

# Lake County Forest Preserve District

## ~~2014-2016~~-2018 Rules of Order and Operational Procedures

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~~2015~~2017 AND ~~2016~~2018 COMMITTEE AND BOARD MEETING SCHEDULES EXHIBIT A

**RULES OF ORDER AND OPERATIONAL PROCEDURES  
FOR THE  
LAKE COUNTY FOREST PRESERVE DISTRICT**

**I. FORMATION OF THE LAKE COUNTY FOREST PRESERVE DISTRICT**

**A. CREATION OF THE DISTRICT**

The Lake County Forest Preserve District ("District") was created by referendum on November 4, 1958, and is governed by the Downstate Forest Preserve District Act, *70 ILCS 805/0.001 et seq.* (the "Act"). In case of any conflict of these Rules with the Act or any other statute, the statutory provision shall prevail.

**B. GOVERNING BODY**

The boundaries of the District are co-extensive with the boundaries of Lake County. Therefore, the District is governed by a Board of Commissioners who also serve as the current Lake County Board Members. (*70 ILCS 805/3a*)

**II. PURPOSE AND POWERS**

**A. PURPOSE**

The District exists for the purpose of acquiring, developing and maintaining land in its natural state; to protect and preserve the flora, fauna and scenic beauty for the education, pleasure and recreation of the public; and for other purposes as conferred by statute. (*70 ILCS 805/5*)

**B. ACQUISITION POWERS**

The District has the power to acquire land that is forested, or capable of being forested, for flood control and water management, for recreational and cultural facilities, [capable of being restored for the purposes of protecting the flora, fauna and scenic beauty of said lands](#), and for other purposes as conferred by statute. (*70 ILCS 805/5*) The District has the power to acquire other property rights as provided by statute.

**C. DEVELOPMENT POWERS**

The District has the power to maintain, improve and develop forest preserves and to return land to its natural state and other powers as conferred by statute. (*70 ILCS 805/8 and 805/5 and 6*)

**D. ADMINISTRATIVE POWERS**

The District has the power to adopt such rules and regulations as are consistent with its legislative mandate for the conduct of its business and the management of its property. (70 ILCS 805/8)

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

**A. REGULAR MEETINGS**

Regular Meetings of the Lake County Forest Preserve District Board shall be held on the days and times listed on Exhibit “A” to these Rules.

**B. CANCELED AND RESCHEDULED REGULAR MEETINGS**

**1. Cancellation of Meetings**

When the President of the District determines that no business of the District requires the convening of a particular Regular Meeting of the Board, or that a quorum will not be available for any such Regular Meeting, or that other good cause exists for not holding such Regular Meeting, the President may cancel such meeting, with or without rescheduling. The President shall promptly notify the Secretary of the District of any such cancellation, and the Secretary shall promptly issue written notice of such cancellation to each Commissioner and to all news media that have filed requests for notice of District meetings pursuant to the Illinois Open Meetings Act.

**2. Rescheduling of Meetings**

When any Regular Meeting of the Board has been canceled, the President of the District may reschedule such Regular Meeting to such day and time as he or she shall deem appropriate by directing the Secretary of the District to give notice of such Rescheduled Regular Meeting in the manner provided in Rule III.H.

**C. SPECIAL MEETINGS**

Special Meetings of the Board may be called pursuant to a “Special Call” for a Special Meeting by the President of the District or by any six of the Commissioners of the Board. Special Calls shall be in writing, shall be addressed to the Secretary of the District, and shall specify the time, place, and reason of the Special Meeting. Such a Special Call, from either the President or six Commissioners, shall be given in sufficient time to allow the Secretary of the District to give at least three calendar days’ notice of the Special Meeting in the manner provided in Rule III.H.

**D. EMERGENCY MEETINGS**

The President of the District, upon notice in writing addressed to the Secretary of the District declaring that an emergency exists and stating the nature of the emergency, may call an Emergency Meeting of the Board and set the agenda. Promptly upon receipt of such notice, the Secretary shall give notice of such Emergency Meeting in the manner provided in Rule III.H.

**E. COMMITTEE OF THE WHOLE MEETINGS**

The President of the District may call Committee of the Whole meetings as needed. Such meetings shall be noticed by the Secretary in the manner provided in Rule III.C. for Special Meetings of the Board. The President of the District shall act as Chair of the Committee of the Whole. Rules III.K.2.a., e., f., and g. and Rule III.L. shall apply to Committee of the Whole meetings.

**F. MEETING LOCATIONS AND TIMES**

Meetings of the Board shall be held on the days and times listed on Exhibit “A” to these Rules. Meetings shall normally be held in the County Board Room of the Lake County Courthouse and Administration Building, 18 N. County Street, Waukegan, Illinois but may be held in any other public place located within the County of Lake at any lawful time. If the location of a Board meeting is other than the Lake County Courthouse and Administration Building or the day or time of a meeting is other than the times established therefor pursuant to Exhibit “A,” the Secretary of the District shall give notice of the location selected for the meeting in the manner provided in Rule III.H. Without limiting the preceding provisions of this Section, and notwithstanding the provisions of Exhibit “A,” (1) certain Board meetings may start at ~~10:30~~09:30 a.m. (rather than ~~10:30~~10:30 a.m.) or ~~30~~15 minutes following the Lake County Board meeting, whichever is later and (2) the July Board meeting will be held at an outdoor location. All notices of all Board meetings, including the time, any change to the normal time, the location of the meetings, and any change to the normal location of the meetings, will be timely provided in accordance with the Open Meetings Act.

**G. OPEN MEETINGS ACT COMPLIANCE**

The Board and its Committees shall meet only in compliance with the Open Meetings Act of the State of Illinois. (5 ILCS 120/1 *et seq.*)

**H. NOTICE OF MEETINGS**

**1. Open Meetings Act Notice**

The Secretary of the District shall give notice to the press and public of all Regular, Rescheduled Regular, Adjourned, Special, and Emergency Meetings of the Board and its Committees as required by the Illinois Open Meetings Act.

**2. Three Day Notice to Commissioners**

In addition to the Notice required by Rule III.H.1., the Secretary of the District shall give notice, accompanied by an agenda and all documentation required by Rule III.J. by mail, e-mail, facsimile transmission or hand delivery, of each Regular, Rescheduled Regular, and Special Meeting of the Board to each Commissioner at least three calendar days prior to such meeting.

3. **Emergency Meeting Notice to Commissioners**

In addition to the Notice required by Rule III.H.1., the Secretary of the District shall give notice, in person, by e-mail, facsimile transmission or by telephone, of each Emergency Meeting of the Board to each Commissioner at least twenty-four hours prior to such meeting, if practicable.

4. **Notice of Special Location**

In addition to the Notice required by Rule III.H.1., the Secretary of the District shall give notice of any change in the location of any Meeting of the Board from the Lake County Courthouse and Administration Building or District General Offices or any change in the time of any Meeting of the Board, to each Commissioner. Such notice shall be provided in the same manner and within the same time period provided in these Rules for the notice of such meeting.

5. **Form of Written Notice**

If these rules require or allow any notice related to a Board meeting to be made in writing, then such writing may be on paper, by e-mail, or by facsimile transmission.

**I. ORDER OF BUSINESS**

1. **Regular Meetings**

The following shall be the general order of business at Regular and Rescheduled Regular Meetings of the Board subject to such changes thereof as may be directed by the President:

- a. Call to Order
- b. Roll Call of Commissioners
- c. Invocation or Moment of Silence
- d. Pledge of Allegiance
- e. Addenda to Agenda
- f. Public Comment (limited to one 3-minute comment per person)
- g. President's Report, Special Recognition and Committee Appointments

- h. Consent Agenda
- i. Reports of Standing and Special Committees
- j. Old Business
- k. New Business
- l. Petitions, and Correspondence, ~~and Reports~~
- m. Executive Session
- n. Potential Action Following Executive Session
- o. Adjournment

**2. Special and Emergency Meetings**

The following shall be the order of business at Special or Emergency Meetings, subject to such changes thereof as may be directed by the President:

- a. Call to Order
- b. Invocation or Moment of Silence
- c. Pledge of Allegiance
- d. Roll Call of Commissioners
- e. Public Comment (matters on agenda only; limited to one 3-minute comment per person)
- f. Matters for consideration or action at Special or Emergency Call Meeting
- g. Addenda to Agenda
- h. Executive Session
- i. Potential Action Following Executive Session
- j. Adjournment

**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.

2. **Committee Action Required**

Except as provided in Rule III.J.1.c., Rule III.K.2.i., and this Rule III.J.2., any Ordinance or Resolution to be voted on by the Board of Commissioners shall be first recommended for adoption by an appropriate Standing or Special Committee or Committees. Such recommendation shall be evidenced by the concurrence of a majority of the members of the Committee, including the President, if the President was authorized to vote on the Ordinance or Resolution pursuant to Rule V.E., who were present at the meeting of such Committee at which the Ordinance or Resolution was voted upon. ~~Except as provided in Rule III.J.1.c., Rule III.K.2.i., and this Rule III.J.2., if an Ordinance or Resolution authorizes the expenditure of funds, it must be recommended for adoption by the Finance and Administrative Committee before being voted on by the Board. If the Finance and Administrative Committee does not recommend adoption of an Ordinance or Resolution authorizing the expenditure of funds, the Finance and Administrative Committee shall promptly, and in no event later than the next Finance and Administrative Committee meeting, return such Ordinance or Resolution to the originating Committee with the reason stated. If the Finance and Administrative~~ If the Finance Committee recommends approval of an Ordinance or Resolution that addresses a particular subject matter and another Committee also recommends approval of an Ordinance or Resolution that addresses the same subject matter, but such Ordinances or Resolutions are not identical, then the Ordinance or Resolution approved by the Finance ~~and Administrative~~ Committee will prevail and be placed on the agenda as provided in Section III.J.1.a. Ordinances and Resolutions involving land acquisition and preservation, pending or imminent litigation, or other subjects that are appropriate for consideration in closed session, according to the Illinois Open Meetings Act, 5 ILCS 120/1, *et seq.*, need not be first recommended for adoption by any Committee.

3. **Addenda to the Agenda**

During any meeting of the Board, no item shall be added as an addendum to the agenda of such meeting except by suspension of these Rules pursuant to Rule III.K.2.i. by an affirmative two-thirds vote of the Commissioners present. No final action shall be taken on any such item added to the agenda.

## K. RULES OF PROCEDURE

### 1. Adoption of Roberts Rules of Order

In the absence of a governing provision of these Rules, *Roberts Rules of Order Newly Revised (10th Edition)* shall govern.

### 2. Rules for Board Meetings

#### a. Quorum

A quorum shall be necessary for the transaction of business at any Board meeting. A majority of the Commissioners (11) shall constitute a quorum.

#### b. General Voting Requirements

All Ordinances, and all other proposals to create any liability, or for the appropriation or expenditure of District funds, shall require the concurrence of a majority of all Commissioners of the Board, voting by roll call, for passage (11 votes), except as otherwise required by law. For purposes of these Rules, any Ordinance or Resolution authorizing the acquisition of land or any interest in land, shall be deemed to authorize the expenditure of District funds or the creation of a liability. Unless a different vote is required by applicable law, any other motion may be approved by a voice vote of the Board, although any Commissioner may ask for and require a roll call vote on any such other motion, in which case the motion is approved if it receives affirmative votes of a majority of the Commissioners present.

#### c. Omnibus Roll Call Voting

The Board may, by unanimous consent, group together two or more Ordinances, Resolutions, or motions for the purpose of taking a single roll call vote on such Ordinances, Resolutions or motions. In such event, the Secretary shall individually record the yeas and nays, and other votes cast in such single vote as the vote on each Ordinance, Resolution or motion so grouped with like effect as if a separate roll call had been taken on each such Ordinance, Resolution or motion. During the roll call vote, a Commissioner may vote yea, nay, or otherwise on one or more Ordinances, Resolutions or motions so grouped and vote differently on other Ordinances, Resolutions, or motions so grouped.

#### d. Authorization of Previous Roll Call Vote

With respect to any pending question, the Board, by unanimous consent, may authorize the Secretary to record the previous roll call vote taken at the same meeting as the roll call vote taken on the pending question when the previous roll call was unanimous. In



such event, the Secretary shall record the yeas or nays from the previous roll call as the vote on such pending question with like effect as if such roll call had been taken on such pending question. In addition, by unanimous consent, the Board may, when authorizing a previous roll call vote (1) authorize a Commissioner who was absent when the previous roll call vote was taken to vote on the pending question without requiring a new roll call vote, (2) exclude the vote of a Commissioner who is absent when leave for the previous roll call vote is requested on the pending question, **and** (3) authorize a Commissioner who voted “aye” on the previous roll call vote to vote “nay” on the pending question and (4) authorize a Commissioner who voted on the previous roll call to abstain on the pending question.

e. Commissioner Comments

Every Commissioner shall have the right to address the Board on any item on the agenda of any meeting of the Board at least twice for a maximum of three minutes each time. Subject to Rule III.K.2.h., any Commissioner shall have the right to address the Board on any matter relating to District business that is not otherwise on the agenda for a maximum of three minutes per matter under the agenda heading for New Business.

f. Debate

Except as otherwise permitted by *Roberts Rules of Order*, no motion shall be debated unless first seconded. When a motion is seconded, it shall be so stated by the President, and the Board shall then proceed to debate and act thereon, unless otherwise provided by these Rules.

g. Motion to Reconsider

If a motion is made to reconsider any vote taken on any matter at any meeting of the Board, it must be made on the same day as the day on which the vote to be reconsidered was taken and may be made only by a Commissioner who voted on the prevailing side. A motion to reconsider must be seconded and approved by a majority of the Commissioners present. The vote on the matter to be reconsidered shall be taken only at the next Regular Meeting, at a Special Meeting called prior to the next Regular Meeting for the purpose of such reconsideration, or, if the Meeting at which the motion to ~~reconsideration~~reconsider was made is an Emergency Meeting, at such Emergency Meeting. No motion may be twice reconsidered.

h. Limits on Board Action

No action may be taken by the Board at any meeting on any matter not on, or by addenda added to, the agenda of that meeting except

Proclamations and Resolutions expressing appreciation, congratulations and similar sentiments presented under the President's Report and Special Recognition. All matters originating at a Board meeting outside the Committee structure of the Board may be referred, without further debate or discussion, by the President or by the concurrence of a majority of the Commissioners present to the appropriate Committee for consideration.

i. Suspension of Rules

These Rules may be suspended upon motion duly made and seconded and upon an affirmative roll call vote by two-thirds of the Commissioners present at the meeting.

j. Absence of President at Meeting

If the President will be absent from a meeting, or any portion thereof, the President shall notify the Vice-President in advance of such absence and the Vice-President shall act as President pro-tem. In the event of the absence of both the President and the Vice-President from any meeting of the Board, or any portion thereof, the Board shall elect from among its members a President pro-tem.

k. Early Departure of Commissioner

A Commissioner wishing to excuse himself or herself from any portion of the meeting, while the meeting is in session, shall inform the President.

l. Excused Absence

Commissioners who are absent from a Board meeting for the purpose of District or County business shall be recorded in the minutes as being excused. The purpose of the business shall also be recorded in the minutes with the excused absence.

m. Electronic Attendance

A Commissioner may attend a meeting by electronic means, but only in accordance with (1) the Illinois Open Meetings Act (5 ILCS 120/1 *et seq.*); and (2) in accordance with the District's adopted policy for attendance at Public Meetings by Video or Audio Conferencing.

n. Cellular Telephones and other Electronic Devices

During the open session of Board meetings, Commissioners shall disable audible signals from cellular telephones, tablets, laptops, and other electronic devices and shall exit the meeting room before answering phone calls. Commissioners and all others in attendance at closed sessions shall turn off their cellular telephones, tablets, laptops, and other electronic devices, pursuant to Rule III.M,

except that any District staff, attorneys, or consultants present may keep such devices turned on and in use as necessary or appropriate to provide information to the Board during a closed session.

o. Secretary Chair of Organizational Meeting

During the Board's initial organizational meeting following the election of new Commissioners every two years, held pursuant to Section IV.B., the Secretary shall chair the meeting until a President Pro-Tem is elected.

**L. PUBLIC SEATING AND COMMENTS**

**1. Seating**

All persons other than Commissioners and District and County officials and employees shall be seated in the Board Room in the section reserved for visitors. The anteroom shall be reserved on District meeting days for members of the Board, their guests, District and County officials and employees, other elected officials, and members of the press. During Board meetings, persons in attendance shall disable audible signals from cellular telephones, tablets, laptops, and other electronic devices and shall exit the meeting room before answering phone calls.

**2. Comments: Matters on Agenda**

At Regular, Special, and Emergency Board meetings, members of the public and employees of the District shall be afforded time to comment or to ask questions of the Board concerning matters on the agenda of the meeting subject to the following constraints:

- a. Such public or employee comment shall be limited to one three minute comment per individual, and may be made, at the discretion of the President, prior to the start of Board deliberation or at such other time as is practical. The Parliamentarian shall notify a speaker when two minutes and thirty seconds have elapsed.
- b. Recognition of individuals shall be made by the President.
- c. The President shall have the right to impose reasonable limits on the total time dedicated to public or employee comment on any single issue and may direct the Parliamentarian to control such time limits.
- d. The Parliamentarian shall control the time limits under this Section III.L.2. using a timing device.

**3. Comments: Matters Not on Agenda**

At Regular Board Meetings, members of the public and employees of the District shall be afforded time to comment on matters germane to the business of the District but not on the agenda of the meeting subject to the following constraints:

- a. Individual comments shall be limited to three minutes. The Parliamentarian shall notify a speaker when two minutes and thirty seconds have elapsed.
- b. Public or employee comment shall be limited to a total of 15 minutes at the time provided on the agenda.
- c. Time for such comments shall be assigned on a first-come, first-served basis as determined by the President.
- d. The Parliamentarian shall control the time limits under this Section III.L.3. using a timing device.

4. **Nature of Comments**

Members of the public and employees making public comments shall not be permitted to make statements or remarks that concern only the private activities, lifestyles, or beliefs of others (including individual employees of the District or its elected officials) and that are unrelated to the business of the District or the duties or performance of its employees or officials. Members of the public and employees making public comments shall refrain from statements, remarks, or conduct that is uncivil, rude, vulgar, profane, or otherwise disruptive to the Board meeting. If any person makes such prohibited statements or remarks or engages in such prohibited conduct, the President may terminate that person's public comment and direct the person to leave the meeting.

5. **Referral to Committee**

When appropriate, matters raised by public or employee comment may be referred, without further debate or discussion, by the President or by the concurrence of a majority of the Commissioners present to the appropriate Standing Committee.

6. **Recording**

Recording of the proceedings of the Board may be done by the news media representatives or the public in the area reserved for the news media or as otherwise permitted by the President.

**M. CONFIDENTIALITY**

All matters discussed in closed session of the Board or any of its Committees shall be kept confidential by all Commissioners. All closed session printed materials and personal notes must be surrendered at the end of the meeting. The use of electronic recording devices (except as required by the Open Meetings Act of the State of Illinois (5 ILCS 120/1 *et seq.*)) is prohibited in the meeting room during Closed Session. Commissioners and all others in attendance at closed sessions shall comply with Rule III.K.2.n regarding the use of their cellular telephones, tablets, laptops, and other electronic devices. Commissioners who feel they cannot observe such confidentiality should not attend such meetings.

#### **IV. FOREST PRESERVE DISTRICT OFFICERS AND OFFICIALS**

##### **A. OFFICERS**

The officers of the District shall be a President, a Vice-President, a Secretary, a Treasurer, an Assistant Secretary, an Assistant Treasurer, a Deputy Treasurer, and an Executive Director.

##### **B. ELECTION OF PRESIDENT AND VICE-PRESIDENT**

The President and Vice-President of the District shall each be elected for a two-year period from among the Commissioners by an affirmative majority vote of the Commissioners present during the Board's initial organizational meeting following the election of new Commissioners every two years. The President and Vice-President shall each serve thereafter until his or her successor is elected or until his or her term as a Commissioner has expired.

##### **C. APPOINTMENT OF OTHER OFFICERS AND OFFICIALS**

The President, as soon as possible after assuming office, shall appoint a Secretary, a Treasurer, and one or more attorneys for the District, all of whom shall serve at the pleasure of the President and, if serving at the time of the expiration of the President's term, after such expiration until their successors are appointed. The President may also appoint an Assistant Secretary, Assistant Treasurer, a Deputy Treasurer and a parliamentarian, all of whom shall serve at the pleasure of the President and, if serving at the time of the expiration of the President's term, after such expiration until their successors are appointed.

##### **D. APPOINTMENT TO OTHER BOARDS AND COMMITTEES**

If a corporation, foundation, or other person or entity (other than the District) requests that the District, the District President, or the District Board of Commissioners appoint one or more District representatives to a board, committee, or other similar body, then the District President is authorized (but not required) to make such appointments, with the advice and consent of the Board of Commissioners.

##### **E. PRESIDENT'S DUTY TO REPORT**

It shall be the duty of the President to furnish copies of Ordinances, Resolutions, and motions that are in the nature of directives to the proper individuals, groups or departments. Copies of communications to be referred to a Committee shall be furnished by the President to the proper Committee Chair. Draft minutes of each Board meeting (and notice of the draft minutes of any closed session at such Board meeting) shall be furnished to all Commissioners prior to the next Regular Meeting of the Board.

**EF. DEATH, INCAPACITY, OR ABSENCE OF THE PRESIDENT**

**1. Vice-President's Duties**

The Vice-President shall fulfill the duties of the President during any period when the President is unable to serve because of personal or family illness, injury, or emergency, including the duties set forth in Rule V.E., until the President is able to serve or until the President's successor is elected, but shall not make any appointments.

**2. Death**

In the event of the death of the President, the Vice-President shall, within fifteen days, call a Special or Emergency meeting of the Board, at which time the Commissioners shall elect, from among their number, by an affirmative majority vote of those present, a successor President.

**3. Incapacity**

In the event of the incapacity of the President, the Vice-President shall, within fifteen days, call a Special or Emergency meeting of the Board, at which time it shall be determined by a three-fourths majority of the Commissioners present if the office of President shall be declared vacant. In such event, the Commissioners shall elect from among their number, by an affirmative vote of the majority of those present, a successor President.

**FG. DEATH OR INCAPACITY OF THE VICE-PRESIDENT**

**1. Death**

In the event of the death of the Vice-President, [or if the Vice President is elected to be President pursuant to Section IV.F.](#), the President shall, within fifteen days, call a Special or Emergency meeting of the Board at which the Commissioners shall elect from among their number, by an affirmative majority vote of those present, a successor Vice-President.

**2. Incapacity**

In the event of the incapacity of the Vice-President, the President shall, within fifteen days, call a Special or Emergency meeting of the Board. If,

at such meeting, by an affirmative three-fourths majority vote of the Commissioners present, the Commissioners determine that the office of Vice-President shall be declared vacant, the Commissioners shall elect, from among their number, by an affirmative majority vote of those present, a successor Vice-President.

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

### **A. ESTABLISHMENT OF STANDING COMMITTEES**

Standing Committees of the Board shall be established in accordance with Section VI of these Rules.

### **B. ESTABLISHMENT OF SPECIAL COMMITTEES**

Special Committees of the Board shall be established as recommended by the President with the approval of the Board and shall cease to function when the President determines that they have completed their duties, including, if required by the President, the rendition of a final report.

### **C. APPOINTMENT OF COMMITTEE MEMBERS**

#### **1. Appointment of All Members**

All Members of Standing and Special Committees shall be appointed by the President of the District, with the advice and consent of a majority of the Board members present. In any situation wherein the President deems it advisable to appoint additional members to any Standing or Special Committee, the President may do so with the advice and consent of a majority of the Board members present. No Standing Committee shall have fewer than five appointed members or consist of an even number of appointed members.

#### **2. Appointment of Chairman and Vice-Chairman**

The President of the District, with the advice and consent of a majority of Commissioners present, shall appoint a Chair and a Vice-Chair for each Standing Committee and each Special Committee.

#### **3. Political Representation**

Every Standing Committee shall include at least one Commissioner of a minority political party as represented on the District Board unless all Commissioners of such minority parties decline appointment to such Committee.

4. **Review**

A review and reappointment, with the advice and consent of the Board, of the members of Standing Committees shall be made as the President deems necessary. Any Standing Committee Member may make a request to the President at any time to change committee assignments due to a change in circumstances.

5. **Term**

Members of Standing Committees shall serve until new members are appointed or until their terms expire.

**D. VACANCIES**

When one or more vacancies on a Committee occurs, the President of the District may either fill the vacancy or vacancies by appointment, with the advice and consent of a majority of the Board members present, or reduce the size of the Committee by a number equal to the number of vacancies; provided however, that no Standing Committee shall have fewer than five appointed members or consist of an even number of appointed members.

**E. DISTRICT PRESIDENT AS EX-OFFICIO MEMBER**

The President of the District shall be, ex-officio, a member of every Standing Committee, but shall be authorized to vote on a matter at a Standing Committee meeting only if (1) the President constitutes a member of a quorum of the Standing Committee, as provided in Rule V.F.; or (2) the vote of the Standing Committee members on such matter results in a tie. The Vice-President may assume the President's role at a Standing Committee meeting if the President is (1) absent from a Committee meeting and asks the Vice-President in writing to assume such role or (2) either (a) incapacitated or (b) unable to serve because of personal or family illness, injury, or emergency. Neither the President nor the Vice-President is allowed to vote in both his or her capacity as a Committee member and as President or Vice-President.

**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.

**G. MINUTES**



Every Committee shall keep minutes of each of its meetings. Copies of all such minutes shall be forwarded to the President of the District and shall be made available to all Commissioners.

**H. ABSENTEEISM**

If a Committee Member absents himself or herself consistently from Committee Meetings, any other Committee member may ask the President to replace such Commissioner, and if, in the opinion of the Chair of such Committee, the dispatch of business demands such replacement the President shall replace such Committee member and appoint a new Committee member. The President shall make such appointment with the advice and consent of the Board.

**I. COMMITTEE RULES**

Each Committee may adopt and amend its own rules of procedure, subject to the approval of the Board. Such rules shall remain effective until amended or superseded. Such rules for any Committee may be adopted by a majority vote of the Committee members present during the first meeting of such Committee following its appointment. Thereafter, rules for any Committee may be adopted or amended only on motion duly made and seconded at one meeting of such Committee and adopted at a second meeting of such Committee by an affirmative majority vote of the members of such Committee present. The rules of any Committee may be suspended only by unanimous consent of the members of such Committee present. In the absence of a governing provision in the rules of any Committee, or in the event no rules have been adopted by a Committee, *Roberts Rules of Order Newly Revised (10<sup>th</sup> Edition)* shall govern.

**VI. STANDING COMMITTEES**

**A. DESIGNATION OF STANDING COMMITTEES**

The following are designated as the Standing Committees of the Lake County Forest Preserve District:

- 1. FINANCE ~~AND ADMINISTRATIVE~~ COMMITTEE
- 2. ~~LAND PRESERVATION AND ACQUISITION COMMITTEE~~
- 3. ~~PLANNING AND RESTORATION~~ COMMITTEE
- 3. OPERATIONS COMMITTEE
- 4. RULES COMMITTEE
- 5. ~~EDUCATION, CULTURAL RESOURCES AND PUBLIC AFFAIRS COMMITTEE~~

## **B. ESTABLISHMENT AND PROCEDURES OF STANDING COMMITTEES**

1. Each Commissioner of the Board shall have the right, and be provided the opportunity, to address a Committee during the Public Comment section of the Committee's meeting, or at the time during the Committee's meeting that the item the Commissioner desires to address is on the floor for consideration. Such comment shall be limited to five (5) minutes.
2. Any individual or any spokesperson for a group shall be permitted to address a Committee on any matter that appears on the agenda of a Committee meeting or that is added to the agenda of a Committee meeting. At the discretion of the Chair public comment up to 5 minutes may be made at the time the item is on the floor for consideration or at some other time. Recognition of such individuals shall be made by the Chair. The Chair shall have the right to impose a reasonable total time limit on public comment on any single issue.
3. Agenda items and documents for Committee meetings shall be prepared by a Department Director or Chief Operations Officer and reviewed by the Chief Operations Officer. Agendas for Committee meetings shall be prepared by ~~a Department Director~~the Chief Operations Officer and reviewed by the Executive Director, the Committee Chair, and the President. In the event that there is a difference of opinion regarding an item on the committee agenda, the President shall have the authority to make the final decision with respect to that item on the agenda. All Commissioners shall receive the agenda for a Committee meeting at least forty-eight (48) hours prior to said meeting.
4. Committee members shall receive the draft minutes of the previous meeting (or notice of the closed session minutes from such meeting) at least forty-eight (48) hours prior to the next regular meeting of the Committee.
5. If a Committee Member arrives late or leaves early, it shall be so noted in the minutes along with the time.
6. Any Committee member wishing to absent himself or herself from any portion of a meeting while the meeting is in session shall so inform the Chair.
7. Any Commissioner other than the President requesting (1) staff assistance requiring more than two hours to complete or (2) legal advice that will take more than a nominal period of time, as determined by the Executive Director or his or her designee, shall first obtain approval from the Finance ~~and Administrative~~ Committee.

## **C. POWERS AND DUTIES OF STANDING COMMITTEES**

The jurisdiction, responsibilities and duties of the Standing Committees of the Board, in addition to any others responsibilities imposed by applicable laws, ~~shall be as follows:~~ are set forth in this Section VI.C. If a Standing Committee has jurisdiction, a responsibility, or a duty under these Rules, and an amendment to these Rules changes such jurisdiction, responsibility, or duty (through the elimination of a Standing Committee or any other amendment to these Rules) and the Rules, following such change, do not expressly state which Standing Committee, if any, will, following such change, exercise such jurisdiction, responsibility, or duty, then the Executive Director shall determine which Standing Committee, if any, shall exercise such jurisdiction, responsibility, or duty.

1. ~~FINANCE AND ADMINISTRATIVE COMMITTEE~~ shall review and make recommendations concerning all financial and administrative affairs and policies of the District, including ~~(1) all general regulations pertaining to the operation, maintenance, programming and promotion of all District properties; (2) the use of District facilities, programs and services, including District revenue facilities; (3) bond issues; (4) bond issues; applications for, and acceptance of grants; (5) (subject to any policy approved by the Board of Commissioners); the preparation of budgets, appropriations and tax levies; (6) wage and job classification policies, classifications; compensation and benefit program; (7) revisions to personnel policies; collective bargaining; (8) insurance and safety; (9) user fees; facility license and concession arrangements; (10) agreements; encroachments; (11) the District's legislative agenda, including the preparation and recommendation thereof and the periodic review and discussion of legislative strategies; (12) legal matters; and (13) fundraising strategies for the District. The Committee shall have the authority to review and approve contracts and invoices for legal services provided to the District. The Committee shall not commit District funds or incur liabilities except as approved or authorized by the Board in these Rules or otherwise.~~
2. ~~LAND PRESERVATION AND ACQUISITION~~ PLANNING COMMITTEE shall study and review potential land acquisition sites; and shall, where appropriate, obtain appraisals, surveys, environmental reports, title reports, and other acquisition information. ~~Thereafter, the Land Preservation and Acquisition Committee shall; recommend acquisition of sites to the Board. However, before making any such recommendation to the Board, the Land Preservation and Acquisition Committee shall refer all Ordinances and Resolutions authorizing the acquisition of land or any interest in land to the Finance and Administrative Committee pursuant to Rule III.K.2. The Land Preservation and Acquisition Committee shall also review; review, provide direction to staff regarding, and recommending approval of any agreement proposed by an owner of property adjacent to the District's property, if such agreement could affect the preservation planning and use of the District's property for its intended use.~~ ~~3. PLANNING AND RESTORATION COMMITTEE shall;~~ be responsible for recommending uses of the District's land and facilities by the general public and, to that end, shall cause the preparation of, ~~and~~ review and recommend approval of

site plans for such uses, and be responsible for recommending the implementation of ~~approved~~ plans and uses, for District land and facilities, including ~~construction, reconstruction, reconditioning, restoration and conservation activities~~ site development and restoration plans; review and make recommendations concerning requests for public easement and licenses. The Committee shall send any plan or use that would (i) have a significant impact on District land or other District plans or uses, or (ii) involve a new use of such land, to all standing committees so that they have an opportunity, within a 120-day time period, to review the potential impacts of such plan or use. If the Committee votes to recommend the approval of such plan or use after such an opportunity to review has been provided, the plan or use shall be implemented only after it has been prioritized and funded as part of the District's annual budget policies review, budget ordinance, and appropriation ordinance process.

3. OPERATIONS COMMITTEE shall review and make recommendations concerning operational affairs and policies of the District, including: all general regulations pertaining to the operation, maintenance, programming and promotion of all District properties; the use of District facilities, programs and services, including District revenue, educational and recreational facilities; the conservation of District lands, waters, flora and fauna.

4. *RULES COMMITTEE* shall consider and make recommendations concerning all proposed new rules and all proposed amendments to these Rules and shall make recommendations to the Board with respect thereto.

~~5. EDUCATION, CULTURAL RESOURCES AND PUBLIC AFFAIRS COMMITTEE shall be responsible for causing the preparation of and recommending the plans, policies, and operational procedures of the District's Environmental Education and Public Affairs Department and the District's Cultural Resources Department.~~

## **VII. FINANCE**

### **A. FISCAL YEAR**

The Fiscal Year for the Lake County Forest Preserve District shall be July 1 through June 30.

### **B. BUDGET, APPROPRIATION AND LEVY**

The Board shall adopt an annual Budget Ordinance on or before the beginning of each fiscal year, an annual Appropriation Ordinance on or before September 30 of each fiscal year and a Levy Ordinance on or before the first Monday in December.

### **C. PUBLICATION OF PENALTY AND APPROPRIATION ORDINANCE**

Every Ordinance imposing a fine or penalty or appropriating money shall be published according to law.

**D. FINANCIAL RECORDS**

Proper records of accounts shall be maintained and kept on file by the District for recording all receipts and expenditures of the District. A uniform duplicate receipt system shall be used for all money received for fees, permits or services performed.

**E. DISBURSEMENT OF DISTRICT FUNDS**

All bills, claims and contracts shall be properly approved before payment is made. Notwithstanding any other provisions of these Rules, the Treasurer, Deputy Treasurer, and Assistant Treasurer are each authorized to pay for goods and services as necessary to comply timely with the Local Government Prompt Payment Act.

**F. ANNUAL AUDIT**

There shall be an annual independent audit of all funds and accounts of the District by Certified Public Accountants certified to practice public accounting in the State of Illinois.

**G. SALARY AND MILEAGE REIMBURSEMENT**

The President of the District and each Commissioner shall receive an annual salary ~~to be determined by the Board of Commissioners. Each Commissioner~~ and may be reimbursed for mileage expenses for each mile necessarily traveled in attending meetings of the District Board and the Committees of the Board and in attending any function or event related to the conduct of the business of the District. ~~The rate for mileage expenses shall be the same rate established by the Internal Revenue Service for~~ The Board of Commissioners, by one or more ordinances or resolutions, shall establish such salaries and approve a policy regulating the reimbursement of such mileage expenses.

**H. ~~OUT OF COUNTY~~ TRAVEL, MEAL, AND LODGING EXPENSES**

~~All Commissioners shall have equal access to commissioner seminars, symposiums, workshops and training conferences with the advance approval of the President. Commissioners~~ The President of the District and each Commissioner may be reimbursed for ~~expenses, including~~ certain travel, meal, and ~~mileage~~ lodging expenses; incurred while, or in connection with, carrying out the business of the District outside ~~of~~ Lake County, ~~if such expenses are not~~. Employees of the District may be reimbursed ~~by any other organization. The rate for mileage expenses shall be the same rate established by the Internal Revenue Service for reimbursement of mileage expenses. The District shall reimburse such expenses only if they have been approved in advance by the President. Receipts are required for reimbursement of all expenses for certain travel, meal, and lodging expenses incurred while, or in connection with, carrying out the business of the District. The~~

[Board of Commissioners, by ordinance or resolution, shall approve a policy regulating the reimbursements identified in this Section VII.H.](#)

## **VIII. EQUIPMENT, PERSONNEL, AND FACILITIES**

### **A. USE OF DISTRICT PROPERTY, FACILITIES AND SERVICES**

Unless authorized pursuant to an intergovernmental agreement or other lawful contract approved by the Board, District automobiles, facilities, services and equipment (1) shall be used only to enable District employees or officials to discharge their duties and obligations and (2) shall not be used after working hours, unless approved by the Executive Director of the District.

Except for District sponsored events and activities, use of District golf courses, rental facilities or other services shall be at established fees and charges. Donation by the District of the use of a District golf course, rental facilities, [equipment](#) or other services for other purposes is prohibited. District funds, property, and credit shall be used only for purposes authorized by the Downstate Forest Preserve District Act, 70 ILCS 805/0.001 *et seq.* and such other public purposes as may be authorized by law.

### **B. PERSONNEL MATTERS**

Except as otherwise approved by the Board, all matters relating to District employees shall be governed by the District's Personnel Policies and Procedures Manual.

## **IX. AMENDMENT, CONFLICTS AND REPEALS**

### **A. AMENDMENTS**

1. Amendments to these Rules may be initiated by the Rules Committee. In addition, any Commissioner may, during New Business, upon motion duly made, seconded and approved, propose an amendment to these Rules, whereupon such proposed amendment shall be referred to the Rules Committee for its recommendation to the Board at the next Regular or Special Meeting of the Board occurring at least 15 days after the date of such referral.
2. Amendments of these Rules may be adopted only by an ordinance approved by the concurrence of a majority of all of the Commissioners of the Board.

### **B. CONFLICTS**

In the event of any conflict or inconsistency between these Rules and any previously adopted rule, regulation, Resolution or Ordinance of the District, these Rules shall govern.

**C. SEVERABILITY AND INVALIDITY**

1. These Rules are severable. That is, if any one of these Rules (or any part thereof) is found to be contrary to law, such finding shall not affect any other Rule (or any part thereof).
2. If any of these Rules is found to be contrary to law, the Rules Committee shall meet as soon as possible and recommend to the Board the necessary changes to comply with the law.

**D. REPEAL**

All Rules previously adopted are hereby repealed.

Adopted: Special Call Meeting – December 9, 2014

Exhibit No: 4896

DRAFT

Document comparison by Workshare Compare on Monday, December 05, 2016  
1:55:18 PM

Input:	
Document 1 ID	interwovenSite://HKDMS/Active/48338119/7
Description	#48338119v7<Active> - Rules of Procedure 2016-17
Document 2 ID	interwovenSite://HKDMS/Active/48338119/8
Description	#48338119v8<Active> - Rules of Procedure 2016-17
Rendering set	Standard

Legend:	
<a href="#">Insertion</a>	
<del>Deletion</del>	
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Inserted cell	
Deleted cell	
Moved cell	
Split/Merged cell	
Padding cell	

Statistics:	
	Count
Insertions	60
Deletions	65
Moved from	2
Moved to	2
Style change	0
Format changed	0
Total changes	129



# 2017 Board and Committee Meeting Schedule

Meeting cancellations and other changes to this schedule are published on the District's website and posted at the District's General Offices, 1899 West Winchester Road, Libertyville, Illinois



January 2017						
S	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2017						
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26	27	28				

March 2017						
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April 2017						
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May 2017						
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28	29	30	31			

June 2017						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- Committee Meetings
- Board Meetings
- Closed - Holiday

- JANUARY**
- 9 9:30 am Operations Committee
  - 1:30 pm Planning Committee
  - 12 8:30 am Finance Committee
  - 17 10:00 am \* Board Meeting
  - 30 8:30 am **JOINT MEETING: Operations, Planning, Finance**
- FEBRUARY**
- 6 9:30 am Operations Committee
  - 11:30 am Committee of the Whole
  - 1:30 pm Planning Committee
  - 9 8:30 am Finance Committee
  - 14 10:00 am \* Board Meeting
  - 23 8:30 am Finance Committee
- MARCH**
- 6 9:30 am Operations Committee
  - 11:30 am Committee of the Whole
  - 1:30 pm Planning Committee
  - 9 8:30 am Finance Committee
  - 14 10:00 am \* Board Meeting
  - 30 8:30 am Finance Committee
- APRIL**
- 3 9:30 am Operations Committee
  - 11:30 am Committee of the Whole
  - 1:30 pm Planning Committee
  - 6 8:30 am Finance Committee
  - 11 10:00 am \* Board Meeting
- MAY**
- 1 8:30 am **JOINT MEETING: Operations, Planning, Finance**
  - 4 8:30 am Finance Committee
  - 9 10:00 am \* Board Meeting
- JUNE**
- 5 9:30 am Operations Committee
  - 11:30 am Committee of the Whole
  - 1:30 pm Planning Committee
  - 8 8:30 am Finance Committee
  - 13 10:00 am \* Board Meeting
  - 26 9:30 am Operations Committee
  - 1:30 pm Planning Committee
  - 29 8:30 am Finance Committee
- JULY**
- 12 10:00 am \* Board Meeting (outdoors)
  - 31 9:30 am Operations Committee
  - 11:30 am Committee of the Whole
  - 1:30 pm Planning Committee
- AUGUST**
- 3 8:30 am Finance Committee
  - 8 10:00 am \* Board Meeting
  - 28 9:30 am Operations Committee
  - 11:30 am Committee of the Whole
  - 1:30 pm Planning Committee
  - 31 8:30 am Finance Committee
- SEPTEMBER**
- 12 10:00 am \* Board Meeting
- OCTOBER**
- 2 9:30 am Operations Committee
  - 11:30 am Committee of the Whole
  - 1:30 pm Planning Committee
  - 5 8:30 am Finance Committee
  - 10 10:00 am \* Board Meeting
- NOVEMBER**
- 6 9:30 am Operations Committee
  - 1:30 pm Planning Committee
  - 9 8:30 am Finance Committee
  - 14 10:00 am \* Board Meeting
- DECEMBER**
- 4 9:30 am Operations Committee
  - 11:30 am Committee of the Whole
  - 1:30 pm Planning Committee
  - 7 8:30 am Finance Committee
  - 12 10:00 am \* Board Meeting

July 2017						
S	M	T	W	Th	F	Sa
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

July - Outdoor Board meeting; location TBD

August 2017						
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27	28	29	30	31		

September 2017						
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October 2017						
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22	23	24	25	26	27	28
29	30	31				

November 2017						
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December 2017						
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

\* NOTE: Most regular Board meetings follow the regular meetings of the Lake County Board. The general start time for regular Board meetings is 10:00 a.m. OR 15 minutes following the Lake County Board meeting, whichever is later. The regular July Board meeting will start at 10:00 a.m. Also, in some cases, the start time of a regular Board meeting will be changed from the general start time to 9:30 a.m. OR 15 minutes following the Lake County Board meeting, whichever is later. This change will occur only if it is specifically stated on the agenda for a regular Board meeting that is posted in accordance with the Open Meetings Act. Unless otherwise published, Board meetings are held at the County Building, 18 N. County St., Waukegan, Illinois. The July Board meeting will be at an outdoor location that will be identified on the agenda for that meeting in accordance with the Illinois Open Meetings Act. Committee meetings are held at the District's General Offices, 1899 West Winchester Road, Libertyville, Illinois.

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# 2018 Board and Committee Meeting Schedule



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## January 2018

S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
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21	22	23	24	25	26	27
28	29	30	31			

## February 2018

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18	19	20	21	22	23	24
25	26	27	28			

## March 2018

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18	19	20	21	22	23	24
25	26	27	28	29	30	31

## April 2018


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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					


## May 2018


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20	21	22	23	24	25	26
27	28	29	30	31		

## June 2018

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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

 Committee Meetings

 Board Meetings

 Closed - Holiday

## JANUARY

- 8 9:30 am Operations Committee
- 1:30 pm Planning Committee
- 11 8:30 am Finance Committee
- 16 10:00 am \* Board Meeting
- 29 8:30 am JOINT MEETING: Operations, Planning, Finance

## FEBRUARY

- 5 9:30 am Operations Committee
- 11:30 am Committee of the Whole
- 1:30 pm Planning Committee
- 8 8:30 am Finance Committee
- 13 10:00 am \* Board Meeting

## MARCH

- 1 8:30 am Finance Committee
- 5 9:30 am Operations Committee
- 11:30 am Committee of the Whole
- 1:30 pm Planning Committee
- 8 8:30 am Finance Committee
- 13 10:00 am \* Board Meeting
- 29 8:30 am Finance Committee

## APRIL

- 2 9:30 am Operations Committee
- 11:30 am Committee of the Whole
- 1:30 pm Planning Committee
- 5 8:30 am Finance Committee
- 10 10:00 am \* Board Meeting
- 30 8:30 am JOINT MEETING: Operations, Planning, Finance

## MAY

- 3 8:30 am Finance Committee
- 8 10:00 am \* Board Meeting

## JUNE

- 4 9:30 am Operations Committee
- 11:30 am Committee of the Whole
- 1:30 pm Planning Committee
- 7 8:30 am Finance Committee
- 12 10:00 am \* Board Meeting
- 25 9:30 am Operations Committee
- 1:30 pm Planning Committee
- 28 8:30 am Finance Committee

## JULY

- 11 10:00 am \* Board Meeting (outdoors)

## AUGUST

- 6 9:30 am Operations Committee
- 11:30 am Committee of the Whole
- 1:30 pm Planning Committee
- 9 8:30 am Finance Committee
- 14 10:00 am \* Board Meeting
- 27 9:30 am Operations Committee
- 11:30 am Committee of the Whole
- 1:30 pm Planning Committee
- 30 8:30 am Finance Committee

## SEPTEMBER

- 11 10:00 am \* Board Meeting

## OCTOBER

- 1 9:30 am Operations Committee
- 11:30 am Committee of the Whole
- 1:30 pm Planning Committee
- 4 8:30 am Finance Committee
- 9 10:00 am \* Board Meeting

## NOVEMBER

- 5 9:30 am Operations Committee
- 1:30 pm Planning Committee
- 8 8:30 am Finance Committee
- 13 10:00 am \* Board Meeting

## DECEMBER

- 3 9:15 am Board Reorganization Meeting
- 11 9:15 am Special Board Meeting

## July 2018

S	M	T	W	Th	F	Sa
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## August 2018

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## September 2018

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## October 2018

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28	29	30	31			

## November 2018

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## December 2018

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

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