

RESOLUTION NUMBER 29-1_

WHEREAS, Chapter 2.04 of the Sangamon County Code governs the operating policies and procedures of the Sangamon County Board (Board) and the standing committees of the Board; and

WHEREAS, the operating policies and procedures contained in Chapter 2.04 are in need of update; and

WHEREAS, the update is needed primarily to reflect changes in committee structure, technology and state and federal law, and their impact on Board procedures; and

WHEREAS, the Executive Board, serving in its role as the Rules Committee, has reviewed the proposed changes to Chapter 2.04 and has recommended the changes for final approval by the Board; and

NOW, THEREFORE BE IT RESOLVED by the members of the Sangamon County Board in session this 14th day of May, 2019, that the attached proposed amendments to Chapter 2.04 of the Sangamon County Code are hereby approved.

EXECUTIVE COMMITTEE

A. Y. H.

RECEIVED
2660
MAY 9 2019

Andy Goleman
SANGAMON COUNTY AUDITOR

FILED

MAY 09 2019

Don J. King
Sangamon County Clerk

Chapter 2.04 - ~~BOARD OF SUPERVISORS~~ COUNTY BOARD

Sections:

I. - ORGANIZATION AND OFFICERS

2.04.010 - Rules applicable.

The rules codified in this chapter shall govern the board of Sangamon County, Illinois.

(Res. 12 (part), June 12, 2001).

2.04.020 - Organization procedure generally.

The board shall organize biennially at the regular reconvened adjourned September session commencing on the second Tuesday in December thereafter. Following the calling of the roll, the first order of business shall be the selection of a temporary chairmen, who shall name a committee of three members on credentials. Following the report of the committee on credentials and its adoption, the board shall proceed to seat new members and elect a permanent chairmen and vice-chairmen by rollcall vote.

(Res. 12 (part), June 12, 2001).

2.04.030 - Chairmen—Powers and duties designated—Vice chairman authority.

The chairman shall ~~provide~~ preside at all meetings of the board. He shall open the sessions thereof, call the members to order, and announce the business before the board in the order in which it is to be acted upon. He 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, and to announce the result of the vote thereon; to protect the board from frivolous or dilatory action; to restrain the members when engaged in debate within the rules of order; to decide all and, in case of disturbances or disorderly conduct, to require the meeting room to be cleared; to assist in expediting the business of the board in every way compatible with the rights of the members thereof; and to perform all other duties prescribed by law or by action of the board. The vice-chairman shall perform the duties of the chairman in his absence.

(Res. 12 (part), June 12, 2001).

2.04.040 - Clerk of the board—Attendance and record-keeping requirements.

The county clerk of Sangamon County, or a deputy selected by him, shall be the clerk of the board. He shall be the keeper of the records and the minutes of the board, and shall be in attendance at all meetings of the board.

(Res. 12 (part), June 12, 2001).

2.04.050 - State's attorney to act as parliamentarian—Robert's rules of order applicable when.

The state's attorney of Sangamon County or an assistant state's attorney selected by him shall be parliamentarian of the board; and upon request of the chairman shall render his opinion and advice on questions of parliamentary law and procedure applicable to matters arising before the board. The rules

of parliamentary practice as set forth in the latest published edition of "Robert's rules of order, revised" shall govern the procedure of the board in all cases applicable and in which the same are not inconsistent with these rules.

(Res. 12 (part), June 12, 2001).

2.04.060 - Sheriff to act as master at arms.

The sheriff of Sangamon County, or a deputy or deputies selected by him, shall be master at arms during all meetings of the board, and at the request of the chairman shall preserve and maintain order and decorum in the meeting room.

(Res. 12 (part), June 12, 2001).

II. - MEETINGS

2.04.070 - Regular meetings—Schedule.

The annual statutory fall meeting of the board of Sangamon County shall be held on the second Tuesday of September, which September session may be adjourned to any specific date the board may determine; provided however, there shall be regular reconvened adjourned September meetings without the necessity of a specific vote thereon, commencing on the second Tuesday of October, November, December, January, February, March, April and May thereafter.

A statutory meeting of the board shall be held on the second Tuesday of June; which meeting may be adjourned to any specific date the board may determine; provided, however, there shall be regular reconvened adjourned June meetings without the necessity of a specific vote thereon commencing on the second Tuesday of July and August thereafter.

A meeting which falls on any election day shall be held the next following day.

At the regular reconvened adjourned September session commencing on the second Tuesday in November, the board shall receive and consider, besides such other business as may come before the board, the proposed annual budget and tax levy for the county for the ensuing year which begins on the following first day of December and shall determine the amount of all county taxes to be levied and collected for all purposes for said ensuing fiscal year, the amount for each purpose to be stated separately.

(Res. 12 (part), June 12, 2001).

2.04.080 - Special meetings—Notice required.

Special meetings of the board shall be held only when requested by at least one-third of the membership of the board, which request shall be in writing, addressed to the clerk of the board, and specifying the time and place of such meeting. The clerk shall immediately transmit notice thereof in writing to each member of the board. The clerk shall also cause notice of such special meeting to be published as required by statute.

(Res. 12 (part), June 12, 2001).

2.04.090 - Time for meetings falling on holidays.

Any regular or adjourned meeting of the board falling upon a legal holiday shall be held on the next following business day.

(Res. 12 (part), June 12, 2001).

2.04.100 - Regular meetings—Open to public—Location and commencement time.

All regular meetings of the board shall be held in the board room in the county building in the city of Springfield and shall commence promptly at the hour of seven p.m. unless some other time or place shall be fixed by the action of the board, or by the chairman after notice to all board members, and the public, and all meetings of the board shall be open to the public. The board shall enter into executive session for meetings dealing with personnel and grievances of personnel as defined in the public meetings act of the Illinois Revised Statutes.

(Res. 12 (part), June 12, 2001).

III. - ORDER OF BUSINESS

2.04.110 - Designated.

A. The order of business before the board:

- 1. Call to order by the chairman;
- 2. Invocation;
- 3. Pledge of Allegiance;
- 4. Roll call of members;
- 5. Proclamations
- ~~5.~~ ~~The reading of the minutes of the last preceding meeting of the board, unless dispensed with by action of the board, and correction, approval and adoption of the same;~~
- 6. The presentation of correspondence, all of which shall be laid before the board by the chairman before being referred to the appropriate committee or committees;
- ~~5.~~ 7. The reading of the minutes of the last preceding meeting of the board, unless dispensed with by action of the board, and correction, approval and adoption of the same;
- ~~7.~~ 8. Considerations of resolutions;
- ~~8.~~ 9. Considerations of resolutions filed less than ten days before the board meetings;
- 10. Old business;
- 11. New business;
- 12. Public Comment (upon written request made by 4:30pm the day prior)
- 13. Appointments to boards and commissions
- 14. Procurement/Grant Notifications

~~9.~~ 15. Reports and communications from county officers;

~~10.~~ 16. Reports of standing committees according to their order as established by these rules;

~~11.~~ 17. Reports of special committees;

~~12.~~ Old business;

~~13.~~ New business;

18. Committee Reports on Claims

~~14.~~ 19. Adjournment—/Recess

B. All questions relating to the priority of business shall be decided by the chairman without debate, subject to appeal.

(Res. 12 (part), June 12, 2001).

IV. - PROCEDURE

2.04.120 - Speakers—Recognition by chairman required—Conduct.

Every member previous to speaking or making a motion shall seek recognition and respectfully address the chairman and, before speaking, be recognized by the chairman; the member shall avoid personalities and confine himself/herself to the questions under consideration.

(Res. 12 (part), June 12, 2001).

2.04.130 - Speakers—Priority.

When two or more members seek recognition at the same time, the chairman shall name the member who is first to speak.

(Res. 12 (part), June 12, 2001).

2.04.140 - Speakers—Limitations on length of speeches.

No member shall speak more than twice on the same question without leave of the board and shall not occupy more than five minutes the first time, nor more than three minutes the second time, with the exception of the chairman of a committee who have the right to close debate on his/her committee's report. Notwithstanding the fact that a member has already spoken twice on the same question, he/she shall be permitted to explain his/her vote upon a rollcall, provided that he/she shall not use more than three minutes for such purpose.

(Res. 12 (part), June 12, 2001).

2.04.150 - Members called to order—Authority of chairman.

A member called to order by the chairman shall immediately take his/her seat and if there is no appeal, the decision of the chairman shall be conclusive.

(Res. 12 (part), June 12, 2001).

2.04.160 - Motions—Prerequisites to debate—Statement required.

No motion shall be debated unless first seconded. When a motion is seconded, it shall be stated by the chairman before debate and every such motion shall be reduced to writing if requested by the chairman or by some other board member.

(Res. 12 (part), June 12, 2001).

2.04.170 - Motion to adjourn.

A motion to adjourn shall ~~always~~ always be in order and shall be decided without debate.

(Res. 12 (part), June 12, 2001).

2.04.180 - Motions—Withdrawal following statement.

After a motion is stated by the chairman or read by the clerk, it shall be deemed to be in the possession of the board; it may be withdrawn by the mover with the consent of the party seconding the motion at any time before a decision thereon.

(Res. 12 (part), June 12, 2001).

2.04.190 - Motions to reconsider a vote or question.

A vote or question may be reconsidered at any time during the meeting or at any regular or adjourned meeting held thereafter, but a motion to reconsider, having once been made and decided in the negative, shall be renewed, nor shall the motion to reconsider be reconsidered. A motion to reconsider, having been made, must be seconded, and such motion and second shall be made by members of the board who voted on the prevailing side of the question to be reconsidered and such motion to reconsider shall require a vote of not less than a majority of the members of the board present and voting to prevail.

(Res. 12 (part), June 12, 2001).

2.04.198 - Voting—Required.

Every member of the board present on the putting of a question shall vote thereon. However, a member may vote "present" and member so voting shall be deemed to be "present and voting" within the meaning of that term as used in these rules.

The chairman shall vote only in case of a tie unless excused from doing so by a majority of the board.

(Res. 12 (part), June 12, 2001).

2.04.199 - Voting—Quorum—~~Two thirds vote required when.~~

A majority of the board shall constitute a quorum. Unless otherwise provided by statute, ordinance, or the provisions codified in this chapter, all questions coming before the board shall be determined by a majority vote of the members present and voting thereon; ~~that by the statute a two thirds vote of all members of the board is required in the following instances: transfers from one appropriation of any~~

one fund to another of the same, not affecting the total amount appropriated; immediate emergency appropriations in excess of budget appropriations; and leases for a period of not to exceed five years for equipment and machinery required for corporate purposes. No contract, obligation or expense shall be incurred unless an appropriation therefore has been previously made. Any motion, resolution or ordinance authorizing any expenditure of funds not appropriated will be ruled out of order when brought to the attention of the chairman by a member of this board.

(Res. 12 (part), June 12, 2001).

2.04.210 - Suspension of rules authorized when.

The application of rules codified in this chapter may be suspended in any particular case with the unanimous consent of the members present, or by a two-thirds' vote of the total members of the board.

(Res. 12 (part), June 12, 2001).

2.04.220 - Amendments to rules.

All proposed amendments to the rules codified in this chapter shall be made in writing, and the same shall be submitted to the committee on rules before being considered by the board. No amendment to the rules shall be adopted except by a two-thirds' vote of the members present and voting.

(Res. 12 (part), June 12, 2001).

2.04.230 - ~~Roll call~~ Roll call vote required for certain questions.

~~A roll call vote of the board shall be taken by "yeas" and "nays" on the following:~~

- ~~A. All contracts relating to the leasing of sale of county property;~~
- ~~B. Apportionment and tax levies;~~
- ~~C. All appropriations for roads, highways and bridges;~~
- ~~D. All expenditures in excess of ten thousand dollars, and all donations;~~
- ~~E. Upon any other question before the board when requested by at least one member; providing such request is made before another item of business has been taken up by the board.~~

A roll call vote of the board shall be taken by "yeas" and "nays", except the board may, by unanimous consent, group together two or more ordinances and resolutions for the purpose of adopting a single vote, on the following:

- A. Annual apportionment and tax levies.
- B. All appropriations for roads, highways and bridges.
- C. Any other matter required by law.
- D. Upon any other matters when requested by any member, providing each request is made before another item of business has been taken up by the Board.

(Res. 12 (part), June 12, 2001).

2.04.240 - Privilege of the floor granted to nonmembers when.

A. Any member of the board may request the privilege of the floor for a nonmember to explain questions pertaining to the welfare of the general public, or for the information of the board, and such privilege shall be granted by the presiding officer of the board unless objected to by a board member, in which latter event a majority vote of the members present and voting thereon will be required to extend the privilege requested.

~~B. Any person may request to address the board. All requests by nonmembers of the board for appearance before the board shall be made to the chairman in writing with the subject matter stated, not less than five working days before the next scheduled board meeting. Such appearance with regard to any particular topic shall be limited to three minutes for each individual, or five minutes for a representative spokesman of a group. Members of the public who wish to address the County Board on a non-zoning item must register to do so no later than 4:30pm the day before the County Board meeting. The written request shall state the name of the person speaking, the topic the speaker desires to address to the Board and the date and time of the meeting. It is also requested, but not required, that the applicant provide a home address, phone number and email address of the person addressing the Board, any County employment relationship or representative capacity. Unless waived by a majority vote of the Board members present, total public comment time for non-zoning items listed on the agenda will be limited to thirty (30) minutes. Individuals who have provided notice of their intent to speak on non-zoning items listed on the agenda will be allowed five (5) minutes. A total public comment time for non-zoning items not listed on the agenda will be limited to fifteen (15) minutes at the end of the agenda. Individuals who have provided notice of their intent to speak on non-zoning items not listed on the agenda will be allowed three (3) minutes. In the event the allotted time for public comment will be exceeded, based on the number of individuals who provided written notice of their intent to speak on non-zoning items, the Chairman shall have the right to allow a reasonable additional time period for public comment on any single non-zoning issue and to alter the order of the speakers in order to ensure that all viewpoints are heard. Written materials or handouts will be permitted. Visual/audio aids may be used so long as they are not disruptive to the proceedings of the County Board and/or present a danger to persons or property. All speakers will be required to address the Board from the designated locations in the County Board Chambers, using the microphone provided. Speakers desiring to influence specific County Board actions are encouraged, but not required, to make an initial presentation at the appropriate County Board standing committee. Speakers shall refrain from statements or remarks that concern the private activities or lifestyles of individual county employees that are wholly unrelated to the business of the county. Individuals addressing the Board shall refrain from statements, remarks or conduct that is uncivil, rude, profane or otherwise disruptive to the conduct of the County Board or which causes a disturbance. The chairman may act to prevent repetition or digression, to maintain decorum, to exclude discussion of matters which have had a previous public hearing, to exclude discussion of matters over which the board has no authority, and to exclude discussion of matters where public comment would interfere with due process the laws.~~

(Res. 12 (part), June 12, 2001).

2.04.250 - Zoning resolutions.

~~When zoning resolutions are before the board, individuals whether in favor of, or opposed to, such resolution shall be allowed the floor for five minutes, with one minute rebuttal. The chairman may require that large groups, either for or against the resolution, be represented by a limited number of speakers.~~ Members of the public wishing to address the County Board regarding a zoning petition on the board agenda do not need to register in advance. When the zoning petition is called on the agenda, the Chair will ask if there are any proponents of the petition and/or opponents of the petition that wish to address the Board. Both proponents and opponents are given two minutes for an initial presentation, and then one minute of rebuttal to comments made in the initial presentation. County Board members may also have questions for the proponents and opponents. When there are a large number of people wishing to speak either in favor or in opposition to the zoning petition, the Chair shall have the right to ask that one or two people serve as spokesmen for a group, in order to avoid duplicative comments.

(Res. 12 (part), June 12, 2001).

2.04.260 - Appeals from rulings of the presiding officer.

Any member may appeal to the board from a ruling of the chairman, and if the appeal is seconded, the member making the appeal may briefly state his reason for the same and the chairman may briefly explain his ruling; however, there shall be no debate and no other member shall participate in the discussion. The chairman shall then put "sustained?" If the majority of the members of the board present vote "no," the decision of the chairman shall be overruled; otherwise it shall be sustained.

(Res. 12 (part), June 12, 2001).

2.04.270 - Questions of personal privilege permitted when.

The right of a member to address the board on question of personal privilege shall be limited to those cases in which the integrity, character, or motives of that member are, or have been, assailed, questioned, or impugned.

(Res. 12 (part), June 12, 2001).

2.04.280 - Resolutions and bills to be filed in writing.

All resolutions and bills to be presented to the board for action shall be filed in writing with the clerk of the board on or before the tenth day preceding the meeting at which they are to be acted upon. The county clerk shall cause copies thereof to be ~~made and mailed~~ provided to each member of the board on or before ~~five~~ three days prior to such meeting. It shall not be necessary to read at length the complete text of such resolutions and bills to the membership of the board present when the same are presented for action, but the same may be referred to in general terms, or by title only, unless a member of the board shall specifically request that the same be read at length and said request is granted by the chairman.

(Res. 12 (part), June 12, 2001).

2.04.285 - Agenda for meetings.

A. The county clerk shall prepare an agenda for each regular scheduled meeting. In order to be included on the agenda prepared by the clerk, all resolutions and bills to be presented to the board shall be filed with the clerk by ~~twelve~~ four p.m. of the Friday preceding the regular scheduled meeting. The agenda shall be posted by the clerk in prominent places set aside in the Sangamon County complex for the posting of public notices, as well as the county website. The clerk shall ~~mail~~ provide a copy of the agenda to each member of the board.

B. For any special meeting held pursuant to Section 2.04.080, except in the event of a an emergency, the clerk shall prepare an agenda for the special meeting and include that agenda along with the required notices set forth in Section 2.04.080.

(Res. 12 (part), June 12, 2001).

V. - COMMITTEES

2.04.290 - Executive board—Composition and meetings—Chairman.

There shall be an executive board which shall consist of the chairman of the board, the vice chairman of the board and the chairman of each standing committee hereinafter provided for and which shall meet at the direction of the chairman of the board, ~~who shall~~ The vice chairman of the board shall serve as the chairman of the executive board.

(Res. 12 (part), June 12, 2001).

2.04.300 - Special and standing committees—Appointment—Composition and organization.

There shall be such special committees of the board as the chairman of the board shall determine. The special and standing committees of the board shall be appointed by chairman of the board. Each special and standing committee shall consist of not less than three members, one of whom shall be designated as chairman by the chairman of the board.

(Res. 12 (part), June 12, 2001).

2.04.310 - Standing committees—Designated.

The standing committees of the board shall be as follows:

- A. Building, grounds and central services;
- B. Civil liabilities;
- C. Collective bargaining;
- D. Community resources;
- E. Court services;
- F. Election oversight;
- G. Employee services;
- H. Finance;

I. Jail;

J. Liquor;

K. OEM/911;

L. ~~Public health, safety and zoning~~ Public health, solid waste and zoning;

M. Road and bridge;

N. ~~Solid waste and management planning (SWAMP).~~

(Res. 12-1 (part), 2001).

(Res. No. 9, 3-13-2012)

2.04.320 - Special committees—Human relations committee.

The chairman may, in accordance with Sections 2.04.290 through 2.04.310, appoint special committees to serve as necessary. ~~One such committee is the human relations committee, which shall meet as called by the chairman.~~

(Res. 12 (part), June 12, 2001).

2.04.330 - Attendance—Absence deemed cause for removal when.

Each member shall regularly and promptly attend all of the duly called meetings of his committee(s) and of the board.

In order to have an excused absence, a member must ~~call the board office~~ contact the county board coordinator not less than one hour before the scheduled committee or board meeting.

Excused absences without limit are allowed only due to illness, a work-related issue beyond the member's control or travel outside of Sangamon County. A member may have four excused absences in a fiscal year for reasons other than illness or out of county travel. Any absences in excess of four shall be deemed unexcused.

If a member exceeds five unexcused absences from committee or board meetings, or any combination thereof, his/her pay shall be reduced at the rate of thirty-five dollars per meeting missed.

Special rules regarding the conduct of committee meetings, such as starting time, use of cell phones ~~and~~ and pagers, etc., shall be determined by the committee chairman.

Repeated unexcused absences from duly called meetings of a committee to which a member has been assigned or appointed shall be cause for the removal of such member from such committee, at the discretion of the chairman of the board.

If a quorum of the members of the County Board or any of its committees is physically present, a majority of the Board or committee may allow a member of that body to attend the meeting by other means (audio or video conferencing) if the member is prevented from physically attending because of: (i) personal illness or disability; (ii) employment purposes or the business of the County Board, or (iii) a

family or other emergency. The member must notify the recording secretary or Sangamon County Clerk before the meeting unless advance notice is impractical.

(Res. 15, January 8, 2002; Res. 12 (part), June 12, 2001).

2.04.340 - Investigation and report duties.

It shall be the duty of each of the committees to properly investigate all matters referred to them before making their report to the board with recommendations. The report shall be made to the board at the earliest possible time after consideration by the committee. It shall also be the duty of each committee, and each and every member thereof, to call up in open session of the board, or in meeting of a committee thereof, any matter which may come to their knowledge and any information thereon, which they may deem advisable to be brought to the attention of the public.

(Res. 12 (part), June 12, 2001).

2.04.350 - Time for sessions.

No committee shall hold during the time when the board is in session, unless permission to do so shall be first granted by the chairman of the board.

(Res. 12 (part), June 12, 2001).

2.04.360 - Organization, minutes and reports.

A. The chairman of each committee shall designate one member of the committee, or employee of the county board office, to serve as the clerk thereof. The clerk of each committee shall keep minutes of each meeting of the committee in a book to be provided for that purpose. ~~Each committee member shall, at the conclusion of each meeting of the committee sign the minute book at a place to be designated therein for such purpose.~~

B. The clerk of each committee shall file with the county board office, a written report of the work the standing committee has covered in its meeting, including the date, place, purpose and record of those present. All reports will be kept on file permanently in the county board office.

C. Since the work requirement of the various committees will vary according to the time of year and situation there pertaining, it shall be the responsibility of the chairman to determine the frequency of the committee meetings, and justify his decision to the board. There shall not be more than one meeting per week, and fewer if deemed appropriate. It shall be the prerogative of the board chairman to grant exception to the number of meetings upon written request of the chairman of the respective committee.

(Res. 12 (part), June 12, 2001).

(Res. No. 9, 3-13-2012)

2.04.370 – Open Meetings

All meetings of the Sangamon County Board and its committees shall be open to the public unless excepted in accordance with the Illinois Open Meetings Act (5 ILCS 120/1 to 6) Closed meetings may be held in compliance with the Open Meetings Act for which a specific statement shall be made as to the applicable statutory exception. Attendance at any closed meetings shall be limited to the members of the committee and such other persons deemed necessary by the Chairman of said committee or by majority vote of the members of that committee.

2.04.380 - Standing committees—Duties designated.

The standing committees of the board shall have the following duties as set forth in the sections beginning with Section 2.04.390 and prior to Section 2.04.500.

(Res. 12 (part), June 12, 2001).

(Res. No. 9, 3-13-2012)

2.04.390 - Building, grounds and central services—Powers and duties designated.

The building, grounds and central services committee shall:

- A. Make all necessary repairs and maintenance to the county buildings and grounds;
- B. Make all repairs to the jail as directed and as need may arise;
- C. Oversee contractual and maintenance agreements for building equipment, such as elevators, fire alarms, heating and cooling, plumbing, lighting, printing, waste pick up, windows, roof, security equipment, telecommunications, mail, parking and the cafeteria vending machines;
- D. Oversee expenditures and hiring for the recorder, information systems, building, grounds and central services department;
- E. Oversee any revision to the Sangamon County evacuation plan.

(Res. 12 (part), June 12, 2001).

(Res. No. 9, 3-13-2012)

2.04.395 - Civil liabilities committee—Powers and duties designated.

The civil liabilities committee shall:

- A. Examine, approve or disapprove all claims against the county;
- B. Examine and pass upon all claims for board committee service and determine if committee members are in compliance with Sections 2.04.360 and ~~2.04.580~~ of this code;
- C. Examine and pass upon all bonds required of the county officers or employees;
- D. Have general jurisdiction over all liability, legal matters of the county in consultation with the state's attorney;
- E. Review and act upon any ethics issues brought before the committee by the appointed ethics officer.

(Res. 12 (part), June 12, 2001).

(Res. No. 9, 3-13-2012)

2.04.400 - Collective bargaining committee—Powers and duties designated.

The collective bargaining committee shall:

- A. Be responsible for the process by which collective bargaining agreements are negotiated between the county, the elected officials and the labor organizations representing those county employees who are included in bargaining units;
- B. Participate in labor-management committee meetings on a regular basis with the representatives of the labor organizations which represent county employees;
- C. Investigate, hear and decide grievances filed by employees which allege violations of the collective bargaining agreements between the county and the labor organizations;
- D. Interpret, administer and generally oversee the contractual relationship between the county and the labor organizations, which represent the county employees;
- E. Occasionally meet with the county board chairman, the finance, employee services and other county board committees to recommend appropriate policies of the county board regarding such matters;
- F. Otherwise carry out the policies and decisions of the county board as they relate to the contracts existing or being negotiated between the county and the elected officials and the labor organizations representing county employees.

(Res. 17-1(part), May 12, 1998: Res. 4(Rule 34)(II), September 12, 1972).

(Res. No. 9, 3-13-2012)

2.04.405 - Community resource committee—Powers and duties designated.

The community resource committee shall supervise the administration of:

- ~~A. The rural transportation study committee;~~
- ~~B. A. Community development block grant funds;~~
- ~~C. B. Low income energy home assistance program;~~
- ~~D. C. The Workforce Investment Act (WIA);~~
- ~~E. D. Summer youth employment and training program;~~
- ~~F. E. The welfare to work program;~~
- ~~G. F. The community service block grant;~~
- ~~H. G. The home weatherization assistance program;~~
- ~~I. H. Oversee expenditures and hiring for the department.~~

I. Oversee expenditures and hiring for the Office of Community Resources and the Land of Lincoln Workforce Consortium;

(Res. 12 (part), June 12, 2001).

(Res. No. 9, 3-13-2012)

2.04.410 - Court services committee—Powers and duties designated.

The court services committee shall supervise the administration of:

- A. All matters pertaining to courts and juries;
- B. All matters pertaining to the juvenile detention center;
- C. All matters pertaining to the court services department for adult and juvenile probation;
- D. All expenditures and hiring matters pertaining to the circuit clerk, court services, state's attorney and public defender's offices.

(Res. 12 (part), June 12, 2001).

(Res. No. 9, 3-13-2012)

2.04.415 - Election oversight committee—Powers and duties designated.

The election oversight committee shall:

- A. Report on election precincts, election officials and polling places as may be necessary for an election;
- B. Assure that all political parties submit certificates giving true and complete listing of persons selected in each precinct to act as election judges;
- C. Prepare and submit to the board at the June meeting, a report recommending polling locations in county precincts;
- D. Oversee the expenditures and hiring in the County Clerk and Election offices.

(Res. 12 (part), June 12, 2001).

(Res. No. 9, 3-13-2012)

2.04.420 - Employee services committee—Powers and duties designated.

The employee services committee shall:

- A. Oversee all employee benefits programs;
- B. Oversee any revision to the employee handbook;
- C. Oversee the time management policy for all departments;
- D. Review any proposed insurance programs available to the county;
- ~~E. Oversee tracking of county property in conjunction with the Auditor's office;~~

E. F. Oversee charitable giving program for county employees;

F. G. Oversee the expenditures and hiring for the ~~state's attorney~~ Office of Human Resources and Veteran's Affairs offices.

(Res. 12 (part), June 12, 2001).

(Res. No. 9, 3-13-2012)

2.04.425 - Finance committee—Powers and duties designated.

The finance committee shall:

- A. Have general jurisdiction over all matters pertaining to county finances;
- B. Act in an advisory capacity to the county auditor;
- C. Prepare an annual budget and tax levy for the county;
- D. Oversight of expenditures and hiring for the auditor, child advocacy, county board, ~~human resources~~, supervisor of assessments, regional office of education, regional planning and treasurer's office.

E. Oversee tracking of county property in conjunction with the Auditor's office;

(Res. 12 (part), June 12, 2001).

(Res. No. 9, 3-13-2012)

2.04.426 - Finance committee—Salary setting power and duty.

The finance committee of the county board shall set the salary for the county elected officials no later than May, prior to their election in November, in the year of any general election for county officials. In establishing the new salary for county elected officials, the Finance Committee shall provide for the full four-year term. Any such recommendation for a salary increase to county officials shall be presented to the county board prior to the annual June session of the Sangamon County board, for their consideration.

(Res. 12 (part), June 12, 2001).

(Res. No. 9, 3-13-2012)

2.04.430 - Jail committee—Powers and duties designated.

The jail committee shall:

- A. Authorize and purchase all necessary furniture, equipment, fixtures and supplies for the county jail;
- B. Make sure repairs are done in the jail as deemed necessary;
- C. Oversee the selection of the jail health care provider through the RFP process;
- D. Review the inspection results of the county jail in order to maintain a clean and healthy environment for inmates pursuant to the health codes;
- E. Oversight of expenditures and hiring for the sheriff's department and coroner's office.

(Res. 12 (part), June 12, 2001).

(Res. No. 9, 3-13-2012)

2.04.435 - Liquor committee—Powers and duties designated.

The liquor committee shall:

- A. Approve all liquor licenses pursuant to Chapter 5.04 of this code;
- B. Work in conjunction with the board chairman in his/her capacity as liquor control commissioner and shall act as the liquor commission of the county pursuant to statute.

(Res. 12 (part), June 12, 2001).

(Res. No. 9, 3-13-2012)

2.04.436 - OEM/911 committee—Powers and duties designated.

The OEM/911 committee shall:

- A. Have oversight of expenditures and hiring for the Sangamon County office of emergency management (OEM) and Sangamon County emergency telephone system department (ETSD);
- B. Work with local fire and police departments to maintain a radio system that all agencies can use to communicate during emergencies;
- C. Monitor incoming and outgoing dispatch call reports to keep errors from occurring.

(Res. No. 9, 3-13-2012)

2.04.440 - Public health, safety and zoning committee Public health, solid waste and zoning committee—Powers and duties designated.

The ~~public health, safety and zoning committee~~ Public health, solid waste and zoning committee shall:

- A. Have jurisdiction over all matters pertaining to county planning, zoning, and subdivision, except in matters related to highways, roads and bridges;
- B. Work with the Sangamon County regional planning commission and report such activities to the board at the June meeting;
- C. Perform functions relating to subdivision regulations as prescribed in the Sangamon County subdivision ordinance, as amended;
- D. Have oversight of expenditures and hiring approved by the board of health for the public health department;
- E. Have oversight of expenditures and hiring for the zoning department;
- F. Perform all other functions in the areas of planning and zoning as may be authorized by law.

G. Be responsible for developing a solid waste management plan for Sangamon County in accordance with the directions of the Illinois Public Act 85-1198;

H. Work with the Sangamon County department of public health in the oversight of the county solid waste plan and enforcement of solid waste laws, rules and regulations.

(Res. 12 (part), June 12, 2001).

(Res. No. 9, 3-13-2012)

2.04.445 - Road and bridge committee—Powers and designated duties.

The road and bridge committee shall:

- A. Have jurisdiction over all matters pertaining to roads and bridges within the county, consider all petitions relating thereto and make recommendations to the board;
- B. Consider and recommend to the board, township resolutions requesting county assistance on bridge and road matters;
- C. Supervise expenditures from the county road and bridge fund and the county's share of the motor fuel tax;
- D. Let contracts pertaining to road and bridge work, inspect work in progress and accept or reject said work according to pre-described specifications in the contract therefore;
- E. Shall not contractually obligate the county for any costs for road or bridge work with any township, if the lowest and best bid is less than an amount that could be raised by taxation by such township for such purposes.
- F. Oversee expenditures and hiring for the Sangamon County Highway Department;

(Res. 12 (part), June 12, 2001).

(Res. No. 9, 3-13-2012)

~~2.04.447—Solid waste management planning committee—Powers and designated duties.~~

~~The solid waste management planning committee shall:~~

~~A.~~

~~Be responsible for developing a solid waste management plan for Sangamon County in accordance with the directions of the Illinois Public Act 85-1198;~~

~~B.~~

~~Consider and award grant requests from villages for the purpose of recycling;~~

~~C.~~

~~Work with the Sangamon County department of public health in the oversight of the county solid waste plan and enforcement of solid waste laws, rules and regulations.~~

~~(Res. 12 (part), June 12, 2001).~~

(Res. No. 9, 3-13-2012)

2.04.446 – Committee Agenda

A. The agenda for a meeting of a standing committee of the board shall include the following:

- 1. Call to Order by the chairman;
- 2. Sign In/Roll Call of members;
- 3. Approval of Committee minutes;
- 4. Approval of Resolutions;
- 5. Approval of Purchase Orders;
- 6. Approval of the Purchase Report;
- 7. Procurement/Grant Notifications;
- 8. Old Business;
- 9. New Business;
- 10. Public Comment;
- 11. Next scheduled committee meeting date;
- 12. Next scheduled county board meeting date;
- 13. Adjournment;

B. All questions relating to the priority of committee business shall be decided by the chairman without debate, subject to appeal.

2.04.447 – Committee Voting.

A majority of a committee shall constitute a quorum. Unless otherwise provided by statute, ordinance, or the provisions codified in this chapter, all questions coming before a committee shall be determined by a majority vote of the members present and voting thereon.

VI. - CONTRACTS AND PROCUREMENT

2.04.450 - Contracts and procurement—Purpose and applicability.

A. The purpose of this ordinance is to establish standards for the County's procurement of goods, such as supplies, materials and equipment, and services to ensure that such goods and services are procured in a cost-effective manner that complies with applicable State and Federal requirements and ensures that vendors seeking business with the County are treated in an open, consistent, fair, and equitable manner. The requirements of this ordinance shall apply to the selection and award of contracts for services as well as to the acquisition of supplies, materials, equipment and other goods. Travel related expenses, such as the purchase of airfare, lodging and conference fees must be procured in accordance with the County's Travel Ordinance (County Code 2.44.140 et seq.), and are not subject to the requirements of this ordinance. Grant agreements with Federal, State and other entities must be

approved in accordance with County-wide grant policies approved by the Finance Committee. However, all purchases and contracts using grant funds are subject to the requirements of this procurement ordinance. All elected offices, departments and component units for which the County is financial accountable shall comply with the procurement requirements set forth in this ordinance.

B. The County Administrator, with the assistance of the County Auditor and State's Attorney, shall promulgate policies and procedures to implement and clarify the procurement requirements of this ordinance. Such policies and procedures shall be submitted to the County Board's Finance Committee for its review and approval and shall be published on the County's internet site. It is the responsibility of each office, department and component unit to establish adequate internal controls to ensure compliance with the requirements of this ordinance and the procurement policies and procedures approved by the Finance Committee.

C. Any contract or purchase made or acquired in violation of this chapter of the Code is void.

(Res. No. 20-1, Att., 8-14-2018, Eff. 12-1-2018)

2.04.460 - Procurement thresholds and required approvals.

A. Small Purchases. When an office or department considers the price to be reasonable, it may acquire or contract for goods and services costing in aggregate less than three thousand five hundred dollars without soliciting informal quotes or bids. In such instances, reasonable efforts should be made to obtain the best value at minimum cost to the County. Office directors and department heads, and their formally designated representatives, may approve small purchases without additional levels of approval, if they have sufficient funds available in their approved budgets to make such purchases and the purchase or contract complies with the requirements established by this ordinance and the procurement policies and procedures approved by the Finance Committee.

B. Informal Quotes. Informal quotes must be obtained for all contracts and purchases of goods and services costing in aggregate three thousand five hundred dollars or more, but less than thirty thousand dollars. In such instances, price or rate quotations must be obtained from an adequate number of qualified sources. In most instances, offices, departments and component units should attempt to obtain at least three quotes. Examples of informal quotes include telephone or written quotes from vendors and price comparisons obtained from different stores or websites. Offices and departments are required to document and retain price quotes in their procurement files.

All purchases and contracts costing three thousand five hundred dollars or more but less than thirty thousand dollars must be approved in advance by a majority vote of those present and voting of the appropriate oversight committee of the County Board. Evidence of such prior approval must be submitted with the appropriate pay requests.

C. Formal Solicitations. Unless covered by an authorized exception as discussed in Section 2.04.470 of this ordinance, purchases and contracts with a value of thirty thousand dollars or more must be formally advertised and awarded based on a full and open competitive process such as sealed bids, competitive proposals (RFPs) or other approved competitive section method. The specific requirements for advertising, preparing bid documents and RFPs, evaluating proposals and awarding such procurement transactions shall be detailed in the procurement policies and procedures approved by the Finance Committee. Offices, departments and component units are responsible for ensuring that their

procurement activities for competitive selections are adequately documented to support their award recommendations.

All purchases and contracts costing thirty thousand dollars or more must be approved in advance by the County Board. Evidence of such prior approval must be submitted with the appropriate pay requests.

D. Change Orders and Contract Modifications. All changes and modifications to previously approved contracts and purchase requests must be germane to the original contract and formally documented in writing. All changes and modifications must be approved in accordance with the requirements set forth in the procurement policies and procedures approved by the Finance Committee.

(Res. No. 20-1, Att., 8-14-2018, Eff. 12-1-2018)

2.04.470 - Exceptions to informal quotes and formal solicitations.

State law and Federal grant regulations establish exceptions defining when procurement transactions may be made without informal quotes or formal solicitations. Examples of such exceptions include emergency purchases authorized by the County Board; purchases from authorized joint purchasing programs such as the State of Illinois' Joint Purchasing Program; contracts for professional services not directly funded by Federal or State grants; and transactions, such as the purchase of highway rights-of-way, which by their nature are not suitable to competitive bids. The procurement policies and procedures approved by the Finance Committee shall define the exceptions to informal quotes and formal solicitations that apply to County purchases and contracts and the requirements for using such exceptions.

(Res. No. 20-1, Att., 8-14-2018, Eff. 12-1-2018)

2.04.480 - Splitting contracts prohibited.

The splitting of any contract or purchase into smaller contracts or purchases with the purpose or effect of evading the procurement and approval thresholds established by this ordinance is prohibited.

(Res. No. 20-1, Att., 8-14-2018, Eff. 12-1-2018)

2.04.490 - Conflict of interest.

A. Employees, elected officers and members of the Sangamon County Board may not participate in the selection, award or administration of a contract or purchase if they have a real or apparent conflict of interest. Such a conflict of interest exists if an employee, elected officer, Board member or any member of his or her immediate family has a financial interest in or a tangible personal benefit from a firm considered for a contract. It is impossible to detail all situations which may cause or give the appearance of a conflict of interest. Questions concerning potential conflicts of interest should be discussed with the County's designated ethic officer.

B. No member of the Sangamon County Board, elected County official or members of their immediate family, may have or acquire any contract, or have any direct or indirect pecuniary interest in any contract or purchase, whether for stationery, printing, paper, supplies, equipment, services or materials, if said contract or purchase is to be wholly or partially satisfied by the payment of County funds.

C. County employees other than County Board members and elected officials may have or acquire such contracts provided:

1. The employee is not involved in the decision-making process for the award of said contract; and
2. The contract or purchase does not involve the employee's work activities and the employee has no real or apparent conflict of interest regarding the purchase or contract; and
3. The performance or completion of said contract does not interfere with the employee's normal working hours as an employee of Sangamon County; and
4. Prior to acquiring said contract or purchase, the employee obtains the written consent of his department head or elected official and the County's designated ethics officer. Such consent must be filed with the Sangamon County Auditor's Office.

D. All County Board members, elected officials and employees involved in procurement activities must comply with the conflict of interest and gift ban requirements set forth in Sections 2.44.300, 2.78.030 and 2.80.020 of the County Code.

E. Individuals wishing to report potential violations of the County's procurement requirements or other County requirements, including ethics violations, false claims or the inappropriate use of County resources, should contact the County's designated ethics officer, the Office of the State's Attorney, the County Auditor's Office or the County Board. Potential violations may also be reported using the "Report Fraud" telephone number (217-535-3125) or e-mail address (reportfraud@co.sangamon.il.us) established by the County Auditor.

No employee of Sangamon County shall be subject to any adverse employment actions because he or she provided information concerning an activity, policy, practice, or incident that the employee reasonably believed to be a violation of the County's procurement regulations, conflict of interest requirements or other County requirements, including instances of false claims and the inappropriate use of Sangamon County resources. (See County Code 2.78.070, Employee Protection.)

(Res. No. 20-1, Att., 8-14-2018, Eff. 12-1-2018)

2.04.495 - Persons ineligible to bid or contract with the County.

A. Contractors that develop or draft specifications, requirements, statements of work and invitations for bids or requests for proposals are excluded from competing for such procurement transactions.

B. Any bidder, supplier, contractor or subcontractor who is delinquent in the payment of property taxes, real or personal, to the County Treasurer shall be considered to be an irresponsible bidder, contractor or supplier and for that reason shall be ineligible to bid upon, to supply to or contract with Sangamon County for the delivery of any goods or services.

C. County contracts may not be awarded to any vendor who is identified on the current Federal or State "suspension or debarment" list at the time of contract award. The County may void contracts with vendors who are added to the Federal or State suspension and debarment lists after a contract is awarded.

(Res. No. 20-1, Att., 8-14-2018, Eff. 12-1-2018)