LOGAN COUNTY BOARD POLICIES AND PROCEDURES

WHEREAS, the Logan County Board has operated by virtue of the Logan County Board Policies and Procedures Resolution of 1998; and

WHEREAS, the Logan County Board does now desire to update the pre-existing policies and procedures under the 1998 Resolution and to add certain new policies and procedures, and that this policy will take the place of all prior policies; and

WHEREAS, the intent of this Resolution is to formally pronounce such policies and procedures for the conduct of the business of the Logan County Board and to give clarity and permanency to such policies and procedures.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Logan County Board that the following provisions are adopted as the Policies and Procedures of the Board in the conduct of its business.

PREAMBLE

The members of the County Board of Logan County, Illinois wish to individually and collectively express their expectation and intent that all Board members follow a high standard of ethical behavior in exercising their duties, responsibilities and judgment as Board members. All members of the Logan County Board shall:

1. Handle County affairs with a deep sense of responsibility, upholding the spirit as well as the letter of the law and Constitution.
2. Faithfully perform all duties as Board members by studying Board issues and by attending all sessions of the Board and assigned Committees, unless prevented from so doing by a compelling reason.
3. Be dedicated to and act in accordance with the highest ideals of honor and integrity in all public and personal relationships that are related to his/her responsibilities as a Board member, in order that the member may merit the respect and confidence of their fellow Board members, other elected officials and employees, and the public.
4. Handle all personnel matters that may come before the Board on the basis of merit so that fairness and impartiality govern a member's actions pertaining to all employment and personnel issues.
5. Refrain from disclosing privileged information.
6. Refrain from accepting gifts, favors or promises of future benefit, which could tend to impair independence of judgment or action as a Board member.
7. Refrain from considering ex parte communications involving matters where a public hearing is required according to law and when such consideration would interfere with the due process of law.
8. Refrain from using their title or position in any manner not related to their duties as a county board member.
9. Comply with the Logan County Ethics Ordinance.

The following rules shall govern the County Board of Logan County, Illinois:

I. MEETINGS/DELIBERATIONS/VOTE:

A. Except as otherwise specifically required by the Laws of the State of Illinois, or as otherwise specifically provided in this Resolution, and not contrary to State law, *Robert's Rules of Order*, the latest edition, shall control the conduct of all committee, sub-committee, Workshop, and Regular Board Meetings of the Logan County Board.

B. All meetings of the Logan County Board, and its sub-divisions, shall be conducted in full compliance with the "Illinois Open Meetings Act", 5 ILCS 120/1 *et seq* as now existing, or as subsequently amended by the Illinois General Assembly.

C. All Regular Board meetings shall be the third Tuesday of the month, unless a Special Board meeting is set at the convenience of the Board. An annual schedule of meetings shall be published and made available to all members and interested persons.

D. Except as otherwise specifically directed by State law, or as otherwise provided herein, all votes on all motions, resolutions and ordinances shall require the majority vote of the members present.

E. All matters shall be taken to the appropriate committee prior to the Workshop Meeting in order to allow thorough discussion, except in the case of extenuating circumstances.

F. All resolutions and ordinances presented for deliberation and passage shall be read in public, or presented in writing, at a regularly scheduled workshop meeting prior to the vote being taken on such resolution or ordinance at the next regularly scheduled regular board meeting.

G. No motion shall be debated or put to a vote unless it is seconded. It shall then be restated by the Chairman or Clerk before debate or vote.

H. An action may be reconsidered at any time during the meeting or at the next meeting held thereafter. A motion to reconsider shall be made and seconded by members of the Board who voted on the prevailing side of the question to be reconsidered.

I. Special meetings of the Logan County Board shall only be called when requested in writing by one-third (1/3) of the board members and noticed by the County Clerk in compliance with the provisions of 55 ILCS 5/2-1002.

J. At each scheduled Regular Board Meeting, committee meeting, special meeting or Workshop Meeting which is open to the public, members of the public and employees of the County shall be afforded time, subject to reasonable constraints, to comment to, or ask questions of, the Board (55 ILCS 5/2-1001). The Chairman of the Board shall direct and control the preparation of the Board's agenda for meetings and shall be responsible for directing and controlling the execution of the agenda and public and employee comment to, and questioning of, the Board with the view toward the orderly, efficient, and timely conduct of such meetings. The recognition of any speaker shall be solely at the discretion of the Board Chairman. Votes taken at the Workshop meeting shall be "straw votes" to indicate whether or not a motion might pass as the Regular

board meeting. Such votes shall be nonbinding and not constitute an official vote of the Board.

K. A roll call vote of the Regular Board shall be taken for:
   i. All contracts relating to the leasing or sale of County property; for appointments
   ii. For tax levies
   iii. For appropriations for roads, highways, and bridges
   iv. For expenditures in excess of $30,000.00
   v. Salaries
   vi. Issuance of Bonds
   vii. A roll call vote also shall be taken if requested by at least one member of the Board, providing such request is made before another item of business is taken up by the Board

L. Before the County Board enters into a written legal contract with a public or private entity, it shall send the contract to the State's Attorney's office for review unless the board determines it is not necessary to do so.

II. BUDGET/APPROPRIATION TRANSFERS:

A. After the passage of the annual budget, appropriation, and tax levy ordinance(s), all fund transfers of monies shall be passed by a written resolution specifying the funds affected and the reason for the transfer(s) and shall only pass upon the affirmative vote of two-thirds of the entire membership of the Board and **not** just of those present at the meeting at which such resolution is considered.

B. All vouchers presented for payment by various County departments to County committees shall be signed or initialed by at least one committee member.

C. Expenditures greater than $20,000.00 must be approved by the full Board at its Regular Board Meeting_, with the exception of Road and Bridge Committee, which can approve expenditures up to $30,000.00.

D. Expenditures between $10,000.01 - $20,000.00 may be approved by a committee if the vote is unanimous in a roll call vote, with the exception of Road and Bridge Committee, which can approve expenditures up to $30,000.00. Expenditures up to $10,000.00 may be approved by voice vote of a committee.

E. Expenditures over $2,500.00 must be announced by the Committee Chairman at the next Workshop Meeting.

III. CHAIRMAN/VICE-CHAIRMAN/COMMITTEE ASSIGNMENTS/PARLIAMENTARIAN/COUNTY CLERK:

A. The Chairman and Vice-Chairman of the Board shall be elected at the first meeting of the Board following a general election where board members are elected. The term for Chairman and Vice-Chairman shall be two years. The Chairman and Vice-Chairman *cannot* serve more than two consecutive terms for their respective offices. If a vacancy occurs in the office of Chairman or Vice Chairman, the remaining members of the Board

shall elect one of their number to serve for the balance of the unexpired term. If there is a tie vote, the meeting will be briefly recessed to allow the members to caucus. When the meeting resumes, a second vote will be taken. If that vote is a tie, the matter will be decided by the flip of a coin done by another countywide elected official. The candidate whose last name is first in alphabetical order calls whether the flip will be heads or tails. If the coin lands with the called side up, that individual wins the toss, and hence the position. If that side is down, the other individual wins.

1. It shall be the duty of the Chairman to:
   A. Preside at all Regular Board Meetings, have the privilege of debating on all matters upon relinquishing the Chair, and voting on all matters.
   B. Prepare the Agenda for the Regular Board Meeting.
   C. Have such powers and duties as conferred upon him by law, or as specified in ordinances, resolution or other directives of the Board.
   D. The Chairman shall conduct the business of the meeting in the order prescribed in these rules. The Chairman shall have general powers to recognize members entitled to the floor; to state and to put to a vote all questions which are regularly moved and seconded or which necessarily arise in the course of the proceedings; to announce the results thereof; to protect the Board from any frivolous action; to decide all questions of order, subject to an appeal to the Board; in case of disturbances, breach of decorum, or disorderly conduct, to take action pursuant these rules, to assist in expediting the business of the Board and to perform all other duties prescribed by law or by action of the Board.
   E. In case of the absence of the Chairman or at the request of the Chairman, the Vice Chairman shall assume the duties and responsibilities of the Chairman on an interim basis, during which time the Vice Chairman shall have all of the powers and duties of the Chairman, including the authority to execute and sign on behalf of the County all Ordinances, Resolutions, Intergovernmental Agreements, Contracts and any other Legal Instruments approved by the County Board, unless otherwise provided by law. In case of the absence of the Chairman and the Vice Chairman at any meeting, the Clerk shall convene the meeting and the members present shall choose one of their members as temporary Chairman.

2. It shall be the duty of the Vice Chairman to:
   A. Preside as Chair of the Workshop Meeting.
   B. Preside as Chairman of the Regular Board Meeting when the Chair is absent or relinquishes the Chair.
   C. Preside as Chair of the Executive Committee.

B. After the election of the Chairman and Vice-Chairman of the Board held every two years, the Chairman, by and with the advice and consent of the Board, shall nominate standing committees and the members thereof, and also nominate the Chairman and Vice Chairman of each such committee. After their nomination and approval, such committee members shall serve such committee for a two-year term. Regular committees should be comprised of at least three and no more than six members, which number includes as a member of the committee the Chairman of the Board, or his designee.

C. A member of a committee may resign from such committee by so notifying the Chairman, in writing, of such intention and the effective date of such resignation. Until, and unless, submitted in writing as herein provided, no oral tender of resignation shall be effective.

D. During his committee tenure, a member of a committee may be removed and/or reassigned by the Chairman of the Board.

E. After the election of the Chairman, held during Board reorganization every two years, the Chairman shall, by and with the advice and consent of the Board, appoint someone to act as Parliamentarian. Such appointee may be a board member or non-board member, but such appointee shall be required to attend all Workshop Meetings, Regular Board Meetings, and all special meetings of the Board. Such appointee shall be well-versed in parliamentary procedure according to *Robert's Rules of Order* and with these Policies and Procedures.

F. The Chairmman, at its discretion, may from time to time appoint a liaison to special committees to gather information or attend special meetings of interest or conduct other necessary Board business as assigned by the Chair. The County Clerk or a deputy selected by the County Clerk shall be the Clerk of the Board.

G. The Clerk shall be the keeper of the records and the minutes of the Board and its committees and shall be in attendance at all meetings of the Board.

IV. BIDDING AND PUBLIC WORK CONTRACTS:

A. All County purchases of services or materials in excess of $30,000.00 in value shall, to the maximum extent possible, be let for competitive bid. This requirement may be waived for professional or artistic services.

B. All County bid specifications for services or materials expected and estimated to be in excess of $30,000.00 in value shall require all bidders to submit a bid bond of 10% of their total bid, or as otherwise stated in the proposal, to be submitted no later than the final date and time for receiving such bids. Any bid received without the required bid bond being received as herein provided shall be rejected by the Board. Further, all County bid specifications shall require the successful bidder, for such services or materials in excess of $30,000.00, to submit a performance bond, by a recognized surety company licensed to do business in the State of Illinois, in double the amount of the bid before entering into, or commencing, such contract for services or materials.

a. All County bid specifications shall include the general disclaimer that the County reserves the right to reject any and all bids.
b. Competitive bid letting may be waived by the Board in an emergency, but only upon proper motion being made, seconded and passed by the affirmative vote of two-thirds of the members present at such meeting where such vote is taken, to waive the bidding requirements. Nevertheless, a performance bond, as set forth in sub-paragraph B above shall still be required.
c. The foregoing to the contrary notwithstanding, all public works contracts shall be bid and paid in accordance with the State of Illinois prevailing rate of wages provisions of 820 Illinois Compiled Statutes 130/4, as now existing or hereafter amended.
d. A firm time and date shall be established as the deadline for receipt of bids/proposals. All bids and proposals must be opened in public meeting. Representatives of firms making proposals and bids should be present at the meeting when bids are opened.
e. Those presenting bids or proposals must provide the following:
    i. A physical address, telephone number and website (if the firm has one)
    ii. Proof of insurance/bonding
    iii. Whether any state or federal agency has taken action against the company
    iv. References
f. A reasonable attempt will be made to notify local vendors about bids being let.

V. PROCEDURE FOR APPOINTMENTS:

A. Nominations to fill County appointive paid or non-paid officers (i.e. Supervisor of Assessments and Logan County Zoning Enforcement Officer) shall be announced by the Chairman of the County Board at a Workshop Meeting prior to a the Regular Board Meeting at which a vote will be taken on such nomination. This procedure is designed to allow Board members time to reflect on the qualifications of the nominee and to avoid spur-of-the-moment decisions concerning such nominations.
B. The Chairman can refer appointments to outside boards (i.e. Tourism Bureau, fire districts, etc.) to be reviewed by the Insurance and Legislative Committee. If so, the Committee will make a recommendation to the Chairman before the appointment is presented at the Workshop Meeting and voted on at the Regular Board Meeting by roll-call vote.
C. The foregoing procedure may be overridden by the Board upon proper motion and second to suspend this rule and by a two-thirds vote of the Board members present to suspend the rule.

VI. PROCEDURE FOR REQUESTING LEGAL OPINIONS CONCERNING COUNTY AFFAIRS:

The office of the State's Attorney is the office of the County through which any request for an Attorney General's opinion must be initiated, according to the rules of the Illinois Attorney General's office. Individual County department heads may request an opinion from the Attorney General by submitting a written request to the State's Attorney and detailing the factual situation involved, citing the particular statute if one is in question and, also, specifically reciting the question or questions to be referred.

A. As a matter of courtesy, when requests are made to the State's Attorney on questions of law and ethics related to County Board business, a copy should be given to the County Board Chairman.

B. Issues originating from the County Board, or a member thereof, if not satisfactorily explained or answered by the State's Attorney, may be referred to the Attorney General but only after proper motion and second and passage by a majority of the Board members.

VII. AMENDMENTS TO POLICY AND PROCEDURE

The provisions of these Policies and Procedures may be revoked or amended from time to time but only upon the affirmative vote of two-thirds of the entire Board and after at least 30 days prior written notice of intention to move to amend or revoke these policies and procedures.

This resolution adopted as LO _____

Signed this 1st day of December, 2014.

Signatures of the Members of the County Board:

Robert D Farmer Chairman	David Hankensky Member
_____ Vice Chairman	Jon Schumacher Member
Arthur E. Anderson III Member	[illegible] Member
[illegible] Member	Charles E Rubin Member

Member

Member

Member

Member

Attest:

Sally J. Litterly, Clerk of the Board

APPENDIX A – Committee Responsibilities

The Committees and purposes of committees of the Logan County Board are as follows:

1. Airport/Farm
   a. Shall have charge of construction, improvements, maintenance and protection of all buildings belonging to the County on Farm and Airport premises.
   b. Shall have charge of all rental and use of all Airport and Farm buildings, including:
      i. Farm house
      ii. Outbuildings and machine shed
      iii. Grain bins
      iv. Airport hangars, shop and maintenance facilities
      v. Privately owned hangars and shops for which land space is leased.
   c. Shall have charge of farmland rental at the County Poor Farm and Airport. Land is rented on a cash rent per acre basis by auction every three years.
   d. Shall coordinate operation of the Airport with all rules and guidelines as set forth by the Federal Aviation Administration and the Illinois Department of Transportation, Division of Aeronautics.
      i. Construction and maintenance of all hard surface and turf runways and taxiways
      ii. Construction and maintenance of all runway and taxiway lighting and all navigational aids, including: lights, beacons, radios and radio signals
   e. Construction, operation and maintenance of the Airport Fuel Farm
      i. Fuel pump, card reader, computer and processing company communication
      ii. Accounting for fuel purchasing and sales
      iii. Fuel tank maintenance and monitoring
   f. Implementation and oversight of safety and anti-terrorism measures, including: traffic control, fire prevention and disaster mitigation procedures
   g. Maintain oversight of Airport-based businesses and operations.
      i. Crop dusting and spraying
      ii. Aircraft repair, maintenance, annual inspection and restoration
      iii. Flight instruction
   h. Exercise oversight and coordination for annual events at the Airport which include: Heritage Days, the Art and Balloon Festival and the Powered Para-gliders meet.
   i. Submit pre-event applications and communications with IDOT Public Affairs Special Events Coordinator.
   j. Use of rental facilities and farmland
   k. Traffic and safety
   l. Runway closures and Notices to Airmen (NOTAM) of such activities, before and during the event(s)
   m. Aid and assist Heritage in Flight museum in their efforts to provide their views of history, encourage tourism and provide air transportation.

n. The Airport and Farm Committee shall be comprised of a maximum of six (6) members of the County Board.

2. Road and Bridge
   a. Shall examine and report upon all petitions for County aid in the construction of bridges and approaches thereto.
   b. Shall when instructed by the County Board, act for the County in letting of the contract, supervising the work, and accepting the same when completed.
   c. Shall approve maintenance of roads improved by the County, but not maintained by the State Division of Highways and submit recommendations to the County Board for its approval.
   d. Shall prepare and present an annual program of road and bridge construction and maintenance.
   e. Shall prepare a long range plan for road and bridge construction and maintenance.
   f. Shall perform such other duties as have heretofore or shall hereafter be given by resolution of the County Board.
   g. The Road and Bridge Committee member shall be a maximum of six (6) members of the County Board.

3. Building and Grounds
   a. Shall have charge of construction, improvement, maintenance and protection of all public buildings and grounds belonging to the County. It shall also be responsible for recommending the Board, for its approval, the allocation of space within the Courthouse subject to the requirements of the judiciary.
   b. Shall make a report and recommendations to the County Board at each monthly meeting.
   c. Shall oversee the parks belonging to the County.
   d. The Building and Grounds Committee membership shall be a maximum of six (6) members of the County Board.

4. Planning and Zoning
   a. The Planning and Zoning Committee membership shall be a maximum of six (6) members of the County Board.

5. Law Enforcement/EMA/Coroner/Ambulance
   a. Shall be responsible for Departments of the Logan County Sheriff, Coroner, EMA and Ambulance, and report to the Board each month.
   b. The Law Enforcement/EMA/Coroner/Ambulance Committee membership shall be a maximum of six (6) members of the County Board.

6. Executive/Economic Development

7. Personnel
    a. The Personnel Committee shall govern the appointment, classification, compensation, promotion, dismissal and conditions of employment of employees of the county under its jurisdiction.
    b. The committee shall create and update The Logan County Personnel Policies with approval from the county board
    c. The committee also will ensure that the Personnel Policies are kept up-to-date and are in compliance with state and federal requirements.
    d. The Personnel Committee shall be made up of the Board Chairman, Finance Chairman and Insurance Chairman along with one elected and one appointed office holder. The committee will meet on a quarterly basis or as needed.
    e. The Personnel Committee membership shall be a maximum of six (6) members of the County Board.

8. Animal Control
    a. Shall have charge of all matters pertaining to animal control in Logan County.
    b. Shall be responsible for the Office of the Logan County Animal Shelter and the employees thereof, and shall make a report to the County Board each month.
    c. The Animal Control Committee membership shall consist of a maximum of six (6) members of the County Board.

9. Finance
    a. The Finance Committee shall prepare the annual County Budget and Appropriations and Tax Levy for the County to present at the November Regular Meeting of the County Board.
    b. Each County office, Department Head or Elected Official who is or whose office budget is under the supervision of this County Board shall submit an itemized budget to the Finance Chairman at a designated time each year.
    c. Shall compile and cause to be published at the end of each fiscal year a statement or receipts and expenditures in an annual Audit as required by law.
    d. Shall have the responsibility for salaries as permitted by law, and shall make due recommendations to the County Board concerning the same for its approval.
    e. Shall annually audit the books and accounts of all departments within the budgetary jurisdiction of the County Board, excepting such body or bodies as may be legally autonomous.
    f. Shall examine claims presented to it and at least one (1) member of the committee shall initial or sign the claim.
    g. The Finance Committee membership shall be a maximum of six (6) members of the County Board.

10. Insurance and Legislative
    a. The Insurance and Legislative Committee administers health, dental, vision and life insurance for employees and oversees supplemental insurance and deferred compensation for employees.
    b. The committee handles property, liability and casualty insurance for the county, as well as workers compensation insurance.
    c. Recognitions of students and others who excel in a major endeavor are approved by the committee and then submitted to the full board for approval and recognition at regular board meeting.
    d. Appointments to outside boards are reviewed, if desired by the board chairman, with recommendations made to him before the names are submitted to the full board.
    e. Raffles conducted by local organizations are approved by the committee and submitted to the full board for their approval.
    f. The committee informs the board of legislative which could have an impact on county operations.
    g. The Insurance and Legislative Committee membership shall be a maximum of six (6) members of the County Board.

11. Liquor
    a. The Liquor Committee membership shall be a maximum of six (6) members of the County Board.

12. Safety
    a. The Safety Committee is responsible for the creation and updating of Safety and Emergency Guidelines with approval from the county board.
    b. The Safety Committee will plan training and exercises for employees to practice evacuations, drills, and other safety operations as deemed necessary.
    c. The Safety Committee will meet quarterly unless otherwise identified.
    d. The chairman of the Insurance Committee serves as chairman of the Safety Committee.
    e. The following agencies have representatives on the Safety Committee: Logan County Sheriff's Office, Logan County Emergency Management Agency, Logan County Department of Public Health, Logan County Courthouse (Treasurer, Circuit Clerk, Maintenance, Security), Logan County Board, Logan County Animal Control, Logan County Assessor's Office, and Logan County Highway Department
    f. The Safety Committee membership shall be a maximum of six (6) members of the County Board.

13. Workshop