. Submits to the Board, as required by statute, a complete list of persons selected from each voting precinct to act as judges of election by the political parties.
 - F. Recommends polling place changes, as necessary, to the Board.
 - G. Prepares and submits to the Board, at its June meeting, a resolution establishing the boundaries and polling places of new precincts, when required by law.
 - H. Performs other general duties of the County Offices Committee as described in the County Code.
- (3) Health and Social Services Committee. The Committee's duties are as follows:
- A. In terms of budget-building, accountability reporting and chain of communication to the Board, serves as the Parent Committee for the ~~Zoning Administrator~~, Public Health Administrator, the Superintendent of the Regional Office of Education, the Mental Health Board, the Veterans' Assistance Commission, and the University of Illinois Cooperative Extension Board.
 - B. Serves as liaison between the County Health Department and the Board and to be available for consultation with the Whiteside County Board of Health all phases of public health. The Chair of the Board shall appoint from this Committee, one member annually to serve on the Health Board.
 - C. Inspects the condition of and reviews space utilization at the Health Department and the Regional Office of Education, annually.
 - D. Periodically reviews the Health Department's and Regional Office of Education's fixed asset spending plan that has been approved in the annual budget.
 - E. Periodically reviews the Health Department's and the Regional Office of Education's repair and replacements/improvements plan, as approved in the annual budget.
 - F. Prepares recommendations to the Finance Committee related to the Senior Citizens levy, the Cooperative Extension levy and the Veteran's Assistance Commission levy.
 - G. Recommends to the Board program funding related to the senior citizen tax levy.
 - H. Oversees the Animal Control contract.
 - I. The Chair of the Board shall appoint from this Committee, one member to serve on the Community Mental Health Board.
- (4) Judiciary Committee. The Committee's duties are as follows:
- A. In terms of budget-building, accountability reporting and chain of communication to the

Board, serves as the Parent Committee for the Public Defender, Court Services, the Circuit Clerk, the Jury Commission, the Law Library, and Court Administration.

- B. Provides operational oversight and direction to the Public Defender's office, through the Public Defender. The Judiciary Committee shall serve as liaison between the Public Defender's office and other Standing and Advisory Committees.
 - C. Considers matters pertaining to the public welfare work of the County, to work with the Circuit Court System to the end that dependent and foster children are properly cared for and that those who are under court order to pay for the care of children make prompt payments as directed by the court.
 - D. Assures that adequate records are kept by the Circuit Clerk which will show briefly such orders as have been issued in each case, and such other information as will readily disclose the status of such cases as regards to expense to the county, conditions of accounts of those ordered to pay and such other information as may affect the interest of the county.
 - E. Periodically reviews the fixed asset spending plan that has been approved in the annual budget for the State's Attorney, Circuit Clerk, Court Services, Court Administration, the Public Defender and the Law Library.
 - F. Brings to the Board all matters pertaining to the Jury Commission, the Court Administration budget and the Law Library.
 - G. Performs other general duties of the Judiciary Committee as described in the County Code.
- (5) Public Safety Committee. The Committee's duties are as follows:
- A. In terms of budget-building, accountability reporting and chain of communication to the Board, serves as the Parent Committee to the Sheriff, ESDA, the State's Attorney and the Coroner.
 - B. Reviews, prior to each regular Board meeting, a report from the Sheriff giving the number of prisoners who have been confined in the county jail during the previous month, and after proper examination, this report will be submitted to the Board for acceptance. This report will be made in such form as is agreed upon by the Committee and the Sheriff.
 - C. Recommends to the Board, in October, the maximum number of deputies that the Sheriff may hire for the following fiscal year, pursuant to statute. Acts as the liaison between the Board and the Sheriff in the initial appointment of auxiliary deputies. Ensures the advice and consent of the Board for re-appointments is solicited in October.
 - E. Cooperates with the Emergency Services and Disaster Agency Director for building or equipment needs in carrying out the emergency services and disaster agency program in the County and present same to the Board.
 - F. Reviews the Disaster Services Director's reports of Emergency Services, as needed.
 - G. Inspects the condition of and reviews space utilization at the Law Enforcement Center and Courthouse annually.
 - H. Periodically reviews the Sheriff's, State's Attorney's and Coroner's fixed asset spending plan that has been approved in the annual budget.
 - I. Periodically reviews the Sheriff's Law Enforcement Center/Courthouse repair and replacements/improvements plan, as approved in the annual budget.
 - J. Performs other general duties of the Public Safety Committee as described in the County Code.
- (6) Finance Committee. The Committee's duties are as follows:
- A. In terms of budget-building, accountability reporting and chain of communication to the Board,

serves as the Parent Committee to the Treasurer and the Economic Development Office.

- B. Under the general direction of the Executive Committee, serves as the budget committee. It shall direct the county administrator in the County's budget-building process. Through dialogue, study and analysis, it shall prepare a proposed annual budget and appropriations resolution and a proposed levy ordinance. It shall ensure these instruments are presented to the Board no later than its regular meeting in October, for action at its regular meeting in November.
 - C. Considers and refers to the Board, as required, re-appropriation resolutions during the course of the fiscal year for the uninterrupted conduct of county business.
 - D. Reviews claims for Board allowances and reimbursements for travel expenses to ensure compliance with these By-Laws. May reject any expenditure which it deems not connected with county business and is further authorized to reject any unreasonable expenditure even though made in connection with county business.(See Schedule II.1)
 - E. Reviews fund status reports of certain appropriated funds, as prepared by the county administrator.
 - F. Periodically reviews policies regarding the annual audit.
 - G. Recommends to the Board a credentialed accounting firm for the performance of the annual audit of County funds by the September meeting of the Board.
 - H. Directs the county administrator in implementing recommendations in the annual audit report.
 - I. Presents to the Board such resolutions as may be required in the matter of tax anticipation warrants, as necessary, and to ensure proper procedures are followed.
 - J. With advice from the Insurance Committee, advises and directs the county administrator in assuring the County is adequately insured against major loss and liability.
 - K. With advice from the Insurance Advisory Committee, advises and directs the county administrator in contracting for the County's health and life insurance products for the County's employees.
 - L. Reviews and approves/denies contingency claims.
 - M. Examines and, if found proper, approves all bonds submitted by county officers who are required to file bonds with the Board; ensures these bonds are approved by the Board and that bonds purchased on an annual basis are renewed before they default.
 - N. Considers grant requests directed to the Board and makes recommendations thereto.
 - O. Performs other general duties of the Finance Committee as described in the County Code.
- (7) Executive Committee. The Committee's duties are as follows:
- A. In terms of budget-building, accountability reporting and chain of communication to the Board, serves as the Parent Committee to the county administrator.
 - B. Convenes to prepare an agenda for each regular Board meeting. The agenda shall constitute the reports of the standing committees and those matters requested by the Committees and/or the county administrator to be brought before the Board for action or consideration.
 - C. It may be called into session by any standing committee, by the county administrator with the consent of the Chair or by motion passed by the Board for advice on any matter of importance concerning county affairs.
 - D. Considers all matters pertaining to county government which are not included in the duties a standing committee, or an advisory or special committee.
 - E. Directs the county administrator in monitoring all legislation of interest to the County. In addition, it shall advise the Board regarding such proposed laws, and may direct the county administrator to draw up resolutions in support of, or in protest against, when so directed by

the Board.

- F. It shall review, every two (2) years, these By-Laws and present any revisions to the Board no later than September of each election year for Board action. Prior to Board action, suggested changes to these By-Laws shall first be referred to the Executive Committee for study. Other changes during the year may be authorized made by the Board by a two-thirds vote of all members present
- G. Serves as liaison to the Public Building Commission and the Lawrence Building Condominium Association.
- H. Conducts at least bi-annual evaluations of the county administrator based on the past year's performance and set measurable goals and objectives for the upcoming year. Said evaluation shall be done by the first of December of each year.
- I. Approves and presents each year to the Board, a calendar for the next year's budget process in concurrence with the Finance Committee.
- J. Performs other general duties of the Executive Committee as described in the County Code.
- K. Ensures the Board Chair shall be furnished office space, necessary supplies, a secretary, and the most recent edition of Robert's Rules of Order.

Sec. 2-114. Committee-Specific Rules for the Advisory Committees.

- (1) Wage and Salary Committee. The Wage and Salary Committee shall . . .
 - A. be assigned all matters concerning salaries of County officials, both elected and appointed officers, and the compensation of County employees under the jurisdiction of the Board.
 - B. be assigned all matters related to the establishment and maintenance of the County's Pay Plan.
 - C. shall, as referred by Committee, review employment status changes involving compensation, pursuant to County policy.
 - D. prepare and present to the Board for action, at its regular meeting in May, compensation recommendations for the members of the Board of Review and for each elected County officer whose term begins the following December.
- (2) Special Service Area #1 Committee. The Special Service Area #1 Committee shall . . .
 - A. recommend to the Board which provider to contract with for emergency ambulance services in SSA #1. Oversees and performs contract maintenance.
 - B. meet, at least semi-annually with the contracted emergency ambulance service, in order to review their service reports and to maintain a dialogue over trends in service and program costs.
 - C. recommend to the Board the budget and appropriation ordinance and the levy ordinance for SSA #1 at the Board's regular meeting in October.
 - D. recommend the purchase of ambulances, as needed.
- (3) Labor Management Committee. This Committee, in addition to duties assigned elsewhere in this Code, shall have charge of all matters arising under 5 ILCS 315/1, et seq., as amended.
 - A. Definitions. Unless otherwise expressly stated or the context clearly indicates a different intention, the following terms shall, for the purpose of this division, have the meanings indicated in this section:
 - 1. Committee. The Whiteside County Labor Management Committee.
 - 2. State board. The Illinois State Labor Relations Board.
 - 3. The Act. 5 ILCS 315/1 et seq., as amended.
 - 4. Other definitions. The same as are contained in the Act.
 - B. The Committee shall direct the conduct, on behalf of the Board, of all proceedings involving

the state board relative to the election, certification and decertification of collective bargaining units, including proceedings for the determination of the number of employees, type of bargaining unit and eligibility of employees in the classified service to participate in such elections, and relative to fact finding proceedings and mediation; and shall also direct all the proceedings before court or other governmental agencies involving matters coming under the scope of this Act.

- C. Collective bargaining. Collective bargaining with certified bargaining units shall be carried on by or at the direction of the Committee. Department heads and supervisory personnel shall not distribute to any County employees any written communication bearing upon the subject matter or program of such collective bargaining or other employment relations matters unless such communication shall have the prior approval of the Committee or the counselor or labor negotiator designated by the Committee.
 - D. Agreement. The agreements reached at the conclusion of such collective bargaining shall be reduced in writing by the Committee and submitted with the Committee's recommendation and/or comments in the form of a proposed resolution to the Board for its approval or rejection.
 - E. Public hearing. Recognized County employee organizations shall submit their requests to the Board or to the Committee. If requests are submitted to the Board, it shall then refer those matters to the Committee. The Committee may then conduct a public hearing on the requests and all interested persons may appear and state their views thereon.
 - F. Coordination with other committees. The Committee shall annually consult with the Wage and Salary Committee.
 - G. Negotiating team. The Committee is authorized to appoint a negotiating team to conduct labor negotiations or other duties assigned by the Committee. This team may consist of County employees. If these employees work in an elected official's department, this may not be done without the elected official's consent. The Committee may compensate such employees if service goes beyond the normal activities of such employees.
 - H. Memorandums of Understanding. The Committee is authorized on behalf of the Board to seek memorandums of understanding with the elected officials relating to all activities under the Act in order to promote harmony and uniformity among all employees of the County and/or elected or appointed officials.
 - I. Authorized acts and statements. No individual member of the Board or any employee, officer or agent thereof, shall speak or act for the County of Whiteside or the Board, or pursuant to memorandums of understanding, for any elected or appointed official thereof without the express written consent of the committee or negotiating team. However, this is not meant to in any way restrict individuals from expressing their own opinions or beliefs, nor to apply to counsel's representations made during administrative or judicial proceedings.
- (4) Landfill Committee. The Committee's duties are as follows:
- A. Shall meet at least quarterly
 - B. Serves as liaison between the Board and Waste Management of Illinois/Prairie Hill Recycling and Disposal Facility. Provides Agreement oversight and assures compliance.
 - C. Serves as point-of-contact between the community and the Board for issues related to the operation of Prairie Hill Recycling and Disposal Facility.
 - D. Assures the dedicated portion of the Union Grove Cemetery is maintained as a prairie plant reserve.
 - E. Performs other general duties of the Landfill Committee in the County Code.
- (5) Insurance Committee. The Committee's duties are as follows:
- A. Shall meet at least quarterly for the purpose of on-going evaluating of the County's group

medical/dental/life programs/supplemental insurance programs.

- B. Serve as liaison committee for all issues related to the County's Section 125 plan.
- C. Provides anticipatory guidance to the Administrator in the operation of the County's loss control programs (i.e., property and casualty, general liability, workers' compensation and unemployment compensation).
- D. Considers, evaluates and recommends changes to any and all of the above plans to the Board, through the Finance Committee.
- E. May establish an employee-employer insurance committee as a vehicle to exchange insurance/risk/loss issues and ideas that are of a mutual interest.

Sec. 2-115 through 220. (Reserved).

DIVISION 5. COMPENSATION, ALLOWANCES, REIMBURSEMENTS AND APPEALS

Sec. 2-221. Compensation.

- (1) The Chair and Vice-Chair of the Board shall be paid an annual sum established prior to their election.(See Schedule II.1)

Sec. 2-222 through 299. (Reserved).

DIVISION 6. ETHICS

Sec. 2-300. Definitions.

- (1) "Prohibited political activities" means:
 - A. Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
 - B. Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
 - C. Soliciting, planning the solicitation of, or preparing any document or report regarding any thing of value intended as a campaign contribution.
 - D. Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
 - E. Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
 - F. Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question.
 - G. Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
 - H. Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
 - I. Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
 - J. Preparing or reviewing responses to candidate questionnaires.

- K. Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
 - L. Campaigning for any elective office or for or against any referendum question.
 - M. Managing or working on a campaign for elective office or for or against any referendum question.
 - N. Serving as a delegate, alternate, or proxy to a political party convention.
- (2) "Prohibited source" means any person or entity who:
- A. is seeking official action by an officer or by an employee, or by the officer or another employee directing that employee; or
 - B. does business or seeks to do business with the officer, with an employee, or with the officer or another employee directing that employee; or
 - C. conducts activities regulated by the officer, by an employee, or by the officer or another employee directing that employee; or
 - D. has interests that may be substantially affected by the performance or nonperformance of the official duties of the officer or employee.

Sec. 2-301. Additional regulations. The following regulations regarding the political activities of members of the Whiteside County Board are hereby adopted:

- (1) Members of the County Board shall not intentionally perform any prohibited political activity during any compensated time.
- (2) Members of the County Board shall not intentionally misappropriate any County property or resources by engaging in any prohibited political activity for the benefit of any campaign for elective office or any political organization.
- (3) At no time shall any member of the County Board require an employee to perform any prohibited political activity:
 - A. as part of that employee's County duties, or
 - B. as a condition of employment, or
 - C. during any time off that is compensated.
- (4) An employee shall not be required at any time to participate in any prohibited political activity in consideration for that employee being awarded any additional compensation or employee benefit, in the form of a salary adjustment, bonus, compensatory time off, continued employment, or otherwise.
- (5) Members of the County Board shall not award an employee additional compensation or employee benefit, in the form of a salary adjustment, bonus, compensatory time off, continued employment, or otherwise, in consideration for the employee's participation in any prohibited political activity.

Sec. 2-302. Gift ban.

- (1) General. Except as permitted by this Article, no officer or employee, and no spouse of or immediate family member living with any officer or employee (collectively referred to herein as "recipients"), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law or ordinance.
- (2) No prohibited source shall intentionally offer or make a gift that violates this Section.
- (3) Exceptions.
 - A. Opportunities, benefits, and services that are available on the same conditions as for the general public.

- B. Anything for which the officer or employee, or his or her spouse or immediate family member, pays the fair market value.
- C. Any contribution that is lawfully made under the Election Code or activities associated with a fund-raising event in support of a political organization or candidate.
- D. Educational materials and missions.
- E. Travel expenses for a meeting to discuss business.
- F. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.
- G. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great-aunt, great-uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's betrothed.
- H. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as:
 1. the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals;
 2. whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and
 3. whether to the actual knowledge of the recipient, the individual who gave the gift, also at the same time, gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.
- I. Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are consumed on the premises from which they were purchased or prepared or catered. For the purposes of this Section, "catered" means food or refreshments that are purchased ready to consume which are delivered by any means.
- J. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee), if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.
- K. Intra-governmental and inter-governmental gifts. For the purpose of this Act, "intra-governmental gift" means any gift given to an officer or employee from another officer or employee, and "inter-governmental gift" means any gift given to an officer or employee by an officer or employee of another governmental entity.
- L. Bequests, inheritances and other transfers at death.

Each of the exceptions listed in this Section is mutually exclusive and independent.

- (4) Disposition of gifts. An officer or employee, his or her spouse or an immediate family member living with the officer or employee, does not violate this Ordinance if the recipient promptly takes

reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501 (c) (3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

Sec. 2-303. Penalties. A person is guilty of an ordinance violation with a fine of up to \$500.00 if that person intentionally violates any provisions in this Section. In addition to any other penalty that may apply, whether criminal or civil, a director, a supervisor, or an employee who intentionally violates any provision of this Section is subject to discipline, including immediate discharge. (Ord #10 adopted May 18, 2004)

Sec. 2-304 through 349. (Reserved).

Schedule II.1 - Compensation, Reimbursements and Appeals

1. Compensation

- A) Salaries
 - 1. Chair: \$3,000 annually, effective 12/01/02, as per Resolution #8- 05/15/01)
 - 2. Vice-Chair: \$600 annually, effective 12/01/06, as per Motion: 10/17/2006.
- B) Meeting Compensation. \$60.00 per meeting, except for meetings immediately before or after a County Board meeting, effective 12/01/02, as per Resolution #8 - 05/15/01. Compensable meetings (per motion of 11/16/04) are shown below:

Type of Meeting	Members Eligible For Compensation
Scheduled and Unscheduled meetings of the Board	All
Standing and Advisory Committee Meetings	All Committee Members, the Chair and Members duly assigned to attend.
Boards, Commissions and Committees under Sec. 2-106	All Members that are also members of the Board/ Commission/Committee and the Chair/other Board Members duly assigned to attend, except the Board of Review.

2. Reimbursements:

- A) Work-Related Mileage shall be reimbursed at the current maximum rate of \$0.40/mile, effective December 1st, 2009. (Ord No. 14, 10-20-2009)
- B) Out-of-County Expenses

- 1) Meals and Lodging Meals and lodging expenses shall be reasonable for the locale in which they were secured and must be documented by a receipt. In no case shall the reimbursement for meals exceed thirty two dollars and fifty cents (\$32.50) per day, without approval from the respective committee.
- 2) Other Travel Expenses Receipts required. All expenses, even if authorized, must follow the County's Purchasing Policies.

- 3. Review: The Finance Committee may reject any expenditure which it deems not connected with county business and is further authorized to reject any unreasonable expenditure even though made in connection with county business.
- 4. Appeals: Claims for compensation and/or reimbursements rejected by the Finance Committee may be appealed to the Executive Committee.