

# Lake County Illinois

*Public Works  
650 W Winchester Road  
Libertyville, Illinois 60048*



## **Meeting Minutes - Final**

**Tuesday, April 28, 2009**

**1:00 PM**

**Conference Room C**

**Rules Committee**

**1. Call to Order**

*Chair Talbett called the meeting to order at 1:05 p.m.*

**Present** 6 - Member Talbett, Vice Chair Cunningham, Member Bassi, Member Gravenhorst, Member Maine and Member Paxton

**Absent** 1 - Member Calabresa

*Also present:*

*Barry Burton, County Administrator  
Suzi Schmidt, County Board Chairman  
Amy McEwan, Sr. Assistant County Administrator  
Dusty Powell, Sr. Assistant County Administrator  
Steve Carlson, County Board Member  
Linda Pedersen, County Board Member  
Michelle Feldman, County Board Member  
Bernie Wysocki, County Board Attorney  
Gary Gordon, Finance & Administrative Services  
Jennie Khoen, Communications Manager  
Meg Marcouiller, Chief Deputy State's Attorney  
Mary Otahal, County Board Office*

**2. Pledge of Allegiance**

*Chair Talbett led the committee in the Pledge of Allegiance.*

**3. Approval of Minutes****3.1 [09-1457](#)**

Minutes from December 3, 2008.

**Attachments:** [Rules 12-3-08](#)

**A motion was made by Member Paxton, seconded by Member Gravenhorst, that the minutes from December 3, 2008 be approved. The motion carried with the following vote:**

**Aye:** 6 - Member Talbett, Vice Chair Cunningham, Member Bassi, Member Gravenhorst, Member Maine and Member Paxton

**4. Public Comment****5. Added to Agenda****6. Old Business****7. New Business****7.1 Review of Lake County Board Rules of Order and Operational Procedures  
Section XI. Right to Address Board**

Mr. Burton reported that, based on discussion at the Committee of the Whole, he is presenting two options that would require amending the rules.

1. Have a Parliamentarian run the Public Comment section of the agenda.
2. Move Public Comment to the Committee of the Whole.

In addition to amending the rules, it was discussed at Committee of the Whole that it is important that the public understands the Rules when they come to speak. Under the current form, speakers fill out the form and turn it in without reading the rules. As a result, staff drafted a Public Comment Card to be filled out by the speaker, along with another sheet that explains the rules for public comment.

There were suggestions on clarifying some of the wording on the public comment card, and staff will make the changes.

After considerable discussion, it was the consensus of the Committee to keep public comment at the beginning of the agenda during the County Board meeting and to have the Parliamentarian enforce the public comment rules.

Section XI of the Rules of Order and Operational Procedure, the Right to Address Board, addresses rules for board member comment, elected/appointed officials and staff comment, state and federal representatives' comment, and public comment.

Following is the text of Section XI as proposed:

#### XI. RIGHT TO ADDRESS BOARD

##### BOARD MEMBER COMMENT

- A. Any Member of the Board shall have the right to address the Board at any regular Board meeting on any matter relating to County ~~Board~~ business under Section IX.A Agenda Item (k) (Petitions, Correspondence and Miscellaneous Business) for a maximum of five (5) minutes, unless a time extension is granted by the Chair of the Board. The Member has the option of presenting the subject matter either by having the item placed on the agenda (in advance) or from the Board Floor.
- B. No motion shall be debated unless first seconded. When a motion is seconded, it shall be so stated by the Chair of the Board, and the Board shall then proceed to act thereon.
- C. No Member shall speak longer than five (5) minutes at one time, except by the consent of the Chair of the Board.
- D. Any Member proposing an amendment shall have the right to open debate.

##### ELECTED/APPOINTED OFFICIALS AND STAFF COMMENT

- E. County appointed officials, elected officials or staff may address the Board upon the request of any Board Member or recognition of the Chair of the Board.

##### STATE AND FEDERAL REPRESENTATIVES' COMMENT

- F. An opportunity to address the Board will be provided to representatives of state and federal government subject to the following constraints:

- a. Comments must be of an informative, not political nature.
- b. The County Board office must be notified of the desire to speak at least two (2) months prior to a scheduled meeting.
- c. The request to speak must specify the topic(s) to be addressed.
- d. Scheduling of speakers is at the discretion of the Board Chair who will consider flow of business in determining whether to grant a particular speaking request.
- e. Comments by state and federal elected representatives are subject to a 15 minute time limitations (excluding questions and answers).
- f. Government representatives may request to address the Board only once within a 12-month time period.
- g. Elected state and federal representatives will not be scheduled as speakers during the three (3) months preceding a primary or general election.
- h. These guidelines only apply to scheduled appearances. Government representatives, like all citizens, are welcome to address the Board during the "Public Comment" portion of the agenda. When speaking in this context, government representatives are subject to the same speaking guidelines imposed upon the general public.

#### PUBLIC COMMENT

- G. The parliamentarian shall manage the public comment section of the agenda and review speaker requests; call upon speakers at the appropriate time, and enforce the rules governing public comment.
- H. Any individual or any spokespersons for a group shall be permitted time to address the Board on matters before them at any given meeting. Such matters are those that appear on the agenda of a regularly scheduled meeting, matters added to the agenda of a regularly scheduled meeting, or the subject of a Special Call Meeting.
- I. Public comment, as addressed in Item H above, shall be limited to three (3) minutes per individual, or spokesperson, and may be made at the time the item is on the floor for consideration or at the discretion of the Chair, for items on the agenda. ~~for a regularly scheduled or Special Call meeting.~~ Recognition of individuals shall be made by the parliamentarian Chair ~~Chair~~ for items not on the agenda. The parliamentarian Chair ~~Chair~~ ~~shall have the right to~~ impose a reasonable total time limit on public comment on any single issue. The parliamentarian ~~County Board Chair~~ may limit or preclude comment which is repetitive, redundant, cumulative, or irrelevant to the business of the Board, or promoting or supporting a candidate for public office or political in nature.
- J. Members of the public shall be afforded time to comment on matters germane to the business of the County Board, but not on the agenda of the meeting subject to the following constraints.
  - a. Such public comment shall be limited to 30 minutes total under Section IX.A Agenda Item (h) Public Comment.
  - b. Individual comments shall be limited to three (3) minutes which shall be controlled by a timing device. A speaker shall be notified when two (2) minutes have elapsed. The time limit shall be controlled by the Parliamentarian.
  - c. Individuals wanting to speak must complete a public comment card indicating the topic on which they wish to comment ~~on.~~

d. Time for such comments shall be assigned on a first-come, first-serve basis as determined by the parliamentarian Chair of the Board.

e. When appropriate, matters raised by public comment shall be referred to the appropriate Standing Committee.

f. Persons addressing the Board shall not be permitted to make statements or remarks that concern only the private activities, lifestyles, or beliefs of others, including individual employees of the County or its elected officials, unrelated to the business of the County Board or the professional duties and performance of its employees or the employees of its elected officials. Persons addressing the Board shall refrain from statements, remarks, or conduct that is uncivil, rude, vulgar, profane or otherwise disruptive to the conducting of the Board's business. Any person making such prohibited statements or remarks or engaging in such conduct shall be requested to leave the meeting and may be barred by the parliamentarian Chair of the Board from further audience before the Board.

~~G. No motion shall be debated unless first seconded. When a motion is seconded, it shall be so stated by the chair of the board, and the board shall then proceed to act thereon.~~

~~H. No member shall speak longer than five minutes at one time, except by the consent of the County Board chair.~~

~~I. Any Member proposing an amendment shall have the right to open debate.~~

K. Parliamentary courtesy shall be maintained at all times.

#### 7.1a 09-1456

Resolution amending the Lake County Board Rules of Order and Operational Procedures - Section XI. Right to Address Board.

Attachments: [Amendment to Public Comment 4 22 09](#)  
[Amendment to Public Comment 4 22 09 \(2\)](#)  
[Proposed changes May 2009](#)  
[RULES 05.12.09 clean copy](#)

**A motion was made by Member Maine, seconded by Member Gravenhorst, that this resolution be approved and recommended for adoption to the regular agenda. The motion carried unanimously.**

**Aye:** 6 - Member Talbett, Vice Chair Cunningham, Member Bassi, Member Gravenhorst, Member Maine and Member Paxton

#### 8. Executive Session

#### 9. County Administrator's Report

#### 10. Adjournment

**A motion was made by Member Bassi, seconded by Member Maine, that this meeting be adjourned at 3:05 p.m. Motion carried with the following vote:**

**Aye:** 6 - Member Talbett, Vice Chair Cunningham, Member Bassi, Member Gravenhorst, Member Maine and Member Paxton

*Minutes prepared by Mary Otahal.*

*Respectfully submitted,*

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*Chairman*

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*Vice-Chairman*

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*Rules Committee*