

Date: December 8, 2022 (revised following Rules Committee meeting)

Memo To: Paras Parekh, Chair
Rules Committee

From: Alex Ty Kovach
Executive Director

Subject: Rules of Order and Operational Procedures (2022-2024) and Amended Policy for Attendance at Public Meetings by Video or Audio Conference

RECOMMENDATION: Recommend approval of an Ordinance (1) adopting the Rules of Order and Operational Procedures of the Lake County Forest Preserve District for 2022-2024 and (2) approving an Amended Policy for Attendance at Public Meetings by Video or Audio Conference.

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 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 (the “Rules”).

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 and the Rules Committee’s recommended amended Rules for 2022 through 2024, for review by the Board of Commissioners. For the Committee’s convenience, we have included a clean version of the proposed amended Rules, along with a “redline” showing the changes vs. the current version of the Rules.

Proposed changes to the Rules include (i) changing the method for electing the President and Vice-President, (ii) adding authority for the appointment of Event Committees, (iii) requiring that the presiding Commissioner at Board and Committee meetings must be physically present at the meeting location, unless a disaster declaration is in effect, (this “dovetails” with the change to the Electronic Attendance Policy discussed below), (iv) clarifying the public’s right to record open Committee meetings, and (v) shortening the time within which the Planning Committee will refer proposed new land uses to the other Standing Committees.

Also, the Rules provide that Commissioner may attend a Board or Committee meeting by electronic means, but only in accordance with the Open Meetings Act and the District's adopted "Policy for Attendance at Public Meetings by Video or Audio Conference" (the "Electronic Attendance Policy"). The Electronic Attendance Policy currently allows (at a time when a State disaster declaration is not in effect) a Commissioner to attend a Board meeting or Committee meeting if the Commissioner is prevented from attending because of (i) personal illness or disability, (ii) District or County business, or (iii) a family or other emergency. While the Open Meetings Act also allows electronic attendance if a Commissioner is absent for "employment purposes," the Electronic Attendance Policy does not include "employment purposes" as a reason for electronic attendance. In contrast, the County of Lake's Board Rules allow electronic attendance if a Member is absent for employment purposes. District staff recommends that the District's Electronic Attendance Policy be amended to allow remote attendance if a Commissioner is absent for "employment purposes," so that the District's Electronic Attendance Policy is consistent with the County's Board Rules. Based on discussions with the Rules Committee, it is also recommended that the Electronic Attendance Policy be amended to require that, during a meeting held when no "Disaster Declaration" is in effect, the Commissioner chairing a Board or Committee meeting must be physically present at the meeting location.

REVIEW BY OTHERS: Corporate Counsel

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

**AN ORDINANCE ADOPTING
RULES OF ORDER AND OPERATIONAL PROCEDURES AND
APPROVING AN AMENDED POLICY FOR ATTENDANCE
AT PUBLIC MEETINGS BY VIDEO OR AUDIO CONFERENCE**

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 5, 2022, the President of the District appointed a Rules Committee for the purpose of reviewing and recommending amendments to the District’s Rule of Order and Operational Procedures; and

WHEREAS, the District’s Rules of Order and Operations Procedures provide that Commissioners may attend Board and Committee meetings by electronic means, but only in accordance with the Open Meetings Act, 5 ILCS 120/1, et seq., and the District’s adopted “Policy for Attendance at Public Meetings by Video or Audio Conference” (the “Electronic Attendance Policy”); and

WHEREAS, the Rules Committee met on December 8, 2022 to review the Rules of Order and Operational Procedures for December 2020 through December 2020 and recommended adoption of this Ordinance, including (i) the Rules of Order and Operational Procedures attached hereto and (ii) the amended Electronic Attendance Policy 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 (i) incorporated into this Ordinance as if fully set forth herein and (ii) approved.

Section 3: Approval of Amended Electronic Attendance Policy. The amended Electronic Attendance Policy attached hereto is hereby (i) incorporated into this Ordinance as if fully set forth herein and (ii) approved, and shall govern the attendance, through video or audio conference, of District Commissioners at public meetings of the District’s Board of Commissioners and the District’s Committees of the Board of Commissioners.

Section 4: Effective Date; Repealer. This Ordinance shall be effective upon its passage and approval in the manner provided by law. All Rules of Order and Operational Procedures previously approved by the District are hereby repealed.

PASSED this _____ day of December, 2022

AYES:

NAYS:

APPROVED this _____ day of December, 2022

Angelo D. Kyle, President
Lake County Forest Preserve District

ATTEST:

Julie Gragnani, Board Secretary

Exhibit # _____

Lake County Forest Preserve District
~~2020-2022-2024~~ Rules of Order and Operational Procedures

TABLE OF CONTENTS

FORMATION OF THE LAKE COUNTY FOREST PRESERVE DISTRICT.....	1
PURPOSE AND POWERS.....	1
BOARD MEETINGS	2
OFFICERS AND OFFICIALS.....	12
COMMITTEE ESTABLISHMENT AND APPOINTMENTS	15
STANDING COMMITTEES	17
FINANCE.....	24
EQUIPMENT AND FACILITIES	25
AMENDMENT, CONFLICTS, AND REPEAL.....	26
2021-2022 <u>2023-2024</u> COMMITTEE AND BOARD MEETINGS SCHEDULE ...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 between these Rules of Order and Operational Procedures (the "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 (the "Board") 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 805/5 and 6*).

D. ADMINISTRATIVE POWERS

The District has the power to pass and adopt necessary rules and regulations for the conduct of its business and the management of its property (*70 ILCS 805/8(a)*).

III. BOARD MEETINGS

A. REGULAR MEETINGS

Regular Meetings of the 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 Notice for a Special Meeting by the President of the District or by any six of the Commissioners of the Board. Notices for Special 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 Notice, 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.2.

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.3.

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.i., f., i., j., k., l., m., n., o., and pq.; and Rules III.L.1., 2., 4., and 5 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 Meeting Room of the Lake County Courthouse and Administration Building, 18 N. County Street, Waukegan~~ District's General Offices, 1899 W. Winchester Road, Libertyville, 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~~ District General Offices, if the day or time of a meeting is other than the times established therefor pursuant to **Exhibit A**, or if a meeting will be held via audio and/or video conference (to the extent allowed by the Open Meetings Act (5 ILCS 120/1 *et seq.*) or other applicable law), the Secretary of the District shall give notice of the location, time, and medium selected for the meeting in the manner provided in Rule III.H. By way of example, but not limitation, ~~(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 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 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 (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 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

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. Moment of Silence
- d. Pledge of Allegiance
- e. Addenda to Agenda
- f. Public Comment – Matters not on Agenda (limited to one 3-minute comment per person) [See Rule III.L.2 for public comment on manners on the agenda]
- g. President's Report, Special Recognition, and Committee Appointments
- h. Unfinished Business
- i. New Business
 - i. Consent Agenda
 - ii. Reports of Standing and Special Committees
- j. Petitions and Correspondence
- k. Miscellaneous Business
- l. Closed Session
- m. Potential Action Following Closed Session
- n. 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
- d. Pledge of Allegiance
- 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 Meeting
- g. Addenda to Agenda
- h. Closed Session
- i. Potential Action Following 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 (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 Rule III.I. and, as attachments or through hyperlinks, the following:

- a. A full copy of, and a 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. A summary of all agreements proposed for approval.

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 on, and 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.I.2.f., Rule III.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. 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 Rule 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 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, except at an Emergency Meeting.

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, volunteers, or other services 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 FOR BOARD MEETINGS

1. **Adoption of Roberts Rules of Order**

In the absence of a governing provision of these Rules, *Roberts Rules of Order Newly Revised (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. Eleven (11) Commissioners shall constitute a quorum.

b. **General Voting Requirements**

All (1) Ordinances and (2) Resolutions and other proposals to create any liability 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 and to the extent allowed by the Open Meetings Act (*5 ILCS 120/1 et seq.*), 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 and to the extent allowed by the Open Meetings Act (5 ILCS 120/1 *et seq.*), 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 or abstained when the previous roll call vote was taken to vote on the pending question without requiring a new roll call vote, (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

i. Matters on Agenda

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.

ii. Matters Not on Agenda

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 Miscellaneous 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 the affirmative vote of 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, subject to the limitations on final action stated in Rule III.J.3. All matters (1) added to the agenda of a Board meeting, (2) not on the agenda of a Board meeting, but raised by a Commissioner during Miscellaneous Business, or (3) not on the agenda but raised during Public Comment, may be referred, without further debate or discussion, by the President or by the affirmative vote 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 approved by an affirmative roll call vote of 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, if practical to do so, shall notify the Vice-President in advance of such absence and the Vice-President shall act as President pro tem, it being acknowledged that, by its approval of these Rules, the Board elects the Vice-President as President pro tem in the event of the President's absence. 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 Commissioners shall elect from among their number a President pro tem.

k. ~~Physical Presence of President Required. Except for a Board meeting held under the District's adopted "Policy for Attendance at Public Meetings by Video or Audio Conference" (the "Electronic Attendance Policy") when a "Disaster Declaration" (as defined in the Electronic Attendance Policy) is in effect (1) the presiding Commissioner must be physically present at the meeting, (2) if the President is not physically present, then the Vice-President shall preside, and (3) if both the President and the Vice-President~~

are not physically present, the members shall select a Chair pro tem to preside.

l. 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.

m. Absence

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.

nn. Electronic Attendance

A Commissioner may attend a meeting by electronic means, but only in accordance with (1) the 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 Conference".Electronic Attendance Policy.

oo. Cellular Telephones and other Electronic Devices

During the open session of a Board meeting, Commissioners shall disable audible signals from cellular telephones, tablets, laptops, and other electronic devices and shall exit the meeting room before placing or answering phone calls. Commissioners and all others in attendance at a closed session of a Board meeting 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 the closed session or to effectuate Board direction.

op. Secretary Chair of Organizational Meeting

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

pq. Commissioner Seating

During any Board meetings that occur meeting is held 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 County Board Chair's and 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. Commissioners requiring special accommodation because of mobility or health concerns will be seated in an accessible area.

L. PUBLIC SEATING AND COMMENTS AT BOARD MEETINGS

1. Seating

All persons attending a Board meeting in person, other than Commissioners and District and County officials, employees, and attorneys, shall be seated in the Board Room in the section reserved for visitors. The anteroom shall be reserved on District meeting days for Commissioners, their guests, District and County officials, employees, consultants, and attorneys, 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 placing or answering phone calls.

2. Comments: Matters on Agenda

At Regular, Special, and Emergency Board meetings, members of the public 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. ~~Each~~. Each individual may comment once per agenda item and each comment shall be limited to three (3) minutes per individual, and 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 ~~30~~40 seconds have elapsed.
- b. Recognition of individuals shall be made by the President or Parliamentarian.
- c. The President shall have the right to impose reasonable limits on the total time dedicated to Public 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 Rule III.L.2. using a timing device.
- e. During their deliberation on the agenda item, the Board is not obligated to answer any question that is posed and should not engage in extended dialogue with a member of the public. The President may direct District staff to answer a question from the public, either at the meeting or at a later time.

3. Comments: Matters Not on Agenda

At Regular Board Meetings, during the Public Comment period on the meeting agenda, members of the public 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. Each comment shall be limited to three (3) minutes. The Parliamentarian shall notify a speaker when two (2) minutes ~~(2)~~ and 3040 seconds have elapsed.
- b. 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 Rule III.L.3. using a timing device.
- e. During the Public Comment period, the Board is not obligated to answer any question that is posed and should not engage in extended dialogue with a member of the public. The President may direct District staff to answer a question from the public, either at the meeting or at a later time.

4. **Nature of Comments**

Members of the public making public comments shall not make statements or remarks that concern only the private activities, lifestyles, or beliefs of others (including individual District Commissioners or employees) and that are unrelated to the business of the District or the duties or performance of its Commissioners or employees. Members of the public and employees making public comments shall refrain from statements, remarks, or conduct that are 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. **Recording**

Any person in attendance may record the proceedings of an open session of a public meeting of the Board by audio or visual means and, if they are attending a meeting in person (rather than by audio conference or video conference) shall conduct such recording in the section reserved for visitors or in such other area determined by the President.

M. CONFIDENTIALITY

All matters discussed in closed session of a Board meeting shall be kept strictly confidential by all attendees of the closed session, including all Commissioners. All closed session printed materials and personal notes taken by Commissioners must be surrendered to District staff at the end of the meeting. The use of electronic recording

devices (except as required by the Open Meetings Act (5 ILCS 120/1 *et seq.*) is prohibited during closed session. Commissioners and all others in attendance at closed sessions shall comply with Rule III.K.2. ~~no~~ regarding the use of their cellular telephones, tablets, laptops, and other electronic devices. If any Commissioner willfully violates the confidentiality requirements of this Rule to the detriment of the District, the Commissioner may be subject to censure. If any non-Commissioner attendee violates the confidentiality requirements of this Rule with respect to confidential information disclosed at a Board meeting to the detriment of the District, the President may bar such attendee from future attendance of closed sessions. Further, any such violation by District staff shall be grounds for disciplinary action under the District personnel policies then in effect. A District staff member's or attorney's communication of confidential information to another person is not a violation to the extent such communication was (1) authorized by the Board or (2) made to another person and such communication is necessary or desirable for the staff member or attorney to carry out his or her duties and was not otherwise prohibited by the Board.

IV. 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 their number by an affirmative majority vote of the Commissioners present during the Board's initial organizational meeting following the election of new Lake County Board Members (who also serve as Board Commissioners) every two (2) years. At such organizational meeting, nominations from the floor will be made for President pro tem (to chair the meeting prior to the election of the President), President, and Vice-President. For any election to an office for which more than one Commissioner has been nominated, ~~the election shall be by (1) a separate roll call vote during which will be taken on each nominee in the order in which each Commissioner, they were nominated, (2) when called, shall state a nominee receives the name affirmative votes of a majority of the nominated candidate Commissioners present, that nominee is elected, and no votes are taken on the remaining nominees for which he or she is that office, and (3) voting. The President and Vice President shall each serve after his or her election shall continue until the earlier of (1) a nominee receives the time that his~~

~~or her successor is elected or (ii) affirmative votes of a majority of the expiration or termination of his or her term as a Commissioner.~~ Commissioners present.

C. APPOINTMENT OF OTHER OFFICERS AND OFFICIALS

The President, as soon as 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 President, or the Board appoint one or more District representatives to a board, committee, or other similar body, then the President is authorized (but not required) to make such appointments, with the advice and consent of the Board.

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. ABSENCE OR INCAPACITY OF PRESIDENT OR VACANCY OF OFFICE

1. Vice-President's Duties

The Vice-President shall fulfill the duties of the President (1) when the President is unable to serve because of personal or family illness, injury, or emergency, until the President is able to serve and (2) if the President's office becomes vacant, until the President's successor is elected as provided in Rule IV.F.2. or other applicable law. During such times, the Vice-President shall perform the President's duties, including without limitation serving as President pro tem at Board meetings under Rule III.K.2.j, ~~or k.~~, and acting as an ex-officio member of every Standing Committee under Rule V.E., except that, if the Vice-President

is serving because of the President's personal or family illness, injury, or emergency, the Vice-President shall not make any appointments.

2. Vacancy in President's Office

a. Vacancy by Motion of Board

If the President's office becomes vacant because the Board has approved a motion to remove the President pursuant to Section 8(a-5) of the Act, then the Commissioners, at the next Regular Board meeting, shall elect, from among their number, by an affirmative majority vote of Commissioners present, a successor President.

b. Vacancy on County Board

If the President's office becomes vacant because the President is no longer a member of the County Board because of (1) the President's death, (2) the President's resignation from the County Board, or (3) any other reason, the Vice-President shall, within 15 days after the former President's vacancy on the County Board has been filled, 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 Commissioners present, a successor President.

c. Other Reasons for Vacancy

If the President's office becomes vacant for any reason other than the President no longer being a member of the County Board because (1) the President resigns from the District presidency but remains on the County Board and, therefore, remains on the Board of Commissioners or (2) of any other reasons, the Vice-President shall, within 15 days after such vacancy, 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 Commissioners present, a successor President.

3. Incapacity

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

G. INCAPACITY OF VICE-PRESIDENT OR VACANCY OF OFFICE

1. Vacancy in Vice-President's Office

a. Vacancy by Motion of Board

If the Vice-President's office becomes vacant because the Board has approved a motion to remove the Vice-President pursuant to Section 8(a-5) of the Act, then the President shall select an interim Vice-President who shall serve until the next Regular Meeting of the Board, at which the Commissioners shall elect, from among their number, by an affirmative majority vote of Commissioners present, a successor Vice-President.

b. Vacancy on County Board

If the Vice-President's office becomes vacant because the Vice-President is no longer a member of the County Board because of (1) the Vice-President's death, (2) the Vice-President's resignation from the County Board, or (3) any other reason, the President shall, within 30 days after the former Vice-President's vacancy on the County Board has been filled, 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 Commissioners present, a successor Vice- resident.

c. Other Reasons for Vacancy

If the Vice-President's office becomes vacant for any reason other than the Vice-President no longer being a member of the County Board because (1) the Vice-President resigns from the District vice-presidency but remains on the County Board and, therefore, remains on the Board of Commissioners or (2) of any other reasons, the President shall, within 30 days after such vacancy, 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 Commissioners present, a successor Vice-President.

2. Incapacity

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

V. COMMITTEE ESTABLISHMENT AND APPOINTMENTS

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 AND EVENT COMMITTEES

1. 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.

2. Event Committees

For a District special event, the Executive Director may (1) establish an Event Committee to advise the Executive Director and other District staff concerning the planning and execution of such special event and (2) appoint, remove, and replace District employees and members of the public (who shall perform their Event Committee services without compensation) as members of the Event Committee and designate which of the Event Committee members will be the Chair and Vice-Chair of the Event Committee. The President may appoint, remove, and replace (without the advice or consent of the Board) one or more Commissioners as a member of Event Committee, provided that the Event Committee will not include the majority of a quorum of any Standing Committee or Special Committee. The role of the Event Committee is solely to advise the Executive Director and his/her designee and it shall not approve any final action or incur any liability on behalf of the District. It is intended that an Event Committee will not be a “public body” under the Open Meetings Act (5 ILCS 120/1 et seq.) and the President and Executive Director are authorized to take such action as is necessary or desirable to effectuate that intent.

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. 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 Chair and Vice-Chair**

The President, 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 assignments due to a change in circumstances. The President may, or may not, approve such a request in his or her sole discretion.

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 occur, the President 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 OF STANDING COMMITTEES AND CHAIR OF JOINT COMMITTEE MEETING

The President of the District shall be, ex-officio, a member of every Standing Committee, with voting authority as provided in Rule VI.B.3.ed. The President is not

an ex-officio member of a Special Committee. The President shall chair any joint meeting of two or more Standing Committees.

F. MINUTES

Each Committee shall keep minutes of its meetings. Copies of all such minutes shall be forwarded to the President 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 and Committee Chair 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 Board:

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

B. PROCEDURES OF STANDING AND SPECIAL COMMITTEES

1. General Authority.

Each Committee shall conduct its meetings in accordance with the Rules set forth in this Rule VI.B. In addition, each Committee may adopt and amend its own rules of procedure for conducting its meetings and other business, that do not conflict with these Rules. This Rule VI.B and any rules of procedure adopted by a Committee, may be suspended by a two-thirds vote of the members of such Committee present. In the absence of a governing provision in these Rules or 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 of a Standing Committee or Special Committee 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 in accordance with the Open Meetings Act (5 ILCS 120/1 *et seq.*), 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 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, at another location properly noticed, or via audio and/or video conference (to the extent allowed by the Open Meetings Act (5 ILCS 120/1 *et seq.*) or other applicable law).
- d. **Cancellation.** If it appears to the Chair of a Committee, that a scheduled meeting will lack a quorum, as defined in Rule VI.B.3.a., the Chair may cancel such meeting and, if such meeting is canceled, 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 of a Standing Committee 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 at a Committee meeting, the Vice-Chair of the Committee shall preside at the meeting. 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-preside.~~

c. ~~*Physical Presence of Chair Required.* Except for a Committee meeting held under the Electronic Attendance Policy when a “Disaster Declaration” (as defined in the Electronic Attendance Policy) is in effect (1) the presiding Commissioner must be physically present at the meeting, (2) if the Chair of the Committee is not physically present, then the Vice-Chair of the Committee shall preside, and (3) if both the Chair and the Vice-Chair are not physically present, the members shall select a Chair pro tem to preside.~~

e.d. *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 VI.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. 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 Committee Chair or

President determines that the best interests of the Committee dictate otherwise):

- i. Call to Order
 - ii. Roll Call of Commissioners
 - iii. Pledge of Allegiance
 - iv. Addenda to Agenda
 - v. Approval of Minutes
 - vi. Public Comment – Matters not on Agenda (limited to one 3-minute comment per person)
 - vii. Correspondence
 - viii. Invoices and Requisitions (for the Finance Committee only)
 - ix. Unfinished Business
 - x. New Business
 - xi. Miscellaneous Business
 - xii. Closed Session
 - xiii. Potential Action Following Closed Session
 - xiv. Adjournment
- 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, (2) the Executive Director, or (3) the Chief Operations Officer. If, during the review of the agenda and the agenda items and documents, 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. 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. 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 these 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 Committee to the

Board shall be in writing. Copies shall be forwarded to the President and shall be made available to all Commissioners.

5. Commissioner and Public Comments.

- a. Commissioner Comments. Each Commissioner, ~~a member of~~ including a Commissioner not ~~a member of~~ the Committee, shall have the right, and be provided the opportunity, to address a Committee regarding an item on the agenda of the meeting at the time during the Committee's meeting that the item the Commissioner desires to address is on the floor for consideration. Each such comment shall be limited to five (5) minutes. In addition, any Commissioner, including a Commissioner not on the Committee, shall have the right to address the Committee on any item not on the agenda but germane to the business of the Committee for a maximum of three (3) minutes under the agenda heading for Miscellaneous Business.
- b. Public Comment. Any individual or any spokesperson for a group shall be permitted to address a Committee once for a maximum of three (3) minutes on any matter that appears on the agenda of a Committee meeting, that is added to the agenda of a Committee meeting, or that is germane to the business of the Committee, but not on the agenda 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.

6. Closed Meetings and Sessions.

- 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.
- 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.

c. Confidentiality. All matters discussed in closed session of a Committee meeting shall be kept strictly confidential by all attendees of the closed session, including all Commissioners. All closed session printed materials and personal notes taken by Commissioners must be surrendered to District staff at the end of the meeting. The use of electronic recording devices (except as required by the Open Meetings Act (5 ILCS 120/1 *et seq.*) is prohibited during closed session. Commissioners and all others in attendance at closed sessions shall comply with Rule III.K.2.~~HO~~ regarding the use of their cellular telephones, tablets, laptops, and other electronic devices. If any Committee member willfully violates the confidentiality requirements of this Rule to the detriment of the District, the Chair of the Committee may recommend to the President that such member be replaced in accordance with these Rules. If any non-Commissioner attendee violates the confidentiality requirements of this Rule with respect to confidential information disclosed at a Committee meeting to the detriment of the District, the Committee Chair may bar such attendee from future attendance of closed sessions. Further, any such violation by District staff shall be grounds for disciplinary action under the District personnel policies then in effect. A District staff member's or attorney'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 and such communication is necessary or desirable for the staff member or attorney to carry out his or her duties and was not otherwise prohibited by the Committee.

7. Recording.

~~e-~~ Any person in attendance may record the proceedings of an open session of a public meeting of a Committee by audio or visual means and, if they are attending a meeting in person (rather than by audio conference or video conference) shall conduct such recording in the section reserved for visitors or in such other area determined by the Committee Chair.

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 other responsibilities imposed by applicable laws, are set forth in this Rule 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. **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, including the preparation of guidelines for establishing fees; facility/property licenses, housing licenses and concession agreements; legal matters and encroachments; 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. **Planning Committee.** The Planning Committee shall study and review potential land acquisition opportunities and shall, where appropriate, obtain appraisals, surveys, environmental reports, title reports, and other acquisition information; recommend acquisition of real property rights to the Board; review, provide direction to staff regarding, and 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 submission to the Board for approval of, master plans; be responsible for recommending the implementation of plans and uses for District land and facilities, including site development and restoration plans; and review and make recommendations concerning requests for easements and licenses. The Planning Committee shall ~~send~~refer any proposed plan or use that would (1) have a significant impact on District land or other District plans or uses or (2) involve a new use of such land, to ~~a~~each ~~Standing Committees~~Committee so that ~~they have~~each Standing Committee has an opportunity, ~~within a 120-day time period~~not later than its second regular meeting following the Planning Committee's referral, 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 (if it requires the expenditure of District funds) 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 appropriations ordinance.

- c. 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 licenses and 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. 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.

VII. FINANCE

A. FISCAL YEAR

The Board shall establish the Fiscal Year for the District by ordinance. The District, by ordinance, has established its fiscal year as January 1 through December 31 of each year.

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 the end of 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, and become effective, according to law.

D. FINANCIAL RECORDS

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 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 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 other Commissioner shall receive an annual salary established by ordinance in accordance with the Act. Each Commissioner is entitled to be reimbursed for mileage expenses for each mile necessarily traveled in

attending meetings of the Board and the Committees of the Board and in attending any function or event related to the conduct of the business of the District. Such reimbursements will be made pursuant to the District's "Policy for Reimbursement of Travel, Meal, and Lodging Expenses" approved by an ordinance of the Board in accordance with 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 Rule VII.H. Such reimbursements will be made pursuant to the District's "Policy for Reimbursement of Travel, Meal, and Lodging Expenses" approved by an ordinance of the Board pursuant to the Local Government Travel Expense Control Act (*50 ILCS 150/1 et seq.*).

VIII. EQUIPMENT 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 Act and such other public purposes as may be authorized by law.

B. 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 REPEAL

A. AMENDMENTS

Amendments to these Rules may be initiated by the Rules Committee. In addition, any Commissioner, during the Miscellaneous Business portion of a Regular Meeting of the Board, may propose an amendment to these Rules and, upon motion duly made, seconded, and approved by an affirmative majority of Commissioners in attendance, such proposed amendment shall be referred to the Rules Committee for its consideration. The Rules Committee shall convene a Special Meeting to consider whether to recommend such Rules change to the Board. Amendments 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

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). If any of these Rules is found to be contrary to law, the Rules Committee shall meet as soon as 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 ~~15, 2020~~13, 2022

Exhibit No:

2023 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 2023						
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 2023						
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 2023						
S	M	T	W	Th	F	Sa
			1	2	3	4
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- Committee Meetings
- Joint Committee Meetings
- Board Meetings
- Closed - Holiday

- JANUARY**
- 9 9:00 am Operations Committee
 - 11:00 am Committee of the Whole
 - 1:00 pm Planning Committee
 - 12 1:00 pm Finance Committee
 - 18 9:00 am Board Meeting
- FEBRUARY**
- 6 9:00 am Operations Committee
 - 11:00 am Diversity & Cultural Awareness Committee
 - 1:00 pm Planning Committee
 - 9 1:00 pm Finance Committee
 - 15 9:00 am Board Meeting
- MARCH**
- 6 9:00 am Operations Committee
 - 11:00 am Legislative Committee
 - 1:00 pm Planning Committee
 - 9 1:00 pm Finance Committee
 - 15 9:00 am Board Meeting
- APRIL**
- 3 9:00 am Operations Committee
 - 11:00 am Committee of the Whole
 - 1:00 pm Planning Committee
 - 6 1:00 pm Finance Committee
 - 12 9:00 am Board Meeting
- MAY**
- 1 9:00 am Operations Committee
 - 11:00 am Legislative Committee
 - 1:00 pm Planning Committee
 - 4 1:00 pm Finance Committee
 - 10 9:00 am Board Meeting
- JUNE**
- 5 8:30 am JOINT MEETING:
Operations, Planning, Finance
 - 8 1:00 pm Finance Committee
 - 14 9:00 am Board Meeting
- JULY**
- 12 10:30 am * Committee of the Whole (outdoor)
 - 25 5:30 pm Legislative Committee
 - 31 9:00 am Operations Committee
 - 11:00 am Diversity & Cultural Awareness Committee
 - 1:00 pm Planning Committee
- AUGUST**
- 3 1:00 pm Finance Committee
 - 9 9:00 am Board Meeting
 - 28 9:00 am Operations Committee
 - 11:00 am Committee of the Whole
 - 1:00 pm Planning Committee
 - 31 1:00 pm Finance Committee
- SEPTEMBER**
- 13 9:00 am Board Meeting
- OCTOBER**
- 2 8:30 am JOINT MEETING:
Operations, Planning, Finance
 - 5 1:00 pm Finance Committee
 - 11 9:00 am Board Meeting
- NOVEMBER**
- 6 9:00 am Operations Committee
 - 11:00 am Legislative Committee
 - 1:00 pm Planning Committee
 - 9 1:00 pm Finance Committee
 - 15 9:00 am Board Meeting
- DECEMBER**
- 4 9:00 am Operations Committee
 - 11:00 am Committee of the Whole
 - 1:00 pm Planning Committee
 - 7 1:00 pm Finance Committee
 - 13 9:00 am Board Meeting

July 2023						
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Any change to the start time or place of a meeting set forth in this calendar will occur only if such change is specifically stated on the agenda for that meeting, which will be posted in accordance with the Illinois Open Meetings Act.

Unless otherwise provided in a meeting's agenda, Board and Committee meetings are held at the Lake County Forest Preserve General Offices, 1899 West Winchester Road, Libertyville, Illinois.

* NOTE: The July Committee of the Whole meeting will be at a Forest Preserve location that will be identified on the agenda for that meeting in accordance with the Illinois Open Meetings Act.

Meeting cancellations and other changes to this schedule are published on the District's website: www.LCFPD.org

2024 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 2024						
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April 2024						
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- Committee Meetings
- Joint Committee Meetings
- Board Meetings
- Closed - Holiday

- JANUARY**
- 8 9:00 am Operations Committee
 - 11:00 am Committee of the Whole
 - 1:00 pm Planning Committee
 - 11 1:00 pm Finance Committee
 - 17 9:00 am Board Meeting
- FEBRUARY**
- 5 9:00 am Operations Committee
 - 11:00 am Diversity & Cultural Awareness Committee
 - 1:00 pm Planning Committee
 - 8 1:00 pm Finance Committee
 - 14 9:00 am 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
 - 13 9:00 am 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
 - 10 9:00 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
 - 15 9:00 am Board Meeting
- JUNE**
- 3 8:30 am JOINT MEETING:
Operations, Planning, Finance
 - 6 1:00 pm Finance Committee
 - 12 9:00 am Board Meeting
- JULY**
- 10 10:30 am * Committee of the Whole (outdoor)
 - 23 5:30 pm Legislative Committee
- AUGUST**
- 5 9:00 am Operations Committee
 - 11:00 am Diversity & Cultural Awareness Committee
 - 1:00 pm Planning Committee
 - 8 1:00 pm Finance Committee
 - 14 9:00 am Board Meeting
 - 26 9:00 am Operations Committee
 - 11:00 am Committee of the Whole
 - 1:00 pm Planning Committee
 - 29 1:00 pm Finance Committee
- SEPTEMBER**
- 11 9:00 am Board Meeting
 - 30 8:30 am JOINT MEETING:
Operations, Planning, Finance
- OCTOBER**
- 9 9:00 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
 - 13 9:00 am Board Meeting
- DECEMBER**
- 2 9:30 am Board Reorganization
 - 5 9:00 am Rules Committee
 - 6 9:00 am Rules Committee
 - 11 9:30 am Special Board Meeting

July 2024						
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September 2024						
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Any change to the start time or place of a meeting set forth in this calendar will occur only if such change is specifically stated on the agenda for that meeting, which will be posted in accordance with the Illinois Open Meetings Act.

Unless otherwise provided in a meeting's agenda, Board and Committee meetings are held at the Lake County Forest Preserve General Offices, 1899 West Winchester Road, Libertyville, Illinois.

* NOTE: The July Committee of the Whole meeting will be at a Forest Preserve location that will be identified on the agenda for that meeting in accordance with the Illinois Open Meetings Act.

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LAKE COUNTY FOREST PRESERVE DISTRICT
POLICY FOR ATTENDANCE AT PUBLIC MEETINGS
BY VIDEO OR AUDIO CONFERENCE

I. Background and Purpose.

The Illinois Open Meetings Act, 5 ILCS 120/1 *et seq.* (the "Open Meetings Act"), requires that the final actions of Public Bodies be taken at open, public meetings and that their deliberations be conducted openly, except for certain limited circumstances that permit closed meetings. This Policy adopts certain rules and procedures for attendance, via video or audio conference, at public meetings by members of boards, committees, and bodies of the Lake County Forest Preserve District ("District") consistent with the Open Meetings Act.

II. Definitions.

"Disaster Declaration" shall mean a disaster declaration that (i) was issued by the Governor of the State of Illinois or the Director of the Illinois Department of Public Health, (ii) is related to public health concerns because of a disaster, as defined in Section 4 of the Emergency Management Act, (iii) covers all or part of Lake County, and (iv) pertains to a disaster that, as determined by the District President in writing, renders an in-person District public meeting or a District public meeting conducted in accordance with the in-person requirements of the Open Meetings Act impractical or imprudent.

"Electronic Attendance" or **"Attend Electronically"** shall mean the attendance at, or the act of attending, a meeting of a Public Body by a member of that Public Body by video conference, audio conference, or a combination of video conference and audio conference, rather than in-person attendance at the meeting's physical location.

"Emergency Management Act" shall mean the Illinois Emergency Management Agency Act, 20 ILCS 3305/1 *et seq.*

"Public Body" shall mean the District Board of Commissioners, all standing and special committees of the Board of Commissioners, and any other subsidiary boards, commissions, or bodies of the District that are subject to the Open Meetings Act.

"Qualified Location" shall mean one of the following locations: the County Building (18 North County Street, Waukegan, Illinois), the District General Offices (1899 West Winchester Road, Libertyville, Illinois), the County Central Permit Facility (500 West Winchester Road, Libertyville, Illinois), and the County Division of Transportation Office (600 West Winchester Road, Libertyville, Illinois).

III. Meeting Held When a Disaster Declaration is Effective.

If a Disaster Declaration is in effect, then a member of a Public Body is allowed to Attend Electronically, in accordance with this Policy, any meeting of that Public Body that occurs while the Disaster Declaration is in effect.

IV. Meeting Held When a Disaster Declaration is Not Effective.

A. Member Qualifications for Electronic Attendance.

When no Disaster Declaration is in effect, a member of a Public Body may Attend Electronically the open portion of a meeting of that Public Body if (i) the meeting is held at a Qualified Location, (ii) a quorum of the Public Body is physically present for the meeting at the Qualified Location at which the meeting is being held, (iii) the member provides the notice required by Section IV.B.1. below, and (iv) the member is physically prevented from attending the meeting by:

- (1) personal illness or disability;
- (2) the business of the Public Body or of the County of Lake; ~~or~~
- (3) a family or other emergency; or
- (4) employment purposes (including military service).

B. Procedures for Authorizing Electronic Attendance.

The following procedures are required before a member of a Public Body is authorized to Attend Electronically a meeting of that Public Body held when a Disaster Declaration is not in effect:

1. Notice to the Secretary. The member must notify the District Secretary in writing at least 24 hours prior to the meeting that the member desires to Attend Electronically, unless such notice is impractical. The notice shall be substantially in the form attached to this Policy as Exhibit 1 and shall identify the reason the member cannot be physically present at the meeting in accordance with Section IV.A of this Policy. If it is impractical for the member to give the required written notice 24 hours prior to the meeting, the member shall provide notice to the District Secretary as soon as, and by such means as is, practical.

2. Determination of Authorization of Electronic Attendance. Upon receipt of notice in accordance with Subsection IV.B.1., the District Secretary shall promptly forward the notice to the presiding officer of the Public Body. After establishing that a quorum of the Public Body is physically present at the meeting at which a member has requested to Attend Electronically, the presiding officer shall state that a notice was received by a member of the Public Body in accordance with this Policy. The member will be authorized to Attend Electronically unless the Public Body determines by motion that the notice does not comply with Section IV.A or Section IV.B.1. of this Policy. If no such motion is made and adopted, the presiding officer shall declare the requesting member present. After such declaration by the presiding officer, the question whether a member can attend by Electronic Attendance may not be reconsidered.

V. Special Rules for Meetings Involving Electronic Attendance.

A meeting of a Public Body at which any member is authorized to Attend Electronically in accordance with Section III or Section IV of this Policy must be conducted in accordance with the following special rules, in addition to any other applicable rules and procedures of the Public Body:

A. Audio or Video Attendance. Electronic Attendance of a meeting shall be via an audio or video technology selected by the Executive Director, which shall be either (i) a combination audio or video technology or (ii) a telephone connection.

B. Public Access to Meeting. The video and audio transmission of the discussions and votes of Public Body members Attending Electronically, and the comments and testimony of

members of the public, shall be projected and amplified so they are visible and audible to members of the Public Body and the public who are present at the meeting physically or remotely.

C. Roll Call Votes. If a Public Body's meeting is held when a Disaster Declaration is in effect and if the requirements of Section IV.A. have not been satisfied (including the requirement that a quorum of the Public Body be physically present at a Qualified Location), then all votes during such meeting shall be conducted by roll call.

D. Verification of Member Participation. To verify their Electronic Attendance and participation in the Public Body's meeting:

- (1) each member of a Public Body attending a meeting via a combination audio/video technology, shall
 - a. at all times during the meeting, project via video, in a manner visible to the public, their written first and last names and
 - b. participate in the meeting via a live video transmission so that the member (and not merely their name or photograph) is visible to the public, at all times when
 - i. the member answers the attendance roll call,
 - ii. the member is speaking,
 - iii. the member is voting, or
 - iv. the meeting is in closed session (if closed session participation is allowed pursuant to Section IV.E.) and
- (2) each member of a Public Body attending a meeting via telephone only shall provide their telephone number to the District Secretary and presiding officer of the Public Body in advance of the meeting and the presiding officer (after verifying the telephone number being used by the meeting participant belongs to the member) the shall announce during the meeting that the member is participating via telephone.

If any question arises as to whether a Public Body member is in attendance at a meeting, is part of a quorum of the Public Body, is participating in the meeting, or has voted, the question will be determined by the presiding officer of the Public Body.

E. Closed Session Participation. A member may not Attend Electronically the closed session of a meeting held when a Disaster Declaration is not effective. A member may Attend Electronically the closed session of a meeting held when a Disaster Declaration is effective, but the member (i) must be physically located within a room or other confined space in which no other person is present and (ii) participate in the closed session via a live video transmission so that the member (and not merely their name or photograph) is visible to the other Public Body members during the entire closed session.

F. Minutes. The minutes of each meeting of a Public Body shall identify (i) which members of the Public Body were physically present, (ii) which members of the Public Body participated by Electronic Attendance, (iii) the reason for each member's Electronic Attendance,

(iv) whether there was a sustained objection to any Electronic Attendance pursuant to this Policy, and (v) the electronic means by which each member attended the meeting.

G. In-Person Chair Required. During a meeting held when no Disaster Declaration is in effect, the member chairing the meeting must be physically present at the Qualified Location at which the meeting is being held.

VI. Effect of Electronic Attendance.

A member attending a meeting of a Public Body by Electronic Attendance shall be considered present at the meeting, including for purposes of determining a quorum, and entitled to vote on any matter before the Public Body and otherwise participate in the meeting as if the member were physically present at the meeting, so long as the member's Electronic Attendance at the meeting complies with the Open Meetings Act and the terms of this Policy. If a member attending by Electronic Attendance leaves the meeting (temporarily or permanently) they shall first notify the Presiding Officer.

VII. Additional Authority During Disaster Declaration.

If, on or following the most recent date upon which this Policy has been amended, (i) a Disaster Declaration is in effect and (ii) the ability of a Public Body member to Attend Electronically a meeting of that Public Body has been expanded by either (a) an amendment to the Open Meetings Act, the Emergency Management Act, or other state statute, (b) a new statute, or (c) an executive order issued by the Governor of Illinois, then a member of a Public Body may attend meetings of the Public Body to the full extent allowed by such amendment, new statute, or executive order, notwithstanding any provision of this Policy that might otherwise restrict such attendance or the conduct of public business by a Public Body.

Adopted: 5/8/2007

Amended: 1/11/2011

Amended: 1/13/2015

Amended: 4/7/2020

Amended : 12/15/2020

Amended: 12/13/2022

Appendix A

Form of Notice

In accordance with Subsection IV.A of the Lake County Forest Preserve District's "Electronic Attendance at Meetings Policy," I, _____, am submitting this notice evidencing my desire to Attend Electronically the _____, 20____, meeting of the _____ [insert name of Public Body holding meeting, e.g., "Board of Commissioners," "Finance and Administrative Committee"]. I am physically prevented from attending that meeting due to one or more of the following circumstances:

- Personal illness or disability.
- Business of the Public Body or the County of Lake.
- A family or other emergency.
- employment purposes (including military service).

Date: _____

Signature:
