

COUNTY OF KENDALL, ILLINOIS
ADMIN HR COMMITTEE
KENDALL COUNTY HISTORIC COURTHOUSE
109 W. Ridge Street; 3rd Floor Courtroom



Wednesday, November 18, 2020 at 5:30p.m.
MEETING AGENDA

- 1. Call to Order**
- 2. Roll Call:** Elizabeth Flowers (Chair), Scott Gengler, Judy Gilmour, Matthew Prochaska, Robyn Vickers
- 3. Approval of Agenda**
- 4. Approval of Minutes from October 21, 2020**
- 5. Department Head and Elected Official Reports**
- 6. Public Comment**
- 7. Committee Business**
 - *Discussion and Approval of Open Data License Update*
 - *Request for Legal Review of Open Data License Update*
 - *Discussion of County Board Rules of Order Updates to Meeting Procedures*
- 8. Executive Session**
- 9. Items for Committee of the Whole**
- 10. Action Items for County Board**
- 11. Adjournment**

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**COUNTY OF KENDALL, ILLINOIS
ADMIN HR MEETING MINUTES
Monday, October 21, 2020**

CALL TO ORDER – Chair Flowers called the meeting to order at 5:31pm.

ROLL CALL

Attendee	Status	Arrived	Left Meeting
Elizabeth Flowers	Present		
Scott Gengler	Here		
Judy Gilmour	Here		
Matthew Prochaska	Here		
Robyn Vickers	ABSENT		

Employees in Attendance: Scott Koepfel

Others in Attendance: Dane Mull, Alliant Mesirov

APPROVAL OF AGENDA – Motion made by Member Gilmour, second by Member Prochaska to approve the agenda. With all members voting aye the motion passed.

APPROVAL OF MINUTES – Motion made by Member Gilmour, second by Member Prochaska to approve the October 5, 2020 minutes. With all members present voting aye the motion passed 5-0

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS – Scott Koepfel briefed the committee on the September GIS report.

Mr. Koepfel said that Latreese Caldwell is working on the Admin HR reports, and will send those out to committee members shortly.

PUBLIC COMMENT - None

COMMITTEE BUSINESS

- *Discussion and Approval of Worker Compensation, Liability, Property, and Cyber Security Insurance Renewal* – Dane Mull from Alliant Mesirov briefed the committee on his tour of the Kendall County Public Safety Center with ICRMT who was doing a property conservation and safety inspection. Mr. Mull plans to develop a training program the Sheriff’s Office will incorporate into their service trainings.

Regarding insurance renewal, Mr. Mull said ICRMT is going to offer a credit to its members that renew with ICRMT, which totaled approximately \$53,000. Overall, with the ICRMT credit, they were able to reduce the program costs 4.6 percent or \$30,000 in savings.

Mr. Mull said that the Workers Compensation had a 13 percent decrease in the premium or \$20,000. In addition, the County's experience modification rate has decreased in consecutive years due to favorable employee injury experience and favorable claim development.

On Liability, (Automobile Liability, General and Products Liability, Employee Benefits Liability, Employment Practices Liability, Law Enforcement Liability, Public Officials Liability and Excess Liability), the premium did increase by 8.3 percent or \$42,543, but the increase was off-set by the Workers Compensation premium decrease and credit.

Mr. Mull note that due to the Covid pandemic, the 2020-2021 excess liability policy (\$10 million excess of \$1,000,000 primary) now excludes claims arising out of the actual or alleged transmission of a communicable disease or virus. This represents a limitation of coverage.

The County's expiring Cyber Liability insurance coverage is place with BCS insurance with a \$3,000,000 limit of liability and a \$25,000 deductible. Alliant Mesirow is recommending the County keep its existing coverage with BCS despite a 22 percent increase for this year.

ICRMT can provide the County a \$2,000,000 limit with a \$25,000 retention for \$6,525, but it is at a lower limit of liability. ICRMT is not able to offer a higher limit at this time. ICRMT has collaborated with Beasley Cyber Security, and that group will provide an opportunity for the County for the next renewal.

- *Discussion and Approval of Facilities Management Assistant Director/Project Manager Job Description* – Mr. Smiley stated he originally requested a similar position in 2014, but was denied. He said Facilities Management continues to have many projects throughout the County with the primary responsibility falling to him. Mr. Smiley reviewed the current projects that he is supervising and the upcoming projects for 2021 with parking lot paving, snow plowing, landscaping, janitorial, Solar Field, HVAC systems, and additional work in the County Office Building. Mr. Smiley stated that this position would be valuable in learning the history of the County buildings and in the transition when Mr. Smiley chooses to retire in the future. The Facilities Management Committee forwarded the item to the Admin HR Committee hoping they would forward the item to the State's Attorney's Office for legal review and analysis of what type of position and expertise would be involved.

Member Prochaska made a motion to forward the item to the State's Attorney for approval, second by Member Gengler. With four members present voting aye, the motion carried by a vote of 4-0.

EXECUTIVE SESSION – None

ITEMS FOR COMMITTEE OF THE WHOLE – None

ACTION ITEMS FOR COUNTY BOARD

- *Discussion and Approval of Worker Compensation, Liability, Property, and Cyber Security Insurance Renewal with Alliant Mesirow*
- *Discussion and Approval of Facilities Management Assistant Director/Project Manager Job Description*

ADJOURNMENT – Member Prochaska made a motion to adjourn the meeting, second by Member Gengler. With four members present voting yes the meeting adjourned at 6:21p.m.

Respectfully Submitted,

Valarie McClain
Administrative Assistant and Recording Secretary



November 20, 2020

As we settle into our new normal, we are continuing to find avenues of improvement. The following is an overview of our recent projects:

- Coordinated with the Forest Preserve District to create maps for upcoming meetings.
- Created a stand-alone “Official Zoning Map” for the County.
 - <https://maps.co.kendall.il.us/zoning-map/>
- Implemented a one-stop shop for Environmental Health GIS tools which makes both front-end and back-end development easier. – **Figure 1**
 - <https://maps.co.kendall.il.us/ehealth/>
- Continued improvement and management of our data quality.
 - Rights-Of-Way and Subdivisions data cleaned up
 - Maintained KenCom 911 data
- Upheld same level of legal description review with the Assessor’s Office – **Figure 2**
- Shared knowledge with Alachua County, Florida and were able to improve their memory usage by 40%!
- Bought two Codecademy accounts for training purposes
 - Will allow us to take off-the-shelf products and extend them to suit our purposes
 - Continue improving cloud services and current scripts
- Looking forward to Thanksgiving!



Figure 1: E-Health Tools



Figure 2: Workflow Metrics

Thank you!

Summary:

We would like to update our open data license language to something that adheres to internationally-accepted standards. We would like to use this license <https://opendatacommons.org/licenses/odbl/1-0/> plus adding on 4b from here <https://creativecommons.org/publicdomain/zero/1.0/legalcode>

In both cases, they do not create an attorney-client relationship and are simply well-recognized legal languages that will help our data be viewed as “public domain” instead of “custom license”, which may turn people away from using our data. This change would only apply to our Open Data Site. Our short paragraph of terms will remain on our viewers.

We are requesting for legal review on this license language. This language would be strictly used for the Open Data Site and it would not interfere with any instances we have in place.

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1. Any Member may appeal a ruling of the Chair. The County Board Parliamentarian shall rule on all appeals of the Chair. The Parliamentarian's ruling on appeals may be appealed to the County Board.
2. If the appeal is seconded, the Member making the appeal may briefly state his reason for same, and the Chair may briefly explain his ruling. There shall be no debate on the appeal, and no other Member shall participate in the discussion.
3. The Chair shall then put the question, "Shall the decision of the Chair be sustained?"
4. All members present shall vote yea or nay. "Present and Abstain" votes shall not be allowed on such appeals.
5. If a majority of the members present and voting vote "No", the decision of the Chair shall be overruled; otherwise, it shall be sustained.

B. Motion to Amend

1. A motion to amend shall be in order, a motion to amend an amendment shall be in order, but one to amend an amendment to an amendment shall not be entertained.
2. On an amendment to strike out and insert, the paragraph to be amended shall first be read as it stands, then the words proposed to be stricken, then those to be inserted, and finally the paragraph as it will stand if so amended shall be read.
3. An amendment modifying the intention of a motion shall be in order, but an amendment relating to another subject shall not be in order.
4. An amendment to the main question or other pending question may be referred to a committee and returned at a time certain. Neither the main question nor such other pending question shall be affected thereby.

C. Question of Personal Privilege

1. The right of a Member to address the Board on a question of personal privilege shall be in cases in which his personal integrity, character or motives are assailed, questioned or impugned.
2. A Member shall have the opportunity for introduction of guests and/or other significant events.

D. Seconding of Motions

1. No motion shall be put or debated in the Board or in the Committee unless it is seconded.
2. When a motion is seconded, it shall be stated by the Presiding Officer before debate.

E. Withdrawal of Motions

1. A motion may be withdrawn even after having been stated by the Presiding Officer prior to the vote having been taken.
2. The second must be withdrawn prior to the request for withdrawal of the main motion.

F. Written Motions

1. Every motion of the Board, except motions of procedure, shall be reduced to writing if requested by any Member.

G. Division of Questions

1. If any question under consideration contains several distinct propositions, the Chairman may, upon request of any Member or upon his/her own volition, require a division of the question.
2. If the Chairman fails to respond affirmatively to such a request, the Board, by majority of those present and voting, may divide such question.

H. Motions to Lay on the Table and to Take from the Table

1. A motion to lay a question or other proposition on the table, or to take a question from the table, shall not be debatable and requires only a simple majority of the quorum of the members present.
2. A motion to lay a question on the table that is accompanied with a qualifier, or any other condition attached to it, shall be subject to amendment and debate.
3. A motion to lay a question or other proposition on the table shall apply to that question or proposition only. An amendment to the main question or other pending question may be laid on the table and neither the main question nor such other pending question shall be affected thereby.
4. A motion to take any question or other proposition from the table may be proposed at the same meeting at which such question or proposition was laid upon the table, and requires only a simple majority of the quorum of the members present.
5. Any motion laid on the table that is not removed from the table by the close of the next regularly scheduled session shall die.

I. Motion to Postpone

1. When consideration of the motion or other proposition is postponed to a time certain, it shall not be again taken up at the same meeting.
2. A motion to postpone shall not open the main question to debate.

J. Motion to Substitute

1. A substitute for any original proposition under debate or for any pending amendment to such proposition may be entertained notwithstanding that at such time further amendment is admissible and germane to the issue.
2. If accepted by the Board by a vote, a motion to substitute shall entirely supersede such original proposition or amendment, as the case may be, and cut off all amendments appertaining thereto.

K. Reconsideration

1. A vote or question may be reconsidered after roll call, at the end of the same meeting, or at the end of the first regular or adjourned meeting held thereafter, but not a special meeting, unless there is present the same number of Members as was present when the original vote was taken. In the event the motion is made and approved at a following meeting, the matter shall then be tabled to the next following meeting and placed on the agenda for that meeting.
2. A motion to reconsider must be made by a Member who voted on the prevailing side.
3. In the case where a motion failed for lack of a specific vote requiring greater than a simple majority, then either side may move for reconsideration.

L. Previous Question (Closing Debate)

1. When the previous question is moved on the main question and seconded, it shall be put in this form: "Shall the main question now be put?"

2. If such motion be carried, further amendment and all further motions and debates shall be excluded and the question put without delay upon the pending amendments in proper order, and then upon the main question.
3. The previous question shall require an affirmative vote of two-thirds (2/3) vote of the Members present and voting.

M. Motion to Adjourn

1. Motion to adjourn the Board meeting shall always be in order except:
 - a) When another Member is in possession of the floor.
 - b) When the Members are voting.
 - c) When adjournment was the last preceding motion
 - d) When it has been decided that the previous question shall be taken.
2. A motion simply to adjourn shall not be subject to amendment or debate, but a motion to adjourn to a time certain, shall be.

N. Votes

1. Explanations of votes are not permitted during roll call.
2. The result of all votes of "Yeas" and "Nays" shall not be announced by the Clerk, but shall be handed by him to the Chairman for announcement.
3. No vote shall be changed after the vote has been announced by the Chairman.
4. In all cases where a resolution or motion is entered in the Minutes, the name of the Member moving and seconding the same shall be entered in the Minutes.

O. Precedence of Motions

When a question is under debate, the following motions shall be in order and shall have precedence over each other in order as listed:

1. To adjourn to a certain day.
2. To adjourn.
3. To take a recess.
4. To lay on the table.
5. The previous question.
6. To defer or postpone to a certain time.
7. To refer to committee.
8. To amend.
9. To defer or postpone indefinitely

Numbers 2, 4 and 5 to be decided without debate.

P. Point of Order

Whenever a Member believes that the Rules of the Board are being violated, he/she may call upon the Chair for a ruling and an enforcement of the Rules by raising a Point of Order.

Q. Duties of Members

1. Every Member, prior to speaking, making a motion or seconding the same, shall address the Presiding Officer saying, "Mr./Madame Chairman," and shall not proceed to speak until recognized by the Chair.
2. Comments shall be confined to the question under debate, and address to the Presiding Officer.
3. Parliamentary courtesy shall be maintained at all times.

R. Duties of Presiding Officer

1. The Presiding Officer shall preserve order and decorum and may speak to points of order in preference to other Members and shall decide all questions of order subject to appeal.
2. In case of any disturbances or any disorderly conduct, the Presiding Officer shall have the power to require the meeting room to be cleared.

S. Debate

1. No Member shall speak more than once on the same question except by consent of the Chairman, and then only for one minute after all other Members desiring to speak have done so. However, the chairman of the committee, whose report is under consideration, shall have the right to open and close debate.
2. No Member shall speak longer than five (5) minutes at one time, except by the consent of the Chair who may grant one additional minute without objection of the Board.
3. In closing debate on any questions as above provided, the speaker shall be limited to five (5) minutes, except by special consent of the Board.
4. Any Member proposing an amendment shall have the right to open and close debate on the amendment.

Article ___: Actions of the County Board

A. Majority Vote Generally Required

1. An act of the County Board shall require a majority vote of those present and voting provided a quorum is present.
2. Adoption of an ordinance or resolution, requires a majority vote of the County Board, unless otherwise specified by statute or by county ordinance.
3. If any such statute and ordinance differ with respect to voting requirements, such ordinance shall control, unless the statute is preemptive of County authority.

B. Actions Requiring an Extraordinary Vote

1. Illinois law requires an extraordinary vote of all Board Members in the following instances:
 - a) To amend zoning ordinance when resolution protesting such amendment has been filed by a municipality with the County Clerk by a three-fourths (3/4) vote of all Board Members in compliance with 55 ILCS 5/5-12007.
 - b) For budget transfers, by two-thirds (2/3) vote of all Board Members in compliance with 55 ILCS 5/6-1003.
 - c) For emergency appropriation, by two-thirds (2/3) vote of all Board Members in compliance with 55 ILCS 5/6-1003.
2. Unless otherwise specified in the governing statute or ordinance, an "extraordinary vote" of the County Board shall be defined as a two-thirds (2/3) vote of the elected or appointed members of the Board then holding office.
3. The termination of an employee of the County under direct oversight of the County Board shall require a majority of the County Board as elected.

C. Roll Call Voting

1. When conducting a roll call vote, the Clerk or the secretary shall call the maker of the motion first and proceed through the remainder of the Board in alphabetical

order beginning with the member whose name immediately follows the name of the member who made the motion.

2. Members shall vote on any question submitted to a roll call:
 - d) Yea
 - e) Nay
 - f) Abstain
 - g) Present
3. Clerk shall include "Present" votes with the majority. To avoid a conflict of interest, a Member shall "Abstain" from voting.
4. Names of those not answering may be called again, or the Chair may ask if anyone entered the chambers after his name was called.
5. Members may change their votes before the result is announced.
6. The Clerk shall give the final number of those voting "Yea", "Nay," "Abstain", and the number voting "Present" to the Chairman.
7. The Chairman shall announce the figures, ask if there is any objection by the Members, and declare the result of the motion.
8. A consent vote shall be of a majority of members present.

Article _____ : Appointments

The Chairman shall prepare and distribute to the County Board, when practicable, a written notice of his or her appointment of any individual or individuals to any offices which the Chairman is directed by law or ordinance to appoint with the advice and consent of the County Board. Such notice shall include an application or other supporting biographical information for each candidate and be provided to Board Members two weeks prior to final approval. The Chairman shall cause each appointment, term and vacancy to be posted on the County's website. All appointments shall be made by Resolution.

Article _____ : Ordinances and Resolutions

1. Policy making ordinances and resolutions shall have two readings at two separate meetings before the vote is taken.
 - i. First reading will be considered the time for Member question, comment or clarification which shall be referred to the proposing Committee for consideration.
 - ii. The second reading will be considered the time for debate and action.
2. An ordinance or resolution authorizing the issuance or sale of bonds is not a policy making ordinance for the purposes of this Rule.
3. In order to be considered by the County Board an Ordinances and Resolutions shall be reviewed and given one of the following recommendations by a Committee of the County Board:
 - i. that the ordinance "do pass";
 - ii. that the ordinance "do not pass";
 - iii. that the ordinance "do pass as amended";
 - iv. that the ordinance "do not pass as amended";

- v. that the resolution "be adopted";
 - vi. that the resolution "be not adopted";
 - vii. that the resolution "be adopted as amended";
 - viii. that the resolution "be not adopted as amended";
 - ix. "without recommendation"
4. All proposed Ordinances and Resolutions shall be assigned a control number by the County Board Office in the order when they are introduced.
 5. Members shall have the ability to introduce Ordinances and Resolutions, if a member introduces an Ordinance or Resolution then the member shall be listed as the Sponsor, other members may be listed as Co-Sponsors upon their request. The Sponsor shall be considered to make the motion to approve.
 6. No legislative measure may be called for a vote in a standing committee or special committee in the absence of the Principal Sponsor. The committee Chairman, or co-sponsor may present a bill or resolution in committee with the approval of the Sponsor when the committee consents.
 7. All proposed Ordinances or Resolutions shall be published on the County website in numerical order they were introduced. They shall remain on the County website for the entire session of the County Board.
 8. The County Board may adopt a summary form for all agenda items. If a summary form is adopted, then no item shall come before the board unless summarized on said form.

Exhibit 1
COUNTY BOARD RULES OF ORDER
KENDALL COUNTY, ILLINOIS

BE IT RESOLVED, that the following rules are hereby adopted as the Rules of Order of the County Board of Kendall County, Illinois.

I. CODE OF CONDUCT

A. Each County Board member shall abide by the Code of Conduct provisions provided for herein:

1. No County Board member whether elected or appointed, shall:
 1. Directly or indirectly solicit or accept any service or item of value from any person, firm or corporation having dealings with the County except upon the same terms granted to the public generally.
 2. Receive any part of any fee, commission or other compensation paid or payable by the County or by any person in connection with any dealings or proceedings before any agency of the County.
 3. Directly or indirectly solicit or accept any service or item of value from the broker or agent who procures any type of bond or policy of insurance for the County, its officers, employees, persons or firms doing business with the County.
 4. Willfully and knowingly disclose, for direct or indirect financial gain, to any person, confidential information acquired by him or her in the course of and by reason of his or her official duties or use any such information for the purpose of individual, direct or indirect financial gain.
2. Any County Board member who has a financial interest, direct or indirect, in any contract with the County, or in the sale of land, material, supplies or services by or to the County or to a contractor supplying services by or to the County or in any resolution or ordinance proposed or pending before the Board shall make known that interest and shall refrain from voting upon or otherwise participating in the making of such contract or in the discussion, adoption or defeat of such resolution or ordinance. If the person or corporation contracting with or making a sale to or purchasing from the County knows, or has reason to know, that this subsection has been violated, then the contract or sale may be declared void by resolution of the County Board.
3. The Penalty for violation of any of these specific prohibitions of this Section of the rules shall be as provided by law.

Exhibit 1

II. ETHICS LAW

- A. The Illinois General Assembly enacted the State Officials and Employees Ethics Act (Public Act 93-615, effective December 9, 2003) making revisions to State statutes regulating ethical conduct, political activities and the solicitation and acceptance of gifts by State and local officials and employees. As required by the Act, Kendall County adopted a similar ordinance in May of 2004. (Amended 11/18/2008)**
- B. County Board members are subject to the State statute and County ordinance. Penalty for violation of State statute or County ordinance shall be as provided by law or ordinance. (Amended 11/18/2008)**

III REGULAR & SPECIAL BOARD MEETINGS

- A. Regular Meetings shall be held on the third Tuesday of June and September, as fixed by Statute. The Adjourned Meetings of the Board shall be held on the first and third Tuesday of each month, or such other day as the Board shall specify upon motion duly made, seconded and carried. If an Adjourned Meeting date falls on a Holiday or Election Day, it shall be held on the next working day, usually Wednesday. Meeting time shall be 6:00 p.m. on the first Tuesday and 9:00 a.m. on the third Tuesday or at such other time as the County Board determines, at the County Board Room of Kendall County, Illinois.**
- B. Swearing in and organization of the Board shall be held on the first Monday in December in the year of the election of Board Members. The County Clerk shall convene the organizational meeting and the County Board members shall select the County Board Chairman. (Amended 11/18/2008)**
- C. As required by Illinois Statute (ICS 55 ILCS 5/2-1002), special meetings of the County Board may be called at the written request of not less than one-third of the members of the County Board (four members) and filed with the County Clerk. A Special Meeting of the County Board shall be called to be held not earlier than five (5) days from the date written notice of such call was mailed by said Clerk to the Board Members. Only such business shall be transacted at any Special Meeting as has been stated in the notice of the call of such Special Meeting. However, during regular and adjourned meetings of the County Board, special meetings may be set by the members in accordance with the Open Meetings Act. (Amended 11/18/2008)**
- D. In accordance with the Illinois Open Meetings Act, public notice in the form of an agenda must be posted at the County Office Building and the building in which the meeting will occur if not the same building. The posting must be no less than 48 hours prior to the start of the meeting. (Amended 11/18/2008)**

- E. Individual Public Comment shall be limited to five (5) minutes per speaker. The total time for Public Comment at each Regular & Special County Board Meeting shall not exceed one hour per comment period. The County Board Chairman shall have the ability with the consent of the majority of the County Board, to extend either time period. (Amended 4/3/2019)
1. Persons addressing the Board shall not be permitted to make statements or remarks or engage in conduct that actually disturbs or impedes the public meeting. The Chairman may require any person making such prohibited statements or remarks or engaging in such conduct to leave the meeting.
- F. **Meetings Held Electronically.** All meetings of the Kendall County Board, including special committees and standing committees, are to be held in-person. The following rules shall remain dormant unless the Governor or the Director of the Illinois Department of Public Health has issued a disaster declaration related to public health concerns because of a disaster as defined in Section 4 of the Illinois Emergency Management Agency Act, and all or part of the jurisdiction of the public body is covered by the disaster area, and the Chairman of the County Board determines that an in-person meeting or a meeting conducted under this Act is not practical or prudent because of a disaster. If these conditions are met then the following rules shall apply for electronic meetings of the County Board, special committees, and standing committees : (Amended 8/18/2020)
1. **Remote Only Meeting.** If the County Office Building is closed to the public all meetings will be remote only.
 2. **Hybrid Meeting.** If the County Office Building is open to the public and the Chairman of the Board decides that a complete in-person meeting is not prudent, then all meetings will be hybrid (in-person and remote attendance are both allowed).
 3. **Executive Session.** The member shall be in a private area away from other individuals before joining an executive session.
 4. **Limitations on Members.** Members are encouraged to be in a quiet room to limit interruption to the meeting.
 5. **Login time.** The Secretary of the Board or of the Committee shall schedule Internet meeting and login 15 minutes prior to the scheduled start of the meeting.
 6. **Quorum calls.** The presence of a quorum shall be established by audible roll call at the beginning of the meeting. Thereafter, the continued presence of a quorum shall be determined by the online list of participating members, unless any member demands a quorum count by audible roll call. Such a demand shall be made following any vote for which the announced totals add to less than a quorum. If in a hybrid meeting the combination of in person attendance and the online list shall determine quorum.
 7. **Technical requirements and malfunctions.** Each member is responsible for his or her audio and Internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.
 8. **Disruption of the Meeting.** The chair may cause or direct the muting of a member's connection if it is causing undue interference with the meeting. The chair's decision to do so, which is subject to an undebatable appeal that can be

made by any member, shall be announced during the meeting and recorded in the minutes. The chair may cause or direct the disconnection or muting of any non-member participant that is causing a disruption of the meeting.

9. **Assignment of the floor.** To seek recognition by the chair, a member shall utilize the raise hand feature. If a meeting is hybrid then the chair shall recognize the speakers based on those raising their hand in meeting room and the electronic room.
10. **Interrupting a member.** A member who intends to make a motion or request that under the rules may interrupt a speaker shall use raise hand feature for so indicating, and shall thereafter wait a reasonable time for the chair's instructions before attempting to interrupt the speaker by voice.
11. **Location of presiding officer.** If a hybrid meeting the presiding officer of the meeting must be present in the meeting room.

IV. AGENDA (Amended 11/18/2008; 06/19/2012 Res. 2012- 29, 3/7/2017, 4/3/2019, 6/18/2019)

A. The order of business coming before the County Board shall substantially be as follows:

1. Call to Order
2. Roll Call
3. Determination of a Quorum
4. Approval of Agenda
5. Correspondence and Communications – County Clerk
6. Special Recognition
7. Public Comment
8. Consent Agenda
 - A. Approval of Previous Month's Minutes
 - B. Standing Committee Minutes Approval
9. Old Business
10. New Business
11. Elected Official Reports & Other Department Reports
 - A. Sheriff
 - B. County Clerk and Recorder
 - C. Treasurer
 - D. Clerk of the Court
 - E. State's Attorney
 - F. Coroner
 - G. Health Department
 - H. Supervisor of Assessments
 - I. Board of Review
12. Executive Session
13. Standing Committee Reports
 - A. Planning, Building and Zoning
 - B. Law, Justice and Legislation
 - C. Administration – Human Resources & Revenue/GIS

- D. Highway
- E. Facilities Management
- F. Economic Development
- G. Finance
- H. Animal Control
- I. Health & Environment
- J. Labor and Grievance Committee
- K. Committee-of-the-Whole
- L.

- 14. Special Committee Reports
 - A. Juvenile Justice Council
 - B. VAC
 - C. Historic Preservation
 - D. UCCI, Other State Associations and Organizations
 - E. Board of Health
 - F. Community 708 Mental Health Board
 - G. KenCom Executive Board

15. Other Business

16. Chairman's Report

(Note: announcements of appointments typically made at least one meeting prior to appointment)

A. Announcements / Appointments

17. Public Comment

18. Questions from the Press

19. Adjournment

- B. All questions relating to the priority of business shall be decided without debate.
- C. All Standing Committees of the County Board may place items on the Agenda by a majority vote of the Standing Committee. All items from Standing Committees will be considered under the Standing Committee Report. (Amended 6/18/2019)
- D. The County Board Chairman, or his or her designee, shall have final approval of the Agenda.(Amended 6/18/2019)
- E. The County Administrator, or his or her designee, shall be responsible for reviewing the County Board agenda prior to posting. A Consent Agenda will be used to expedite the handling of ministerial, routine, or non-controversial items. The County Board Chairman, County Administrator, or a standing committee of the County Board may place items on the Consent Agenda. The Consent Agenda may include, but is not limited to the following items: approval of minutes, approval of bills, approval of reports, and approval of contracts. At the request of any County Board Member an item shall be removed from the Consent Agenda. The request to remove an item does not require a second or a vote of the County Board. Any items removed from the Consent Agenda will be considered as the first item of business for the relevant committee. In the event that a removed item does not have a relevant committee, the removed item will be considered as the first item under New

Business. Approval of the Consent Agenda shall be done by a roll call vote the County Board. (Amended 6/18/2019)

V. OFFICERS

- A. The County Board Chairman shall be elected for a two (2) year term by a simple majority.**
- B. The County Board Vice-Chairman shall be elected for a two (2) year term by a simple majority to act in the absence of the County Board Chairman.**
- C. The County Clerk or a deputy selected by the County Clerk shall be the Clerk of the Board.**

VI. DUTIES OF COUNTY BOARD CHAIRMAN

- A. The County Board Chairman shall vote on all motions, ordinances, amendments, thereto, or other matters coming before the County Board. (Amended 11/18/2008)**
- B. The County Board Chairman shall preserve order and decide all questions of order, subject to an appeal to the County Board, without debate.**
- C. Every member, prior to speaking shall respectfully address the County Board Chairman, avoid personalities and confine comment to the question under consideration. (Amended 11/18/2008)**
- D. When two or more members wish to speak at the same time, the County Board Chairman shall name the member who may speak first.**
- E. A member called to order, either by the County Board Chairman or member of the County Board, shall immediately take his seat, unless permitted to explain, and if there be no appeal the decision of the Chairman shall be conclusive.**
- F. All committees, whether standing or special, shall be appointed by the County Board Chairman, and approved by the County Board, unless otherwise directed by the County Board.**
- G. Based on State Statute, County Board Chairman appoints vacancies in the County Board and County Elected Officials, with the advice and consent of the County Board. (Amended 11/18/2008)**
- H. The County Board Chair shall appoint, with the advice and consent of the County Board, citizens to serve on all boards, commissions, districts and all other authorities that are subject to appointment or approval per applicable law, ordinance or intergovernmental agreement including, but not limited to, the Kendall County Board of Review, drainage districts, fire protection districts, Kendall County Housing Authority, the KenCom Executive Board Member at Large, the Kendall County Ethics Commission, and the Kendall County Sheriff's Merit Commission. Unless a specific term for the citizen appointment is provided in the applicable law, ordinance or intergovernmental agreement, the Chairman of the County Board shall make the citizen appointments at the same time the Chairman makes appointments for all Standing Committees of the Kendall County Board. (Amended 10/03/2017)**

VII. DUTIES OF THE CLERK OF THE BOARD

The Clerk of the Board shall be the keeper of the records and the minutes of the County Board and its committees and shall be in attendance at all meetings of the County Board.

VIII. PARLIAMENTARIAN

The State's Attorney or an Assistant State's Attorney shall be in attendance at all meetings of the Board and shall be Parliamentarian of the Board and upon request of the Chairman, shall render to the Chairman advice or an opinion on questions of parliamentary law and procedure applicable to matters arising before the Board. The rules or parliamentary procedures as set forth in the latest published edition of *Roberts Rules of Order, Revised* shall govern the procedure of the Board in all cases applicable and in which the same are not inconsistent with these rules.

IX. RULES OF THE BOARD

- A. Any question so put unless a Statute provides otherwise, shall be considered adopted if such question receives a majority favorable vote of all those who vote on the issue. Any person excused by the County Board Chairman from voting will be considered, for the purpose of that vote, to not have voted either affirmatively or negatively and the abstention shall be treated as if a vacancy had occurred in office of such person.

On Zoning matters, any motion to reclassify property must receive a majority of voting members' votes, not a majority of the County Board which unfairly causes abstaining members' votes to count as a "no" vote. In the event an official objection has been filed with the County Clerk as prescribed by State Statutes, the reclassification shall not be passed except by a favorable vote of 3/4 of all members of the County Board (8 votes).

Map and text amendments shall require a simple majority of the elected County Board members. For purposes of cases where a formal protest has been filed, the rules should state that a favorable vote of 3/4 of the members holding office is required.

- B. No motion shall be debated or put unless seconded. When seconded, it shall be stated by the Chairman before being debated.
- C. A motion to adjourn shall always be in order and shall be decided without debate.
- D. No member shall absent himself before the formal closing of the day's session, unless excused by the County Board Chairman.
- E. After a motion is stated by the County Board Chairman or read by the Clerk, it shall

be considered to be in possession of the Board, but may be withdrawn by the mover on consent of the second at any time previous to a decision or amendment thereon.

- F. The Clerk shall call the names of the members of the Board when calling the roll, or polling a vote, in a rotating alphabetical order of members.
- G. The County Board Chairman shall have the right to call for a vote by voice vote, or by leave to adopt a previous roll call vote, in all cases, unless there is an objection by one member, in which case a roll call vote shall be taken. The minutes shall reflect the results of each roll call.
- H. All monetary expenditures require a roll call vote. (Amended 11/18/2008)
- I. No alteration or amendment shall be made in any rules of the County Board without the consent of two-thirds of the members thereof. The rule may be suspended in any particular case by vote of two-thirds of the members present.
- J. All questions not covered by these Rules of Order shall be decided by *Roberts Rules of Order, Revised*.
- K. The County Board Chairman shall vote on all motions, ordinances, amendments thereto, or other matters coming before the Board.
- L. All claims shall be signed by the officer or department head or designee who made the purchase or incurred the liability, and sworn to be claimant, and must be on file no later than 4:30 PM one week prior to the Budget and Finance Committee meeting, unless otherwise permitted by the Board, excepting the County Board Members bills for per diem and mileage. (Amended 11/18/2008)
- M. In the case of the absence of the Chairman and the Vice Chairman at any County Board meeting, the Clerk of the County Board shall convene the meeting and the members shall choose one of their number as temporary Chairman.

X. EXECUTIVE SESSION MINUTES

Minutes of any executive session shall be reviewed at least semi-annually by the County Board for continued confidentiality in accordance with the Illinois Open Meetings Act. Executive session minutes and corresponding tapes shall be kept secure in the County Clerk's Office. Executive session matters are to be kept confidential until released. (Amended 11/18/2008)

XI. SPECIAL COMMITTEES

- A. Special Committees may be appointed by the County Board Chairman subject to approval of the County Board whenever such action is deemed necessary or required and such Committees shall exist only for the purpose for which they are appointed. The same per diem rules specified in Section XVI A. PER DIEM apply for appointed Board members. (Amended 11/07/2006) All Special Committees of the Board shall include Public Comment on the meeting agenda and follow the Regular & Special Board meeting rules for Public Comment (Section III E.) (Amended 4/3/2019)

XII. STANDING COMMITTEES

- A. The Standing Committees of the Board shall consist of five members each. The County Board Chairman shall designate which county offices are assigned to these committees. Committees are to be appointed every two years with Board approval. (Amended 11/18/2008, 06/19 /2012)

All standing committees shall be appointed by the Chairman at the first Adjourned Meeting after the Organizational meeting on the first Monday in December. Such members shall remain members of the respective committees at the pleasure of the Chairman. Further, should a vacancy exist in any Committee, the Chairman of the Board shall have the authority to fill such vacancy, subject to the approval of the County Board.

All Standing Committees of the Board shall include Public Comment on the meeting agenda and follow the Regular & Special Board meeting rules for Public Comment (Section III E.) (Amended 4/3/2019)

Such standing committees shall be as follows (see current Committee assignments in attachment):

1. HIGHWAY:

This committee shall be responsible for the oversight and review of planning, acquisition, construction, improvement, modification and maintenance of the County's infrastructure, such as, but not limited to, roads, bridges, rights of way, water systems, and resource recovery systems. This committee shall be responsible for oversight and review of infrastructure to insure the health, safety and welfare of the citizens of the County.

This committee shall report to the Budget and Finance Committee for: 1) analysis, review and preparation of budget recommendations; 2) monitoring the monthly financial operations in accordance with the approved budget; 3) and overseeing any revenue receipts and making recommendations for expenditures on behalf of the Highway Department. Responsibilities also include those projects and duties assigned by the Committee of the Whole

and County Board Chairman. (Amended 11/18/2008)

2. FACILITIES MANAGEMENT:

This committee shall be responsible for the overall operation, maintenance, scheduling and improvements to existing county buildings, owned or leased and county owned properties. They shall recommend to the County Board for approval and/or action those contracts, leases, purchases or other instruments necessary to accomplish the orderly functioning of County facilities. This committee shall report to the Budget and Finance Committee for: 1) analysis, review and preparation of budget recommendations; 2) monitoring the monthly financial operations in accordance with the approved budget; 3) and overseeing any revenue receipts and making recommendations for expenditures on behalf of the Facilities Management Department. Responsibilities also include those duties and projects assigned by the Committee of the Whole and County Board Chairman. (Amended 11/18/2008)

3. LAW, JUSTICE AND LEGISLATION:

This Committee shall be the County Board's liaison to the County Sheriff's Office, KenCom (including E-911 system), E.M.A. (Emergency Management Agency), Coroner, Judiciary, State's Attorney's Office, the Circuit Clerk of the Court, Public Defender and Probation/Combined Court Services. They shall review, analyze examine and recommend for approval ordinances requested by the Sheriff's Office. This committee shall report to the Budget and Finance Committee on behalf of the Sheriff, E.M.A., KenCom, Coroner, Judiciary, State's Attorney's Office, the Circuit Clerk of the Court, Public Defender and Probation/Combined Court Services. This committee shall report to the Budget and Finance Committee for: 1) analysis, review and preparation of budget recommendations; 2) monitoring the monthly financial operations in accordance with the approved budget; 3) and overseeing any revenue receipts and making recommendations for expenditures. In addition, this committee shall also monitor legislation proposed at the State and Federal level that may impact the operation of the Kendall county Government, including coordinating with regional and statewide associations. Responsibilities also include those projects and duties assigned by Committee of the Whole and County Board Chairman. (Amended 3/7/2017)

4. ECONOMIC DEVELOPMENT:

This committee shall be responsible for the oversight and control of the county's economic growth and development. They shall be responsible for economic needs of the County and other units of government located within the County. They shall employ and supervise such staff as established and provided for by the County Board. They shall act as the county's liaison to various state and federal agencies and programs dealing with local economic issues. They shall be responsible for making reports to the County Board regarding grants and programs, applications and progress. They shall be responsible for the preparation of necessary documents and data as may be required by governmental agencies, units of local government or local developers. This committee shall report to the Budget and Finance Committee for: 1) analysis, review and preparation of budget recommendations; 2) monitoring the monthly financial operations in accordance with the approved budget; 3) and overseeing any revenue receipts and making recommendations for expenditures. Responsibilities also include those projects and duties assigned by the Committee of the Whole or County Board Chairman.

5. **ADMINISTRATION – HUMAN RESOURCES:**

This committee shall be responsible for the developments, implementation, oversight, adherence and administration of County personnel and policies. They shall oversee the County insurance needs and make recommendations to the County Board for action, modification or renewal of county insurance programs. They shall be responsible for the preparation and dissemination of information about progress, growth, development, operation and services available in the County to the media, press and public. This committee shall report to the Budget and Finance Committee for: 1) analysis, review and preparation of budget recommendations; 2) monitoring the monthly financial operations in accordance with the approved budget; 3) oversee any revenue receipts and make recommendations for expenditures. Responsibilities also include those projects and duties assigned by the Committee-of-the-Whole and County Board Chairman.

This Committee also meets as needed to discuss the activities of the County Offices and Departments involved in the tax cycle and geographic information system (GIS). The Committee shall be the County Board's liaison to the Tax Board of Review, County Treasurer, County Clerk, Chief County Assessing Officer, Administration, Technology and GIS. The Committee provides an opportunity to make certain that the activities involved in the tax cycle are coordinated and that the County Board is aware of the priorities, and needs of the Treasurer, County Clerk, Chief County Assessing Officer, Administration, Technology and GIS. (Amended 11/18/2008)

6. **PLANNING, BUILDING AND ZONING:**

This committee shall be responsible for the preparation, examination, review and analysis of the County comprehensive plan, including land use needs and requirements; for the review, modification and administration of the County's land use plans, zoning and mapping and platting ordinances. Responsible for the review, modification and recommendation to the County Board for the amendment to County construction guidelines, building codes and standards and zoning amendments and the review of all proposals for development within the County. Responsible for the review of all changes or modifications involving agricultural lands or flood plains and the supervision of the enforcement of county ordinances pertaining to land use and buildings. This committee shall report to the Budget and Finance Committee for: 1) analysis, review and preparation of budget recommendations; 2) monitoring the monthly financial operations in accordance with the approved budget; 3) oversee any revenue receipts and make recommendations for expenditures. This committee shall be the County Board's liaison to the Building and Zoning Committee. Responsibilities also include those projects and duties assigned by the Committee of the Whole and County Board Chairman.

7. **BUDGET AND FINANCE:**

This committee is responsible for making recommendations concerning County fiscal policies and administration, including overall coordination of the annual County budget. The committee shall examine, review, analyze and where appropriate and necessary make recommendations concerning the annual budget. They shall prepare with the County Board Chairman, the annual appropriation and levy ordinance. They shall review all internal and external audits of all County departments and offices of all elected County officials. They shall also review, recommend the disposition of state, federal and agency grant requests and the appropriation of salaries of all County employees, appointed officials and office holders. They shall review all matters of real estate, taxation, and finances for the purpose of generating new services for the County. They shall generate, in conjunction with the County Treasurer's office, monthly and year-to-date income statements, revenue projections, expense statements and projections, projected surpluses or shortfalls. They shall be responsible for all purchasing and inventory controls. This committee shall oversee the Chief County Assessing Officer and department. This committee shall review and evaluate the performance of the Chief County Assessing Officer. Responsibilities also include those projects and duties assigned by the Committee of the Whole and County Board Chairman.

8. **ANIMAL CONTROL:**

This committee shall be responsible for policies guiding the operations of

the Animal Control department and facility.

9. **LABOR & GRIEVANCE COMMITTEE**

This committee shall be responsible for oversight of all collective bargaining contract negotiations for Kendall County. This committee shall provide recommendations and reports for union matters to the County Board. They shall also conduct employee grievance hearings as may be required and forward hearing findings to the County Board Chairman, department heads and elected officials, as appropriate. Responsibilities also include those projects and duties assigned by the Committee-of-the-Whole and County Board Chairman. (Amended 06/19/2012, Res. 2012-29)

10. **HEALTH & ENVIRONMENT COMMITTEE**

This committee shall be responsible for review and oversight of relevant health and environmental matters in Kendall County, Illinois. They shall be responsible for the preparation and dissemination of information about current health and environmental issues and resources in the County to the County Board, the media and the public. Responsibilities also include those duties and projects assigned by the Committee of the Whole and County Board Chairman. (Amended 06/19_/2012, Res. 2012-29 __)

11. **COMMITTEE-OF-THE-WHOLE:**

This committee shall be responsible for: preparation of the County Board Meeting Agenda; consideration of County Board Chairman appointments; review matters affecting Board policies and rules; examination of State and Federal legislation; recommendations for the judicial and legal needs of the County; relations and negotiations with labor, personnel, union and collective bargaining groups; hearings on the issuance of County licenses; review matters not specifically assigned to other committees. The committee shall serve as the communication link between the County Board Chairman, the County Board, and the Standing Committees.

12. **SPECIAL COMMITTEE ASSIGNMENTS:**

The County Board Chairman shall appoint liaisons to various boards and committees including, but not limited to, the Community 708 Mental Health Board, the Housing Authority Board, the KenCom Executive Board, and the Board of Health, with the advice and consent of the County Board. The same

per diem rules specified in Section XVI A. PER DIEM apply for appointed Board members. (Amended 11/07/2006, 06/19_/2012, Res. 2012-29__)

XIII. COMMITTEE VACANCIES

- A. Whenever any member of any committee is either temporarily or permanently unable to perform the duties of such appointment due to resignation, death, disability, illness, or absence, the Chairman of the County Board may declare such position vacant and appoint another member to fill the vacancy, subject to the approval of the County Board. If the vacancy is temporary and not permanent, the appointment shall terminate once the incumbent member is able to return to perform the duties of the committee assignment. If a member misses three (3) consecutive meetings, the County Board Chairman may replace that member either permanently or temporarily, subject to the approval of the County Board. (Amended 11/07/2006, 06/19/2012, Res. 2012-29__)

XIV. COMMITTEE POWERS

- A. The various elected officials and department heads, in addition to the County Board staff, shall provide such assistance, information and support to the standing committees and to the Board as a whole as shall be required by said committees or by the Board. Information required by the Board or any of its standing committees shall be provided upon request of any board member or board staff. The staffing for the standing committees shall be provided by the County Board staff. All County Board Committees, in the exercise of their oversight and legislative functions and powers, shall have the right to summon employees and to review those documents and records necessary or helpful in the exercise of such responsibilities. Willful failure to respond to a written request issued to a County employee or appointed department head by a Board Committee shall be sufficient cause to authorize the Committee to apply to the County Board Chairman for an order of the failure of the employee to appear and to request an immediate redress of said grievance. Moreover, it shall be the policy of the County Board that the County Board staff shall be made available in their respective areas of expertise to the elected County officers and to the various department heads, to the extent that the said request is not in conflict with the priorities assigned by the County Board.
- B. All Committees and Committee Chairmen shall be appointed by the Chairman of the County Board with approval of County Board. Each Committee Chairman shall appoint their committee vice chairman. (Amended 11/18/2008)
- C. Meetings of all Committees may be held on a regular meeting date and place or may be called by three (3) days notice by the Committee Chairman or a majority of the Committee. When called, a copy of said notice shall be sent to the Office of Administrative Services.

- D. Any Board Member is welcome and encouraged to attend Committee meetings other than Committees to which the Board Member is assigned. A Committee Chairman has the option of appointing other Board Members to meet the minimum level required for a quorum. If a Board Member is appointed to meet the Committee quorum, the Board Member is entitled to collect a per diem and to vote for the duration of the meeting. (Amended 12/15/2009)
- E. The Committee Chairman shall designate a recorder to keep minutes of each meeting and shall file a copy thereof with the Clerk on or before the next regular County Board meeting date.

XV. COMMITTEE REPORTS:

- A. Committee reports shall be made by the Chairman of each respective Committee, or, in his absence by the Vice-Chairman of said Committee. In the event of the absence of both the Chairman and Vice-Chairman of a Committee at a regular County Board Meeting, the Committee report may be made by any other member of said Committee.
- B. All Committees shall report in writing giving the facts and opinions thereon, and every report will be approved by the County Board.

XVI. COUNTY BOARD MEMBERS SALARY AND PER DIEM

- A. The salary of the County Board members, excluding the County Board Chairman, shall be established by resolution of the County Board. (Amended 06/19/2012, Res. 2012-29)
- B. A County Board member may collect a per diem for attending County Board meetings and assigned County Board Committee meetings (as assigned pursuant to Sections XII and XIII above). A County Board member may also collect a per diem for attending meetings of other organizations for which the County Board member has been assigned to and approved to attend by the County Board. A per day or per diem compensation covers the entire 24 hours in a day. A County Board member who attended a meeting of the County Board as well as one or more other qualifying meetings on the same day may only receive one per diem of the amount established by resolution of the County Board. If the member he attended two or more qualifying meetings on the same day, the member may receive only one per diem of the amount established by resolution of the County Board. (Amended 10/15/2002; 06/19/2012, Res. 2012-29)

XVII. COUNTY BOARD CHAIRMAN AND LIQUOR CONTROL COMMISSIONER COMPENSATION

- A. The County Board Chairman's salary shall be established by resolution of the Kendall County Board. Additionally, a stipend shall be established by resolution of the Kendall County Board for the role of Liquor Control Commissioner. Furthermore, the County Board Chairman shall receive an additional per diem for attendance at County Board Committee meetings for which the County Board Chairman has been assigned to and approved by the County Board, for attending Committee of the Whole (COW) meetings, and for attending meetings of other organizations for which the County Board Chairman has been assigned to and approved to attend by the County Board. The County Board Chairman shall not collect a per diem for attending County Board meetings. A per day or per diem compensation covers the entire 24 hours in a day. If the County Board Chairman attended two or more qualifying meetings on the same day, the County Board Chairman may receive only one per diem of the amount established by resolution of the County Board. (Amended 05/20/08; 06/19/2012, Res. 2012-29)

XVIII. MILEAGE REIMBURSEMENT AND HEALTH INSURANCE

- A. The County Board Chairman and County Board members are allowed mileage reimbursements to attend committee meetings, subcommittee meetings, County Board meetings, county business meetings, seminars, conferences, and out of county travel for meetings assigned by the County Board Chairman. The mileage reimbursement rate is the same rate set by the Internal Revenue Service for mileage deductions.
- B. The type of coverage and cost of Health Insurance for the County Board Chairman and the County Board members may be established by resolution of the County Board. (Amended 06/19/2012, Res. 2012-29)

XIX. AMENDMENT & EFFECT OF RULES

- A. No alteration or amendment shall be made in any rules of the County Board without the consent of 2/3 of the County Board members thereof. The rule may be suspended in any particular case by vote of 2/3 of the County Board members present.
- B. All questions not covered by these Rules of Order shall be decided by *Roberts Rules of Order, Revised*.
- C. All rules or parts of rules previously passed, or adopted by the County Board relating to Rules of Order, and the same are hereby, repealed.
- D. The above and foregoing Rules shall be in full force and affect after their passage and approval by the County Board and until such times as such Rules are altered, changed, repealed or amended by appropriate action of the said County Board

XX. SEVERABILITY:

If any County Board Rules are in conflict with the Counties Act, Illinois Compiled Statutes, Chapter 55, Section 5/2-1001 through 5/2-1007, or any other State Statute, they shall be deemed null and void.

In the event that any of these Rules shall conflict with the provisions of Illinois law, that rule shall be deemed to be of no further force and effect. The determination of the invalidity of any such rule shall not affect the validity of the remainder of the rules.

Adopted: May 9, 1972

Amended: December 14, 1976
December 12, 1978
March 8, 1983
January 12, 1988
April 9, 1991
November 16, 1999
October 15, 2002
November 7, 2006
May 20, 2008
November 18, 2008
December 15, 2009
June 19, 2012 (Resolution 2012-29)
March 7, 2017
October 3, 2017
April 3, 2019
June 18, 2019
August 18, 2020