



LAKE COUNTY FOREST PRESERVES
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Preservation, Restoration, Education and Recreation

Date: December 6, 2018

Memo To: Bill Durkin, Chair
Rules Committee

From: Alex Ty Kovach
Executive Director

Subject: Rules of Order and Operational Procedures 2018-2020

RECOMMENDATION: Recommend approval of an Ordinance adopting the Rules of Order and Operational Procedures of the Lake County Forest Preserve District for 2018-2020.

STRATEGIC DIRECTION SUPPORTED: Leadership

FINANCIAL DATA: No financial impact

BACKGROUND: As provided in the Downstate Forest Preserve District Act, the District has the power to adopt rules and regulations consistent with its legislative mandate for the conduct of its business and the management of its property. The District has adopted Rules of Order and Operational Procedures that govern, among other matters, the conduct of Board meetings, the election and appointment of officers, the appointment and authority of standing committees, and the use of District property and funds.

With each Board reorganization, the Rules are reviewed for their content and clarity, and to ensure that the District has the ability to continue to conduct its business in accordance with then current laws and regulations. Attached are staff's recommended revisions to the Rules, including revisions to the Board's committee structure, for review by the Rules Committee and Board of Commissioners.

REVIEW BY OTHERS: Corporate Counsel

**LAKE COUNTY FOREST PRESERVE DISTRICT
LAKE COUNTY, ILLINOIS**

AN ORDINANCE ADOPTING RULES OF ORDER AND OPERATIONAL PROCEDURES

WHEREAS, the Lake County Forest Preserve District (the “District”) is authorized by Section 8 of the Downstate Forest Preserve District Act to adopt all necessary ordinances, rules, and regulations for the management of its property and the conduct of its business, 70 ILCS 805/8, and pursuant to such authority the District has adopted Rules of Order and Operational Procedures regarding District Board meetings, committees, finances, property, and other matters; and

WHEREAS, on December 3, 2018, the President of the District appointed a Rules Committee for the purpose of reviewing and recommending modifications to the District’s Rule of Order and Operational Procedures; and

WHEREAS, the Rules Committee met on December 6, 2016 to review the Rules of Order and Operational Procedures for December 2016 through December 2018 and recommends adoption of this Ordinance, including the Rules of Order and Operational Procedures attached hereto;

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 this Ordinance by this reference.

Section 2: Approval of Rules of Order and Operational Procedures. The Rules of Order and Operational Procedures attached hereto are hereby approved.

Section 3: Effective Date. This Ordinance shall be effective upon its passage and approval in the manner provided by law.

PASSED this 11th day of December, 2018

AYES:

NAYS:

APPROVED this 11th day of December, 2018

Angelo D. Kyle, President
Lake County Forest Preserve District

ATTEST:

Julie Gragnani, Board Secretary
Lake County Forest Preserve District

Exhibit # _____

Lake County Forest Preserve District
~~2016-2018-2020~~ Rules of Order and Operational Procedures

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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 or restored to a natural condition, for flood control and water management, for recreational and cultural facilities, 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 and 18.1) . 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 pass and adopt ~~such~~necessary 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(a)).~~

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 (5 ILCS 120/1 et seq.).

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”~~Notice for a Special Meeting by the President of the District or by any six of the Commissioners of the Board. Notices for Special Calls~~Meetings~~ 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~~Meeting, 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 or any six Commissioners of the Board, 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.1.; III.K.2.a., c., d., e., f., i., j., m., and gn.; 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. 4. Without limiting the preceding provisions of this Section, and notwithstanding the provisions of **Exhibit "A,"** (1) certain Board meetings may start at 9:30 a.m. (rather than 10:00 a.m.) or 15 minutes following the Lake County Board meeting, whichever is later and (2) the July Board meeting ~~will~~may be held at an outdoor or offsite 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 (5 ILCS 120/1 et seq.).

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 ([5 ILCS 120/1 et seq.](#)).

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. ([including attachments or hyperlinks](#)), 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 [\(3\)](#) 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~~[24](#) 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

A. *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. 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
- m. ~~Executive~~Closed Session
- n. Potential Action Following ~~Executive~~Closed 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. Roll Call of Commissioners
- ~~c.~~ Moment of Silence
- ~~ed.~~ 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~~Closed Session
- i. Potential Action Following ~~Executive~~Closed 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~~(except for a Special Meeting or Emergency Meeting called by six Commissioners, in which case the agenda shall be prepared at the direction of such Commissioners) and shall include the order of business described in Section III.I. and, as attachments or through hyperlinks, the following:

- a. A full copy ~~of,~~ and a ~~summary of~~staff recommendation for, 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 Standing Committee; and
- ~~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 ~~and. A 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.e~~2.f., Rule III.~~K.2.i~~J.4., 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.~~ 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 Committee will prevail and be placed on the agenda as provided in Section III.J.1.a., and the staff recommendation shall summarize the differences between such Ordinances or Resolutions. 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 120/4.1 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.

4. ***Honorary Proclamations***

The President shall have the authority to issue, and place on the agenda under the President's Report, honorary proclamations in recognition of staff, volunteer, or other service germane to the business of the District, as well as other proclamations or recognitions expressing appreciation, congratulations, and similar sentiments deemed appropriate by the President.

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* (~~10~~11th 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~~Eleven (11) Commissioners ~~(11)~~ shall constitute a quorum.

b. General Voting Requirements

All (1) Ordinances, and ~~all~~(2) resolutions and other proposals to create any liability, ~~or for the appropriation or expenditure of~~ or appropriate or expend 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 ayes 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 aye, 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 ayes 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,~~ (3)(2) authorize a Commissioner who voted “aye” on the previous roll call vote to vote “nay” on the pending question, (3) authorize a commissioner who voted “nay” on the previous roll call vote to vote “aye” on the pending question, and (4) authorize a Commissioner who voted on the previous roll call to abstain on the pending question. If, when leave for the previous roll call vote is requested on a pending question, a Commissioner who voted on the previous roll call vote is absent when leave is requested, then the vote of the absent Commissioner will be excluded 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 (3) 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 (3) 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 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 Commissioners~~ shall elect from among ~~its members~~their number 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~~A Commissioner who will be absent from a Board meeting shall notify the President in advance of their absence. A Commissioner who is 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 or to effectuate Board direction.

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-Tempro tem~~ is elected.

p. *Commissioner Seating*

During Board meetings that occur at the Lake County Courthouse and Administration Building, each Commissioner shall sit in the designated seating area for County Board Members and District Commissioners in the same seat in which he or she sits during County Board meetings, except that (i) the President (or Vice-President or President pro tem, if applicable) shall sit on the dais in the designated President's seat and (ii) the Commissioner that serves as the County Board Chair shall sit in the same seat that the President sits in during County Board meetings.

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~~ Each comment shall be limited to ~~one~~ three ~~minute comment~~ (3)-minutes per individual, and ~~may~~ shall 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 (2) minutes and ~~thirty~~ 30 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, during the Public Comment period on the meeting agenda, 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~~ Each comment shall be limited to three (3) minutes. The Parliamentarian shall notify a speaker when two minutes (2) and ~~thirty~~30 seconds have elapsed.
- b. ~~Public or employee comment~~ Such comments shall be limited to a total of 30 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~~ Commissioners or employees) and that are unrelated to the business of the District or the duties or performance of its Commissioners or 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~~ Any person in attendance may record the proceedings of an open session of a public meeting of the Board ~~may be done by the news media representatives or the public~~ by audio or visual means in the ~~area~~ section reserved for ~~the news media or as otherwise permitted~~ visitors or in such other area determined 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~~ their number by an affirmative majority vote of the Commissioners present during the Board's initial organizational meeting following the election of new Commissioners every two (2) 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~~ practical 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.

F. 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~~15 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~~Commissioners present, a successor President.

3. ***Incapacity***

In the event of the incapacity of the President, the Vice-President shall, within ~~fifteen~~15 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~~Commissioners present, a successor President.

G. 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~~15

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 ~~these~~Commissioners present, a successor Vice-President.

2. Incapacity

In the event of the incapacity of the Vice-President, the President shall, within ~~fifteen~~15 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 ~~these~~Commissioners 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~~If 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 (5) appointed members or consist of an even number of appointed members.

2. Appointment of ~~Chairman~~Chair and Vice-~~Chairman~~Chair

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 (1) 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~~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 (5) 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~~with voting authority as provided in Section VLB.3.c.

F. MINUTES

Each Committee shall keep minutes 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.

G. ABSENTEEISM

A Committee Member who will be absent from a meeting of the Committee of which he or she is a Member shall notify the President in advance of their absence. 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 may replace such Committee member and appoint a new Committee member. The President shall make such appointment with the advice and consent of the Board.

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 COMMITTEE
2. PLANNING COMMITTEE
3. OPERATIONS COMMITTEE
4. LEGISLATIVE COMMITTEE
5. RULES COMMITTEE

B. PROCEDURES OF STANDING COMMITTEES

1. *General Authority.*
Each Committee shall conduct its meetings in accordance with the rules of procedure set forth in this Section VLB. In addition, each Committee may adopt and amend guidelines for conducting its meetings and other business, that do not

conflict with these Rules. The Committee rules of procedure may be suspended only by unanimous consent of the members of such Committee present. In the absence of a governing provision in the Committee rules, *Roberts Rules of Order Newly Revised (11th Edition)* shall govern.

2. *Schedule and Notice of Meetings*

- a. *Regular Meetings.* Regular Meetings of the District Standing Committees shall be held on the days and times listed on **Exhibit A** to these Rules.
- b. *Special Meetings.* The Chair may call a special meeting of the Committee by notifying the Committee Secretary of his or her intent to call a special meeting. The Secretary shall then provide and post a notice and agenda of such meeting, not less than forty-eight (48) hours in advance of such meeting, to the Committee members and the media, including media which have filed a request for such information.
- c. *Open Meetings Act Compliance and Meeting Locations.* Each Committee shall schedule its meetings, and publish, post, and distribute notices and agendas of its meetings, in accordance with the Open Meetings Act (5 ILCS 120/1 et seq.). Each Committee shall hold its meetings at the District's General Offices, or at another location properly noticed.
- d. *Cancellation.* If it appears to the Chair of a Committee, that a scheduled meeting will lack a quorum, as defined in Section VI.B.3.a., the Chair shall cancel such meeting and notify the Committee Secretary of such cancellation. The Committee secretary shall then notify the Committee members and the media, including media which have filed a request for such information, and post notice of such cancellation at the General Offices.

3. *Quorum and Attendance*

- a. *Necessity of Quorum.* 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 the Committee; or (2) one less than a majority of the members appointed to the Committee plus the President. If a Committee Member arrives late or leaves early, it shall be so noted in the minutes along with the time. 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.
- b. *Absence of Chair.* In the absence of the Chair, the Vice-Chair of the Committee shall preside at Committee meetings. In the absence of both

the Chair and the Vice-Chair, the members present shall select a Chair pro tem to act as the Chair for such meeting.

- c. President's Authority. The President 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.V.L.B.3.a.~~; 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. The President is not an ex-officio member of a Special Committee. 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.

4. Order of Business and Agenda Preparation.

- a. Order of Business. The agenda and order of business of each regular meeting of a Committee shall be as follows, unless the Chair determines that the best interests of the Committee dictate otherwise:

~~F. QUORUM, VOTING, AND RECOMMENDATIONS~~

- i. Call to Order
- ii. Pledge of Allegiance
- iii. Approval of Minutes
- iv. Public Comment
- v. Addenda to Agenda
- vi. Correspondence
- vii. Invoices and Requisitions (for the Finance Committee only)
- viii. New Business
- ix. Old Business
- x. Closed Session
- xi. Potential Action Following Closed Session
- xii. Next Meeting
- xiii. Adjourn

- b. Preparation of Agenda. The Chief Operations Officer shall prepare the agenda for each meeting, subject to the review and approval of the Executive Director, the Committee Chair, and the President. Agenda items and documents for Committee meetings shall be prepared by or at the direction of (1) a Director of a District Department, subject to the review and approval of the Chief Operations Officer or (2) the Chief Operations Officer. If, during such review, there is a difference of

opinion regarding an item or document on the Committee agenda, the President shall have the authority to make the final decision with respect to that item or document on the agenda. If a Committee member other than the Chair or President desires to discuss a specific matter at a meeting that is not then planned to be on the agenda for that meeting, the Committee member must ask the Executive Director or Department Director to include such matter on the agenda within a time sufficient for the agenda to be reviewed as set forth in this Section and to be posted in accordance with the Open Meetings Act (5 ILCS 120/1 et seq.). All Commissioners shall receive the agenda for a Committee meeting, and all attachments, at least 48 hours prior to said meeting. All Commissioners shall receive the draft minutes of the open session of the Committee's previous meeting, and notice of the minutes of any closed session from such meeting, at least 48 hours prior to the next regular meeting of the Committee.

- c. ~~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~~Voting. The Committees may take action by voice vote, except when a roll call is required by law or requested by any member, in which case it shall take action by a roll call vote. During each roll call vote, the Committee secretary shall record each vote by each Committee member as an "aye," "nay," or "abstain." A motion will be deemed approved by the Committee only if an affirmative majority of the members present at the meeting (including the President if he or she is authorized by the Board Rules to vote) vote in favor of the motion. Any member casting a minority voice vote may direct the Committee Secretary to so record the vote. Every report, Ordinance, Resolution or other recommendation from a Standing Committee to the Board shall be in writing. 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 (10th 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 COMMITTEE~~
- ~~2. PLANNING COMMITTEE~~
- ~~3. OPERATIONS COMMITTEE~~
- ~~4. RULES COMMITTEE~~

~~B. ESTABLISHMENT AND PROCEDURES OF STANDING COMMITTEES~~

5. Commissioner and Public Comments.

- a. 1. Commissioner Comments. 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.
- b. 2. Public Comment. 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~~Public comment up to ~~5~~three (3) minutes may be made at the time the item is on the floor for consideration or, ~~at the discretion of the Chair,~~ 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 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.~~

6. Closed Meetings and Sessions.

~~5.—If a Committee Member arrives late or leaves early, it shall be so noted in the minutes along with the time.~~

a. Attendance. Each Committee shall conduct any closed session of a meeting in compliance with the Open Meetings Act (5 ILCS 120/1 et seq.). Attendance at a closed session of a meeting is limited only to (1) the Committee, (2) other Board Commissioners, (3) the Committee Secretary, (4) the District's attorney, (5) the Executive Director, (6) the Chief Operations Officer, (7) the Directors, (8) District consultants allowed to attend by the Committee, (9) other District staff selected to attend by the Executive Director, and (10) other individuals allowed by the Committee, including, when an interest in real estate is being considered for potential acquisition and is to be discussed, the owners of the property in which the interest is located or their agents, who may attend only that portion of the closed session devoted to such property.

~~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.~~

b. Printed Materials and Electronic Devices. All printed materials produced by staff, or the District's attorneys or consultants, and Commissioners' personal notes must be surrendered to staff at the end of the closed session. The use of electronic recording devices (except as required by the Open Meetings Act (5 ILCS 120/1 et seq.)) is prohibited in the meeting room during Closed Session. All in attendance at a closed session shall turn off their cellular telephones, tablets, laptops, and other electronic devices, 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 Committee during a closed session or to effectuate the Committee's direction.

~~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~~

c. Confidentiality. All attendees of a closed session shall hold all information discussed or presented therein strictly confidential. No person who cannot or will not comply with this requirement may attend a closed meeting or session. If any member of the Committee willfully violates the confidentiality requirements of this Section VI.B.6.c. to the detriment of the District, the Chair may recommend to the President that such member be replaced in accordance with the Board Rules. If any other attendee violates the confidentiality requirements of this Section VI.B.6.c. to the detriment of the District, the Chair may bar such attendee from future attendance of closed meetings or sessions. If a member of the District staff violates the confidentiality requirements of this Section VI.B.6.c., such violation shall be grounds for disciplinary action under the District personnel policies then in effect. A District staff member's communication of confidential information to another person is not a violation to the extent such communication was (1) authorized by the Committee or (2) made to another person authorized to attend a closed session and such communication is necessary or desirable for the staff member to carry out his or her duties and was not otherwise prohibited by the Committee.

C. POWERS AND DUTIES OF STANDING COMMITTEES

1. General Authority; Future Amendments.

The jurisdiction, responsibilities and duties of the Standing Committees of the Board, in addition to any ~~others~~other responsibilities imposed by applicable laws, 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.

2. Standing Committee Authority.

a. ~~1. FINANCE COMMITTEE~~Finance Committee. The Finance Committee shall review and make recommendations concerning all financial and administrative affairs and policies of the District, including

bond issues; applications for, and acceptance of grants (subject to any policy approved by the Board of Commissioners); the preparation of budgets, appropriations and tax levies; purchasing policies and procedures; wage and job classifications; compensation and benefit program; revisions to personnel policies; collective bargaining; insurance and safety; user fees; facility ~~license~~property licenses, housing licenses and concession agreements; legal matters and encroachments; ~~the District's legislative agenda, including the preparation and recommendation thereof and the periodic review and discussion of legislative strategies; legal matters;~~ and fundraising strategies for the District. The Finance Committee shall have the authority to review and approve contracts and invoices for legal services provided to the District. The Finance Committee shall not commit District funds or incur liabilities except as approved or authorized by the Board in these Rules or otherwise authorized by law.

b. ~~2. — PLANNING COMMITTEE~~Planning Committee. The 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; recommend acquisition of sites to the Board; review, provide direction to staff regarding, and ~~recommending~~recommend approval of any agreement proposed by an owner of property adjacent to the District's property, if such agreement could affect the planning and use of the District's property for its intended use; 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, review, and approval of sitemaster plans; be responsible for recommending the implementation of plans and uses, for District land and facilities, including site development and restoration plans; review and make recommendations concerning requests for public ~~easement~~easements and licenses. The Planning 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 Planning 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 processes for the District's annual budget policies review, budget ordinance, and ~~appropriation~~appropriations ordinance ~~process~~.

c. ~~3. — OPERATIONS COMMITTEE~~Operations Committee. The 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, protection and promotion of all District properties; the use of District facilities, programs and services, including District revenue, educational

and recreational facilities; the conservation and management of District lands, waters, flora and fauna including wildlife management, farmland management, invasive species control, controlled burn program, native seed operation and volunteer stewardship program; general administrative functions of the District including information technology, facility and fleet maintenance and infrastructure management.

d. Legislative Committee. The Legislative Committee shall consider and make recommendations concerning the District's legislative agenda, including the preparation and recommendation thereof and the periodic review and discussion of legislative strategies.

e. ~~4. — RULES COMMITTEE~~ Rules Committee. The 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.

~~D. —~~

VII. FINANCE

A. FISCAL YEAR

The Board shall establish the Fiscal Year for the ~~Lake County Forest Preserve District shall be July 1 through June 30.~~ District by ordinance. The District, by ordinance, has established (1) its fiscal year as January 1 through December 31 of each year, effective January 1, 2020 and (2) as authorized by the Act, a transitional 18-month fiscal year, prior to January 1, 2020, of July 1, 2018 through December 31, 2019.

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~~ the first quarter 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~~ The District shall maintain, in accordance with the Local Records Act (50 ILCS 205/1 et seq.), records of 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~~invoices, 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 ([50 ILCS 505/1 et seq.](#)).

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 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 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~~Such salaries and reimbursements will be made pursuant to ordinances approved by the Board pursuant to the Act and the Local Government Travel Expense Control Act (50 ILCS 150/1 et seq.).

H. TRAVEL, MEAL, AND LODGING EXPENSES

The President of the District and each Commissioner may be reimbursed for certain travel, meal, and lodging expenses incurred while, or in connection with, carrying out the business of the District outside Lake County. Employees of the District may be reimbursed 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. Such reimbursements will be made pursuant to an ordinance approved by the Board pursuant to the Local Government Travel Expense Control Act (50 ILCS 150/1 et seq.).

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.~~ [Act](#) 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.

C. STAFF ASSISTANCE AND LEGAL ADVICE

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 Committee.

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.—consideration. The Rules Committee shall convene a Special Meeting to consider whether to recommend such Rules change to the Board. Amendments ~~of~~ to 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~~practical and recommend to the Board the necessary changes to comply with the law.

D. REPEAL

All Rules previously adopted are hereby repealed.

Adopted: Special Board Meeting – December ~~_____~~, ~~2016~~11, 2018

Exhibit No: ~~5180~~

2019 Board and Committee Meeting Schedule

January 2019						
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 2019						
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		

March 2019						
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						

April 2019						
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				

May 2019						
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	

June 2019						
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						

- Committee Meetings
- Joint Committee Meetings
- Board Meetings
- Closed - Holiday

JANUARY

7 9:00 am Operations Committee
11:00 am Legislative Committee
1:00 pm Planning Committee

10 1:00 pm Finance Committee
Board Meeting

15 10:00 am Board Meeting

28 8:30 am JOINT MEETING: Operations, Planning, Finance

FEBRUARY

4 9:00 am Operations Committee
11:00 am Committee of the Whole
1:00 pm Planning Committee

7 1:00 pm Finance Committee
Board Meeting

MARCH

4 9:00 am Operations Committee
11:00 am Legislative Committee
1:00 pm Planning Committee

7 1:00 pm Finance Committee
Board Meeting

APRIL

1 9:00 am Operations Committee
11:00 am Committee of the Whole
1:00 pm Planning Committee

4 1:00 pm Finance Committee
Board Meeting

9 10:00 am Board Meeting

MAY

6 9:00 am Operations Committee
11:00 am Legislative Committee
1:00 pm Planning Committee

9 1:00 pm Finance Committee
Board Meeting

14 10:00 am Board Meeting

JUNE

3 8:30 am JOINT MEETING: Operations, Planning, Finance
1:00 pm Planning Committee
Finance Committee

6 1:00 pm Board Meeting

11 10:00 am Operations Committee
1:00 pm Planning Committee
Finance Committee

JULY

10 10:00 am * Board Meeting (outdoors)

AUGUST

5 9:00 am Operations Committee
1:00 pm Planning Committee

8 1:00 pm Finance Committee
Board Meeting

13 10:00 am Board Meeting

26 8:30 am JOINT MEETING: Operations, Planning, Finance

29 1:00 pm Finance Committee

SEPTEMBER

10 10:00 am Board Meeting

30 9:00 am Operations Committee
11:00 am Committee of the Whole
1:00 pm Planning Committee

OCTOBER

3 1:00 pm Finance Committee
Board Meeting

8 10:00 am Board Meeting

NOVEMBER

4 9:00 am Operations Committee
11:00 am Legislative Committee
1:00 pm Planning Committee

7 1:00 pm Finance Committee
Board Meeting

12 10:00 am Board Meeting

DECEMBER

2 9:00 am Operations Committee
11:00 am Committee of the Whole
1:00 pm Planning Committee

5 1:00 pm Finance Committee
Board Meeting

10 10:00 am Board Meeting

July 2019						
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			

July - Outdoor Board meeting; location TBD

August 2019						
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

September 2019						
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					

October 2019						
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		

November 2019						
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

December 2019						
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				

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2020 Board and Committee Meeting Schedule

January 2020						
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
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February 2020						
S	M	T	W	Th	F	Sa
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2	3	4	5	6	7	8
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March 2020						
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April 2020						
S	M	T	W	Th	F	Sa
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May 2020						
S	M	T	W	Th	F	Sa
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June 2020						
S	M	T	W	Th	F	Sa
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July 2020						
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August 2020						
S	M	T	W	Th	F	Sa
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September 2020						
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October 2020						
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November 2020						
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December 2020						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 6 9:00 am Operations Committee
- 11:00 am Legislative Committee
- 1:00 pm Planning Committee
- 9 1:00 pm Finance Committee
- 14 10:00 am Board Meeting
- 27 8:30 am JOINT MEETING: Operations, Planning, Finance
- FEBRUARY**
- 3 9:00 am Operations Committee
- 11:00 am Committee of the Whole
- 1:00 pm Planning Committee
- 6 1:00 pm Finance Committee
- 11 10:00 am Board Meeting
- MARCH**
- 2 9:00 am Operations Committee
- 11:00 am Legislative Committee
- 1:00 pm Planning Committee
- 5 1:00 pm Finance Committee
- 10 10:00 am Board Meeting
- APRIL**
- 6 9:00 am Operations Committee
- 11:00 am Committee of the Whole
- 1:00 pm Planning Committee
- 9 1:00 pm Finance Committee
- 14 10:00 am Board Meeting
- MAY**
- 4 9:00 am Operations Committee
- 11:00 am Legislative Committee
- 1:00 pm Planning Committee
- 7 1:00 pm Finance Committee
- 12 10:00 am Board Meeting
- JUNE**
- 1 8:30 am JOINT MEETING: Operations, Planning, Finance
- 4 1:00 pm Finance Committee
- 9 10:00 am Board Meeting
- JULY**
- 6 9:00 am Operations Committee
- 1:00 pm Planning Committee
- 9 1:00 pm Finance Committee
- 15 10:00 am * Board Meeting (outdoors)
- AUGUST**
- 3 9:00 am Operations Committee
- 11:00 am Committee of the Whole
- 1:00 pm Planning Committee
- 6 1:00 pm Finance Committee
- 11 10:00 am Board Meeting
- 31 8:30 am JOINT MEETING: Operations, Planning, Finance
- SEPTEMBER**
- 3 1:00 pm Finance Committee
- 8 10:00 am Board Meeting
- OCTOBER**
- 5 9:00 am Operations Committee
- 11:00 am Committee of the Whole
- 1:00 pm Planning Committee
- 8 1:00 pm Finance Committee
- 13 10:00 am Board Meeting
- NOVEMBER**
- 2 9:00 am Operations Committee
- 11:00 am Legislative Committee
- 1:00 pm Planning Committee
- 5 1:00 pm Finance Committee
- 10 10:00 am Board Meeting
- DECEMBER**
- 7 9:15 am Board Reorganization Meeting
- 10 9:00 am Rules Committee
- 11 9:00 am Rules Committee
- 15 9:15 am Special Board Meeting

July 2020						
S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
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19	20	21	22	23	24	25
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August 2020						
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