

RULES OF ORDER

Macoupin County Board

(Revised February 2011)

1. The Macoupin County Board Members shall convene at 1:00pm on the second Tuesday in each month. The main order of business shall be as follows:
 - a. Roll Call
 - b. Approval of Minutes
 - c. Committee Reports
 - d. Reports of Special Committees
 - e. Guests
 - f. Appointments
 - g. Petitions
 - h. Executive Session
 - i. Resolutions
 - j. Ordinances
 - k. Unfinished Business
 - l. New Business
 - m. Consent Agenda
 - i. Mileage and Per Diem
 - ii. Claims & Officers Reports
 - iii. Communications
 - n. Matters of Recognition
 - o. Adjournment
 2. All questions relating to priority of business shall be decided by the Chairman without debate.
 3. Every member previous to speaking shall arise from his seat and address the chair and shall confine his remarks to the question in debate.
 4. Every member present shall vote on the question before the Board unless excused by the Chairman or unless he is directly interested.
 5. Roll call of "aye" and "nay" votes shall be recorded upon the request of three members.
 6. Report of county officers required by statute must be signed by proper officers and by the proper committee. All resolutions, petitions and committee reports must be in writing and must bear the proper committee signatures
- before action thereon is taken by the Board.
7. Any member in doubt as to the result of the voice vote of a motion may call for a new vote.
 8. All committees shall be appointed by the chair unless otherwise ordered by the Board.
 9. Committee meetings shall be at the call of the Chairman of the Board only unless otherwise ordered by the Board.
 - 9a. Meetings of the Planning and Subdivision Committee shall take place on the last Wednesday of the month and shall be at the call of the Chairman of the Board.
 - 9b. Meetings of the Road and Bridge Committee shall take place on the first Tuesday of the month and shall be at the call of the Chairman of the Board.
 - 9c. Meetings of the Executive Committee shall take place on a monthly basis as directed by the Chairman of the Board. The Executive Committee shall prepare and organize the monthly agenda of the Board in conjunction with the County Clerk. The Committee shall also review and approve time sheets submitted to the Board office of all non-union county employees.
 10. The Chairman may at his option have his name called on any roll.
 11. The Clerk shall call the names of the members in alphabetical order when calling the roll or polling the vote.
 12. The Chairman and Vice Chairman of the Board shall be elected every two years at the Board's organizational
- meeting as determined by State Statute.
13. All bills against the county except for mileage and per diem of the Board shall be presented and signed in the office of the County Clerk on or before the Thursday preceding the meeting upon which action is to be taken.
 14. The following action of the Board shall be taken by "ayes" and "nays" and entered on the records of the meeting: a) applications for financial assistance b) jobs c) changing of salaries d) propositions to appropriate or expend money from the County Treasury d) granting a standing committee the power to act and e) all matters involving collective bargaining.
 15. The rules may be suspended for any particular action by a two-thirds (2/3) vote of the members present.
 16. No alteration may be made in any of the rules of this Board without the consent of two-thirds (2/3) of the members present nor without a five day notice being given in writing to all members.
 17. In the event of the absence of the regular Chairman and Vice Chairman, the Board shall elect a temporary Chairman to have full powers of the Chairman until relieved of the duties by him.
 18. All expenditures made from any fund in the County Treasury involving a sum of at least \$20,000 shall first require approval of a standing committee and approval of the Board and shall abide by all State procurement laws.
 19. The rules contained in "Roberts' Rules of Order" shall govern the Board in all cases to which they are applicable; otherwise, the special rules of order by the Board will be followed.

20. There shall be 14 standing committees as follows:

Agriculture
Animal Control
Collective Bargaining
Economic Development
Emergency Management
Executive
Finance
General Services
Judiciary
Legislation & Technology
Planning & Subdivision
Public Health
Road & Bridge
Sheriff, Building & Grounds

FREEDOM OF INFORMATION ACT (FOIA)

Macoupin County Board

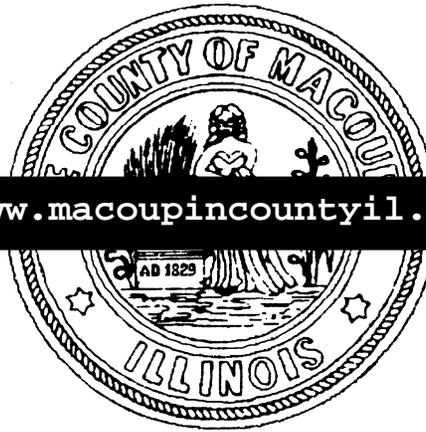
The Macoupin County Board and the Macoupin County Officials have taken aggressive steps in recent years to make county government more accessible.

The County's website contains a great deal of information that just a few years ago was not accessible over the internet.

The following information can be found on the County's website and accessed freely and conveniently:

- Court records
- Property & tax records
- Minutes of County Board meetings
- Rules Governing the County Board
- Resolutions adopted by the County Board
- Ordinances adopted by the County Board
- Audit Summaries
- Meeting dates, times and locations
- County Board meeting agendas
- Detailed budget summaries

FOIA requests may be submitted to the Board office on the form provided on the Official website of County Government: www.macoupincountyil.gov.



www.macoupincountyil.gov

MEETINGS, AGENDA & PUBLIC PARTICIPATION Macoupin County Board

Monthly Meetings: The Macoupin County Board meets on the second Tuesday of each month at 1:00 pm in the Conference Room on the 2nd floor of the Sheriff's Administration Building, 215 South East Street, Carlinville.

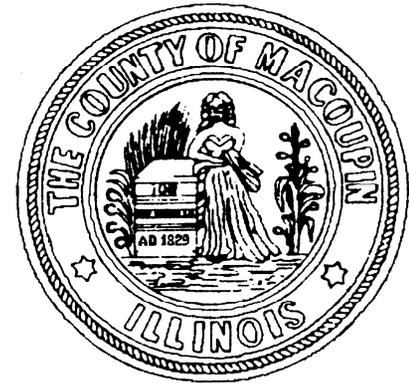
Committee Meetings: Committee meetings of the Macoupin County Board are posted both on the Macoupin County website www.macoupincountyil.gov and on the public bulletin board at the Board office.

Public Participation: *Public participation is encouraged* at all meetings of the County Board. Those wishing to address the full Board or a committee of the Board should request to be placed on the agenda by calling the Board Office.

Agenda and Minutes: The Executive Committee meets monthly to prepare the Board's agenda in conjunction with the County Clerk. Minutes of the regular meeting and the committee meetings of the Board are approved by the full Board. Minutes are not officially made public until the Board has voted to make the minutes part of the official record.

Public Access: The County Board has expanded its website to include detailed information on the County's budget, committee membership, minutes of Board meetings, & records of past audits.

Additional Information: For more information regarding the Macoupin County Board, please feel free to call the office of Board Chairman Andrew Manar at 217.854.3341 or chairman@macoupincountyil.gov.



ANDREW MANAR

(D-Bunker Hill)

Chairman

chairman@macoupincountyil.gov

JULIA WATSON

(D-Brighton)

Vice-Chairman

Telephone: (217) 854-3341

Fax: (217) 854-6015

RULES OF ORDER

Macoupin County Board

(Updated February 2011)

GABE SPRINGER

Chief Financial Officer

Gabe.Springer@macoupincountyil.gov

CHARLENE TAYLOR

Administrative Secretary to the Board

CTaylor@macoupincountyil.gov

www.macoupincountyil.gov