

Committee Meeting Chair Outline

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Committee Meeting Chair Outline

Roles Defined:

Committee Chair Duties:

The Committee Chair presides over the standing committee meetings and is focused on conducting professional meetings in accordance with the County Board Rules, as well as Roberts Rules.

The Committee Chair, in collaboration with County Administrator staff, may add an item for discussion to the committee agenda.

The Committee Chair shall engage with [agencies](#) on behalf of the committee. Please review the Committee Description Handout for further detail.

Committee Vice-Chair Duties:

The Committee Vice-Chair shall be authorized to take on the responsibilities delegated to the Committee Chair in the event of the Committee Chair's absence.

County Administrator's Duties:

The County Administrator, working with the Committee Chair, shall direct items to the appropriate standing committee and shall develop and approve all agendas prior to posting.

The County Administrator will be responsible for placing items on the Consent Agenda.

The County Administrator, in conference with Committee Chair, may cancel a regularly scheduled committee meeting due to a lack of a quorum or an insufficient number of agenda items.

The County Administrator shall work with the Chair of the County Board and the Chair of the Financial and Administrative Committee to develop and present regular reports on matters concerning litigation and liability to the County Board.

County Board Staff Duties:

The County Board Staff will notify the Chair of any absences. County Board Staff will record the attendance of Members and shall forward it monthly to the County Board Office for payment of mileage reimbursement.

The County Board Staff will be responsible for making sure all the room is set up correctly, each board member has an agenda, comment cards and rules are available for the public, sign in sheet is out, electronic recording of the meeting and closed sessions, and that all presentations are available for display.

Committee Agencies:

[Review Attachment](#)

Committee Attendance:

The County Board Staff will record the attendance of Members and shall forward it monthly to the County Board Office for payment of mileage reimbursement.

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If a committee Member arrives late or leaves early, it shall so be noted in the minutes along with the time. Any Member wishing to be excused from the remainder of a meeting while in session shall so inform the Committee Chair.

A Member of a standing committee shall inform the County Board Office and have the Committee Chair notified of a planned absence prior to a committee meeting. The minutes shall reflect whether a Member is present, absent, or attending to other County business as determined by the Committee Chair.

Electronic Attendance:

In accordance with the Illinois Open Meetings Act (5 ILCS 120/7 et. seq.), County Board Members may attend public meetings of the County Board, excluding executive session, by video, if available, or audio conference if the Member is prevented from physically attending because of (a) personal illness or disability, (b) business of the County Board or Forest Preserve, (c) a family or other emergency, or (d) active military service. A quorum must be physically present in order for a Board Member to participate electronically. A Member attending electronically shall be considered electronically present at the meeting and entitled to vote on any matter before the public body, as if the Member were physically present at the meeting.

The Member shall notify the County Board Office in writing or via email of his/her request to attend electronically no less than 24 hours in advance of the meeting (unless advance notice is impractical). Staff will notify the Chair of the public body and after establishing that a quorum is physically present at the meeting, the Chair (or presiding officer) shall state that a Member requested to participate in the meeting electronically. The Member will be authorized to attend electronically unless the public body determines, by motion, that the notice does not comply with the requirements outlined herein. If no such motion is adopted, the presiding officer shall declare the requesting Member present.

Quorum

A quorum shall consist of a majority of the Members appointed to the committee.

The Chair of the County Board, or if he or she is unavailable, the Vice-Chair of the County Board, shall be an ex-officio member of all committees and may participate in the discussion and deliberations of the committees, but shall have the right to vote only in the case of a tie or to constitute a quorum.

Agenda Development:

The County Administrator, working with the Committee Chair, shall direct items to the appropriate standing committee and shall develop and approve all agendas prior to posting. Per the Open Meetings Act, agendas must be posted 48 hours in advanced.

Agenda:

The agenda/meeting we'll be conducted in the following order:

Call to order:

The Chair will call the meeting to order, if possible, indicating the name of the committee and time.

Pledge of allegiance

The Chair will either lead the group in the pledge of allegiance or select a member to lead the pledge.

Approval of minutes

The Chair or will request for a motion and a second to approve the minutes, a voice vote will follow.

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Upon approval, the paper copy is to be passed around the committee for signature. At the end of the meeting, please returned the signed minutes to County Board Staff.

Addenda to the agenda

There may be addenda to the agenda if there is a supplemental agenda. The Chair will ask the County Administrator's Staff Member if there is addenda to the agenda.

Public comment

In this section, members of the public may complete a comment (yellow) card to speak about any topic if it pertains to county business. The comment cards will be collected before the meeting begins and provided to the Chair by staff. Once the Chair calls upon an individual, he or she is allowed 3 minutes to speak.

At the discretion of the Committee Chair, public comment may be made at the time a specific item is on the floor for consideration. Recognition of individuals shall be made by the Committee Chair. The Committee Chair shall have the right to impose a reasonable total time limit on public comment on any single issue. At the end of the meeting, please give all completed public comment (yellow) cards to the County Board Staff.

Chair's remarks

During this section, the Chair of the committee may make opening remarks. Chairs may remind the committee and the public that the meeting is being recorded (audio only) and remind staff to announce their name before speaking for the benefit of the public listening to the recorded audio.

Old business

Items that are returning for consideration/discussion will be included here. Typically, this happens when an item is tabled, postponed, or referred from a specific committee.

New business

Includes all new topics to be discussed and decided on. Typically, items are approved via voice vote unless, otherwise, requested by a committee member.

Consent agenda:

A Consent Agenda may be used to expedite the handling of routine items. The County Administrator will be responsible for placing items on the Consent Agenda. The Consent Agenda may include, but is not limited to, the following items: Routine Business, approval of minutes, approval of bills, approval of reports, and approval of contracts.

Any Board Member may request that an item be removed from the Consent Agenda for discussion. The request to remove an item does not require a second or a vote of the Committee. An item removed from the Consent Agenda will be considered as the first item of business under the correct department. Approval of the Consent Agenda may be voted on by roll call or voice vote.

Types of items under New Business:

Resolution:

A "Resolution" shall be approved by the committee responsible for the subject matter and shall then be placed on the County Board agenda.

Joint Resolution:

A "Joint Resolution" shall be approved by the committee responsible for the subject matter and by the Financial and Administrative Committee, when County funds are involved, and shall then be placed on the County Board agenda.

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Ordinance:

An "Ordinance" is an action taken by the County Board that creates a law that governs the behavior of everyone, which may be amended or repealed by adoption of another ordinance. Except in cases of emergency or a suspension of the rules, ordinances are adopted during Regular Session meetings of the Board.

Committee Action item:

Shall be approved by the committee responsible for the subject matter. County Board Approval is not required.

Joint Committee Action item:

Shall be approved by the committee responsible for the subject matter and by the Financial and Administrative Committee, when County funds are involved. County Board approval is not required.

Public Hearing:

There are actions of the County Board that require a Public Hearing. In these cases, an item for the purpose of the governing body accepting public comment and testimony on local legislation. To close a public hearing, the Chair shall indicate that the public hearing is being closed. A motion, a second and a vote must occur.

Presentation:

This item is not to be voted on, but staff will be presenting. No vote required.

Discussion:

An item placed on the agenda for discussion purposes – No formal action is required.

Executive session (ES)

The Open Meetings Act allows a public body to hold a closed session to consider certain subjects. Below is a list of the most frequently used allowable reasons:

- Executive session to discuss a personnel matter pursuant to 5 ILCS 120/2 (c)(1).
- Executive session to discuss collective bargaining pursuant to 5 ILCS 120/2 (c)(2).
- Executive session to discuss a vacancy pursuant to 5 ILCS 120/2 (c)(3).
- Executive session to discuss pending/imminent/threatened litigation § 5 ILCS 120/2(c)(11).
- Executive Session to review closed session minutes pursuant to 5 ILCS 120/2(c)(21).

To enter ES the Chair will ask for a motion, a second and a roll call vote must be taken. The Chair will confirm with the County Board Staff that he or she is ready and that the ES is being appropriately recorded. Upon entry of ES, all attendees must speak their name to identify themselves as present and the Chair, or designee, will identify the purpose for ES. To exit ES the Chair will request for a motion, a second and a voice vote.

All matters discussed in closed session of the board or any of its committees shall be kept confidential by all Members. All closed session printed materials must be surrendered at the end of the meeting. Electronic recording of closed sessions shall be conducted only by the County Board Staff. Cell phones shall be turned off during ES meetings.

NOTE: No decision is to be made in ES. Items requiring action will be considered immediately following ES.

County administrator's report

The county administrator's office will place updates, discussions, and presentations in the section.

Members' remarks

Committee members, once recognized by the Chair, may make remarks related to the business of the Committee.

If a Board member is interested in having a committee consider a new initiative (which may or may not require the expenditure of staff time), the matter should first be presented at a regular committee meeting under this section.

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Adjournment

The Chair will request a motion and a second to adjourn the meeting at (indicate time). A voice vote will follow.

Next meeting:

This section will identify the next date this committee will meet.

Items to return to CB County Board Staff at the End of Committee Meeting

- ☐ Signed minutes, if any
- ☐ All copies of text files and attachments
- ☐ Any completed comment (yellow) cards.

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ATTACHMENTS

FINANCIAL AND ADMINISTRATIVE COMMITTEE

Agencies of:

County Board (elected);	Information and Technology;	County Clerk (elected);
County Administrator;	Local Chambers of Commerce;	Board of Review;
Finance & Administrative Services;	Lake County Convention and	Recorder of Deeds (elected);
Department of Human Resources;	Visitors Bureau; and Lake County	Treasurer (elected); and
	Partners.	Chief County Assessment Officer.

PUBLIC WORKS, PLANNING AND TRANSPORTATION COMMITTEE

Agencies of:

Public Works; Division of	Stormwater Management	Planning, Building and
Transportation (including	Commission (SMC); Solid Waste	Development; and Zoning Board
Matching Tax Fund, Motor Fuel	Agency of Lake County (SWALCO);	of Appeals.
Tax Fund, RTA Sales Tax, and		
Bridge Fund);		

HEALTH AND COMMUNITY SERVICES COMMITTEE

Agencies of:

Health Department	Veteran's Assistance Commission;	Housing and Community
Tuberculosis Clinic	Winchester House;	Development Commission; and
Regional Superintendent of	Workforce Development Board;	Affordable Housing Commission
Schools (elected);		

LAW AND JUDICIAL COMMITTEE

Agencies of:

Circuit Court Clerk (elected);	State's Attorney (elected); Public	Court Administrator, Jury
Coroner (elected); Sheriff elected),	Defender; 19th Judicial Circuit	Commission and Probation, Hulse
(including the jail);	Agencies, (including Circuit Courts,	Detention Center, and Law
		Library); and Merit Commission.