



LAKE COUNTY FOREST PRESERVES  
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Preservation, Restoration, Education and Recreation

Date: December 8, 2015

Memo To: Linda Pedersen, Chair  
Rules Committee

From: Alex Ty Kovach  
Executive Director

Subject: Amendment to 2014-2016 Rules of Order and Operational Procedures

**RECOMMENDATION:** Recommend adoption of an Ordinance amending the Lake County Forest Preserve District 2014-2016 Rules of Order and Operational Procedures regarding the Signature Pages to Resolutions and Ordinances.

**BACKGROUND:** Section V.F of the Lake County Forest Preserve District 2014-2016 Rules of Order and Operational Procedures (the “Rules”) provides that every report, Ordinance, Resolution or other recommendation from a Standing Committee to the Board shall be in writing and shall be manually or electronically signed by the members submitting it. Section III.J of the Rules provides that the agenda for all Board meetings must include the signature page accompanying all Ordinances or Resolutions recommended to the Board by Standing Committees. However, under the Rules, the signatures do not indicate formal Committee action. Rather, a Standing Committee takes formal action by a voice vote or roll call vote and the record of that vote in the meeting minutes is the formal record of the Committee’s action. Further, the practice of obtaining signatures from Standing Committee members during the course of a meeting is often distracting for Standing Committee members and for staff. Because the gathering of signatures is unnecessary and in some cases distracting, staff recommends that the Board adopt the attached Ordinance amending the Rules to eliminate the requirements that Standing Committee members sign recommendations made to the Board and submit signature pages to the Board as part of the Board agenda.

**REASON FOR RECOMMENDATION:** Committee recommendation and Board approval are required in accordance with District policy.

**REVIEW BY OTHERS:** Corporate Counsel

**FINANCIAL DATA:** No financial impact

**PRESENTER:** Alex Ty Kovach



**LAKE COUNTY FOREST PRESERVE DISTRICT**

**AN ORDINANCE AMENDING THE  
RULES OF ORDER AND OPERATIONAL PROCEDURES  
REGARDING SIGNATURE PAGES TO RESOLUTIONS AND ORDINANCES**

**WHEREAS**, the Lake County Forest Preserve District (the “District”) has adopted the Lake County Forest Preserve District 2014-2016 Rules of Order and Operational Procedures (the “Rules”) governing the meetings and business of the District’s Board of Commissioners; and

**WHEREAS**, on December 8, 2015 the Rules Committee met and determined that it is in the best interest of the District to amend the Rules as set forth in this Ordinance;

**NOW THEREFORE, BE IT ORDAINED**, by the Board of Commissioners of the Lake County Forest Preserve District, Lake County, Illinois, THAT:

**Section 1: Recitals**. The recitals set forth above are incorporated as a part of the Ordinance by this reference.

**Section 2: Amendments to Rules**.

A. **Agenda**. Subsection J, titled “Agenda,” of Section III, titled “Lake County Forest Preserve District Board Meetings,” of the Rules is hereby amended to read as follows [deleted language is struck through]:

**“III. LAKE COUNTY FOREST PRESERVE DISTRICT BOARD MEETINGS**

\* \* \*

**J. AGENDA**

**1. Preparation and Contents**

The agenda and accompanying documentation for all Board meetings shall be prepared at the direction of the President of the District and shall include:

- a. A full copy and a summary of all Ordinances and Resolutions that have been recommended for adoption by the Board by an appropriate Standing Committee or Committees, if such recommendation is required by, and in accordance with, Rule III.J.2.;
- b. Any minority report by a Committee;
- c. Matters to be brought before the Board pursuant to any Special Call or Emergency Call;
- d. A summary of all agreements proposed for approval; and
- e. A ~~signature page~~, summary, and staff report for all Resolutions and Ordinances, and maps for all land acquisition Resolutions and Ordinances.

Each item to be voted upon shall be listed separately on the agenda. The agenda may include a consent agenda. Items may be removed

from the consent agenda at the request of any Commissioner. Items not removed from the consent agenda shall be considered collectively and voted upon with a single roll call vote, without debate. An item removed from the consent agenda shall be taken up with the appropriate standing or special committee report, as determined by the President.

\* \* \*

**B. Quorum, Voting, and Recommendations.** Subsection F, titled “Quorum, Voting, and Recommendations,” of Section V, titled “Committee Establishment, Appointments, and Procedures,” of the Rules is hereby amended to read as follows [deleted language is ~~struck through~~]:

**“V. COMMITTEE ESTABLISHMENT, APPOINTMENTS, AND PROCEDURES**

\* \* \*

**F. QUORUM, VOTING, AND RECOMMENDATIONS**

A quorum shall be necessary for the transaction of business at any Committee meeting. A quorum shall consist of either (1) a majority of the members appointed to and serving on a Committee; or (2) one less than a majority of the members appointed to and serving on the Committee and the President. Every report, Ordinance, Resolution or other recommendation from a Standing Committee to the Board shall be in writing ~~and shall be manually or electronically signed by the members submitting it.~~ Copies shall be forwarded to the President of the District and shall be made available to all Commissioners.

\* \* \*

**Section 3: Effective Date.** This Ordinance shall become effective on January 13, 2016.

PASSED this \_\_\_\_\_ day of January, 2016

AYES:

NAYS:

APPROVED this \_\_\_\_\_ day of January, 2016

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Ann B. Maine, President  
Lake County Forest Preserve District

ATTEST:

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Julie Gragnani, Board Secretary  
Lake County Forest Preserve District

Exh.# \_\_\_\_\_