

RULES PREPARATION

| ITEM # | SECTION  | MEMBER   | TOPIC          | ORIGINAL   | RECOMMENDED   | COMMENTS   |
|--------|--|----------|----------------|--|---|--|
|        |  |          |                |  |   |  |
| 1      | Appendix C - Allowable Spending                          | Pedersen | Board Spending | 3.Approved government training and professional events to which Board Members are allowed to travel and attend using allowance funds include:<br>•National Association of Counties (NACo)<br>•Illinois Municipal League (IML)<br>•Illinois State Association of Counties (ISACo)<br>•Lake County Municipal League (LCML)<br>•Other training related to county business and approved by the County Board Chair  | 3.Approved government training and professional events to which Board Members are allowed to travel and attend using allowance funds include:<br>•National Association of Counties (NACo)<br>•Illinois Municipal League (IML)<br>•Illinois State Association of Counties (ISACo)<br>•Lake County Municipal League (LCML)<br>•Chamber of Commerce Home Show Booth Rentals<br>•Other training related to county business and approved by the County Board Chair   | Added to meeting agenda for discussion as an item  |
| 2      | XIX - County Board Member Allowance and Related Spending | Maine    | Board Spending | F.Board Mailings<br><br>Contingent upon the annual approval of the County Board budget, each Board Member will be allocated funds to support mailings within the district. All content of mailings must be direct county business. Election, campaign, religious, and content related to charity or charitable organizations is prohibited. All mailings must be submitted to the County Communications Department for printing. These funds are separate from the Board Member annual allowance. The amount included in this mailing fund will be updated annually and included in the Rules Supplement.<br><br>Postal mailings are prohibited 45 calendar days prior to the earliest date the Lake County Clerk's Office accepts completed mail in ballots for any election that the member is on the ballot.<br><br>Personal promotion and electioneering with public funds are prohibited.<br><br>Copies of all such mailings will be posted to the Board Member's webpage on a monthly basis. | F.Board Mailings<br><br>Contingent upon the annual approval of the County Board budget, each Board Member will be allocated funds to support mailings within the district. All content of mailings must be direct county business. Election, campaign, religious, and content related to charity or charitable organizations is prohibited. All mailings must be submitted to the County Communications Department for printing. These funds are separate from the Board Member annual allowance. The amount included in this mailing fund will be updated annually and included in the Rules Supplement.<br><br>Postal mailings are prohibited 45 calendar days prior to the earliest date the Lake County Clerk's Office accepts completed mail in ballots for any election that the member is on the ballot.<br><br>Personal promotion and electioneering with public funds are prohibited.<br><br>Copies of all such mailings will be posted on the County website Board Member's home page on a monthly basis. |  |
| 3      | TBD  | Martini  | Board Spending | N/A  | The County's travel policy should be added to the Rules Document  | Reference to the County's travel policy is already included in the Board Rules - Section XIX / Item B / last paragraph |

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| 4      | Appendix C - Allowable Spending            | Martini  | Board Spending | OFFICE SUPPLIES<br>1.Printer Cartridges<br>2.Paper<br>3.Envelopes<br>4.One roll of 100 stamps annually<br>5.Business Cards<br>6.Magnetic Badge<br>7.Office Pens, (two different versions)<br>8.LC Logo personal note cards (blank) w/envelopes<br>9.Legal Pads/Manilla folders/binders<br>10.Printer – one per term<br>11.Cell phone protective cover – one per term<br>12.iPad Cover/keyboard – one per term<br>13.Laptop mouse/bag – one per term | Discuss board member allowable spending again - requesting reconsideration and clarification (i.e. does it include postage stamps, iPads etc.)  | 1) Postage stamps are included in the current board rules as an office supply. (Appendix C / Office Supplies) 2) Board Members are entitled to 1 county issued device - laptop or tablet. (Section XIX / Item C)                                 |
| 5      | Appendix D - Rules of Decorum / Section II | Maine    | Decorum        | II. Principles<br>a. All persons will be treated fairly and with respect.<br>b. The long-term goal of the entire <b>community</b> outweighs any individual opinion or any private or specific interest.   | Clarification requested: What is meant by "Community"? Does this mean Lake County? the community that elects us?  |  |
| 6      | Appendix E - Definitions                   | Martini  | Decorum        | Civility<br>County Board members should always be respectful of each other, of County Staff, and of the public. All discourse shall be polite and civil. Members shall not be belligerent, impertinent, threatening or disparaging. When appropriate, use titles when addressing others. During public meetings, comments not related to County business or of a personal nature are prohibited.  | Civility<br>County Board members should always be respectful of each other, of County Staff, and of the public. All discourse, <b>verbal and written</b> , shall be polite and civil. Members shall not be belligerent, impertinent, threatening or disparaging. When appropriate, use titles when addressing others. During public meetings, comments not related to County business or of a personal nature are prohibited. | The current language " All discourse" includes all forms of communication.   |
| 7      | TBD  | Multiple | Ethics         | N/A   | Conduct a revision of the Ethics Ordinance and Standards of Conduct Ordinance 2) Include strong ethics language and a clear process in the County Board Rules. Member suggests including language similar to McHenry County which includes: gift ban, code of honor, confidentiality, unauthorized use, Campaign ethics   | The Ethics and Oversight Committee will complete a comprehensive review and revision of the Ethics Ordinance and Standards of Conduct Ordinance. Any additional language/clarification will be included there and referenced in the Board Rules. |

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| 8      | Appendix F - Parliamentary References | Vealitzek | Ethics | <p>Roll Call Votes</p> <p>D.In the event a Member believes that he or she has a conflict of interest on any matter before the Board requiring a vote, the Member shall (prior to any discussion of the issue) indicate to the board that a conflict exists, state the reason for the conflict and inform the board that he or she will be abstaining from any discussion and vote on the matter. In matters not involving a conflict of interest, he or she may abstain without stating the reason.</p> | <p>Member Votes</p> <p>D.In the event a Member believes that he or she has a conflict of interest on any matter before the Board or Committee requiring a vote, the Member shall (prior to any discussion of the issue) indicate to the board/committee that a conflict exists, state the reason for the conflict and inform the board/committee that he or she will be abstaining and/or recusing from any discussion and vote on the matter. In matters not involving a conflict of interest, he or she may abstain without stating the reason.</p> <p>E.A board member should recuse himself or herself from participating in any matter relating to any investigation or proceeding in which he or she is the subject and/or named in a complaint.</p> <p>F.If a board member recuses himself or herself from participating in a matter as provided in subsection (e) and the recusal may create a lack of quorum for an Ethics and Oversight Committee meeting; 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 the committee. As provided in subsection (III. A) shall have the right to vote only in the case of a tie or to constitute a quorum.</p> | <p>The Ethics and Oversight Committee will complete a comprehensive review and revision of the Ethics Ordinance and Standards of Conduct Ordinance. Any additional language/clarification will be included there and referenced in the Board Rules.</p> |
| 9      | N/A                                   | Martini   | Ethics | N/A   | <p>Add a severability clause: Kenosha example: <b>SEVERABILITY</b></p> <p>If any provision of this code is found by a court of competent jurisdiction to be invalid or unconstitutional, of if the application of this code to any person or circumstances is found by a court of competent jurisdiction to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the other provisions or applications of this code which can be given effect without the invalid or unconstitutional provision or application.</p>  | <p>The current Board Rules already include a "severability clause". (Section XXII / Item H).</p>  |
| 10     | XII - Legal Opinions                  | Martini   | Legal  | <p>A.Requests for formal legal opinions from the state’s attorney relating to the County Board shall be presented in writing and approved by the County Administrator, Chair of the County Board, or a majority of the County Board.</p>  | <p>A.Requests for formal legal opinions from the state’s attorney and/or the attorney general relating to the County Board shall be presented in writing and approved by the County Administrator, Chair of the County Board, or a majority of the County Board.</p>   | <p>Review with SAO to confirm process for requesting Attorney General opinion</p>   |

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| 11     | VII - Electronic Attendance         | Martini   | Meetings | <p>A. 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.</p> | <p>A. 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) employment reasons, (c) business of the County Board or Forest Preserve, or (d) a family or other emergency. 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.</p> <p>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). The Chair of the public body, at his/her discretion, can allow electronic attendance for requests with less than 24-hour notice. 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.</p> |          |
| 12     | X - Seating Chart                   | Paxton    | Meetings | <p>B. County Board Members shall be seated in order of seniority, which is determined based on number of years of cumulative service on the County Board. County Board Members requiring special accommodation will be seated in an area most accessible. In the event two or more Members are elected to the County Board in the same year, the Member receiving the highest number of votes shall be the more senior Member, followed by the Member receiving the next highest number of votes and so on. Seating based on seniority shall be arranged as depicted in Appendix B.</p>   | <p>B. <input type="checkbox"/> Following the election during the reorganization of the Lake County Board, a formal seating chart will be adopted for County Board Members for the two-year term. The members shall be seated in order of seniority, which is determined based on number of years of cumulative service on the County Board. County Board Members requiring special accommodation will be seated in an area most accessible. In the event two or more Members are elected to the County Board in the same year, the Member receiving the highest number of votes shall be the more senior Member, followed by the Member receiving the next highest number of votes and so on. Seating based on seniority shall be arranged as depicted in Appendix A.</p> <p><input type="checkbox"/></p> <p>C. If during the two-year term board membership changes, the seating chart will be modified, consistent with XI.B, and be adopted by the Lake County Board.</p> <p>D. Members who mutually agree may exchange seats for the remainder of that two-year term.</p>  |          |
| 13     | XIII - Standing Committees / Item E | Vealitzek | Meetings | <p>5. Approval of all committee meeting minutes. The minutes, including votes, shall be certified in writing by the standing committee. A copy of such minutes shall be available to all County Board Members.</p>  | <p>5. Approval of all committee meeting minutes. The minutes, including votes, shall be certified in writing by the standing committee. In the event that there is no committee meeting planned for 60 days, a special committee meeting will be called after the County Board Meeting so the standing committee can certify the minutes.</p>  |          |

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| 14     | Appendix E - Definitions                    | Martini | Meetings     | Committee Chair Duties<br>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.<br>The Committee Chair, in collaboration with County Administrator staff, may add an item for discussion to the committee agenda.<br>The Committee Chair shall engage with agencies on behalf of the committee.  | Committee Chair Duties<br>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.<br>The Committee Chair, in collaboration with County Administrator staff, may add <b>and/or remove</b> an item for discussion to the committee agenda.<br>The Committee Chair shall engage with agencies on behalf of the committee.  |  |
| 15     | XV - Appointments of Boards and Commissions | Martini | Meetings     | A.Appointments to all other boards, commissions, districts and all other authorities subject to appointment or approval, by statute or ordinance, by the County Board, will be presented to the County Board by the Chair of the County Board. Recommendations to the Chair of the County Board may be made by the Board Members and/ or its committees. The appointments shall be approved by the majority of the Board Members present.<br><br>B.The Chair of the County Board shall notify Board Members of vacancies on other boards and commissions and seek their input in advance of the appointment.<br><br>C.Any recommendation for an appointment or reappointment must be made with written resume of the appointee's qualifications, which will be included with the agenda for the board meeting. | A.Appointments to all other boards, commissions, districts and all other authorities subject to appointment or approval, by statute or ordinance, by the County Board, will be presented to the County Board by the Chair of the County Board. Recommendations to the Chair of the County Board may be made by the Board Members and/ or its committees. The appointments shall be approved by the majority of the Board Members present.<br><br>B.The Chair of the County Board shall notify Board Members of vacancies on other boards and commissions and seek their input in advance of the appointment.<br><br>C.Any recommendation for an appointment or reappointment must be made with written resume of the appointee's qualifications, which will be included with the agenda for the board meeting.<br><b>D.Potential and selected appointed officials will be notified, in writing, of their appointment and/or removal prior to the County Board Meeting when an appointment will be made.</b> | There will need to be a clarification on what "in writing" means. If official letter is required, staff time should be considered. |
| 16     | XIII - Standing Committees / Item C         | Martini | Meetings     | 4.If a committee Member's unexcused absences exceed 25% in a six-month period, the Chair of the County Board may evaluate whether to replace the member on the committee in accordance with rule XIV.A.1.  | 4.If a committee Member's unexcused absences exceed 25% <b>of scheduled committee meetings</b> in a six-month period, the Chair of the County Board may evaluate whether to replace the member on the committee in accordance with rule XIV.A.1. <b>All committee member attendance records will be posted on the County website and Board Member's webpage on a monthly basis.</b>   |  |
| 17     | XIII - Standing Committees / Item B         | Martini | Meetings     | 3.All Board Members shall receive the committee's agenda and the minutes to be approved, at least 48 hours prior to said meeting. At the discretion of the Committee Chair and the County Administrator, agenda item materials will be available for all standing committee Members no later than said meeting.  | 3.All Board Members shall receive the committee's agenda and the minutes to be approved, at least 48 hours prior to said meeting. <b>All public agenda item materials and attachments will be available for all standing committee Members prior to the said meeting.</b>   |  |
| 18     | TBD   | Martini | Meetings     | N/A  | <b>Should the Board consider a rule regarding bring children or pets to committee meetings? Do we allow employees to bring pets or children to county building?</b>   | There is a county policy on animals in county buildings.   |
| 19     | TBD   | Martini | Transparency | N/A  | <b>FOIA requests for County Board member documents will be posted on the County website Board Member's home page on a monthly basis.</b>  |  |

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| 20     | XIII - Standing Committees / Item D | Martini | Transparency | <p>D.General Provisions.</p> <p>1.Members of the standing committee shall be seated in the designated area for Members along with the County Secretary, and a representative of the County Administrator's Office.</p> <p>2.Where required by County Board resolution or ordinance, action of the standing committee shall mean a majority of the standing committee Members present.</p> <p>3.All reports from standing committees to the County Board shall be in writing. Votes taken in committee shall be electronically recorded during the meeting.</p> <p>4.All matters discussed in closed session of the board or any of its committees shall be kept confidential by all Members. Any violation of confidentiality is a serious matter. 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 Secretary. Cell phones shall be turned off during Executive Session meetings.</p> <p>5.Audible signals from electronic devices shall be disabled during committee meetings. All those in attendance shall exit the room before answering phone calls.</p> | <p>D.General Provisions.</p> <p>1.Members of the standing committee shall be seated in the designated area for Members along with the County Secretary, and a representative of the County Administrator's Office.</p> <p>2.Where required by County Board resolution or ordinance, action of the standing committee shall mean a majority of the standing committee Members present.</p> <p>3.All reports from standing committees to the County Board shall be in writing. Votes taken in committee shall be electronically recorded during the meeting.</p> <p>4.All matters discussed in closed session of the board or any of its committees shall be kept confidential by all Members. Any violation of confidentiality is a serious matter. 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 Secretary. Cell phones shall be turned off during Executive Session meetings.</p> <p>5.Audible signals from electronic devices shall be disabled during committee meetings. All those in attendance shall exit the room before answering phone calls.</p> <p>6.All standing committee meetings will be video recorded with indexing.</p> |                               |
| 21     | XVI. County Operations              | Maine   | Operations   | <p>D.Pertinent policies and procedures relating to salaries; employee benefits; general, sick and various other types of leave; holidays; hours of work; physical examinations; retirement; and all such matters of personnel and employee relations are cited in the Lake County Employee Policies and Procedures Ordinance. All references pertaining to such matters should be made thereto.</p>  | <p>D.Pertinent policies and procedures relating to salaries, employee benefits, sick and various other types of leave, holidays, hours of work, physical examinations, retirement and all such matters of personnel and employee relations are cited in the Lake County Employee Policies and Procedures Ordinance. All references pertaining to such matters should be made thereto.</p>   | Updated misplaced semi colons |
|        |                                     |         |              |  |   |                               |