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COUNTY BOARD, LAKE COUNTY, ILLINOIS  
ADJOURNED REGULAR SEPTEMBER, A.D., 2007 SESSION  
APRIL 8, A.D., 2008

MADAM CHAIRMAN AND MEMBERS OF THE COUNTY BOARD:

Your Rules Committee presents herewith a Resolution for the submission of its recommendations for amendments to the Lake County Board Rules of Order and Operational Procedures; and requests its adoption.

Respectfully submitted,

*Michael A. Salotti*  
Chairman

*Marybeth Semick*  
Vice-Chairman

*Ann B. Marino*

*Lucas L. Gruenker*

*Carol Calabrese*

*[Signature]*

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RULES COMMITTEE

## RESOLUTION

WHEREAS, the Rules Committee is responsible for reviewing the Lake County Board Rules of Order and Operational Procedures and recommending changes as needed; and

WHEREAS, the Rules Committee met on March 17, 2008 to consider proposed amendments; and

WHEREAS, the Rules Committee is submitting its recommendations for amendments to the Lake County Board Rules of Order and Operational Procedures to the County Board for its consideration and adoption.

NOW, THEREFORE, BE IT RESOLVED, by this County Board of Lake County, Illinois, that the amendments to the Lake County Board Rules of Order and Operational Procedures, a copy of which is attached herewith and made part hereof, are hereby approved and adopted.

DATED, at Waukegan, Lake County, Illinois, on this 8th day of April, A.D., 2008.

## PROPOSED RULES AMENDMENT

ISSUE: Amend the County Board Rules of Order and Operational Procedures relating to Standing Committees for the Lake County Board.

CONTEXT: Lake County has purchased a software package to assist in managing the County's legislative process. Staff is presenting this amendment to section XVI of the County Board Rules due to procedural changes that will need to take place for the implementation of the new Legistar software system.

RECOMMENDATION: That Section XVI be amended as follows:

### **XVI. STANDING COMMITTEES**

- M. All Reports from Standing Committees to the County Board shall be in writing, and signed by the ~~Committee Members present, with said Members signifying their "aye" or "nay" vote by marking the appropriate space adjacent to their signature. In the absence of sufficient signatures to move the item to the full Board,~~ **Votes taken in Committee shall be electronically recorded during the meeting.** The Chairman of the Committee shall certify in writing the vote of the Committee Members.
- O. All Committee Chairs shall check attendance at each Committee Meeting, ~~on the Committee Attendance Report Sheet, and shall affix his or her initials on the sheet at each meeting. The sheet~~ **The Chair of the Committee shall certify the attendance and a record of the attendance** shall be forwarded monthly to the County Board Office for payment of mileage reimbursement.

### STANDING COMMITTEE RESPONSIBILITIES

Approval of all Committee meetings minutes, ~~for the "minute book".~~ **The minutes, including votes, shall be certified in writing by the Standing Committee.** A copy of such minutes shall be available to the Chair of the Board and to all County Board Members.

## PROPOSED RULES AMENDMENT

ISSUE: Amend language on County Board Member Expenses to accommodate use of bulk email application.

CONTEXT: Section XXI – County Board Member Expenses. This section contains provisions regarding the allocation of an annual amount to be used by Board Members for their office expenses and travel. Also included are references to items/services which are either reimbursed or provided to the Board Member without being charged against the annual allocation. Currently, these include: mileage reimbursement, a Blackberry and monthly service charges and a cellular telephone with a monthly service charges based on a specific cellular plan.

The County will be making use of a bulk email application available to County Board Members. The selected application includes a monthly service fee based on the number of email addresses contained within an individual account.

RECOMMENDATION: That Section XXI be amended as follows to provide Board Members with access to this service without being counted against their annual office expense allocation:

### *XXI. COUNTY BOARD MEMBER EXPENSES*

- A. Contingent upon the annual approval of the County Board Budget, each elected County Board member will be budgeted an amount not to exceed \$4,500 to be used exclusively for costs related to carrying out the duties of a County Board Member. Examples of items included within the \$4,500 include travel, office supplies, and mailing expenses. All member expenses are included in this amount excluding the following: (1) mileage reimbursement, (2) a County supplied Blackberry with monthly service charges (or equivalent County offering), **and** (3) a County supplied cellular telephone with monthly service charges on a Sprint 1100 minute plan (or equivalent County offering), **and (4) monthly fees associated with the use of a County authorized bulk email application.** Board Members may opt for an upgraded cellular telephone plan and pay for the difference through use of their expense allocation. In lieu of using a County cellular telephone, a Board Member may be reimbursed for use of their personal cellular telephone up to the Sprint plan amount.