



McHenry County
Administrative Services - Public Meeting
AGENDA

May 6, 2026, 8:30 AM
County Board Conference Room
Administration Building, 667 Ware Rd., Woodstock, IL 60098

Pages

- 1. **CALL TO ORDER**
 - Roll Call
- 2. **MINUTES APPROVAL**
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- 3. **PUBLIC COMMENT**
- 4. **MEMBERS' COMMENTS**
- 5. **PRESENTATION**
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- 12. **ADJOURNMENT**



McHenry County
Administrative Services - Public Meeting
MINUTES

April 8, 2026, 8:30 AM
County Board Conference Room
Administration Building, 667 Ware Rd., Woodstock, IL 60098

Members Present: Joseph Gottemoller, Pamela Althoff, John Collins, Terri Greeno, Matt Kunkle, Paul Thomas

Members Absent: Eric Hendricks

Portions of these minutes may include content based on transcripts created by Generative AI technology (Otter.ai). Full comments on all agenda items are included in the video recording of this meeting.

1. CALL TO ORDER

Meeting called to order at: 8:30 A.M.

Also present: Scott Hartman, County Administrator; Alicia Schueller, Deputy County Administrator; Tom Burroughs, Director of Facilities; Suzanne Ziebart, Director of HR; Sandra Salgado, Sheriff's Office Business Manager; Adam Letendre, Assistant County Administrator; Jill Dhamer, Deputy Court Administrator; Nathan Johnson, VAC Superintendent; Chief Judge Feetterer; Kerri Wisz, CFO.

2. MINUTES APPROVAL

Mover: Althoff

Secunder: Thomas

Approve previous minutes from the March 4, 2026 meeting.

Aye (6): Gottemoller, Althoff, Collins, Greeno, Kunkle, and Thomas

Absent (1): Hendricks

Recommended (6 to 0)

2.1 Administrative Services - Public Meeting - Mar 4, 2026 8:30 A.M.

3. PUBLIC COMMENT

None.

4. MEMBERS' COMMENTS

None.

5. PRESENTATION

5.1 Capital Plan Presentation and Overview

Adam Letendre, Assistant County Administrator, joined the committee for the presentation.

Mr. Letendre presented an overview of the County's Capital Improvement Plan (CIP) for 2026 through 2036. He noted this was the second of three presentations, following Transportation Committee review and preceding a Finance and Audit presentation focused more on financials. He explained that the CIP includes major capital projects—generally those exceeding \$100,000 and lasting more than five years—such as buildings, infrastructure, furniture, fixtures, equipment, emergency radios, body cameras, jail systems, servers, and specialized equipment. Vehicles, leased equipment, and leased technology are not included.

Mr. Letendre reviewed the County's facilities, including their age, square footage, and renovation history. He reported that McHenry County currently maintains approximately 747,301 square feet of facilities across 174 acres. The average facility age is about 30 years, and the average age of the most recent renovations is approximately nine years. He highlighted major County properties including the Government Center, Jail, Administration Building, Russell Road properties, Valley Hi, Public Health in Crystal Lake, the Sheriff's Joint Training Facility, Election Center, and other support facilities.

He explained that all facilities have ongoing capital and operational needs, including roofs, HVAC systems, utility systems, parking lots, and specialized equipment. Since 2018, the County has added approximately 61,200 square feet of space, a 9% increase, while reducing Facilities Department staffing by two employees through automation, contracted services, and efficient scheduling.

Mr. Letendre reviewed industry funding best practices, noting that organizations recommend investing 2% to 4% of a facility's current replacement value annually to maintain buildings in good condition. He stated that McHenry County has averaged approximately \$3.42 million annually in capital funding from 2018 through 2025, slightly above 1% of the County's current replacement value of approximately \$325 million. He noted that while this has allowed the County to maintain facilities, some projects have been deferred, creating potential backlogs.

Committee members discussed whether the County has the appropriate amount of facilities and square footage. It was noted that while the current presentation focused on maintaining existing assets, future discussions should address whether the County is properly sized and using its space efficiently. Members emphasized balancing asset preservation with taxpayer responsibility.

Mr. Letendre reviewed funding sources for the capital plan, including the General Fund, ARPA funds, grants, department-specific funds, RTA funds, and Community Development Block Grant (CDBG) funding where applicable. He explained that projects are prioritized based on life safety, return on investment, end-of-life replacement, rising repair costs, and Facilities Department review to distinguish needs from wants.

He then reviewed the draft 2026–2036 capital plan spreadsheet. He noted that the 2026 transfer from the General Fund is budgeted at approximately \$2.568 million and that the County projects roughly \$4 million per year in capital needs over the next five years to maintain current facilities. He highlighted projects already moving forward in 2026, including the Sheriff's body camera and radio projects. He also explained that placeholders for future large expenses, such as radio and body camera replacements, are included for long-term planning.

Committee members requested future versions of the plan include clearer indicators for whether projects are new, renovations, or upgrades, as well as rankings or prioritization based on urgency and operational impact.

Mr. Hartman noted that County space needs are continuously evaluated and that some departments have reduced their footprints due to technological and operational changes. Chair Gottemoller suggested facility tours for newer Board members to better understand County properties and conditions.

Mr. Letendre and Mr. Hartman concluded by emphasizing that the presentation was intended to improve transparency and provide the Board with greater long-term visibility into the County's capital needs and financial planning.

6. NEW BUSINESS

None.

7. ROUTINE CONSENT AGENDA

Mover: Althoff

Seconder: Collins

To approve the remaining items of the routine consent agenda.

Aye (6): Gottemoller, Althoff, Collins, Greeno, Kunkle, and Thomas

Absent (1): Hendricks

Recommended (6 to 0)

7.2 Resolution Establishing Interpreter Classification and Compensation Based on Administrative Office of the Illinois Courts (AOIC) Interpreter Classification Status (42)

Mover: Althoff

Seconder: Collins

Establish an Interpreter Classification and Compensation System based on the AOIC Interpreter Classification Status.

Recommended

7.3 Resolution to Convert the Self-Help Center Navigation to Full-Time to Expand Services, and to Approve an Emergency Appropriation and Use of Law Library Fund Balance for the FY26 Law Library Budget (42)

Mover: Althoff

Seconder: Collins

Approve the Self Help Navigator position to full time and an emergency appropriation to the FY26 Law Library Fund Budget, utilizing Fund Balance as the revenue.

Recommended

7.4 Resolution Adopting Reclassification of the Deputy Trial Court Administrator Position within the 22nd Judicial Circuit Court of McHenry County Court Administration Roster (42)

Mover: Althoff

Seconder: Collins

Reclassification of the Deputy Trial Court Administrator Position.

Recommended

7.5 Resolution Adopting Reclassification of the Fiscal Operations Manager Position within the 22nd Judicial Circuit Court of McHenry County Court Administration Roster (42)

Mover: Althoff

Secunder: Collins

Resolution Adopting Reclassification of the Fiscal Operations Manager Position

Recommended

7.1 Resolution authorizing the elimination of position #32091906: reclassification of #32024399, #32019499, #3202779: title changes for #32013199, #32000404, #32011999; and a re-grade of #32014099 in the Sheriff's Office (32)

Pulled for discussion by Ms. Althoff

Sandra Salgado, Sheriff Business Manager, joined the committee to discuss the resolution.

Ms. Althoff noted concern that reclassifications and adjustments seemed to be occurring more frequently than originally anticipated. She recalled prior discussion that such items would be brought forward only twice per year and during budget preparation so the Board could better understand the overall budget impact. Ms. Althoff stated that her primary concern with these requests is whether they result in savings, increased costs, or create issues related to overtime and compensation, and how they ultimately affect budget discussions.

Ms. Salgado acknowledged that the committee had previously discussed limiting reclassifications to every six months and during budget time. She explained that, aside from the Community Development reorganization, this was the first time the committee had seen a larger group of reclassifications and noted that the County was approaching the six-month mark of the fiscal year in May. She stated the timing was intended to honor that prior direction by consolidating these requests into one period.

During further discussion on Item 7.1, a committee member again asked how the proposed reclassifications would affect the budget moving forward, specifically whether they would increase or decrease expenditures. Ms. Salgado explained that no additional funding was being requested and that the item was being brought forward in accordance with the Salary Administration Policy. She stated that the proposed changes would result in approximately \$15,000 in savings and that staff did not want to delay bringing forward a cost-saving measure. She noted the changes aligned with recent department staffing transitions and goals within the Sheriff's Office. It was also pointed out that one position was being eliminated as part of the proposal.

Ms. Althoff noted the importance of having the savings reflected in the record so the public would understand that the changes resulted in a reduction in expenditures.

A question was raised regarding whether there had been classification issues within the Sheriff's Office budget for FY2026 that may have contributed to the previously discussed \$3.25 million issue earlier in the year. The Sheriff explained that the issue was not isolated to the Sheriff's Office and that the department had worked closely with Finance to review the causes. He stated that there had been more consistency moving forward in classifications and employee budgeting. He noted that most reclassifications involve non-union employees, including administrative staff and command personnel, and that some changes were intended to improve efficiency in the business office. He also stated that in prior years, the Sheriff's Office relied heavily on Finance for staffing calculations, but moving forward there would be greater partnership and accountability between the Sheriff's Office and Finance during budget preparation. He stated the goal was to avoid similar issues in FY2027.

It was noted that proposed changes to the County's budget policy would be discussed further at the Finance Committee meeting. Ms. Althoff also asked whether the implementation of new software systems

would help address budgeting and tracking issues. Finance staff explained that personnel budgets are currently based on approved positions, salary rates, and authorized hours, but one challenge has been accurately accounting for comp time. They noted comp time has historically been blended with regular pay, making it difficult to track, and the new payroll system is expected to improve reporting and accuracy.

Finance staff explained that in prior years, vacancies often offset comp payouts and overtime expenses. However, because the Sheriff's Office had improved retention and was more fully staffed, that "absorption factor" no longer existed, making the costs more visible. It was emphasized that employees were not necessarily using more comp time than before; rather, the budget no longer had vacant-position savings to offset those payouts.

Ms. Althoff noted that the Sheriff's Office had been discussed in multiple committees over several months and stated that some of the public discussion may not have accurately reflected the situation. She wanted the record to show that the issue was not necessarily an over-budget problem, but rather a matter of outdated tools and allocation methods. Finance staff agreed, stating the budget was lagging behind current realities and that assumptions used in prior years were no longer holding true.

It was also noted that the committee and others had previously directed departments to fill vacancies rather than leave positions open, which contributed to the elimination of the "cushion" that had historically offset these costs.

Additional discussion occurred regarding the amount of comp time rolled over and the financial liability associated with it. Finance staff stated that contracts include comp time ceilings, generally around 175 hours for some units and lower for others. Employees exceeding those limits are required to cash out excess comp time near the end of the fiscal year, often creating large payrolls around the holidays. Staff explained that employees may also request comp payouts during the year, making budgeting difficult. Comp time liabilities are recorded for audit purposes, but accurately budgeting for potential payouts remains a challenge.

Ms. Althoff suggested that paying overtime in real time rather than allowing comp time rollover might simplify budgeting. The Sheriff responded that union contracts currently allow employees the option to choose comp time or overtime pay in certain bargaining units, and changing that would require negotiation. He noted that in civilian units where the contract language differs, he has required overtime to be paid rather than banked. It was acknowledged that comp time is common in law enforcement and fire departments and is viewed by many employees as a benefit or savings mechanism.

Mover: Althoff

Seconded: Collins

Elimination of an Assistant II, reclassification of three positions, title change of three positions and one re-grade.

Aye (6): Gottemoller, Althoff, Collins, Greeno, Kunkle, and Thomas

Absent (1): Hendricks

Recommended (6 to 0)

8. OLD BUSINESS

8.1 Update on VAC & Specialty Courts Renovations

Adam Letendre, Assistant County Administrator, joined the committee for the discussion.

Mr. Letendre provided an update on the Veterans Assistance Commission (VAC) and Specialty Courts renovation projects. He reminded the committee that the resolutions had been postponed the previous month in order to obtain more accurate and reasonable cost estimates.

Mr. Letendre stated that staff had reached back out to Wold Architects and Engineers, who returned with significantly reduced pricing. He noted that the original proposal for reviewing the VAC needs had been in the \$80,000 range, but Wold had now offered to complete the review for approximately \$10,000. He further stated that the same approach was being applied to the 400 Russell Road/Specialty Courts project, with the engineering review and development of a construction budget now proposed administratively for approximately \$10,000 rather than the previously proposed amount of more than \$30,000.

Mr. Letendre also reported that staff had engaged a general contractor, who visited the sites the previous week to provide an alternative perspective. He stated that the contractor was evaluating opportunities to complete one or both projects in a more practical and cost-effective manner than originally presented. Staff was still awaiting those cost estimates, and depending on the results, the matter would return to the committee for approval and further discussion.

Mr. Letendre noted that there remains a limited time window to move the projects forward in order to utilize allocated ARPA funds by the December 31 deadline. He explained that proceeding with the engineering studies and construction budget development now would help keep both projects on schedule and potentially substantially complete by year-end.

Committee members expressed general agreement that the revised approach was more reasonable. One member noted appreciation for the cost reduction from approximately \$80,000 to \$10,000. Another member stated that obtaining the construction budget first would allow for a more informed and broader discussion at a later date.

The committee appeared to reach consensus that this was a better path forward and agreed to revisit the projects once additional cost information is available.

8.2 Authorizing the County Administrator to Execute a Vacant Land Sales Contract to Sell 2.421 Acres of County Owned Property on Banford Road, Woodstock, IL (18)

Adam Letendre, Assistant County Administrator, joined the committee for the discussion.

Mr. Letendre presented discussion regarding the vacant land on Bamford Road. He explained that this matter had been referred back to the Administrative Services Committee by the County Board at its March meeting for further review of the proposed sale process.

Mr. Letendre reminded the committee that the property consists of approximately 2.4 acres and was formerly the County's old Animal Control facility. The parcel is currently vacant. He noted that the County had previously been approached by the adjacent property owner regarding purchasing the land. Following earlier committee discussions, the County Board referred the matter back to consider whether the property should instead be offered on the open market and to determine the most appropriate mechanism for sale.

Mr. Letendre stated that options discussed included soliciting bids, engaging a realtor, or pursuing a "for sale by owner" approach to potentially increase the sale price. He also noted that part of the earlier discussion involved reliance on a 2021 appraisal to establish the proposed price. The committee had questioned whether the appraisal should be updated. Mr. Letendre reported that staff had obtained a current quote of \$800 to complete a new appraisal and establish an updated market value.

Mr. Letendre stated that staff was seeking committee direction on how to proceed with the sale of the property. He also noted that, if the committee wished to discuss specifics of the sale, there was an option to move into closed session under Executive Session.

Committee members expressed concern that, while there had been no illegal action, the process did not appear transparent enough to the public. One member stated that the concern was not necessarily the price, but whether the public had a fair opportunity to purchase the property. The member noted that even

if the adjacent property owner ultimately remained the only interested buyer, the process should ensure the market was aware the property was available.

Another committee member agreed and stated that the transparency of the process made it appear as though the County was making a private deal with the neighboring property owner. The member suggested that, at minimum, the County should place a sign on the property indicating it was for sale and provide public notice for 30 to 60 days. The member stated that while a full real estate listing or broader internet marketing may not be necessary, there should be some public-facing notice.

Committee members generally agreed that a new appraisal may not be necessary, as the market could determine the appropriate price through a public process. Members reiterated that the main concern was avoiding the perception of a “sweetheart deal” and ensuring transparency.

Mr. Letendre clarified that there was no urgent need to sell the property and that it had remained vacant for many years. He stated that the sale opportunity had simply arisen through the adjacent property owner’s inquiry and that staff had acted with committee guidance. He emphasized that the process had not been conducted in a vacuum.

Mr. Hartman suggested that the pending resolution authorizing the purchase agreement could either be defeated or postponed to allow staff to develop additional sale strategies. He proposed returning with recommendations on how to market the property publicly, such as through sealed bids, website postings, signage, or other methods.

Committee members suggested that, at minimum, the property should be listed on the County website and marked with signage indicating it was available for sale and accepting bids by a certain deadline. It was also noted that whatever process is developed now could serve as a standard procedure if similar situations arise in the future.

A motion was made and seconded to continue the matter to the next month’s meeting. Following no further discussion, the motion passed unanimously by voice vote. Staff was directed to return with a strategy on how to market the property so the public is aware it is available for sale.

Mover: Althoff

Seconded: Thomas

To **table** the County Administrator to work with the State’s Attorney to sell County-owned real estate on Banford Road, Woodstock, IL to the May 6, 2026 Administrative Services meeting.

Tabled

8.3 County Board Rules

Alicia Schueller, joined the committee for the presentation.

Ms. Schueller presented the latest draft of the County Board Rules for committee review and comment. She noted that, per the committee’s prior request, the Lincoln Hill Sanitary District had been added to page eight of the updated rules.

The committee confirmed that the Valley Hi Operating Committee would remain in the rules, as there had been no formal action to eliminate it despite prior discussion. Members also reviewed and agreed with language clarifying that the four absences referenced in the rules need not be consecutive and would instead be counted within a single fiscal year.

The committee discussed proposed language allowing presentations to proceed without a quorum if the remaining members chose to hear them. Members generally agreed each committee should have discretion to decide whether to proceed or wait for a quorum.

Ms. Schueller reviewed updates to the remote attendance policy, including newly recognized statutory reasons such as unexpected childcare obligations and active military duty, as well as the Chairman's current policy for County Board meetings. Members agreed this language would provide clarity to current and future board members.

Ms. Althoff raised concerns stemming from a prior incident involving her removal from a meeting while attending remotely due to a weather-related emergency. She stated that Robert's Rules already provide a mechanism to appeal a chair's decision and questioned whether detailed language needed to be added to the Board Rules. Members agreed the proposed wording regarding reconsideration of remote attendance decisions was unclear and should be simplified to allow a board member to appeal the decision of the chair in plain language. The committee also discussed the balance between allowing flexibility for emergencies and expecting elected officials to prioritize in-person attendance whenever possible. Ms. Schueller revised the language during the meeting by removing redundant sections and simplifying paragraph C.

The committee removed outdated language in Section 5 related to an old process in which committee chairmen or vice chairmen individually presented motions before the Board, noting that the consent agenda process has replaced that practice. Members also reviewed written public comment language left over from the COVID-19 era, as well as appointment/removal and annual budget language, which were generally accepted.

The definition of "emergency," taken from Black's Law Dictionary, was reviewed and accepted. The committee also reviewed language memorializing the County Administrator selection process. Members discussed the provision allowing all County Board members to attend and participate in interviews and noted such interviews could occur in Executive Session. A concern was raised that the language regarding contract negotiation did not fully reflect how the process had occurred most recently and may need clarification.

A committee member asked where job descriptions for elected officials could be found, and it was explained that those duties are primarily established by state statute, while the County Administrator's role is outlined in the County Code of Ordinances.

At the conclusion of discussion, the committee agreed the updated draft should be distributed to the full County Board for review. Due to the required 14-day notice period, the rules will return to committee in May for further consideration. Members were encouraged to submit any additional comments or concerns prior to that meeting.

9. REPORTS

9.1 Capital Plan Update

Tom Burroughs, Director of Facilities Management, joined the committee for the report.

Mr. Burroughs reported that the Health Department would be hosting an open house on Friday for the recently completed project. He stated the project turned out well and that it was good to see the department able to fully operate out of the new space.

He reported that the final inspection for the Coroner's Lab was completed the previous week. Two minor items were flagged during inspection: a faulty GFCI outlet and the relocation of a backflow preventer connected to the autopsy sink. The plumbing inspector requested the backflow preventer be moved to a more accessible location. Mr. Burroughs noted these were minor corrections and that the project was substantially complete and nearly ready for full use. He added that a stainless steel countertop was currently being replaced, but otherwise the project was in good condition.

Mr. Burroughs stated that, as previously discussed, the County had reapplied through Commonwealth Edison and Nicor for the energy project to confirm funding availability and project approval. He reported that letters had been received two weeks prior confirming that both Nicor and ComEd would provide the

approved funding, allowing the project to move forward. He noted there would likely be little further discussion on the project unless members wished to review schematic drawings.

Regarding the jail kitchen floor project, Mr. Burroughs reported that a request for proposals had been posted a month earlier and that five proposals had been received from flooring companies in the Chicagoland area, including one from Texas. Of the five, three proposals were complete. The bids ranged from \$89,000 to \$90,000. The Texas vendor submitted the lowest bid at \$89,000, and Mr. Burroughs stated their proposed materials appeared acceptable. The proposals included varying schedules: one seven-day schedule at \$90,000, one ten-day schedule at \$90,000, and one fourteen-day schedule at \$89,000. He noted the Sheriff's Office was evaluating the cost differences, particularly as the premium for outside food service during the kitchen closure could outweigh the \$1,000–\$6,000 difference in bid costs. He stated staff were meeting to review and qualify the proposals, and anticipated the Sheriff would bring the project forward for approval next month, with April 28 as the tentative kickoff date.

Mr. Burroughs reported that the Valley Hi chiller project had been installed, piped, and was ready for startup. Startup had been delayed due to weather the previous week, but the startup team was scheduled to be onsite April 15.

A committee member encouraged attendance at Friday's ribbon cutting and noted that all decorations and refreshments for the event had been personally funded by Board of Health members, with no tax dollars used, and asked attendees to thank them.

In response to a question about the jail kitchen flooring product selected, Mr. Burroughs stated it was a urethane product consisting of a 3/16-inch cementitious urethane base with a NovaLock epoxy topcoat. He noted it offered strong heat resistance. When asked about the slip coefficient, he stated that had yet to be determined, but explained there are generally three slip-resistance ratings and they would likely select the middle option based on balancing safety and longevity.

9.2 Human Resources Update

Suzanne Ziebart, Director of Human Resources, joined the committee for the report.

Ms. Ziebart stated that the two main points of her report were the ADP project and Public Service Recognition Week. She reported that the ADP team was onsite March 16 through March 20, having traveled from across the country to work in person with County staff. She stated that having the team onsite was beneficial for engagement and collaboration, and noted that ADP has a very experienced staff assisting with the system buildout.

She explained that the Sheriff's Office and Valley Hi teams were also invited to participate and discuss their operational pain points. Ms. Ziebart stated that while no system will solve every issue, the goal is to create a system that provides better awareness and more real-time information to help departments manage issues proactively.

Ms. Ziebart reported that three HR employees are currently dedicated to the ADP buildout and that approximately 60% of their time is being devoted to the project. She stated staff are currently working more than 50 hours per week and often taking work home due to the extensive effort required. She emphasized that the team is being diligent in the design process to ensure the system delivers the needed results.

In response to a question, Ms. Ziebart stated she would provide a presentation to the committee once the system is complete, particularly to explain its functionality and budget implications. She explained that the Lyric system being built is ADP's most modern, AI-driven, and user-friendly platform. She noted that one of the biggest advantages will be employee self-service, allowing employees to make certain changes themselves, subject to HR approval, which will improve efficiencies. She also stated that the reporting capabilities are much more robust than the County's current UKG system.

Ms. Ziebart explained that building the system requires designing the platform while simultaneously transferring and validating large amounts of data. She noted that HR recently provided ADP with over 5,000 lines of benefit enrollment data, all of which had to be reviewed for accuracy. She stated that ADP often returns the data with formatting issues or inconsistencies that must be corrected, making the process highly detailed and time-consuming. Despite the workload, she stated the team is excited about the project.

Ms. Ziebart also reported that Public Service Recognition Week will be observed May 3 through May 9. She stated that in past years the County hosted a lunch or similar event, but this year HR plans to try different activities, including more outdoor lunchtime events, to show appreciation for employees' hard work. She noted that committee members would receive emails and additional information and would be welcome to stop by and participate.

9.3 Communications

Alicia Schueller, Deputy County Administrator, joined the committee for the report.

Communications Strategic Plan Update

McHenry County Emergency Manager David Christensen alerted County communicators of an opportunity within the State of Illinois to take the Advanced Public Information Officer training course offered by FEMA. The course has not been offered in the State of Illinois for years, and it is the gold standard for public information officer training. County Administration staff passed on the course information on to our municipal partners as well. Having more McHenry County communicators take the Advanced PIO course would comport with the Communications Strategic Plan requirement of ongoing training for PIOs.

Communications Collaborations

During the month of March, County Administration staff collaborated with the following offices, departments, and agencies on communications:

- The County Clerk and Recorder's Office to draft a news release and social media content regarding the new property fraud referral process. The Facebook post on the referral process reached over 19,000 accounts. County Administration staff also worked with the County Clerk's Office to draft a release and social media content regarding the expansion of early voting.
- The McHenry County Emergency Management Agency and County Administration staff distributed a news release regarding the availability of SBA loans for individuals impacted by the August 2025 storms.
- County Administration is working with the McHenry County Mental Health Board to distribute their community survey via e-newsletters, social media, and electronic signs.

Communications of Note

On Sunday, March 22, Huntley Community Radio featured McHenry County Department of Health nurses on the "Around Town" show to discuss immunization, disease prevention, and other services. Past shows are available to hear on the Huntley Community Radio website.

ADA Web Accessibility update

Nick Kubiak PIO of the Department of Health gave a recorded training to multiple departments and offices on how to use Canva accessibly. His training is now a resource available to all county employees and brings us all one step closer to ADA accessibility compliance.

The work continues to review and remediate documents on the McHenry County website ahead of the April 24, 2026, deadline.

Staff is still monitoring the Department of Justice rulemaking process as there has been an indication that the online accessibility rules may be changed to be more affordable for local governments.

Follower Growth and Reach

During the month of January, County Administration social media channels have increased their followings by these numbers: Facebook 273, Instagram 18, Twitter/X -9, and LinkedIn 30.

The County Administration Facebook posts have reached 149,672 accounts this month, which is more than double the reach of last month. The posts also garnered 438,948 impressions. Instagram reach declined from 1,133 accounts to 1,021 accounts. Twitter impressions increased compared to last month at 7,916 impressions. LinkedIn reach decreased from 7,470 accounts to 6,924.

9.4 Administrator Report

Scott Hartman, County Administrator, joined the committee for the report.

Mr. Hartman provided an update on 400 Russell. He explained that the building currently has two tenants: the administrative office of the Illinois Courts, which uses the space for mediation and arbitration hearings and related services, and Prairie State Legal Services, which provides legal assistance to income-qualified and age-qualified individuals as a community service.

Mr. Hartman reported that Prairie State Legal Services' lease expires in July and they will not be renewing. As a result, the space will become available on August 1. He stated that this newly available space has been identified as a potential solution for one of the needs of the Office of Specialty Projects, also referred to as Specialty Courts, and the County is considering relocating that office into the vacant space.

He noted that while this creates additional flexibility regarding future renovations in the building and helps address space needs, it will also result in the loss of rental income previously generated by the Prairie State Legal Services lease. Mr. Hartman stated he wanted to ensure the committee was aware of both the opportunity and the financial impact.

Mr. Hartman also provided an update from Risk Management regarding the replacement of a totaled squad vehicle with a new Dodge Durango. He stated that the purchase exceeds \$30,000, with an estimated cost of approximately \$48,000. However, under the County's purchasing ordinance and applicable state statute, and because the County is utilizing an existing bid, the purchase can proceed without a formal resolution. Mr. Hartman stated the requisition would be approved that day and noted the importance of replacing emergency response vehicles in a timely manner so the Sheriff's Office can continue operations without interruption.

10. FUTURE TOPICS

None.

11. EXECUTIVE SESSION (AS NECESSARY)

Mover: Greeno

Secunder: Collins

To Enter Executive Session at 10:22 A.M.

Aye (6): Gottemoller, Althoff, Collins, Greeno, Kunkle, and Thomas

Absent (1): Hendricks

Recommended (6 to 0)

Mover: Kunkle
Secunder: Thomas

To exit Executive Session at 10:24 A.M.

Aye (6): Gottemoller, Althoff, Collins, Greeno, Kunkle, and Thomas

Absent (1): Hendricks

Recommended (6 to 0)

Mover: Greeno
Secunder: Collins

To move the Executive Session minutes from November 5, 2025, forward to the State's Attorney's Office for review.

Aye (6): Gottemoller, Althoff, Collins, Greeno, Kunkle, and Thomas

Absent (1): Hendricks

Recommended (6 to 0)

12. ADJOURNMENT

Mover: Greeno
Secunder: Collins

To adjourn the meeting at 10:24 A.M. -TCCazares

Aye (6): Gottemoller, Althoff, Collins, Greeno, Kunkle, and Thomas

Absent (1): Hendricks

Recommended (6 to 0)

RESOLUTION

Resolution Authorizing the Continuation of Funding for the Internal Audit Program Manager Position Through FY27 Using Arpa Interest Earnings (11)

WHEREAS, the County of McHenry has received funds under the American Rescue Plan Act (ARPA) to support governmental operations, fiscal recovery, and compliance-related activities; and

WHEREAS, interest earnings generated on ARPA funds are available for eligible governmental purposes consistent with federal guidance; and

WHEREAS, the Internal Audit Program Manager position (Position No. 11000607) has been funded through ARPA interest since May of FY2023 pursuant to Resolution Auditor-2023-001, in response to increased workload associated with ARPA-related financial administration, including requisitions, purchase orders, and compliance audits; and

WHEREAS, the Auditor's Office performs essential countywide functions, including internal auditing, internal controls oversight, accounts payable processing, and purchase order review, all of which are critical to maintaining financial integrity and compliance; and

WHEREAS, the County continues to experience elevated workload demands due to ARPA project administration, grant activity, reimbursement processing, compliance requirements, and internal audit responsibilities, and including investigations; and

WHEREAS, ARPA-funded projects completed in FY2026 will require ongoing reimbursement processing, financial reconciliation, and audit review into FY2027; and

WHEREAS, maintaining adequate staffing levels within the Auditor's Office is necessary to ensure continuity of operations, timely processing of financial transactions, and adherence to internal control and audit standards; and

WHEREAS, General Fund salary savings in FY2026 in the amount of \$15,000 have been realized due to a position currently in unpaid status; and

WHEREAS, the additional demands on the Auditor's Office due to ARPA and increased grants received at the County will make this change a necessity for the continued operations of the Auditor's Office, including the Internal Audit Program. This will meet the ongoing County needs. Currently, there are substantial reimbursement packets submitted for payment processing, and including additional internal audits related to compliance; and

WHEREAS, the annual cost of the Internal Audit Program Manager position is \$76,116 for FY2026, exclusive of benefits, at Grade 12E; and

WHEREAS, the continued use of ARPA interest earnings to fund this position in FY2027 represents a fiscally responsible approach that avoids additional burden on the General Fund while supporting necessary operational capacity; and

WHEREAS, the Auditor's Office is recommending ARPA (American Rescue Plan Act) interest be continued to be allocated for increased costs in FY27 for this position, due to the overall workload added to all the Auditor's Office staff and continued project wrap-up; and

WHEREAS, this resolution has been reviewed by the County Administrator, the Director of Human Resources, the Administrative Services Committee, and the Finance and Audit Committee.

NOW, THEREFORE BE IT RESOLVED, by the County Board of McHenry County, Illinois, that the funding of the Internal Audit Program Manager position (Position No. 11000607) is hereby authorized to continue through FY2027 using available ARPA interest earnings; and

BE IT FURTHER RESOLVED, that the County Clerk is hereby authorized to distribute an electronic copy of this Resolution to the County Auditor, the Director of Human Resources, and the County Administrator.

DATED at Woodstock, Illinois, this 19th day of May, A.D., 2026.

Michael Buehler, Chairman
McHenry County Board

ATTEST:

Joseph J. Tirio, County Clerk

RESOLUTION

SUBJECT: Resolution Authorizing the Continuation of Funding for the Internal Audit Program Manager Position Through FY27 Using Arpa Interest Earnings (11)

Board / Committee Action Requested:

To approve a resolution modifying the Internal Audit Program Manager Position from ending 11/30/26 to 11/30/27.

Background and Discussion:

In response to the significant operational and compliance demands created by the American Rescue Plan Act (ARPA), the County established the Internal Audit Program Manager position in May of FY2023, funded through ARPA interest earnings. This position has been essential in managing the increased volume of financial activity, including requisitions, purchase orders, reimbursement processing, and compliance-driven internal audits.

Since its creation, workload demands on the Auditor's Office have remained elevated due to ongoing ARPA administration, expanded grant activity, and increased oversight responsibilities across County departments. These functions require thorough review, documentation, and strong internal controls to ensure compliance with federal and state requirements, as well as County policies. The Office also continues to manage internal audits and investigations, including those resulting from hotline reports.

While many ARPA projects will be completed in FY2026, associated financial and compliance responsibilities will extend into FY2027. These include reimbursement processing, expenditure reconciliation, and final audit and reporting requirements. As a result, the workload continues well beyond project completion.

At the same time, the Auditor's Office must sustain its core responsibilities, including accounts payable, purchase order oversight, and maintaining an effective internal control environment. Adequate staffing is critical to ensure continuity of operations, timely processing, and mitigation of financial and compliance risks.

The Internal Audit Program Manager plays a key role in maintaining these functions by strengthening internal controls, supporting audit activities, and ensuring accurate financial

processing. Eliminating or reducing this capacity would create operational strain and increase the risk of delays, errors, or noncompliance.

Continuing to fund this position through ARPA interest earnings in FY2027 is a fiscally responsible solution. It allows the County to meet ongoing workload demands and complete ARPA closeout activities without increasing pressure on the General Fund, while maintaining strong financial oversight during a critical period.

For these reasons, extending funding for this position through FY2027 is necessary to support operational stability and ensure continued compliance.

Impact on Human Resources:

No change in headcount; continuation of existing position.

Impact on Budget (Revenue; Expenses, Fringe Benefits):

Funded through ARPA interest earnings; no impact to the General Fund. Estimated FY2027 costs (subject to standard adjustments):

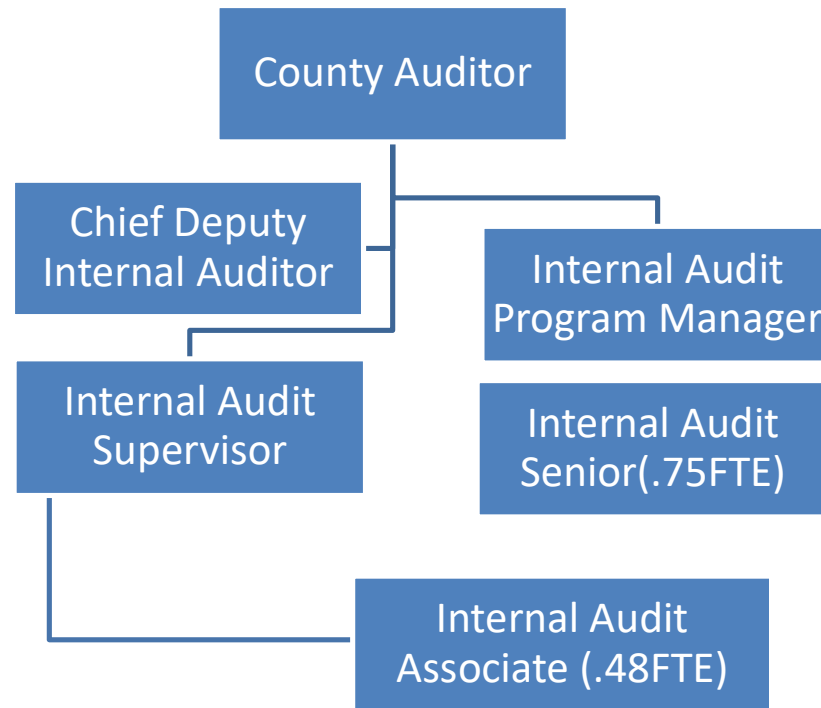
- Salary: \$76,116 plus merit adjustment
- FICA: \$5,822.87
- IMRF: \$4,664.01
- Health insurance and standard benefits

Position Reclassification or Regrade, please address the following:

No reclassification or regrade and position funding extended from FY2026 through FY2027 using ARPA interest.

Auditor's Office - Organization Chart

Fiscal Year 2025



RESOLUTION

Resolution Amending Resolution R-2021-12-190 and Setting County Board Member Compensation and Access to Benefits for FY27 and Thereafter (12)

WHEREAS, County Board Member compensation has been fixed at \$21,000 annually since December 2012 (Resolution R-201111-12-270) and County Board Members have been eligible to participate in the County's health insurance benefit programs since 1991 (Resolution R-9104-1200-77); and

WHEREAS, on September 21, 2021, the McHenry County Board adopted Resolution 202109-12-190, a *Resolution Setting County Board Member Compensation for Terms Beginning in December 2022 and Thereafter*, which set County Board Member compensation through Fiscal Year 2032; and

WHEREAS, 55 ILCS 5/4-10001 requires County Board member compensation to be set before the general election at which county board members are elected; and

WHEREAS, the McHenry County Board carefully deliberated on the appropriate amount of compensation that would be commensurate with the roles and duties of a McHenry County board member while being reflective of the public service; and

WHEREAS, similarly, the McHenry County Board carefully deliberated on the appropriate access to fringe benefits such as health, vision and dental plans that should be available to County Board members; and

WHEREAS, it is the desire of this County Board to amend Resolution R-202109-12-190 and revise the compensation and access to benefits for County Board members beginning with Fiscal Year 2027 and thereafter.

NOW, THEREFORE BE IT RESOLVED, by this County Board of McHenry County, Illinois that Resolution R-202109-12-190 is hereby amended to set the following compensation and fringe benefits options for the nine County Board members' terms that begin on December 7, 2026, and the nine County Board Members' terms that begin on December 4, 2028:

a. Compensation

For Fiscal Year 2027 and thereafter, \$32,000.00 plus the option to purchase any fringe benefits as defined in Paragraph b below;

b. Fringe Benefits:

Members of the County Board may choose to purchase at their sole cost (no county contribution) any or all of the benefit programs made available, now or in the future, to all County employees, including, but not limited to, health, dental and vision plans subject to the same rates, benefit levels, rules and regulations established for all County employees and not otherwise prohibited by law;

BE IT FURTHER RESOLVED, that Board Member compensation is to be paid over a twelve (12) month period from December through November of the following year at the same intervals as County employees. In the event a Board member resigns, becomes ineligible to serve as a County Board member, or is unable to serve as a County Board member, then the member shall forfeit any further compensation due; and

BE IT FURTHER RESOLVED, that previous resolutions or any parts thereof in conflict with this resolution are hereby repealed to the extent of such conflict; and

BE IT FURTHER RESOLVED, that the County Clerk is hereby authorized to distribute an electronic copy of this Resolution to members of the McHenry County Board, the County Auditor, Director of Human Resources, Chief Financial Officer, and County Administrator.

DATED at Woodstock, Illinois, this 19th day of May, A.D., 2026.

Michael Buehler, Chairman
McHenry County Board

ATTEST:

Joseph J. Tirio, County Clerk



McHenry County Board

County Board Room
Woodstock, IL 60098

Meeting: May 19, 2026
Department: County Administration
Prepared By: Kathie Bough

RESOLUTION

SUBJECT: Resolution Amending Resolution R-2021-12-190 and Setting County Board Member Compensation and Access to Benefits for FY27 and Thereafter (12)

Board / Committee Action Requested:

To approve a resolution amending Resolution R-2021-12-190 and setting County Board Member compensation and access to benefits for FY27 and thereafter.

RESOLUTION

Resolution Adopting Amendments to the McHenry County Board Rules (12)

WHEREAS, on December 20, 2016, the County Board of McHenry County, Illinois adopted revised County Board Rules and subsequently enacted further revisions to incorporate changes in committee structure, technology, county policy and desired operating practices with the latest revision being adopted on July 16, 2024; and

WHEREAS, in April 2026, the Administrative Services Committee concluded its periodic review of the County Board rules and recommend certain revisions deemed essential and appropriate for the efficient operation and governance of the County Board; and

WHEREAS, the Administrative Services Committee now presents its recommended revisions and amendments to the McHenry County Board for formal consideration; and

WHEREAS, pursuant to Section 2 of the McHenry County Board Rules Preamble, a written notice of any changes to the Board Rules is to be presented to the County Board members at least 14 days prior to their consideration with such communication occurring by way of email from County staff to the County Board on April 8, 2026.

NOW, THEREFORE BE IT RESOLVED, by this County Board of McHenry County, Illinois that the McHenry County Board Rules are hereby amended and adopted as attached hereto and made part hereof as Exhibit A; and

BE IT FURTHER RESOLVED, that the McHenry County Board Rules as hereby amended will become effective on May 20, 2026, and shall replace all previously adopted McHenry County Board Rules; and

BE IT FURTHER RESOLVED, that the County Clerk is hereby authorized to distribute an electronic copy of this Resolution and corresponding Exhibit A to each County Board member, the County Board Chairman, the State's Attorney and the County Administrator.

DATED at Woodstock, Illinois, this 19th day of May, A.D., 2026.

Michael Buehler, Chairman
McHenry County Board

ATTEST:

Joseph J. Tirio, County Clerk

RESOLUTION

SUBJECT: Resolution Adopting Amendments to the McHenry County Board Rules (12)

Board / Committee Action Requested:

Adoption of a resolution amending the McHenry County Board Rules.

Background and Discussion: In keeping with the practice of periodically reviewing the County Board Rules, the Administrative Services Committee conducted a review of the McHenry County Board rules and is recommending various changes and revisions. The recommended changes are incorporated in Exhibit A attached hereto and are specifically identified in the accompanying, red-lined version.

Pursuant to Rule 2 of the McHenry County Board rules, the County Board is to receive written notice of any proposed changes to the rules at least 14 days prior to the Board's consideration. This notice along with a red-lined draft incorporating the recommended changes to the County Board occurred by way of an email sent by County staff on April 8, 2026.

Impact on Human Resources: None.

Impact on Budget (Revenue; Expenses, Fringe Benefits): None.

Position Reclassification or Regrade, please address the following: Not applicable.

Impact on Capital Expenditures: None.

Impact on Physical Space: None.

Impact on Other County Departments or Outside Agencies: None.

Conformity to Board Ordinances, Policies and Strategic Plan: This resolution will revise an existing policy for the McHenry County Board.



MCHENRY COUNTY BOARD RULES

Administrative Services Draft Date: April 8, 2026

Adopted July 17, 2024 per Resolution R-202407-12-144

Adopted December 20, 2016 per Resolution R-201612-12-356

Revised May 15, 2017 per Resolution R-201705-12-127

Revised December 11, 2018 per Resolution R-201812-12-313

Revised August 26, 2020 per Resolution R-202008-12-200

Revised July 19, 2022 per Resolution R-202207-12-142

Revised July 16, 2024 per Resolution R-202407-12-144

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MCHENRY COUNTY BOARD RULES

Revised July 16, 2024 per Resolution #R-202407-12-144 Effective Date: July 17, 2024

PREAMBLE

1. COUNTY BOARD

The County of McHenry shall be governed by the McHenry County Board. The number of County Board members and how they are elected shall be determined by the County Board in accordance with Illinois law (55 ILCS 5/2-1001, *et seq.*).

2. RULES

All business of the County Board, its standing and special committees, and its members shall be in conformity with these rules. In the absence of a specific rule herein, Roberts Rules of Order Newly Revised (latest issue) shall govern. The rules of the County Board may be changed by a majority vote of the members of the County Board present. A written notice of any changes shall be presented to the County Board members at least fourteen (14) days prior to the consideration of any such changes by the County Board. Any rule may be suspended upon a favorable 2/3 vote of a majority of the County Board members present except Article III, Section 3 as it applies to zoning petitions. Any gender reference made in these rules should be interpreted to apply equally to both males and females. The words "shall," "must," and "will" as used in these rules are considered to be mandatory.

Article I OFFICERS, MEMBERS AND COMMITTEES

SECTION 1 CHAIRPERSON

The Chairperson shall preside at all meetings of the County Board. The Chairperson will keep County Board members informed of all formal directive-related communications that they make to non-governmental, as well as local, regional, state, and Federal government agencies, entities, or individuals so this may be provided at an upcoming board meeting, or as this occurs. The Chairperson, pursuant to Section 3 of this Article, shall determine and establish the agenda for all regular meetings of the County Board.

The Chairperson may establish special committees and designate special assignments as deemed necessary. The Chairperson serves as the Liquor Commissioner of the unincorporated areas of McHenry County. The Chairperson shall annually present the State of the County Address.

A vacancy in the office of the Chairperson shall exist in the event of death or resignation by the Chairperson. The resignation of the Chairperson shall be submitted in writing and become effective and final upon receipt by the County Clerk. In the event of a vacancy in the office of the Chairperson, the Vice-Chairperson shall serve as Chairperson Pro Tem and shall have all powers normally afforded to the County Board Chairperson to set into place the replacement of the Chairperson pursuant to the procedure described in 10 ILCS 5/25-11. A vacancy in the office of Chairperson shall not create a vacancy in the office of Vice Chair. Upon election or appointment of a new Chairperson, the Vice Chairperson shall resume the office of Vice-Chairperson for the remainder of their term.

SECTION 2 VICE-CHAIRPERSON

A Vice-Chairperson shall be elected biennially by a majority vote of the members present by a roll call vote at the Organizational Meeting of the McHenry County Board to be held on the first Monday of December of each even-numbered year. The Vice-Chairperson shall hold said position for a term of two (2) years. The Vice-Chairperson shall preside at any meeting of the County Board where the Chairperson is absent. The Vice-Chairperson shall chair the Committee on Committees as a non-voting member unless they are a representative of their district as a member.

In the absence of the Chairperson or in event of a declared emergency, the Emergency Interim Executive Succession Act and County Resolution R-9104-1200-66 provides for the designation of certain officers of McHenry County Board in the following priority: in the absence of the Chairperson, the Emergency Interim Successors to the Chairperson shall be as follows: the Vice-Chairperson of the County Board, the Chairperson of the Law & Government/Liquor Committee, the Chairperson of the Finance & Audit Committee, the Chairperson of the Public Health & Community Services Committee, the Chairperson of the Transportation Committee, the Chairperson of the Administrative Services Committee, the Chairperson of the Valley Hi Operating Committee and the Chairperson of the Planning, Environment & Development Committee.

No more than 30 days after a vacancy in the office of Vice-Chairperson occurs, a special meeting of the County Board shall be called to elect a new Vice-Chairperson. The time and location of this special meeting shall be decided by a majority of the members of the County Board placing their signatures on a petition presented to the County Administrator stating the time, location and purpose of the special meeting. Notice of this special meeting shall be posted at least 48 hours prior to the commencement of the meeting. The process for electing a new Vice-Chairperson at this special meeting shall be the same as the process followed at the organizational meeting as found in Article I, Section 2. If the member vacating the position of Vice-Chairperson remains a member of the board, such member shall be given a vote to elect the new Vice-Chairperson. If the member vacating the position of Vice-Chairperson simultaneously vacates their member position, the special meeting to elect a new Vice-Chairperson may proceed with or without that member's replacement.

SECTION 3 STANDING COMMITTEES

The role of each standing committee is to address the issue as they pertain to their Committee, not to debate the merit of the issue as a whole. This debate is to occur on the County Board floor. There shall be the following Standing Committees of the County Board with specific agency jurisdiction and stewardship/liaison responsibilities as cited hereinafter:

3.1 FINANCE & AUDIT COMMITTEE

(seven (7) members). Agencies of the: Auditor; County Clerk; Treasurer; Board of Review; Supervisor of Assessments; Recorder, Chief Financial Officer and Purchasing.

Stewardship/liaison for matters pertaining to: the annual budget process (including presentation of the annual appropriation and levy ordinances); financial reporting; loan fund activities; economic development and conduct of the public audit; McHenry County Economic Development Corporation (MCEDC); and Naturally McHenry County.

The Finance and Audit Committee analyzes and monitors the financial position of the County. The Committee reviews the annual budget policy and proposed budget; reviews the Purchasing Ordinance, approves all financial resolutions from departments; reviews and recommends economic development programs and activities; reviews internal and external audits and assists Administration with maintaining the financial strength of the County.

Members of the Finance & Audit Committee shall select one member to participate on the Senior Services Grant Commission.

3.2 LAW & GOVERNMENT/LIQUOR COMMITTEE

(seven (7) members). Agencies of the Circuit Court Clerk; Courts (including Court Administrator, Jury Commission, and the Law Library); Public Defender; State's Attorney; Court Services; Sheriff; Emergency Management Agency (EMA); Coroner; Fox Waterway Agency (FWA); and Merit Commission.

Stewardship/liaison for matters pertaining to: ETSB (E-9-1-1); applicable fire protection districts; Local Emergency Planning Committee; the betterment of public safety; the legislative processes at the State and Federal level which affect McHenry County; foster environment where intergovernmental relation and communication is prioritized.

The Law & Government/Liquor Committee recommends appointments to several fire protection districts; reviews expenditures over \$30,000, grants, contracts and annual budgets for the State's Attorney Office, Public Defender, Courts, Coroner, EMS, Sheriff and Circuit Clerk; reviews collective bargaining agreements for the Coroner, Sheriff and Clerk as needed.

On behalf of the McHenry County Liquor Commissioner, the Law & Government/Liquor Committee reviews new liquor license applications and grants or denies licenses as may be deemed appropriate in accordance with the McHenry County Liquor Control Code and adjudicates complaints and/or alleged violations in accordance with the McHenry County Liquor Control Code.

3.3 ADMINISTRATIVE SERVICES COMMITTEE

(seven (7) members). Agencies of the: County Administrator; County Board; County Board Chairman, McHenry County Council of Governments.

Stewardship/liaison for matters pertaining to: Information Technology; Administration; Human Resources, Facilities, and collective bargaining, oversee County communication program with residents. Also, stewardship/liaison for matters pertaining to construction, remodeling, maintaining and improving County owned facilities.

The Administrative Services Committee attends to suggested changes to Human Resources, IT (generally), technical maintenance contracts, County liability insurance programs, building security (except for the Government Center) and investigates new technology opportunities. It also reviews, recommends, monitors and provides oversight for construction projects and capital improvements to County owned or leased facilities and properties. This Committee is actively involved in monitoring construction projects and contracts to ensure that projects adhere to authorized budgets, timelines and key performance benchmarks and considers change orders as may be required or appropriate. In addition, the Administrative Services Committee reviews options and makes recommendations regarding future facility and space needs. The Administrative Services Committee also provides general oversight to matters related to routine and non-routine maintenance of County facilities, grounds and systems.

The Administrative Services Committee reviews McHenry County Board rules to recommend any changes to the full county board.

Any standing authority, responsibility or duty vested in the former Management Services Committee, Facilities Committee, Internal Support and Facilities Committee and Human Resources Committee shall be assumed by the Administrative Services Committee.

3.4 PLANNING, ENVIRONMENT & DEVELOPMENT COMMITTEE

(seven (7) members). Stewardship for matters pertaining to the Regional Planning Commission; Chicago Metropolitan Agency for Planning (CMAP); Historic Preservation Committee; facility planning areas; environmental and agricultural issues/concerns. Agencies reporting to this Committee: Planning and Development and the Zoning Board of Appeals.

The Planning, Environment & Development Committee recommends appointments to the Housing Commission, ZBA and Historic Preservation Commission. The Committee reviews and recommends revisions to building and development ordinances including the UDO, energy codes, building codes, and plumbing codes; attends to policy matters related personnel, permitting, process, and flow for the Planning and Development Department; reviews zoning map amendments and resolutions related to Historic Preservation. It also attends to matters pertaining to the: McHenry County Conservation District (MCCD); Northwest Water Planning Alliance, Stormwater Management Commission; Groundwater; McHenry County Soil and Water Conservation District; Solid Waste Management; Fox Waterway Agency; Illinois and Federal Environmental Protection Agencies; Illinois and United States Department of Agriculture (USDA); Agricultural Conservation Easement and Farmland Protection Commission; applicable drainage districts; Natural Hazard Mitigation Plan; Environmental Health Advisory Committee; Environmental/Resource Conservation activities including Internal Facility Operations and External Leadership.

The Planning, Environment & Development Committee will also sit as the McHenry County Pollution Control Facilities Committee to meet as called by the Chairperson of the McHenry County Board in accordance with the McHenry County Regional Pollution Control Facility Siting Ordinance.

3.5 PUBLIC HEALTH & COMMUNITY SERVICES COMMITTEE

(seven (7) members). Agencies of the: Board of Health (Health Department); Regional Superintendent of Schools; Veterans Assistance; 708 Mental Health Board, Workforce Network Board, Community Development & Housing Grant Commission and Senior Services Grant Commission.

Stewardship/liason for matters pertaining to the budget, expenditures, and new revenues received through grants for: Board of Health, Mental Health Board, Regional Office of Education, Veterans' Assistance Commission, Community Development & Housing Grant Commission; Senior Services Grant Commission; Workforce Network and the Workforce Network Board.

This Committee recommends appointments to the Board of Health, Mental Health Board, McHenry County Housing Authority Board, Community Development & Housing Grant Commission, [Lake in the Hills Sanitary District](#), and Senior Services Grant Commission.

Members of the Public Health & Community Services Committee shall select one member to participate on the Senior Services Grant Commission.

3.6 TRANSPORTATION COMMITTEE

(seven (7) members). Agencies of: McHenry County Division of Transportation.

Stewardship/liason for matters pertaining to the: township road districts; CMAP; McHenry County Council of Mayors; IDOT; RTA; METRA; PACE; Illinois Department of Aviation; and all other relevant transportation agencies.

The Transportation Committee oversees the maintenance and preservation of all McHenry County Division of Transportation assets (pavement, storm sewers, rights of way and equipment). The Transportation Committee annually reviews and updates the County's five-year transportation program to identify near-term transportation priorities and funding sources for the County. The Transportation Committee reviews and updates as necessary all MCDOT ordinances and policies such as the Access Management Ordinance and speed limit policies. The Transportation Committee oversees transit coordination in partnership with Pace Suburban Bus through the operation of its MCRide dial-a-ride program.

Members of the Transportation Committee shall select one member to participate on the Senior Services Grant Commission.

3.7 VALLEY HI OPERATING COMMITTEE

(seven (7) members). Agencies of: Valley Hi Nursing Home.

Stewardship/liaison for matters pertaining to Valley Hi's budget, expenditures, operations, personnel and special projects.

The Valley Hi Operating Committee provides guidance and oversight to the operations and affairs of the Valley Hi Nursing Home including mission, strategic goals, budget, bed mix, room rates, staffing, facility improvements, assets, quality assurance and regulatory compliance.

STANDING COMMITTEE OPERATING RULES

The following Rules shall apply to the operation of all standing committees unless specifically noted to the contrary under a given committee's duties. Standing committees shall follow County Board Rules to the extent applicable, to wit:

3.8 Standing committee appointments shall be for two (2) years. New members of the County Board shall be given temporary assignments to standing committees by the County Board Chairperson at the Organizational Meeting.

3.9 The County Board Chairperson may at any time initiate changes to standing committee assignments including changes to the Chairperson and Vice-Chairperson positions of standing committees. All County Board Members must be noticed in writing of any such proposed changes within 5 days of the County Board Meeting when a vote will be taken in relation to said change. Changes to standing committee assignments initiated by the County Board Chairperson must be approved by a vote of a 2/3 of all County Board Members present. This rule shall not apply to removal of standing committee members pursuant to Section 3.10 of this Article.

3.10 Standing committee members may request at any time, to change committee assignments. Such requests must be in writing, stating the purpose for the requested change, and submitted to the County Board Chairperson. From the date of receipt for any requested change, the County Board Chairperson shall have 14 days to seek an adequate replacement to be assigned to the vacated seat, with the advice and consent of the county board. If the County Board Chairperson is able to find an adequate replacement for the standing committee, the County Board Chairperson shall place the requested change on the next regularly scheduled County Board agenda. Voluntary changes to standing committees shall be approved by a majority of the members present.

3.11 Unless excused by the standing committee Chairperson, any County Board member failing to attend four (4) **consecutive** meetings of a standing committee, **within a single fiscal year**, to which they have been assigned may be removed from said committee by the County Board Chairperson.

3.12 Standing committee meetings shall be called by:

- A. The Committee Chairperson;
- B. The McHenry County Board by simple majority of the members present; or
- C. A majority of the members of the standing committee.

3.13 Joint standing committee meetings are encouraged when major issues affecting more than one (1) standing committee are to be discussed. In addition to the Open Meetings Act notification, a memorandum advising of these meetings may be provided to all County Board members.

3.14 Chairpersonship and Vice-Chairpersonship of standing committees shall be determined after each general election.

3.15 All Chairpersons shall vote last on all motions coming before a standing committee.

3.16 The Chairperson of the standing committee, in cooperation with the County Administrator and relevant staff, shall be responsible for developing the agenda for each standing committee meeting. The County Board Chairperson shall not change the agenda of a standing committee after it has been approved by the Committee Chairperson.

3.17 The Chairperson of any standing committee, with the approval of the majority of the members of said committee may designate a sub-committee of one (1) or more members to conduct a specific duty for the standing committee.

3.18 In the absence of the Chairperson, the Vice-Chairperson of the standing committee shall serve in the Chairperson's stead. In the absence of the Chairperson and Vice-Chairperson of the standing committee, a temporary Chairperson shall be selected by the majority of those members present.

3.19 Chairpersons of Standing Committees are encouraged to fully inform standing committee members (and other County Board members and appropriate staff) of important and/or controversial issues which may be discussed at their meetings. To the extent necessary, Committee Chairpersons shall give a brief summary at the Committee of the Whole of non-routine activities which occur in a standing or ad hoc committee.

3.20 The Chairperson of a standing committee, by affixing his/her signature as the last on the attendance sheet, certifies that those members signing the sheet were present.

3.21 All County Board members have the right to participate in all committees but shall not have the right to vote on committees that are not assigned to them.

It shall be the duty of each standing committee to:

3.22 Assist in determining the budget of its liaison departments.

3.23 Periodically review the status of the budget of its liaison departments and make recommendations to the Finance and Audit Committee, as appropriate.

3.24 Make recommendations to the full County Board as part of the monthly County Board meeting agenda. Said agenda shall be delivered to the County Board members five (5) calendar days preceding the meeting. Any exception to this must be approved by the County Board Chairperson.

3.25 Assist its liaison departments in intergovernmental relationships with Federal, state and local agencies, as requested.

3.26 Review the policies and operations of its liaison departments and make recommendations as it deems appropriate.

- 3.27 Make prompt recommendations to any other standing committee on matters of mutual interest.
- 3.28 Direct to the attention of the County Administrator all matters relating to legislation.
- 3.29 Approve intra-fund line item transfers for the liaison departments.
- 3.30 Approval of all matters expending funds on a roll call vote.

SECTION 4 AD HOC COMMITTEES

The Chairperson of the County Board shall have the power to establish ad hoc committees for special projects. A special project must fall outside the purview of any standing committee. Such committees will exist for the life of the project.

SECTION 5 COMPENSATION

In accordance with the McHenry County Budget Policy, the setting of salaries for the new terms of Elected Officials must be completed during the budget process in the fiscal year prior to the fiscal year the office/term expires (R-201006-12- 148). The new salaries to be set are to be approved by the liaison committee, the Administrative Services Committee, the Finance and Audit Committee and the full County Board (R-201006-12-148).

The following travel rules shall apply to all County Board members:

5.1 Mileage, upon request, shall be reimbursed to all members for use of their personally-owned vehicles to attend assigned meetings (not including the regular County Board meeting, Committee of the Whole or standing committee meetings or special meetings thereof) and such other County business functions and events as are appropriately approved by the County Board Chairperson or the applicable standing committee Chairperson. Mileage shall be reimbursed at a rate established by the McHenry County Budget Policy.

5.2 County Board members' attendance on official business for the County of McHenry including attendance at a public hearing, seminar, workshop, symposium, conference, or any such meeting in or out of the County, or expenses incurred for County Board business shall be paid by the members' expense account which shall not exceed \$1,000 per calendar year. If the expense is outside of the \$1,000 expense account, it must have the approval of the County Board Chairperson. Any expense shall be processed pursuant to the McHenry County Travel and Business Expense Policy.

5.3 County Board member expenses must be signed off by the County Board Chairperson, the County Administrator, or the Chief Financial Officer. The County Board Chairperson's expenses are to be approved by the County Administrator or the Chief Financial Officer.

5.4 Reimbursement for expenses incurred by County Board members for approved trips on County business under this rule, and not otherwise reimbursed, shall be processed pursuant to the McHenry County Travel and Business Expense Policy.

Article II MEETING PROCEDURES

SECTION 1 COUNTY BOARD TRANSITION

1.1 Organizational Meeting:

The Organizational Meeting of the County Board shall be held on the first Monday of December of each even numbered year. The Chief Circuit Judge of the Twenty Second Circuit Court or a judicial designee shall administer the oath of office to newly elected Board Members.

1.2 Committee on Committees:

At the Organizational Meeting, each County Board District shall, in open session and in sequential order by district, select one member to represent their district on the Committee on Committees. In the event of a tie, the most senior member shall prevail.

In the event the seniority is equal (as determined by total years of service), a coin toss shall break the tie. The Committee shall be comprised of one (1) member from each County Board District and chaired by the County Board Vice-Chairperson (who is a non-voting member except in event of a tie vote).

Following the Organizational meeting, the Committee on Committees shall meet to make recommendations to the County Board on committee membership, Chairperson, and Vice Chairperson assignments. To the extent practical, the Chairperson of a standing committee shall have served as a member of that standing committee in a prior year.

No more than one (1) member from a single County Board District shall sit on a standing committee.

The Committee on Committees shall cease to exist following the approval of the standing committee assignments by the full County Board. The Committee on Committees shall reconvene to fill committee vacancies.

1.3 Seating Arrangement:

The following process will be used to determine seating placement during the Organizational Meeting. First, all Board members should not sit next to another Board member from the same district to the extent possible. If more than one Board member wants the same seat then the member with the most seniority will be given the seat or if the seniority is the same, then the seat is determined by drawing lots. Secondly, any Board member who requires a particular seating due to a disability as defined in the Americans with Disabilities Act, shall receive reasonable accommodation. Third, all former Board members have the chance to change seats if the seat they desire is vacant. Fourth, new Board members will be seated in any vacant seats. Lastly, two Board members can change their seats by mutual agreement if the exchange does not violate the above rules.

1.4 Within 90 days of the taking office, new board members shall be provided with information concerning, but not limited to:

- a. Tax levy and PTELL
- b. Budget preparation
- c. Grants/fund sources for all departments
- d. Parliamentary procedures
- e. Board operations
- f. Department overview and update of projects and activities

SECTION 2 MEETING SCHEDULES, LOCATIONS AND GOVERNANCE

2.1 Regular Meeting Schedule:

Regular meetings of the County Board shall be held on the third Tuesday of each month at 7:00 p.m. unless

different times have been established in advance.

2.2 Special Meetings:

Special meetings of the board shall be held only when requested by at least one-third of the members of the board. Such request shall be in writing, addressed to the McHenry County Clerk, specifying the items to be considered, the time and place of such meeting, upon receipt of which the Clerk shall immediately transmit notice, in writing, of such meeting to each of the members of the County Board. Public notice of any special meeting must be given at least 48 hours in advance.

2.3 Emergency Meetings:

In the event of a bona fide emergency, an emergency meeting of the County Board may be called by the Chairperson at his/her discretion. Notice of an emergency meeting shall be given as soon as practicable.

2.4 Committee of the Whole:

The County Board shall meet as a Committee of the Whole on the Thursday preceding the third Tuesday of each month at 9:00 a.m. and at such additional times as called by the Chairperson of the County Board.

NOTE: No official action may be taken at Committee of the Whole meetings.

2.5 OMA Requirements:

The County Board, standing committees, and all special committees, commissions, and other boards falling under its jurisdiction shall comply with all tenets of the Illinois Open Meetings Act (5 ILCS120/2, *et. seq.*) as may be amended from time to time. More than forty-eight (48) hours prior to any regular meeting, the final agenda must be noticed and posted in compliance with the Illinois Open Meetings Act. Once the final agenda has been posted, no changes may be made to any agenda item at the corresponding meeting. At said meeting, a board member wishing to remove an item for consideration from the agenda may do so by making one of the following motions: to postpone to a date certain (majority of members present), to refer back to committee (majority of members present), to postpone indefinitely (2/3 of the members present). Pursuant to the Illinois Open Meetings Act, an action item cannot be added to the agenda at any time within the forty-eight hour notice and posting requirement.

2.6 Meeting Locations:

Regular and special meetings of the County Board may be held in any public building located within the County of McHenry. If the building is other than the McHenry County Administration Building, notice of the building selected for the meeting shall be provided in writing by the Chairperson of the County Board to each member of the County Board at least five (5) days prior to said meeting. (55 ILCS 5/2 - 1001).

2.7 Parliamentarian:

The County Board shall designate a parliamentarian who shall not be a member of the County Board. The parliamentarian shall advise the County Board on any rule when asked for a clarification by the County Board Chairperson or any County Board member. The Chairperson shall then rule.

2.8 Recording and Photography:

Only non-flash photography is allowed. If the manner of photography is disruptive to the meeting, as construed by the Chairperson in their sole discretion, the Chairperson may stop the meeting and ask the photographer to cease. If it continues, the photographer may be escorted out of the room by staff or security.

2.9 Security:

The Chairperson, or staff designated by the Chairperson, will arrange to have a public safety officer present at all Committees of the Whole, regular meetings and special meetings. A standing committee chair can request

a public safety officer be present for a meeting upon consulting with the Chairperson and the County Administrator.

2.10 Committee Meeting Cancellation:

The County Administrator, with consent of the Committee Chair, may cancel a regularly scheduled committee meeting due to an insufficient number of agenda items.

SECTION 3 QUORUM AND ATTENDANCE

3.1 Quorum:

The majority of the members of the County Board, ten (10), shall constitute a quorum for the transaction of business. If at any time during a regular, recessed, special meeting, or emergency meeting of the County Board, the number of members present falls below ten (10), the meeting shall cease until such time as a quorum is present.

The majority of the members of each standing and special committee shall constitute a quorum for the transaction of business of said committees. If a quorum is lost, the meeting shall cease until such time as a quorum is present. If a quorum is not present for 10 consecutive minutes the meeting shall be adjourned without a motion unless the members are hearing presentations without transacting business.

If a County Board member is unable to attend a committee meeting, they are to call or otherwise contact the Committee Chair in advance of the meeting of their intended absence.

3.2 Remote Attendance Policy:

A. The remote attendance policy established herein is in accordance with the Open Meetings Act 5 ILCS 120/7 and shall be uniformly and consistently applied to all meetings of the County Board and its committees. It is acknowledged that the Open Meetings Act may be amended by legislative change or suspended by gubernatorial proclamation in response to a public health emergency and in that event, this policy shall be administered in accordance with the guidance or directive provided by the State of Illinois.

B. Where there is a majority of the members otherwise present at a meeting of the County Board or a committee, a member may be present virtually or by a telephone conference call if the member is prevented from physically attending because of: (i) personal illness or disability; (ii) employment purposes or business of the County Board; ~~or~~ (iii) a family or other emergency, (iv) unexpected childcare obligations; or (v) performance of active military duty as a service member. In such event, the member shall ~~unless impractical,~~ give advance notice to the recording secretary, the chair of the committee, and ~~Clerk of the County Board,~~ or the County Administrator of the member's inability to be physically present. Should such an event occur for any Committee of the Whole, voting board meeting, or special meeting of the County Board, the member shall give advance notice to the recording secretary or the Clerk of the County Board, the McHenry County Board Chair, and the County Administrator. A virtual meeting invitation and/or conference call capability will be provided by the County to enable remote participation. Prior to the vote to admit the member remotely, the member seeking remote attendance shall state the reason for remote attendance, and the reason shall be incorporated into the meeting minutes.

C. –Reinstatement of a removed remote board member: Should the McHenry County Board Chair remove a remote board member from a meeting, any participating board member may move to appeal the decision of the chair, and if the motion receives a second and carries, then the remote member shall resume attendance.

Because remote attendance occurs outside the County's controlled meeting setting and, therefore, has the potential for a breach of privacy, Board Members attending remotely shall be excluded from participating in any executive session discussion.

SECTION 4 ORDER OF BUSINESS

County Board Meetings shall be called to order promptly at 9:00 a.m. (for any day meeting) or 7:00 p.m. (for any evening meeting), unless different times have been determined in advance. The order of business for regular meetings of the County Board may be:

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. INVOCATION
4. INTRODUCTORY ROLL CALL
5. ADOPT THE AGENDA
6. APPROVAL OF MINUTES OF PREVIOUS MEETING
7. CHAIRPERSON'S REMARKS/REPORT
8. MEMBERS' COMMENTS
9. SPECIAL RECOGNITION
10. ZONING PETITIONS
- 10.1 ZONING CONSENT AGENDA
- 10.2 ZONING REGULAR AGENDA
- 10.3 ZONING UNFINISHED BUSINESS
11. PLATS
12. PUBLIC COMMENT
13. NEW AND UNFINISHED BUSINES
14. APPOINTMENTS
15. STANDING COMMITTEE CHAIRPERSON UPDATES/LIAISON REPORTS
16. ROUTINE CONSENT AGENDA
17. ORDINANCES (FOR REVIEW AND ACTION)
18. REPORTS AND PRESENTATIONS
19. ADMINISTRATOR'S REPORT
20. EXECUTIVE SESSION (IF NECESSARY)
21. ADJOURNMENT

The order of business for Committee of the Whole Meetings may be:

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. INTRODUCTORY ROLL CALL
4. CHAIRPERSON'S COMMENT
5. MEMBERS' COMMENT
6. PUBLIC COMMENT
7. REPORTS AND PRESENTATIONS
8. NEW BUSINESS
9. ADMINISTRATOR'S REPORT
10. OTHER
11. EXECUTIVE SESSION (IF NECESSARY)
12. ADJOURNMENT

All questions regarding the order and/or priority of business shall be decided by the Chairperson, unless otherwise determined by the County Board. The Chairperson shall maintain order and decide all questions of order,

subject to an appeal of the Chairperson. In discussions the Chairperson shall confine members to the matters under consideration. Departments reporting to the County Board making reports on the Agenda may be requested by Board Member(s) to clarify or expand on the subject matter at hand. Breaks and/or recesses may be called at the discretion of the Chairperson.

Comments submitted by County Board Members under Members' Comments should attempt to be kept to a reasonable time limit. County Board members are discouraged from reading letters and otherwise making public comment on behalf of others during Member Comment. A Board Member may acknowledge letters received in their Member comments and provide copies to the rest of the Board, County Board Chair and County Clerk.

SECTION 5 MEMBER PARTICIPATION

5.1 Recognition:

Each County Board member shall have the privilege of the floor upon seeking and receiving recognition by the Chairperson. When two or more County Board members have sought the privilege of the floor simultaneously, the Chairperson shall determine the order of recognition excepting that, on standing committee reports, the standing committee Chairperson, or a designee of said standing committee, shall have priority. All County Board members have the right to participate in all committees but shall not have the right to vote on committees that are not assigned to him/her. No County Board member shall be interrupted when speaking except:

- A. By a call to order of the Chairperson;
- B. By an objection to the introduction of a question;
- C. By a point of order;
- D. By a question of privilege; or
- E. By a parliamentary inquiry.

5.2 Motions:

Motions shall be stated by the mover by stating: "I move." No motion shall be debated before it has received a second.

~~The Chairperson or Vice-Chairperson of the Liaison Committee shall bring forth motions coming out of their committee.~~

- A. When a motion is made, the names of the moving and seconding members shall be entered in the minutes along with the result of the vote.
- B. If a motion fails to receive a second that motion shall be entered into the minutes with a notation "motion failed for lack of a second."
- C. Motions to reconsider must be exercised at the same meeting in which the item to be reconsidered was decided.

5.3 Debate:

A Board Member shall be allowed to speak no more than twice on any motion or issue on the Board floor. Each Board Member shall have the opportunity to speak once before any Member shall be allowed to speak for a second time on the same motion or issue. This applies to both regular meetings and Committee of the Whole meetings.

5.4 Voting:

County Board member votes shall be entered by members and recorded electronically upon the opening of voting by the Chairperson, except as listed in subsections A, B, and H of this section.

- A. A roll call vote by voice shall be used in the following instances, proceeding in alphabetical

order. The first member to vote by roll call shall be advanced by one (1) last name alphabetically at each successive Regular Meeting during the County Board's full term.

- 1) Attendance; or
- 2) A malfunction in the electronic voting system.
 - a. Members experiencing technical difficulties with electronic voting equipment or software shall immediately seek recognition and notify the County Board Chairperson. County information technology personnel shall work to identify and resolve the technical difficulties before voting proceeds.
 - b. A malfunction in the electronic voting system shall be determined to have occurred when the County Board Chairperson informs the County Board that such voting system is inoperative, based on the assessment of county information technology personnel. In those instances, a roll call vote by voice shall be initiated by the County Clerk, at the direction of the Chairperson, on the question at hand and all subsequent questions, except those listed in subsection B of this section, until the Chairperson informs the Board that the electronic voting system is again functional.

B. A voice vote may be used in the following instances, the outcome of which shall be determined by the Chairperson. Alternatively, an electronic vote on any question may be requested by any member.

- 1) A motion to adjourn;
- 2) Approval of the minutes of the previous meeting;
- 3) Adopting the agenda;
- 4) Floor motions;
- 5) Other items as determined by the Chairperson.

C. The County Board Chairperson shall vote on questions before the full board only in the case of a tie, and in those instances, shall vote last.

D. When there is no further debate or discussion on a pending question for which an electronic vote is required, or when an electronic vote has been requested by a member, the Chairperson or Chairperson's designee shall open voting.

- 1) When voting, either by electronic or voice vote, a member shall respond "Yes," "No" or "Abstain."
- 2) The Chairperson or Chairperson's designee shall close voting by directing the Clerk or Clerk's designee to record the vote.

E. An abstention vote shall not be considered a vote in the affirmative or the negative, but the number of members present shall not change for the purposes of determining the number of affirmative votes needed for approval of any item. For example, if 18 members are present at the meeting, and 5 members abstain from voting on a given item, 10 "yes" votes will still be required for an item needing a majority of the members present to pass. There shall be no absentee or proxy voting on any question except as provided in the Board's Remote Attendance Policy.

- 1) Any member(s) participating remotely shall vote by voice in the order which attendance was called after electronic votes have been cast, and shall have their votes recorded electronically by the Clerk or Clerk's designee.

F. Following each electronic vote and after voting has closed, the County Clerk or clerk's designee by voice shall give the outcome of the vote to the County Board Chairperson. The County Board Chairperson shall announce the number of votes in favor and the number of votes against. The roll call generated by each electronic vote shall be displayed after voting has closed, including any tie breaking vote cast.

1) A verification of all votes cast electronically on a measure may be requested by any member after the opening of voting by the County Board Chairperson. If a member's request is seconded by another member, the County Clerk or the Clerk's designee shall read out the name of each member and the vote they cast in the order attendance was taken after voting has closed.

G. If a member leaves the room for any reason when there is a motion on the floor, the number of members present shall be the number counted for the vote in terms of a quorum needed. If a member returns before the Chairperson declares the outcome of the vote, the member shall have an opportunity to cast a vote.

H. Electronic voting may be used in any committee. In any standing, special or ad-hoc committee, an electronic vote or roll call vote by voice shall be used for the following matters:

1. Attendance
2. Zoning Matters and Plats
3. Appointment Recommendations
4. Routine Consent Agenda Approval
5. Items Requiring the Expenditure, Acceptance or Transfer of Funds
6. Ordinances or Resolutions for Action
7. Motions to Enter Executive Session

Article III PROCEDURE FOR ROUTINE BUSINESS

SECTION 1 PUBLIC COMMENT

Public comment is a vital component to the democratic process. To give everyone an opportunity to address the County Board that desires to, the following guidelines apply:

1.1 Statements voluntarily given at the invitation of the County Board during the County Board meeting described as "Public Comment" are accepted as an opportunity by the public to directly address the County Board. If comments are given regarding a zoning petition, the County Board may consider the arguments persuasive, but the County Board should base its decision on the evidence presented at the Zoning Board of Appeals.

1.2 Persons addressing the Board are encouraged to refrain from statements or conduct that is uncivil, rude, vulgar, profane or otherwise disruptive to the conduct of the Board's business.

1.3 Any person wishing to address the County Board on any question shall be provided not more than three (3) minutes at the time allotted for public comment. The total time allotted for public comment shall not exceed thirty (30) minutes, unless extended by a simple majority of County Board members action.

1.4 Any person wishing to address the County Board on any question shall personally sign in on the sign in sheet(s) provided prior to the beginning of the meeting and be present when their name is called to speak.

1.5 ~~Written public comment, handouts, and exhibits will not be accepted or incorporated into minutes or the public record. Members of the public may submit written comment, clearly indicating it is public comment for a specified meeting, of no more than 500 words that shall be distributed to the County Board and referenced by~~

~~name, topic and position in the minutes of the meeting. In order to be distributed and included in the minutes, submission of comments must occur not less than 24 hours before a declared meeting starting time.~~

SECTION 2 APPOINTMENTS

Appointments to all special committees, boards, commissions, districts, and authorities will be presented to the County Board by the Chairperson, as per addendum guidelines in Article V, Section 2. The recommended nominee shall be appointed if approved by a majority of the County Board members present. All County Board members shall be notified of the name of the individual being presented for appointment or reappointment at least five (5) business days prior to the voting meeting at which the County Board will consider such approval. For all positions that are to be filled by the County Board appointment, the County Board Chairperson shall make available a list of all applicants who applied for the position along with their applications.

2.1 County Board Member Liaison Positions

County Board Member liaison positions shall be recommended for appointment by the Chairperson within 60 days of the organizational meeting. The County Board Chairperson may remove a County Board member from an appointed liaison position and name a replacement subject to approval of a majority of all County Board members.

2.2 Removal

The terms of the relevant state statute or county ordinance shall apply with respect to the removal of members from any of the above-mentioned boards and commissions. When the law allows, appointees may have their appointment revoked by the Chairperson of the County Board, after missing four (4) ~~consecutive~~ unexcused meetings within a single fiscal year of any committee, board, or commission with the advice and consent of a simple majority of the County Board.

2.3 Reporting

All special committees, boards, commissions, districts, and authorities shall be required to provide an annual report to their liaison committee regarding their prior year's activities, initiatives and challenges and vision for the coming year. The chair of the special committees, boards, commissions, districts, and authorities, or their designee, shall work with their liaison committee Chair to determine the form, format and delivery of the report.

SECTION 3 ZONING PETITIONS

All zoning petitions must be approved or denied within one hundred eighty (180) days of the close of the public hearing, unless an extension of time has been authorized by the County Board. Any application not voted on within one hundred eighty (180) days and any extension of time authorized by the County Board, shall be deemed denied.

Upon receipt of the Zoning Board of Appeals Voting Report, Ordinance, and Plan Review Report from staff, the County Administrator shall deliver copies of such to each County Board member no later than five (5) calendar days in advance of the next meeting of the County Board. The Ordinance shall be voted on by the County Board at said meeting, unless continued to a date certain by a majority vote of the members present.

A petitioner may request that his or her petition be continued to a date certain any time prior to final action of the County Board by notifying the County Board Chairperson or Planning, Environment & Development Committee Chairperson. Continuance of a petition at the request of the petitioner does not require a vote by the County Board, nor is it limited to a single continuance, provided such continuance does not extend the vote by the County Board to a date past one hundred eighty (180) days after the close of the public hearing. Any request for a continuance extending the County Board vote to a date past one hundred eighty (180) days after the close

of the public hearing shall only be granted by a majority vote of the members present.

A petitioner may withdraw the petition at any time prior to final action of the County Board by making a written request to the County Administrator. Such a withdrawal is not to be construed as a continuance or postponement.

The Chairperson of the Planning, Environment & Development Committee shall present the petition to the County Board in the form of an affirmative motion for purposes of discussion. The Chairperson of the Planning, Environment & Development Committee may speak on either side of the motion. If a recommendation to "deny" or "no recommendation" is forwarded by the Zoning Board of Appeals, the Chairperson of the Planning, Environment & Development Committee shall so state.

All motions on zoning petitions shall be made in the affirmative. (A "yes" vote is a vote to approve, regardless of the Zoning

Board of Appeals or Hearing Officer recommendation.) A zoning petition shall be approved if it obtains the required number of affirmative ("yes") votes as indicated below:

- **Variations:** approval requires a **simple majority** of County Board members present.
 - Approval will require **3/4 majority** of the full County Board (14 "yes" votes) if:
 - the Zoning Board of Appeals Officer recommended denial; or
 - the petition did not get at least five (5) aye votes from the Zoning Board of Appeals; or
 - the Township Plan Commission objects and the Township Board of Trustees submits a written objection. (A municipal objection does not require a super majority to approve.)
- **Conditional Use Permits:** approval requires a **simple majority** of County Board members present.
- **Zoning Map (Reclassification) or Text Amendment:** approval requires a **majority of the full County Board** ten (10) "yes" votes, regardless of the number of County Board members present).
 - Approval will require $\frac{3}{4}$ majority of the full County Board (fourteen (14) "yes" votes) if:
 - at least 20% of landowners of the land to be rezoned file a written protest; or
 - the owners of land from at least 20% of the perimeter of the land to be rezoned file a written protest; or
 - a municipality that is located within 1.5 miles of the subject property files a written objection; or
 - at least 5% of the landowners of the County file a written protest; or
 - a Township Plan Commission objects and the Township Board of Trustees submits a written objection, and
 - all written protests shall be filed with the County Clerk no less than 24 hours before the County Board meeting.

A zoning petition is denied if it fails to obtain the required number of affirmative votes, as indicated above.

If comments are given regarding a zoning petition, the County Board may consider the arguments, but the County Board should base its decision on the evidence presented during the public hearing.

Other than at the same board meeting, zoning petition votes by the County Board may not be reconsidered or rescinded and this rule may not be suspended by the County Board.

SECTION 4 RESOLUTIONS AND ORDINANCES

Resolutions

4.1 Resolutions shall originate from the County Board Chairperson, the County Administrator, or the Committee Chairperson and shall be brought before the proper committees for study and recommendation prior to being considered by the County Board.

4.2 A board member or committee member wishing to propose a resolution or other matter must do so first in discussion at a regularly scheduled meeting of the Committee. If the Committee Chairperson or by simple majority of the committee members present determines that a majority of the Committee wants to consider a proposed resolution, then the Chair shall cause to be placed a resolution addressing said matter on the agenda of the next regularly scheduled Committee meeting.

4.3 All resolutions must be submitted to County Administration five (5) business days prior to a Committee meeting so it can be included in the agenda in the amount of time required by the Illinois Open Meetings Act. All resolutions must be accompanied by an informational memorandum and any other supporting documents necessary for the consideration of the item.

4.4 The County Administrator shall determine the appropriate Committee(s) to review a resolution or other matter. The reviewing Committee or County Board may, by a majority vote, refer the resolution or matter to another Committee for further review, study and/or recommendation.

4.5 Resolutions approved by a majority of the Committee members present at any required Committee shall advance to the full County Board meeting and shall be listed under the "Consent Agenda" portion of the agenda.

4.6 Resolutions failing to receive a favorable vote of the majority of Committee members present at any required Committee shall advance to the County Board meeting and be considered under the "New Business" section of the agenda.

4.7 Resolutions, except for emergency appropriations, budget line item transfers, street vacations, and other matter required by law to be approved by a greater number of board members, shall be approved by a majority vote of members present.

Ordinances and Amendments to Ordinances

4.8 Ordinances and their amendments shall follow the same process prescribed for resolutions in Rules 4.1 through 4.6.

4.9 All ordinances and their amendments subject to a 30-day review period as explained in Rule 4.10 shall be submitted to the State's Attorney's Office for review prior to being placed on the County Board agenda.

4.10 30 Day Review: An ordinance or amendment approved by a committee and reviewed by the State's Attorney's Office shall appear first on a County Board agenda under "30 Day Review." No action shall be taken on an ordinance or amendment which appears under the "30 Day Review" portion of the agenda except a motion to refer to committee, postpone indefinitely, or waive 30 day review for emergency circumstances. During

30 day review no action, with the exception of amendments made at a special County Board meeting called for the specific purpose of making amendments to the proposed ordinance or amendments, shall be taken. Ordinances subject to 30 day review shall appear under "Ordinances for Action" on the agenda for the second regular meeting after the meeting at which the ordinance first appeared under "30 Day Review," regardless of whether or not 30 calendar days have passed.

- 4.11 The following items shall be exempt from 30 Day Review:
- Zoning Matters (With the exception of text amendments to the Unified Development Ordinance)
 - Plat Approval Matters
 - Transportation Ordinances (other than ordinances altering speed zones) considered under the consent agenda
 - Annual Budget/Appropriation Ordinance
 - Annual Levy Ordinance

4.12 The County Board may, by majority vote of the members present, waive the 30 day review period and act upon an Ordinance at its first appearance on a County Board agenda.

4.13 Ordinances shall be adopted via a simple majority of the members present unless otherwise prescribed by law.

4.14 Each proposed alteration to a speed zone considered by the Transportation Committee shall appear as a separate ordinance for consideration by the full County Board, regardless of the committee's recommendation. The Committee's recommendation shall be clearly indicated in the ordinance's recital and those failing to receive a recommendation for approval shall appear under the "New Business" section of the agenda pursuant to Sections 4.6 and 4.8 of this article.

4.14.15 Annual Budget: In accordance with 55 ILCS 5/6-1001 and Chapter 2.08 of the McHenry County Code of Ordinances, the County Administrator shall prepare, or cause to be prepared, the annual budget which shall be put on public display at a regular meeting of the County Board. The proposed budget will be available for public review and inspection for at least fifteen days prior to any amendments and/or final adoption at a regular or special meeting of the County Board.

Miscellaneous

4.16 The effective date for all resolutions and ordinances passed by the County Board shall be the date on which the resolution or ordinance was passed or approved by the County Board unless specifically stated as otherwise in the resolution or ordinance.

4.17 In place of an oral reading of the entire resolution or ordinance, it shall suffice to present in writing a synopsis of the resolution or ordinance, unless a full reading is requested by a majority of the County Board.

4.18 By majority vote of the County Board members present, immediate action may be taken on proposals of an urgent nature. All votes on resolutions, ordinances, and policies shall require a majority vote of the County Board members present, except when otherwise required by state or local law.

4.19 All Resolutions requesting approval for street vacations shall require a two-thirds vote (12) of the members of the County Board (55 ILCS 5/5 - 1036).

4.20 All increases in budget line items after the budget has passed (referred to as emergency appropriations)

shall require a two-thirds vote (12) of the members of the County Board (55 ILCS 5/6 - 1003) and shall be so noted on the County Board consent agenda.

4.21 In those instances where the County Board, its standing committees, or its special committees conduct a public hearing, the relevant Chairperson may request a court reporter to be in attendance for the purpose of making a record of the proceedings.

4.22 The County Board shall only consider voting on items germane to its authority and within the scope of their oath, jurisdiction and responsibilities.

4.22 County Board Member requests for proclamations and formal special recognitions shall be, to the extent practical, brought forward in advance on the event, cause or purpose being recognized and shall be limited to no more than one page in length.

SECTION 5 MINUTES

Minutes for Committee and County Board meetings shall provide the following:

1. Shall show all Members as present or absent.
2. Shall show Public Comment, Chairperson's Report, County Board members' topics during member comments and Presentations by all other persons.
3. Shall show all action taken by the committee and agenda items discussed.
4. Shall show the vote of each Member on roll call votes.
5. Shall reflect the names of Members not present at the time of any vote.
6. Shall show the reason for closed session and the vote of each Member on whether to go into closed session and to go out of closed session (Open Meetings Act).
7. Shall indicate when a Member of a committee is absent due to other official County business.
8. If open, approved minutes shall be available through the County Clerk's office and on the Internet via the McHenry County website.
9. If open, approved minutes shall include a summary of all discussion.
10. For closed meetings and for closed sessions of open meetings, disclosure of minutes shall comply with the Open Meetings Act.

If a member wishes to have a statement or information included in the minutes, they are to specifically request it be incorporated into the record.

SECTION 6 BUDGET PROCESS

All budgets from County departments, Elected Officials including the County Board Chairperson and outside agencies the Board approves budgets for will adhere to the following process:

1. County Administration will discuss proposed budget with each department (head) or elected official.
2. County departments and elected officials will submit their budgets to the D365 portal.
3. At the same time, an electronic copy of the submitted budget will be distributed to the County Administrator, County Board Chairperson and each member of the liaison committee that will review the budget at a presentation by the Department Head or Elected Official.
4. Each budget will be reviewed by the Liaison committee and with the consensus of the committee, forwarded to the full County Board for approval.
5. Outside agencies will submit their budget directly, at one time, to the County Administrator, County Board Chairperson, and each member of the liaison committee for review and consensus to be forwarded to the full County Board for approval.

Article IV CONDUCT OF COUNTY BOARD CHAIRPERSON AND COUNTY BOARD MEMBERS

SECTION 1 ETHICS AND CONDUCT

The strongest guarantee of good government is the integrity, objectivity, honesty, and sincere commitment to ethical principles of conduct by elected officials. Therefore, to promote public confidence in County government and to maintain a positive public image, each County Board member shall abide by the standards of ethics and conduct as set forth in the County Ethics Ordinance adopted February 1, 2005, and any amendments thereto, and the following additional conduct outlined in this rule, to wit:

1.1 CONFLICTS OF INTEREST:

No County Board member or County Board Chairperson shall directly or indirectly influence a County Board action or decision in a matter in which the member or the member's immediate family has any economic interest distinguishable from that of the general public. In the event a member believes that they have a conflict of interest on any matter before the County Board requiring a vote the member shall, prior to any discussion of the issue, indicate to the County Board that a conflict exists and inform the County Board that they will be abstaining from any discussion and vote on the matter.

1.2 INTEREST IN COUNTY BUSINESS:

No County Board member or County Board Chairperson shall have a financial interest in any contract work or business of McHenry County or the purchase of any McHenry County property.

1.3 GIFT BAN:

No County Board member or County Board Chairperson shall receive, solicit, or accept anything of value in return for advice or assistance on any matter directly concerning the operation or business of McHenry County. Except as permitted by the McHenry County Ethics Ordinance, no County Board member shall intentionally solicit or accept any gift from any prohibited source. The term "gift" and "prohibited source" here shall be defined by the McHenry County Ethics Ordinance.

1.4 CODE OF HONOR:

County Board members and County Board Chairperson shall treat other Members, staff, other elected officials, and the public with decorum and respect. No County Board member or County Board Chairperson shall

intimidate, threaten, or undermine the personal integrity of a fellow County Board member or employee of the County.

1.5 CONFIDENTIAL INFORMATION: Discussions held in executive session are considered privileged and confidential. No County Board member or County Board Chairperson shall breach the confidentiality of privileged information.

1.6 COUNTY OWNED PROPERTY:
No County Board member or County Board Chairperson shall knowingly permit or engage in unauthorized use of County owned property.

1.7 CAMPAIGN ETHICS:
No County Board member or County Board Chairperson shall knowingly suggest, compel, coerce, or intimidate any person to make or refrain from making any political contribution.

1.8 LOBBYING:
Lobbying and related activities shall be regulated in accordance with the Illinois Governmental Ethics Act 5 ILCS 420/2 et. seq.

1.9 LOBBYISTS:
All lobbyists compensated by the McHenry County Board shall be listed on the County's website with the name and amount paid to the firm.

1.10 COMMUNICATIONS DURING A MEETING:
During county board and committee meetings, County Board members are discouraged from engaging in note passing, texting, instant messaging, emailing, cell phone usage and out of order conversation and are reminded this activity may be subject to disclosure pursuant to the Freedom of Information Act (5 ILCS 140/).

SECTION 2 REQUESTS FOR STATE'S ATTORNEY OPINION

When it is necessary to request a State's Attorney opinion, the following guidelines will be followed whenever practicable:

2.1 The request should be in writing and set forth all background information necessary to provide a written opinion, including any deadlines the Civil Division should meet. Any attachments and exhibits should be included. If the request is regarding a contract, said request should state whether the contract is a renewal.

2.2 The request should come from one of the following: the County Administrator, County Board Chairperson or Committee Chairperson.

2.3 The request, along with any enclosures should be directed to the Chief of the Civil Division, with a copy sans attachments, to the State's Attorney. Either the County Administrator, or the County Board Chair, and all County Board members, shall be copied on all requests for legal opinions sent to the State's Attorney.

Article V MISCELLANEOUS

SECTION 1 DEFINITIONS

1.1 Proclamation - An official declaration of the County Board: It does not require a vote by the County Board, but a vote may be offered.

1.2 Ordinance - A law set forth by the County Board: It requires a majority vote of the County Board members present unless otherwise required by law.

1.3 Resolution - A formal expression of opinion, will, or intent of the County Board: It requires a majority vote of the County Board members present unless otherwise required by law.

1.4 Action Item - Any agenda line item requiring a vote of the County Board members for approval at any County Board Meeting or any standing committee meeting. Action items include: minutes approval, proclamations, zoning items, plats and resolutions appearing under the routine consent agenda, appointments and ordinances.

1.5 Lobbying – As defined in the Illinois Governmental Ethics Act, 5 ILCS 420/1-109.

1.6 Lobbyist:- As defined in the Illinois Governmental Ethics Act, 5 ILCS 420/1-110.

1.7 Emergency- A sudden and serious event or an unforeseen change in circumstances that calls for immediate action to avert, control, or remedy harm; or an urgent need for relief or help; an exigent circumstance in which immediate assistance is needed to protect property, public health, or safety, or to lessen or avert the threat of disaster. The County Board has some latitude on how to further define emergency.

SECTION 2 ADDENDUM TO APPOINTMENTS

Appointments by the County Board Chairperson

By various state statutes, members of the following boards and commissions may be appointed by the County Board Chairperson without input from a standing committee and without requiring the approval of the County Board:

- Board of Building Code Appeals
- Chicago Metropolitan Agency for Planning
- Community Development Block Grant (CDBG)
- Pace
- Workforce Investment Board
- Stormwater Management Commission
- Upper Illinois River Valley Development Authority
- Farmland Assessment Review Committee

County Board Chairperson Appointments requiring County Board Approval

With respect to the following boards and commissions, the County Board Chairperson may present the standing committee recommendation for approval by the County Board or may choose to bring forward his or her own choice for appointment. That individual shall be appointed if approved by a majority of the County Board members present.

- Agricultural Conservation Easement and Farmland Protection Commission
- Animal Control Advisory Committee

- Board of Review
- McHenry County Conservation District
- Emergency Telephone System Board
- Ethics Commission (Appointments made as stated in the McHenry County Ethics Ordinance)
- Fox River Grove Fire Protection District
- Harvard Community Fire Protection District
- McHenry Township Fire Protection District
- Crystal Lake Rural Fire Protection District
- Board of Health
- Historic Preservation Commission
- Housing Authority
- Marengo Rescue Squad
- Mental Health Board
- Regional Transportation Authority
- Metra
- University of Illinois Extension
- Valley-Hi Cemetery Board
- Zoning Board of Appeals
- Lake in the Hills Sanitary District
- Public Aid Committee
- Public Transportation Advisory Committee
- Senior Services Grant Commission
- Greenwood Drainage District
- Hebron Drainage District
- Coon Creek Drainage District

Sheriff's Merit Commission Members

By state law, members of the Sheriff's Merit Commission are to be appointed by the McHenry County Sheriff with the approval of a majority of the members of the full County Board (ten members), not merely the members present. A nominee for membership on the Sheriff's Merit Commission shall originate with the McHenry County Sheriff through his submission of the name of his designated nominee to the Chairperson of the County Board. The Chairperson shall present the name submitted by the Sheriff to the County Board.

SECTION 3 COUNTY ADMINISTRATOR SELECTION AND CONTRACT NEGOTIATION

Selection of the County Administrator

In the event of a vacancy in the County Administrator position, the County Board Chairman, in consultation with the standing committee chairs, will determine the method of recruitment which could be to identify potential internal candidates, conduct a search inhouse or engage the services of a professional/executive recruiting firm. The County Board Chairman and standing committee chairs shall, by concurrence, select a candidate or candidates to be brought forward for interviewing and conduct the interview in closed session. All county board members are entitled to attend the interview. The County Board Chair, with concurrence of a majority of the standing committee chairs, shall bring forward a candidate for appointment to the position of County Administrator, with advice and consent of the County Board.

Contract Negotiation

In consultation with the standing committee chairs, the County Board Chairman shall engage in contract negotiations/re negotiations with the county administrator. The final contract shall be approved by the County Board through a resolution.



MCHENRY COUNTY BOARD RULES

Administrative Services Draft Date: April 8, 2026

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MCHENRY COUNTY BOARD RULES

Revised July 16, 2024 per Resolution #R-202407-12-144 Effective Date: July 17, 2024

PREAMBLE

1. COUNTY BOARD

The County of McHenry shall be governed by the McHenry County Board. The number of County Board members and how they are elected shall be determined by the County Board in accordance with Illinois law (55 ILCS 5/2-1001, *et seq.*).

2. RULES

All business of the County Board, its standing and special committees, and its members shall be in conformity with these rules. In the absence of a specific rule herein, Roberts Rules of Order Newly Revised (latest issue) shall govern. The rules of the County Board may be changed by a majority vote of the members of the County Board present. A written notice of any changes shall be presented to the County Board members at least fourteen (14) days prior to the consideration of any such changes by the County Board. Any rule may be suspended upon a favorable 2/3 vote of a majority of the County Board members present except Article III, Section 3 as it applies to zoning petitions. Any gender reference made in these rules should be interpreted to apply equally to both males and females. The words "shall," "must," and "will" as used in these rules are considered to be mandatory.

Article I OFFICERS, MEMBERS AND COMMITTEES

SECTION 1 CHAIRPERSON

The Chairperson shall preside at all meetings of the County Board. The Chairperson will keep County Board members informed of all formal directive-related communications that they make to non-governmental, as well as local, regional, state, and Federal government agencies, entities, or individuals so this may be provided at an upcoming board meeting, or as this occurs. The Chairperson, pursuant to Section 3 of this Article, shall determine and establish the agenda for all regular meetings of the County Board.

The Chairperson may establish special committees and designate special assignments as deemed necessary. The Chairperson serves as the Liquor Commissioner of the unincorporated areas of McHenry County. The Chairperson shall annually present the State of the County Address.

A vacancy in the office of the Chairperson shall exist in the event of death or resignation by the Chairperson. The resignation of the Chairperson shall be submitted in writing and become effective and final upon receipt by the County Clerk. In the event of a vacancy in the office of the Chairperson, the Vice-Chairperson shall serve as Chairperson Pro Tem and shall have all powers normally afforded to the County Board Chairperson to set into place the replacement of the Chairperson pursuant to the procedure described in 10 ILCS 5/25-11. A vacancy in the office of Chairperson shall not create a vacancy in the office of Vice Chair. Upon election or appointment of a new Chairperson, the Vice Chairperson shall resume the office of Vice-Chairperson for the remainder of their term.

SECTION 2 VICE-CHAIRPERSON

A Vice-Chairperson shall be elected biennially by a majority vote of the members present by a roll call vote at the Organizational Meeting of the McHenry County Board to be held on the first Monday of December of each even-numbered year. The Vice-Chairperson shall hold said position for a term of two (2) years. The Vice-Chairperson shall preside at any meeting of the County Board where the Chairperson is absent. The Vice-Chairperson shall chair the Committee on Committees as a non-voting member unless they are a representative of their district as a member.

In the absence of the Chairperson or in event of a declared emergency, the Emergency Interim Executive Succession Act and County Resolution R-9104-1200-66 provides for the designation of certain officers of McHenry County Board in the following priority: in the absence of the Chairperson, the Emergency Interim Successors to the Chairperson shall be as follows: the Vice-Chairperson of the County Board, the Chairperson of the Law & Government/Liquor Committee, the Chairperson of the Finance & Audit Committee, the Chairperson of the Public Health & Community Services Committee, the Chairperson of the Transportation Committee, the Chairperson of the Administrative Services Committee, the Chairperson of the Valley Hi Operating Committee and the Chairperson of the Planning, Environment & Development Committee.

No more than 30 days after a vacancy in the office of Vice-Chairperson occurs, a special meeting of the County Board shall be called to elect a new Vice-Chairperson. The time and location of this special meeting shall be decided by a majority of the members of the County Board placing their signatures on a petition presented to the County Administrator stating the time, location and purpose of the special meeting. Notice of this special meeting shall be posted at least 48 hours prior to the commencement of the meeting. The process for electing a new Vice-Chairperson at this special meeting shall be the same as the process followed at the organizational meeting as found in Article I, Section 2. If the member vacating the position of Vice-Chairperson remains a member of the board, such member shall be given a vote to elect the new Vice-Chairperson. If the member vacating the position of Vice-Chairperson simultaneously vacates their member position, the special meeting to elect a new Vice-Chairperson may proceed with or without that member's replacement.

SECTION 3 STANDING COMMITTEES

The role of each standing committee is to address the issue as they pertain to their Committee, not to debate the merit of the issue as a whole. This debate is to occur on the County Board floor. There shall be the following Standing Committees of the County Board with specific agency jurisdiction and stewardship/liaison responsibilities as cited hereinafter:

3.1 FINANCE & AUDIT COMMITTEE

(seven (7) members). Agencies of the: Auditor; County Clerk; Treasurer; Board of Review; Supervisor of Assessments; Recorder, Chief Financial Officer and Purchasing.

Stewardship/liaison for matters pertaining to: the annual budget process (including presentation of the annual appropriation and levy ordinances); financial reporting; loan fund activities; economic development and conduct of the public audit; McHenry County Economic Development Corporation (MCEDC); and Naturally McHenry County.

The Finance and Audit Committee analyzes and monitors the financial position of the County. The Committee reviews the annual budget policy and proposed budget; reviews the Purchasing Ordinance, approves all financial resolutions from departments; reviews and recommends economic development programs and activities; reviews internal and external audits and assists Administration with maintaining the financial strength of the County.

Members of the Finance & Audit Committee shall select one member to participate on the Senior Services Grant Commission.

3.2 LAW & GOVERNMENT/LIQUOR COMMITTEE

(seven (7) members). Agencies of the Circuit Court Clerk; Courts (including Court Administrator, Jury Commission, and the Law Library); Public Defender; State's Attorney; Court Services; Sheriff; Emergency Management Agency (EMA); Coroner; Fox Waterway Agency (FWA); and Merit Commission.

Stewardship/liaison for matters pertaining to: ETSB (E-9-1-1); applicable fire protection districts; Local Emergency Planning Committee; the betterment of public safety; the legislative processes at the State and Federal level which affect McHenry County; foster environment where intergovernmental relation and communication is prioritized.

The Law & Government/Liquor Committee recommends appointments to several fire protection districts; reviews expenditures over \$30,000, grants, contracts and annual budgets for the State's Attorney Office, Public Defender, Courts, Coroner, EMS, Sheriff and Circuit Clerk; reviews collective bargaining agreements for the Coroner, Sheriff and Clerk as needed.

On behalf of the McHenry County Liquor Commissioner, the Law & Government/Liquor Committee reviews new liquor license applications and grants or denies licenses as may be deemed appropriate in accordance with the McHenry County Liquor Control Code and adjudicates complaints and/or alleged violations in accordance with the McHenry County Liquor Control Code.

3.3 ADMINISTRATIVE SERVICES COMMITTEE

(seven (7) members). Agencies of the: County Administrator; County Board; County Board Chairman, McHenry County Council of Governments.

Stewardship/liaison for matters pertaining to: Information Technology; Administration; Human Resources, Facilities, and collective bargaining, oversee County communication program with residents. Also, stewardship/liaison for matters pertaining to construction, remodeling, maintaining and improving County owned facilities.

The Administrative Services Committee attends to suggested changes to Human Resources, IT (generally), technical maintenance contracts, County liability insurance programs, building security (except for the Government Center) and investigates new technology opportunities. It also reviews, recommends, monitors and provides oversight for construction projects and capital improvements to County owned or leased facilities and properties. This Committee is actively involved in monitoring construction projects and contracts to ensure that projects adhere to authorized budgets, timelines and key performance benchmarks and considers change orders as may be required or appropriate. In addition, the Administrative Services Committee reviews options and makes recommendations regarding future facility and space needs. The Administrative Services Committee also provides general oversight to matters related to routine and non-routine maintenance of County facilities, grounds and systems.

The Administrative Services Committee reviews McHenry County Board rules to recommend any changes to the full county board.

Any standing authority, responsibility or duty vested in the former Management Services Committee, Facilities Committee, Internal Support and Facilities Committee and Human Resources Committee shall be assumed by the Administrative Services Committee.

3.4 PLANNING, ENVIRONMENT & DEVELOPMENT COMMITTEE

(seven (7) members). Stewardship for matters pertaining to the Regional Planning Commission; Chicago Metropolitan Agency for Planning (CMAP); Historic Preservation Committee; facility planning areas; environmental and agricultural issues/concerns. Agencies reporting to this Committee: Planning and Development and the Zoning Board of Appeals.

The Planning, Environment & Development Committee recommends appointments to the Housing Commission, ZBA and Historic Preservation Commission. The Committee reviews and recommends revisions to building and development ordinances including the UDO, energy codes, building codes, and plumbing codes; attends to policy matters related personnel, permitting, process, and flow for the Planning and Development Department; reviews zoning map amendments and resolutions related to Historic Preservation. It also attends to matters pertaining to the: McHenry County Conservation District (MCCD); Northwest Water Planning Alliance, Stormwater Management Commission; Groundwater; McHenry County Soil and Water Conservation District; Solid Waste Management; Fox Waterway Agency; Illinois and Federal Environmental Protection Agencies; Illinois and United States Department of Agriculture (USDA); Agricultural Conservation Easement and Farmland Protection Commission; applicable drainage districts; Natural Hazard Mitigation Plan; Environmental Health Advisory Committee; Environmental/Resource Conservation activities including Internal Facility Operations and External Leadership.

The Planning, Environment & Development Committee will also sit as the McHenry County Pollution Control Facilities Committee to meet as called by the Chairperson of the McHenry County Board in accordance with the McHenry County Regional Pollution Control Facility Siting Ordinance.

3.5 PUBLIC HEALTH & COMMUNITY SERVICES COMMITTEE

(seven (7) members). Agencies of the: Board of Health (Health Department); Regional Superintendent of Schools; Veterans Assistance; 708 Mental Health Board, Workforce Network Board, Community Development & Housing Grant Commission and Senior Services Grant Commission.

Stewardship/liaison for matters pertaining to the budget, expenditures, and new revenues received through grants for: Board of Health, Mental Health Board, Regional Office of Education, Veterans' Assistance Commission, Community Development & Housing Grant Commission; Senior Services Grant Commission; Workforce Network and the Workforce Network Board.

This Committee recommends appointments to the Board of Health, Mental Health Board, McHenry County Housing Authority Board, Community Development & Housing Grant Commission, Lake in the Hills Sanitary District, and Senior Services Grant Commission.

Members of the Public Health & Community Services Committee shall select one member to participate on the Senior Services Grant Commission.

3.6 TRANSPORTATION COMMITTEE

(seven (7) members). Agencies of: McHenry County Division of Transportation.

Stewardship/liaison for matters pertaining to the: township road districts; CMAP; McHenry County Council of Mayors; IDOT; RTA; METRA; PACE; Illinois Department of Aviation; and all other relevant transportation agencies.

The Transportation Committee oversees the maintenance and preservation of all McHenry County Division of Transportation assets (pavement, storm sewers, rights of way and equipment). The Transportation Committee annually reviews and updates the County's five-year transportation program to identify near-term transportation priorities and funding sources for the County. The Transportation Committee reviews and updates as necessary all MCDOT ordinances and policies such as the Access Management Ordinance and speed limit policies. The Transportation Committee oversees transit coordination in partnership with Pace Suburban Bus through the operation of its MCRide dial-a-ride program.

Members of the Transportation Committee shall select one member to participate on the Senior Services Grant Commission.

3.7 VALLEY HI OPERATING COMMITTEE

(seven (7) members). Agencies of: Valley Hi Nursing Home.

Stewardship/liaison for matters pertaining to Valley Hi's budget, expenditures, operations, personnel and special projects.

The Valley Hi Operating Committee provides guidance and oversight to the operations and affairs of the Valley Hi Nursing Home including mission, strategic goals, budget, bed mix, room rates, staffing, facility improvements, assets, quality assurance and regulatory compliance.

STANDING COMMITTEE OPERATING RULES

The following Rules shall apply to the operation of all standing committees unless specifically noted to the contrary under a given committee's duties. Standing committees shall follow County Board Rules to the extent applicable, to wit:

3.8 Standing committee appointments shall be for two (2) years. New members of the County Board shall be given temporary assignments to standing committees by the County Board Chairperson at the Organizational Meeting.

3.9 The County Board Chairperson may at any time initiate changes to standing committee assignments including changes to the Chairperson and Vice-Chairperson positions of standing committees. All County Board Members must be noticed in writing of any such proposed changes within 5 days of the County Board Meeting when a vote will be taken in relation to said change. Changes to standing committee assignments initiated by the County Board Chairperson must be approved by a vote of a 2/3 of all County Board Members present. This rule shall not apply to removal of standing committee members pursuant to Section 3.10 of this Article.

3.10 Standing committee members may request at any time, to change committee assignments. Such requests must be in writing, stating the purpose for the requested change, and submitted to the County Board Chairperson. From the date of receipt for any requested change, the County Board Chairperson shall have 14 days to seek an adequate replacement to be assigned to the vacated seat, with the advice and consent of the county board. If the County Board Chairperson is able to find an adequate replacement for the standing committee, the County Board Chairperson shall place the requested change on the next regularly scheduled County Board agenda. Voluntary changes to standing committees shall be approved by a majority of the members present.

3.11 Unless excused by the standing committee Chairperson, any County Board member failing to attend four (4) meetings of a standing committee, within a single fiscal year, to which they have been assigned may be removed from said committee by the County Board Chairperson.

3.12 Standing committee meetings shall be called by:

- A. The Committee Chairperson;
- B. The McHenry County Board by simple majority of the members present; or
- C. A majority of the members of the standing committee.

3.13 Joint standing committee meetings are encouraged when major issues affecting more than one (1) standing committee are to be discussed. In addition to the Open Meetings Act notification, a memorandum advising of these meetings may be provided to all County Board members.

3.14 Chairpersonship and Vice-Chairpersonship of standing committees shall be determined after each general election.

3.15 All Chairpersons shall vote last on all motions coming before a standing committee.

3.16 The Chairperson of the standing committee, in cooperation with the County Administrator and relevant staff, shall be responsible for developing the agenda for each standing committee meeting. The County Board Chairperson shall not change the agenda of a standing committee after it has been approved by the Committee Chairperson.

3.17 The Chairperson of any standing committee, with the approval of the majority of the members of said committee may designate a sub-committee of one (1) or more members to conduct a specific duty for the standing committee.

3.18 In the absence of the Chairperson, the Vice-Chairperson of the standing committee shall serve in the Chairperson's stead. In the absence of the Chairperson and Vice-Chairperson of the standing committee, a temporary Chairperson shall be selected by the majority of those members present.

3.19 Chairpersons of Standing Committees are encouraged to fully inform standing committee members (and other County Board members and appropriate staff) of important and/or controversial issues which may be discussed at their meetings. To the extent necessary, Committee Chairpersons shall give a brief summary at the Committee of the Whole of non-routine activities which occur in a standing or ad hoc committee.

3.20 The Chairperson of a standing committee, by affixing his/her signature as the last on the attendance sheet, certifies that those members signing the sheet were present.

3.21 All County Board members have the right to participate in all committees but shall not have the right to vote on committees that are not assigned to them.

It shall be the duty of each standing committee to:

3.22 Assist in determining the budget of its liaison departments.

3.23 Periodically review the status of the budget of its liaison departments and make recommendations to the Finance and Audit Committee, as appropriate.

3.24 Make recommendations to the full County Board as part of the monthly County Board meeting agenda. Said agenda shall be delivered to the County Board members five (5) calendar days preceding the meeting. Any exception to this must be approved by the County Board Chairperson.

3.25 Assist its liaison departments in intergovernmental relationships with Federal, state and local agencies, as requested.

3.26 Review the policies and operations of its liaison departments and make recommendations as it deems appropriate.

- 3.27 Make prompt recommendations to any other standing committee on matters of mutual interest.
- 3.28 Direct to the attention of the County Administrator all matters relating to legislation.
- 3.29 Approve intra-fund line item transfers for the liaison departments.
- 3.30 Approval of all matters expending funds on a roll call vote.

SECTION 4 AD HOC COMMITTEES

The Chairperson of the County Board shall have the power to establish ad hoc committees for special projects. A special project must fall outside the purview of any standing committee. Such committees will exist for the life of the project.

SECTION 5 COMPENSATION

In accordance with the McHenry County Budget Policy, the setting of salaries for the new terms of Elected Officials must be completed during the budget process in the fiscal year prior to the fiscal year the office/term expires (R-201006-12- 148). The new salaries to be set are to be approved by the liaison committee, the Administrative Services Committee, the Finance and Audit Committee and the full County Board (R-201006-12-148).

The following travel rules shall apply to all County Board members:

5.1 Mileage, upon request, shall be reimbursed to all members for use of their personally-owned vehicles to attend assigned meetings (not including the regular County Board meeting, Committee of the Whole or standing committee meetings or special meetings thereof) and such other County business functions and events as are appropriately approved by the County Board Chairperson or the applicable standing committee Chairperson. Mileage shall be reimbursed at a rate established by the McHenry County Budget Policy.

5.2 County Board members' attendance on official business for the County of McHenry including attendance at a public hearing, seminar, workshop, symposium, conference, or any such meeting in or out of the County, or expenses incurred for County Board business shall be paid by the members' expense account which shall not exceed \$1,000 per calendar year. If the expense is outside of the \$1,000 expense account, it must have the approval of the County Board Chairperson. Any expense shall be processed pursuant to the McHenry County Travel and Business Expense Policy.

5.3 County Board member expenses must be signed off by the County Board Chairperson, the County Administrator, or the Chief Financial Officer. The County Board Chairperson's expenses are to be approved by the County Administrator or the Chief Financial Officer.

5.4 Reimbursement for expenses incurred by County Board members for approved trips on County business under this rule, and not otherwise reimbursed, shall be processed pursuant to the McHenry County Travel and Business Expense Policy.

Article II MEETING PROCEDURES

SECTION 1 COUNTY BOARD TRANSITION

1.1 Organizational Meeting:

The Organizational Meeting of the County Board shall be held on the first Monday of December of each even numbered year. The Chief Circuit Judge of the Twenty Second Circuit Court or a judicial designee shall administer the oath of office to newly elected Board Members.

1.2 Committee on Committees:

At the Organizational Meeting, each County Board District shall, in open session and in sequential order by district, select one member to represent their district on the Committee on Committees. In the event of a tie, the most senior member shall prevail.

In the event the seniority is equal (as determined by total years of service), a coin toss shall break the tie. The Committee shall be comprised of one (1) member from each County Board District and chaired by the County Board Vice-Chairperson (who is a non-voting member except in event of a tie vote).

Following the Organizational meeting, the Committee on Committees shall meet to make recommendations to the County Board on committee membership, Chairperson, and Vice Chairperson assignments. To the extent practical, the Chairperson of a standing committee shall have served as a member of that standing committee in a prior year.

No more than one (1) member from a single County Board District shall sit on a standing committee.

The Committee on Committees shall cease to exist following the approval of the standing committee assignments by the full County Board. The Committee on Committees shall reconvene to fill committee vacancies.

1.3 Seating Arrangement:

The following process will be used to determine seating placement during the Organizational Meeting. First, all Board members should not sit next to another Board member from the same district to the extent possible. If more than one Board member wants the same seat then the member with the most seniority will be given the seat or if the seniority is the same, then the seat is determined by drawing lots. Secondly, any Board member who requires a particular seating due to a disability as defined in the Americans with Disabilities Act, shall receive reasonable accommodation. Third, all former Board members have the chance to change seats if the seat they desire is vacant. Fourth, new Board members will be seated in any vacant seats. Lastly, two Board members can change their seats by mutual agreement if the exchange does not violate the above rules.

1.4 Within 90 days of the taking office, new board members shall be provided with information concerning, but not limited to:

- a. Tax levy and PTELL
- b. Budget preparation
- c. Grants/fund sources for all departments
- d. Parliamentary procedures
- e. Board operations
- f. Department overview and update of projects and activities

SECTION 2 MEETING SCHEDULES, LOCATIONS AND GOVERNANCE

2.1 Regular Meeting Schedule:

Regular meetings of the County Board shall be held on the third Tuesday of each month at 7:00 p.m. unless

different times have been established in advance.

2.2 Special Meetings:

Special meetings of the board shall be held only when requested by at least one-third of the members of the board. Such request shall be in writing, addressed to the McHenry County Clerk, specifying the items to be considered, the time and place of such meeting, upon receipt of which the Clerk shall immediately transmit notice, in writing, of such meeting to each of the members of the County Board. Public notice of any special meeting must be given at least 48 hours in advance.

2.3 Emergency Meetings:

In the event of a bona fide emergency, an emergency meeting of the County Board may be called by the Chairperson at his/her discretion. Notice of an emergency meeting shall be given as soon as practicable.

2.4 Committee of the Whole:

The County Board shall meet as a Committee of the Whole on the Thursday preceding the third Tuesday of each month at 9:00 a.m. and at such additional times as called by the Chairperson of the County Board.

NOTE: No official action may be taken at Committee of the Whole meetings.

2.5 OMA Requirements:

The County Board, standing committees, and all special committees, commissions, and other boards falling under its jurisdiction shall comply with all tenets of the Illinois Open Meetings Act (5 ILCS120/2, *et. seq.*) as may be amended from time to time. More than forty-eight (48) hours prior to any regular meeting, the final agenda must be noticed and posted in compliance with the Illinois Open Meetings Act. Once the final agenda has been posted, no changes may be made to any agenda item at the corresponding meeting. At said meeting, a board member wishing to remove an item for consideration from the agenda may do so by making one of the following motions: to postpone to a date certain (majority of members present), to refer back to committee (majority of members present), to postpone indefinitely (2/3 of the members present). Pursuant to the Illinois Open Meetings Act, an action item cannot be added to the agenda at any time within the forty-eight hour notice and posting requirement.

2.6 Meeting Locations:

Regular and special meetings of the County Board may be held in any public building located within the County of McHenry. If the building is other than the McHenry County Administration Building, notice of the building selected for the meeting shall be provided in writing by the Chairperson of the County Board to each member of the County Board at least five (5) days prior to said meeting. (55 ILCS 5/2 - 1001).

2.7 Parliamentarian:

The County Board shall designate a parliamentarian who shall not be a member of the County Board. The parliamentarian shall advise the County Board on any rule when asked for a clarification by the County Board Chairperson or any County Board member. The Chairperson shall then rule.

2.8 Recording and Photography:

Only non-flash photography is allowed. If the manner of photography is disruptive to the meeting, as construed by the Chairperson in their sole discretion, the Chairperson may stop the meeting and ask the photographer to cease. If it continues, the photographer may be escorted out of the room by staff or security.

2.9 Security:

The Chairperson, or staff designated by the Chairperson, will arrange to have a public safety officer present at all Committees of the Whole, regular meetings and special meetings. A standing committee chair can request

a public safety officer be present for a meeting upon consulting with the Chairperson and the County Administrator.

2.10 Committee Meeting Cancellation:

The County Administrator, with consent of the Committee Chair, may cancel a regularly scheduled committee meeting due to an insufficient number of agenda items.

SECTION 3 QUORUM AND ATTENDANCE

3.1 Quorum:

The majority of the members of the County Board, ten (10), shall constitute a quorum for the transaction of business. If at any time during a regular, recessed, special meeting, or emergency meeting of the County Board, the number of members present falls below ten (10), the meeting shall cease until such time as a quorum is present.

The majority of the members of each standing and special committee shall constitute a quorum for the transaction of business of said committees. If a quorum is lost, the meeting shall cease until such time as a quorum is present. If a quorum is not present for 10 consecutive minutes the meeting shall be adjourned without a motion unless the members are hearing presentations without transacting business.

If a County Board member is unable to attend a committee meeting, they are to call or otherwise contact the Committee Chair in advance of the meeting of their intended absence.

3.2 Remote Attendance Policy:

- A. The remote attendance policy established herein is in accordance with the Open Meetings Act 5 ILCS 120/7 and shall be uniformly and consistently applied to all meetings of the County Board and its committees. It is acknowledged that the Open Meetings Act may be amended by legislative change or suspended by gubernatorial proclamation in response to a public health emergency and in that event, this policy shall be administered in accordance with the guidance or directive provided by the State of Illinois.
- B.** Where there is a majority of the members otherwise present at a meeting of the County Board or a committee, a member may be present virtually or by a telephone conference call if the member is prevented from physically attending because of: (i) personal illness or disability; (ii) employment purposes or business of the County Board; (iii) a family or other emergency, (iv) unexpected childcare obligations; or (v) performance of active military duty as a service member. In such event, the member shall give advance notice to the recording secretary, the chair of the committee, and the County Administrator of the member's inability to be physically present. Should such an event occur for any Committee of the Whole, voting board meeting, or special meeting of the County Board, the member shall give advance notice to the recording secretary or the Clerk of the County Board, the McHenry County Board Chair, and the County Administrator. A virtual meeting invitation and/or conference call capability will be provided by the County to enable remote participation. Prior to the vote to admit the member remotely, the member seeking remote attendance shall state the reason for remote attendance, and the reason shall be incorporated into the meeting minutes.
- C. Reinstatement of a removed remote board member: Should the McHenry County Board Chair remove a remote board member from a meeting, any participating board member may move to appeal the decision of the chair, and if the motion receives a second and carries, then the remote member shall resume attendance.

Because remote attendance occurs outside the County's controlled meeting setting and, therefore, has the potential for a breach of privacy, Board Members attending remotely shall be excluded from participating in any executive session discussion.

SECTION 4 ORDER OF BUSINESS

County Board Meetings shall be called to order promptly at 9:00 a.m. (for any day meeting) or 7:00 p.m. (for any evening meeting), unless different times have been determined in advance. The order of business for regular meetings of the County Board may be:

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. INVOCATION
4. INTRODUCTORY ROLL CALL
5. ADOPT THE AGENDA
6. APPROVAL OF MINUTES OF PREVIOUS MEETING
7. CHAIRPERSON'S REMARKS/REPORT
8. MEMBERS' COMMENTS
9. SPECIAL RECOGNITION
10. ZONING PETITIONS
- 10.1 ZONING CONSENT AGENDA
- 10.2 ZONING REGULAR AGENDA
- 10.3 ZONING UNFINISHED BUSINESS
11. PLATS
12. PUBLIC COMMENT
13. NEW AND UNFINISHED BUSINES
14. APPOINTMENTS
15. STANDING COMMITTEE CHAIRPERSON UPDATES/LIAISON REPORTS
16. ROUTINE CONSENT AGENDA
17. ORDINANCES (FOR REVIEW AND ACTION)
18. REPORTS AND PRESENTATIONS
19. ADMINISTRATOR'S REPORT
20. EXECUTIVE SESSION (IF NECESSARY)
21. ADJOURNMENT

The order of business for Committee of the Whole Meetings may be:

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. INTRODUCTORY ROLL CALL
4. CHAIRPERSON'S COMMENT
5. MEMBERS' COMMENT
6. PUBLIC COMMENT
7. REPORTS AND PRESENTATIONS
8. NEW BUSINESS
9. ADMINISTRATOR'S REPORT
10. OTHER
11. EXECUTIVE SESSION (IF NECESSARY)
12. ADJOURNMENT

All questions regarding the order and/or priority of business shall be decided by the Chairperson, unless otherwise determined by the County Board. The Chairperson shall maintain order and decide all questions of order, subject to an appeal of the Chairperson. In discussions the Chairperson shall confine members to the matters under consideration. Departments reporting to the County Board making reports on the Agenda may be requested by

Board Member(s) to clarify or expand on the subject matter at hand. Breaks and/or recesses may be called at the discretion of the Chairperson.

Comments submitted by County Board Members under Members' Comments should attempt to be kept to a reasonable time limit. County Board members are discouraged from reading letters and otherwise making public comment on behalf of others during Member Comment. A Board Member may acknowledge letters received in their Member comments and provide copies to the rest of the Board, County Board Chair and County Clerk.

SECTION 5 MEMBER PARTICIPATION

5.1 Recognition:

Each County Board member shall have the privilege of the floor upon seeking and receiving recognition by the Chairperson. When two or more County Board members have sought the privilege of the floor simultaneously, the Chairperson shall determine the order of recognition excepting that, on standing committee reports, the standing committee Chairperson, or a designee of said standing committee, shall have priority. All County Board members have the right to participate in all committees but shall not have the right to vote on committees that are not assigned to him/her. No County Board member shall be interrupted when speaking except:

- A. By a call to order of the Chairperson;
- B. By an objection to the introduction of a question;
- C. By a point of order;
- D. By a question of privilege; or
- E. By a parliamentary inquiry.

5.2 Motions:

Motions shall be stated by the mover by stating: "I move." No motion shall be debated before it has received a second.

- A. When a motion is made, the names of the moving and seconding members shall be entered in the minutes along with the result of the vote.
- B. If a motion fails to receive a second that motion shall be entered into the minutes with a notation "motion failed for lack of a second."
- C. Motions to reconsider must be exercised at the same meeting in which the item to be reconsidered was decided.

5.3 Debate:

A Board Member shall be allowed to speak no more than twice on any motion or issue on the Board floor. Each Board Member shall have the opportunity to speak once before any Member shall be allowed to speak for a second time on the same motion or issue. This applies to both regular meetings and Committee of the Whole meetings.

5.4 Voting:

County Board member votes shall be entered by members and recorded electronically upon the opening of voting by the Chairperson, except as listed in subsections A, B, and H of this section.

- A. A roll call vote by voice shall be used in the following instances, proceeding in alphabetical order. The first member to vote by roll call shall be advanced by one (1) last name alphabetically at each successive Regular Meeting during the County Board's full term.

- 1) Attendance; or

- 2) A malfunction in the electronic voting system.
 - a. Members experiencing technical difficulties with electronic voting equipment or software shall immediately seek recognition and notify the County Board Chairperson. County information technology personnel shall work to identify and resolve the technical difficulties before voting proceeds.
 - b. A malfunction in the electronic voting system shall be determined to have occurred when the County Board Chairperson informs the County Board that such voting system is inoperative, based on the assessment of county information technology personnel. In those instances, a roll call vote by voice shall be initiated by the County Clerk, at the direction of the Chairperson, on the question at hand and all subsequent questions, except those listed in subsection B of this section, until the Chairperson informs the Board that the electronic voting system is again functional.

B. A voice vote may be used in the following instances, the outcome of which shall be determined by the Chairperson. Alternatively, an electronic vote on any question may be requested by any member.

- 1) A motion to adjourn;
- 2) Approval of the minutes of the previous meeting;
- 3) Adopting the agenda;
- 4) Floor motions;
- 5) Other items as determined by the Chairperson.

C. The County Board Chairperson shall vote on questions before the full board only in the case of a tie, and in those instances, shall vote last.

D. When there is no further debate or discussion on a pending question for which an electronic vote is required, or when an electronic vote has been requested by a member, the Chairperson or Chairperson's designee shall open voting.

- 1) When voting, either by electronic or voice vote, a member shall respond "Yes," "No" or "Abstain."
- 2) The Chairperson or Chairperson's designee shall close voting by directing the Clerk or Clerk's designee to record the vote.

E. An abstention vote shall not be considered a vote in the affirmative or the negative, but the number of members present shall not change for the purposes of determining the number of affirmative votes needed for approval of any item. For example, if 18 members are present at the meeting, and 5 members abstain from voting on a given item, 10 "yes" votes will still be required for an item needing a majority of the members present to pass. There shall be no absentee or proxy voting on any question except as provided in the Board's Remote Attendance Policy.

- 1) Any member(s) participating remotely shall vote by voice in the order which attendance was called after electronic votes have been cast, and shall have their votes recorded electronically by the Clerk or Clerk's designee.

F. Following each electronic vote and after voting has closed, the County Clerk or clerk's designee by voice shall give the outcome of the vote to the County Board Chairperson. The County Board Chairperson shall announce the number of votes in favor and the number of votes against. The roll call generated by each electronic vote shall be displayed after voting has closed, including any tie

breaking vote cast.

1) A verification of all votes cast electronically on a measure may be requested by any member after the opening of voting by the County Board Chairperson. If a member's request is seconded by another member, the County Clerk or the Clerk's designee shall read out the name of each member and the vote they cast in the order attendance was taken after voting has closed.

G. If a member leaves the room for any reason when there is a motion on the floor, the number of members present shall be the number counted for the vote in terms of a quorum needed. If a member returns before the Chairperson declares the outcome of the vote, the member shall have an opportunity to cast a vote.

H. Electronic voting may be used in any committee. In any standing, special or ad-hoc committee, an electronic vote or roll call vote by voice shall be used for the following matters:

1. Attendance
2. Zoning Matters and Plats
3. Appointment Recommendations
4. Routine Consent Agenda Approval
5. Items Requiring the Expenditure, Acceptance or Transfer of Funds
6. Ordinances or Resolutions for Action
7. Motions to Enter Executive Session

Article III PROCEDURE FOR ROUTINE BUSINESS

SECTION 1 PUBLIC COMMENT

Public comment is a vital component to the democratic process. To give everyone an opportunity to address the County Board that desires to, the following guidelines apply:

1.1 Statements voluntarily given at the invitation of the County Board during the County Board meeting described as "Public Comment" are accepted as an opportunity by the public to directly address the County Board. If comments are given regarding a zoning petition, the County Board may consider the arguments persuasive, but the County Board should base its decision on the evidence presented at the Zoning Board of Appeals.

1.2 Persons addressing the Board are encouraged to refrain from statements or conduct that is uncivil, rude, vulgar, profane or otherwise disruptive to the conduct of the Board's business.

1.3 Any person wishing to address the County Board on any question shall be provided not more than three (3) minutes at the time allotted for public comment. The total time allotted for public comment shall not exceed thirty (30) minutes, unless extended by a simple majority of County Board members action.

1.4 Any person wishing to address the County Board on any question shall personally sign in on the sign in sheet(s) provided prior to the beginning of the meeting and be present when their name is called to speak.

1.5 Written public comment, handouts, and exhibits will not be accepted or incorporated into minutes or the public record.

SECTION 2 APPOINTMENTS

Appointments to all special committees, boards, commissions, districts, and authorities will be presented to the

County Board by the Chairperson, as per addendum guidelines in Article V, Section 2. The recommended nominee shall be appointed if approved by a majority of the County Board members present. All County Board members shall be notified of the name of the individual being presented for appointment or reappointment at least five (5) business days prior to the voting meeting at which the County Board will consider such approval. For all positions that are to be filled by the County Board appointment, the County Board Chairperson shall make available a list of all applicants who applied for the position along with their applications.

2.1 County Board Member Liaison Positions

County Board Member liaison positions shall be recommended for appointment by the Chairperson within 60 days of the organizational meeting. The County Board Chairperson may remove a County Board member from an appointed liaison position and name a replacement subject to approval of a majority of all County Board members.

2.2 Removal

The terms of the relevant state statute or county ordinance shall apply with respect to the removal of members from any of the above-mentioned boards and commissions. When the law allows, appointees may have their appointment revoked by the Chairperson of the County Board, after missing four (4) unexcused meetings within a single fiscal year of any committee, board, or commission with the advice and consent of a simple majority of the County Board.

2.3 Reporting

All special committees, boards, commissions, districts, and authorities shall be required to provide an annual report to their liaison committee regarding their prior year's activities, initiatives and challenges and vision for the coming year. The chair of the special committees, boards, commissions, districts, and authorities, or their designee, shall work with their liaison committee Chair to determine the form, format and delivery of the report.

SECTION 3 ZONING PETITIONS

All zoning petitions must be approved or denied within one hundred eighty (180) days of the close of the public hearing, unless an extension of time has been authorized by the County Board. Any application not voted on within one hundred eighty (180) days and any extension of time authorized by the County Board, shall be deemed denied.

Upon receipt of the Zoning Board of Appeals Voting Report, Ordinance, and Plan Review Report from staff, the County Administrator shall deliver copies of such to each County Board member no later than five (5) calendar days in advance of the next meeting of the County Board. The Ordinance shall be voted on by the County Board at said meeting, unless continued to a date certain by a majority vote of the members present.

A petitioner may request that his or her petition be continued to a date certain any time prior to final action of the County Board by notifying the County Board Chairperson or Planning, Environment & Development Committee Chairperson. Continuance of a petition at the request of the petitioner does not require a vote by the County Board, nor is it limited to a single continuance, provided such continuance does not extend the vote by the County Board to a date past one hundred eighty (180) days after the close of the public hearing. Any request for a continuance extending the County Board vote to a date past one hundred eighty (180) days after the close of the public hearing shall only be granted by a majority vote of the members present.

A petitioner may withdraw the petition at any time prior to final action of the County Board by making a written request to the County Administrator. Such a withdrawal is not to be construed as a continuance or postponement.

The Chairperson of the Planning, Environment & Development Committee shall present the petition to the County Board in the form of an affirmative motion for purposes of discussion. The Chairperson of the Planning, Environment & Development Committee may speak on either side of the motion. If a recommendation to "deny" or "no recommendation" is forwarded by the Zoning Board of Appeals, the Chairperson of the Planning, Environment & Development Committee shall so state.

All motions on zoning petitions shall be made in the affirmative. (A "yes" vote is a vote to approve, regardless of the Zoning

Board of Appeals or Hearing Officer recommendation.) A zoning petition shall be approved if it obtains the required number of affirmative ("yes") votes as indicated below:

- **Variations:** approval requires a **simple majority** of County Board members present.
 - Approval will require **3/4 majority** of the full County Board (14 "yes" votes) if:
 - the Zoning Board of Appeals Officer recommended denial; or
 - the petition did not get at least five (5) aye votes from the Zoning Board of Appeals; or
 - the Township Plan Commission objects and the Township Board of Trustees submits a written objection. (A municipal objection does not require a super majority to approve.)
- **Conditional Use Permits:** approval requires a **simple majority** of County Board members present.
- **Zoning Map (Reclassification) or Text Amendment:** approval requires a **majority of the full County Board** ten (10) "yes" votes, regardless of the number of County Board members present).
 - Approval will require $\frac{3}{4}$ majority of the full County Board (fourteen (14) "yes" votes) if:
 - at least 20% of landowners of the land to be rezoned file a written protest; or
 - the owners of land from at least 20% of the perimeter of the land to be rezoned file a written protest; or
 - a municipality that is located within 1.5 miles of the subject property files a written objection; or
 - at least 5% of the landowners of the County file a written protest; or
 - a Township Plan Commission objects and the Township Board of Trustees submits a written objection, and
 - all written protests shall be filed with the County Clerk no less than 24 hours before the County Board meeting.

A zoning petition is denied if it fails to obtain the required number of affirmative votes, as indicated above.

If comments are given regarding a zoning petition, the County Board may consider the arguments, but the County Board should base its decision on the evidence presented during the public hearing.

Other than at the same board meeting, zoning petition votes by the County Board may not be reconsidered or rescinded and this rule may not be suspended by the County Board.

SECTION 4 RESOLUTIONS AND ORDINANCES

Resolutions

4.1 Resolutions shall originate from the County Board Chairperson, the County Administrator, or the Committee Chairperson and shall be brought before the proper committees for study and recommendation prior to being considered by the County Board.

4.2 A board member or committee member wishing to propose a resolution or other matter must do so first in discussion at a regularly scheduled meeting of the Committee. If the Committee Chairperson or by simple majority of the committee members present determines that a majority of the Committee wants to consider a proposed resolution, then the Chair shall cause to be placed a resolution addressing said matter on the agenda of the next regularly scheduled Committee meeting.

4.3 All resolutions must be submitted to County Administration five (5) business days prior to a Committee meeting so it can be included in the agenda in the amount of time required by the Illinois Open Meetings Act. All resolutions must be accompanied by an informational memorandum and any other supporting documents necessary for the consideration of the item.

4.4 The County Administrator shall determine the appropriate Committee(s) to review a resolution or other matter. The reviewing Committee or County Board may, by a majority vote, refer the resolution or matter to another Committee for further review, study and/or recommendation.

4.5 Resolutions approved by a majority of the Committee members present at any required Committee shall advance to the full County Board meeting and shall be listed under the "Consent Agenda" portion of the agenda.

4.6 Resolutions failing to receive a favorable vote of the majority of Committee members present at any required Committee shall advance to the County Board meeting and be considered under the "New Business" section of the agenda.

4.7 Resolutions, except for emergency appropriations, budget line item transfers, street vacations, and other matter required by law to be approved by a greater number of board members, shall be approved by a majority vote of members present.

Ordinances and Amendments to Ordinances

4.8 Ordinances and their amendments shall follow the same process prescribed for resolutions in Rules 4.1 through 4.6.

4.9 All ordinances and their amendments subject to a 30-day review period as explained in Rule 4.10 shall be submitted to the State's Attorney's Office for review prior to being placed on the County Board agenda.

4.10 30 Day Review: An ordinance or amendment approved by a committee and reviewed by the State's Attorney's Office shall appear first on a County Board agenda under "30 Day Review." No action shall be taken on an ordinance or amendment which appears under the "30 Day Review" portion of the agenda except a motion to refer to committee, postpone indefinitely, or waive 30 day review for emergency circumstances. During 30 day review no action, with the exception of amendments made at a special County Board meeting called for the specific purpose of making amendments to the proposed ordinance or amendments, shall be taken. Ordinances subject to 30 day review shall appear under "Ordinances for Action" on the agenda for the second regular meeting after the meeting at which the ordinance first appeared under "30 Day Review," regardless of whether or not 30 calendar days have passed.

4.11 The following items shall be exempt from 30 Day Review:

- Zoning Matters (With the exception of text amendments to the Unified Development Ordinance)
- Plat Approval Matters
- Transportation Ordinances (other than ordinances altering speed zones) considered under the consent agenda
- Annual Budget/Appropriation Ordinance
- Annual Levy Ordinance

4.12 The County Board may, by majority vote of the members present, waive the 30 day review period and act upon an Ordinance at its first appearance on a County Board agenda.

4.13 Ordinances shall be adopted via a simple majority of the members present unless otherwise prescribed bylaw.

4.14 Each proposed alteration to a speed zone considered by the Transportation Committee shall appear as a separate ordinance for consideration by the full County Board, regardless of the committee's recommendation. The Committee's recommendation shall be clearly indicated in the ordinance's recital and those failing to receive a recommendation for approval shall appear under the "New Business" section of the agenda pursuant to Sections 4.6 and 4.8 of this article.

4.15 Annual Budget: In accordance with 55 ILCS 5/6-1001 and Chapter 2.08 of the McHenry County Code of Ordinances, the County Administrator shall prepare, or cause to be prepared, the annual budget which shall be put on public display at a regular meeting of the County Board. The proposed budget will be available for public review and inspection for at least fifteen days prior to any amendments and/or final adoption at a regular or special meeting of the County Board.

Miscellaneous

4.16 The effective date for all resolutions and ordinances passed by the County Board shall be the date on which the resolution or ordinance was passed or approved by the County Board unless specifically stated as otherwise in the resolution or ordinance.

4.17 In place of an oral reading of the entire resolution or ordinance, it shall suffice to present in writing a synopsis of the resolution or ordinance, unless a full reading is requested by a majority of the County Board.

4.18 By majority vote of the County Board members present, immediate action may be taken on proposals of an urgent nature. All votes on resolutions, ordinances, and policies shall require a majority vote of the County Board members present, except when otherwise required by state or local law.

4.19 All Resolutions requesting approval for street vacations shall require a two-thirds vote (12) of the members of the County Board (55 ILCS 5/5 - 1036).

4.20 All increases in budget line items after the budget has passed (referred to as emergency appropriations) shall require a two-thirds vote (12) of the members of the County Board (55 ILCS 5/6 - 1003) and shall be so noted on the County Board consent agenda.

4.21 In those instances where the County Board, its standing committees, or its special committees conduct a public hearing, the relevant Chairperson may request a court reporter to be in attendance for the purpose of making a record of the proceedings.

4.22 The County Board shall only consider voting on items germane to its authority and within the scope of their oath, jurisdiction and responsibilities.

4.22 County Board Member requests for proclamations and formal special recognitions shall be, to the extent practical, brought forward in advance on the event, cause or purpose being recognized and shall be limited to no more than one page in length.

SECTION 5 MINUTES

Minutes for Committee and County Board meetings shall provide the following:

1. Shall show all Members as present or absent.
2. Shall show Public Comment, Chairperson's Report, County Board members' topics during member comments and Presentations by all other persons.
3. Shall show all action taken by the committee and agenda items discussed.
4. Shall show the vote of each Member on roll call votes.
5. Shall reflect the names of Members not present at the time of any vote.
6. Shall show the reason for closed session and the vote of each Member on whether to go into closed session and to go out of closed session (Open Meetings Act).
7. Shall indicate when a Member of a committee is absent due to other official County business.
8. If open, approved minutes shall be available through the County Clerk's office and on the Internet via the McHenry County website.
9. If open, approved minutes shall include a summary of all discussion.
10. For closed meetings and for closed sessions of open meetings, disclosure of minutes shall comply with the Open Meetings Act.

If a member wishes to have a statement or information included in the minutes, they are to specifically request it be incorporated into the record.

SECTION 6 BUDGET PROCESS

All budgets from County departments, Elected Officials including the County Board Chairperson and outside agencies the Board approves budgets for will adhere to the following process:

1. County Administration will discuss proposed budget with each department (head) or elected official.
2. County departments and elected officials will submit their budgets to the D365 portal.
3. At the same time, an electronic copy of the submitted budget will be distributed to the County Administrator, County Board Chairperson and each member of the liaison committee that will review the budget at a presentation by the Department Head or Elected Official.

4. Each budget will be reviewed by the Liaison committee and with the consensus of the committee, forwarded to the full County Board for approval.
5. Outside agencies will submit their budget directly, at one time, to the County Administrator, County Board Chairperson, and each member of the liaison committee for review and consensus to be forwarded to the full County Board for approval.

Article IV CONDUCT OF COUNTY BOARD CHAIRPERSON AND COUNTY BOARD MEMBERS

SECTION 1 ETHICS AND CONDUCT

The strongest guarantee of good government is the integrity, objectivity, honesty, and sincere commitment to ethical principles of conduct by elected officials. Therefore, to promote public confidence in County government and to maintain a positive public image, each County Board member shall abide by the standards of ethics and conduct as set forth in the County Ethics Ordinance adopted February 1, 2005, and any amendments thereto, and the following additional conduct outlined in this rule, to wit:

1.1 CONFLICTS OF INTEREST:

No County Board member or County Board Chairperson shall directly or indirectly influence a County Board action or decision in a matter in which the member or the member's immediate family has any economic interest distinguishable from that of the general public. In the event a member believes that they have a conflict of interest on any matter before the County Board requiring a vote the member shall, prior to any discussion of the issue, indicate to the County Board that a conflict exists and inform the County Board that they will be abstaining from any discussion and vote on the matter.

1.2 INTEREST IN COUNTY BUSINESS:

No County Board member or County Board Chairperson shall have a financial interest in any contract work or business of McHenry County or the purchase of any McHenry County property.

1.3 GIFT BAN:

No County Board member or County Board Chairperson shall receive, solicit, or accept anything of value in return for advice or assistance on any matter directly concerning the operation or business of McHenry County. Except as permitted by the McHenry County Ethics Ordinance, no County Board member shall intentionally solicit or accept any gift from any prohibited source. The term "gift" and "prohibited source" here shall be defined by the McHenry County Ethics Ordinance.

1.4 CODE OF HONOR:

County Board members and County Board Chairperson shall treat other Members, staff, other elected officials, and the public with decorum and respect. No County Board member or County Board Chairperson shall intimidate, threaten, or undermine the personal integrity of a fellow County Board member or employee of the County.

1.5 CONFIDENTIAL INFORMATION: Discussions held in executive session are considered privileged and confidential. No County Board member or County Board Chairperson shall breach the confidentiality of privileged information.

1.6 COUNTY OWNED PROPERTY:

No County Board member or County Board Chairperson shall knowingly permit or engage in unauthorized use of County owned property.

1.7 CAMPAIGN ETHICS:

No County Board member or County Board Chairperson shall knowingly suggest, compel, coerce, or intimidate any person to make or refrain from making any political contribution.

1.8 LOBBYING:

Lobbying and related activities shall be regulated in accordance with the Illinois Governmental Ethics Act 5 ILCS 420/2 et. seq.

1.9 LOBBYISTS:

All lobbyists compensated by the McHenry County Board shall be listed on the County's website with the name and amount paid to the firm.

1.10 COMMUNICATIONS DURING A MEETING:

During county board and committee meetings, County Board members are discouraged from engaging in note passing, texting, instant messaging, emailing, cell phone usage and out of order conversation and are reminded this activity may be subject to disclosure pursuant to the Freedom of Information Act (5 ILCS 140/).

SECTION 2 REQUESTS FOR STATE'S ATTORNEY OPINION

When it is necessary to request a State's Attorney opinion, the following guidelines will be followed whenever practicable:

2.1 The request should be in writing and set forth all background information necessary to provide a written opinion, including any deadlines the Civil Division should meet. Any attachments and exhibits should be included. If the request is regarding a contract, said request should state whether the contract is a renewal.

2.2 The request should come from one of the following: the County Administrator, County Board Chairperson or Committee Chairperson.

2.3 The request, along with any enclosures should be directed to the Chief of the Civil Division, with a copy sans attachments, to the State's Attorney. Either the County Administrator, or the County Board Chair, and all County Board members, shall be copied on all requests for legal opinions sent to the State's Attorney.

Article V MISCELLANEOUS

SECTION 1 DEFINITIONS

1.1 Proclamation - An official declaration of the County Board: It does not require a vote by the County Board, but a vote may be offered.

1.2 Ordinance - A law set forth by the County Board: It requires a majority vote of the County Board members present unless otherwise required by law.

1.3 Resolution - A formal expression of opinion, will, or intent of the County Board: It requires a majority vote of the County Board members present unless otherwise required by law.

1.4 Action Item - Any agenda line item requiring a vote of the County Board members for approval at any County Board Meeting or any standing committee meeting. Action items include: minutes approval, proclamations, zoning items, plats and resolutions appearing under the routine consent agenda, appointments and ordinances.

1.5 Lobbying – As defined in the Illinois Governmental Ethics Act, 5 ILCS 420/1-109.

1.6 Lobbyist:- As defined in the Illinois Governmental Ethics Act, 5 ILCS 420/1-110.

1.7 Emergency- A sudden and serious event or an unforeseen change in circumstances that calls for immediate action to avert, control, or remedy harm; or an urgent need for relief or help; an exigent circumstance in which immediate assistance is needed to protect property, public health, or safety, or to lessen or avert the threat of disaster. The County Board has some latitude on how to further define emergency.

SECTION 2 ADDENDUM TO APPOINTMENTS

Appointments by the County Board Chairperson

By various state statutes, members of the following boards and commissions may be appointed by the County Board Chairperson without input from a standing committee and without requiring the approval of the County Board:

- Board of Building Code Appeals
- Chicago Metropolitan Agency for Planning
- Community Development Block Grant (CDBG)
- Pace
- Workforce Investment Board
- Stormwater Management Commission
- Upper Illinois River Valley Development Authority
- Farmland Assessment Review Committee

County Board Chairperson Appointments requiring County Board Approval

With respect to the following boards and commissions, the County Board Chairperson may present the standing committee recommendation for approval by the County Board or may choose to bring forward his or her own choice for appointment. That individual shall be appointed if approved by a majority of the County Board members present.

- Agricultural Conservation Easement and Farmland Protection Commission
- Animal Control Advisory Committee
- Board of Review
- McHenry County Conservation District
- Emergency Telephone System Board
- Ethics Commission (Appointments made as stated in the McHenry County Ethics Ordinance)
- Fox River Grove Fire Protection District
- Harvard Community Fire Protection District
- McHenry Township Fire Protection District

- Crystal Lake Rural Fire Protection District
- Board of Health
- Historic Preservation Commission
- Housing Authority
- Marengo Rescue Squad
- Mental Health Board
- Regional Transportation Authority
- Metra
- University of Illinois Extension
- Valley-Hi Cemetery Board
- Zoning Board of Appeals
- Lake in the Hills Sanitary District
- Public Aid Committee
- Public Transportation Advisory Committee
- Senior Services Grant Commission
- Greenwood Drainage District
- Hebron Drainage District
- Coon Creek Drainage District

Sheriff's Merit Commission Members

By state law, members of the Sheriff's Merit Commission are to be appointed by the McHenry County Sheriff with the approval of a majority of the members of the full County Board (ten members), not merely the members present. A nominee for membership on the Sheriff's Merit Commission shall originate with the McHenry County Sheriff through his submission of the name of his designated nominee to the Chairperson of the County Board. The Chairperson shall present the name submitted by the Sheriff to the County Board.

SECTION 3 COUNTY ADMINISTRATOR SELECTION AND CONTRACT NEGOTIATION

Selection of the County Administrator

In the event of a vacancy in the County Administrator position, the County Board Chairman, in consultation with the standing committee chairs, will determine the method of recruitment which could be to identify potential internal candidates, conduct a search inhouse or engage the services of a professional/executive recruiting firm. The County Board Chairman and standing committee chairs shall, by concurrence, select a candidate or candidates to be brought forward for interviewing and conduct the interview in closed session. All county board members are entitled to attend the interview. The County Board Chair, with concurrence of a majority of the standing committee chairs, shall bring forward a candidate for appointment to the position of County Administrator, with advice and consent of the County Board.

Contract Negotiation

In consultation with the standing committee chairs, the County Board Chairman shall engage in contract negotiations/re negotiations with the county administrator. The final contract shall be approved by the County Board through a resolution.

RESOLUTION

Authorizing the County Administrator to Execute a Vacant Land Sales Contract to Sell 2.421 Acres of County Owned Property on Banford Road, Woodstock, IL (18)

WHEREAS, the County of McHenry, IL owns certain real estate located on Banford Road in Woodstock, IL totaling approximately 2.421 acres, including PIN # 08-33-100-018, 08-33-100-019, and 08-33-100-020; and

WHEREAS, the property no longer serves the County's purposes and therefore, the County wishes to sell said property to an adjoining property owner at a negotiated rate of \$23,000 per acre.

NOW, THEREFORE BE IT RESOLVED, by this County Board of McHenry County, Illinois, that the County Administrator is hereby authorized to negotiate and execute a Vacant Land Sales Contract as prepared and approved by the State's Attorney's Office; and

BE IT FURTHER RESOLVED, that the County Clerk is hereby authorized to distribute an electronic copy of this Resolution to the County Administrator, Chief Financial Officer, and the County Clerk and Recorder.

DATED at Woodstock, Illinois, this 19th day of May, A.D., 2026.

Michael Buehler, Chairman
McHenry County Board

ATTEST:

Joseph J. Tirio, County Clerk

RESOLUTION

SUBJECT: Authorizing the County Administrator to Execute a Vacant Land Sales Contract to Sell 2.421 Acres of County Owned Property on Banford Road, Woodstock, IL (18)

Board / Committee Action Requested:

Approve the County Administrator to work with the State’s Attorney to sell County-owned real estate on Banford Road, Woodstock, IL

Background and Discussion:

The County owns approximately 2.421 acres of vacant land on Banford Road in Woodstock, IL. The Tax PIN numbers for this aggregate parcel include 08-33-100-018, 08-33-100-019, and 08-33-100-020. This property was the former site of the County Animal Control facility before it moved to its new location in Crystal Lake. This property is no longer suited for County facilities or use and, therefore, its sale is recommended. The County has been approached by the adjoining landowner who offered \$23,000 per acre for the property.

Impact on Human Resources:

None.

Impact on Budget (Revenue; Expenses, Fringe Benefits):

The proceeds of the sale will be applied to the Capital Fund.

Impact on Capital Expenditures:

None.

Impact on Physical Space:

None.

Impact on Other County Departments or Outside Agencies:

None.

Conformity to Board Ordinances, Policies and Strategic Plan:

Conforms to the County Purchasing Ordinance and Policies related to the disposal of property.



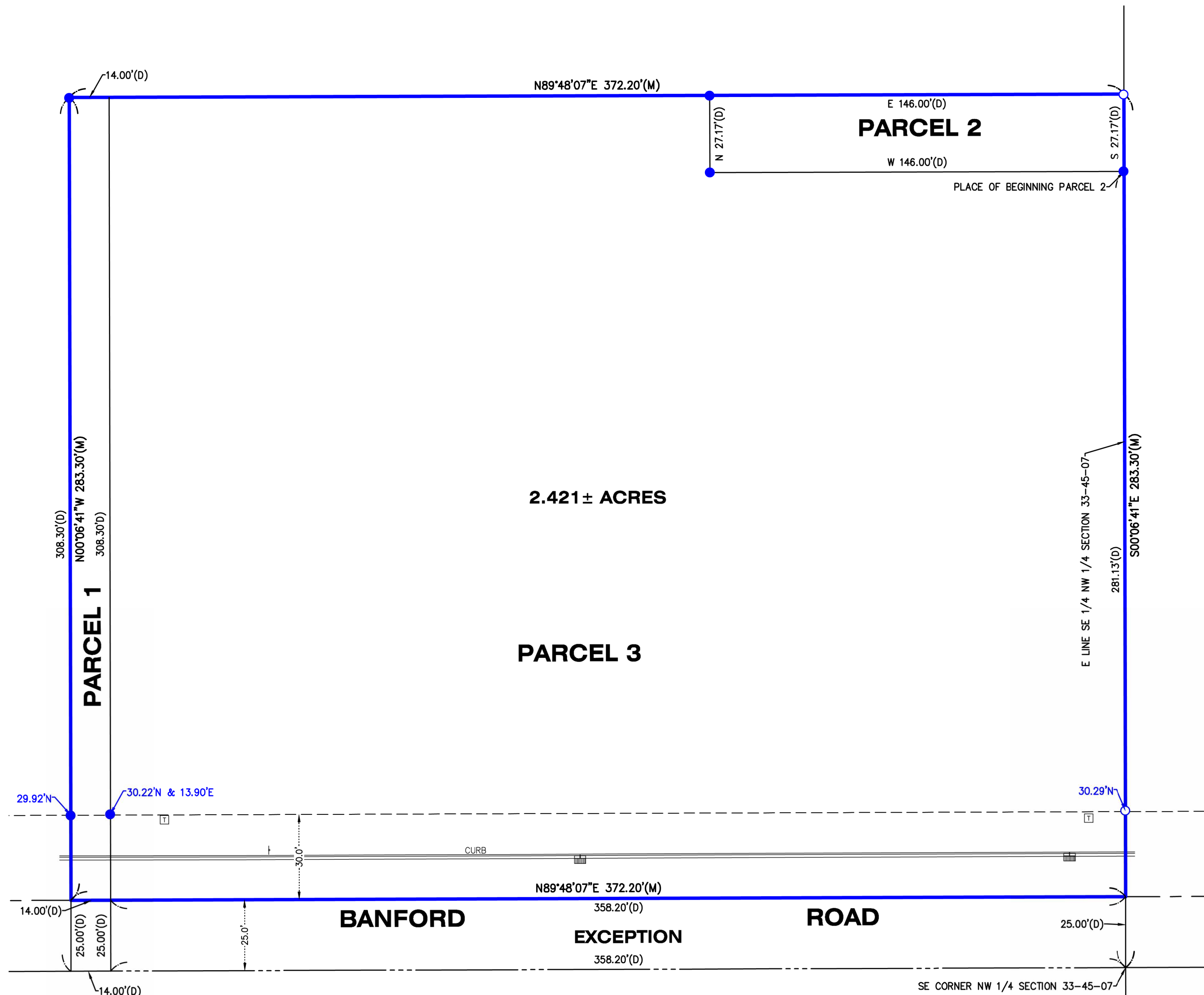
PLAT OF SURVEY

LEGAL DESCRIPTION:

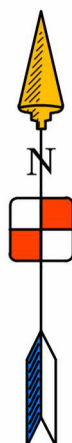
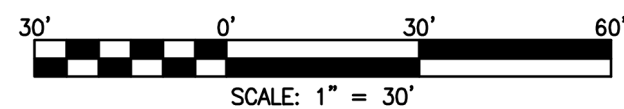
PARCEL 1:
The West 14.0 feet of the South 308.30 feet of the East 372.20 feet of the Southeast Quarter of the Northwest Quarter of Section 33, Township 45 North, Range 7 East of the Third Principal Meridian, (excepting therefrom the South 25.0 feet thereof) in McHenry County, Illinois.

PARCEL 2:
Part of the Northwest Quarter of Section 33, Township 45 North, Range 7 East of the Third Principal Meridian, described as follows: Commencing at the Southeast corner of the Northwest Quarter of said Section; thence North along the East line of the Northwest Quarter of said Section, a distance of 281.13 feet to the Place of Beginning of the following parcel: thence West and parallel with the South line of said Northwest Quarter, a distance of 146.0 feet; thence North, a distance of 27.17 feet; thence East, a distance of 146.0 feet; thence South, a distance of 27.17 feet to the Place of Beginning, situated in the County of McHenry and the State of Illinois.

PARCEL 3:
The South 308.30 feet of the East 358.20 feet of the Southeast Quarter of the Northwest Quarter of Section 33, Township 45 North, Range 7 East of the Third Principal Meridian, (excepting therefrom the South 25.0 feet thereof), in McHenry County, Illinois.



LEGEND	
	CURB INLET
	ELECTRIC & TELEPHONE RISERS
	ELECTRIC RISER
	FOUND IRON BAR
	FOUND IRON PIPE
	FOUND MAG NAIL
	SIGN
	TELEPHONE RISER
	TRANSFORMER
(D)	DEED
(M)	MEASURED



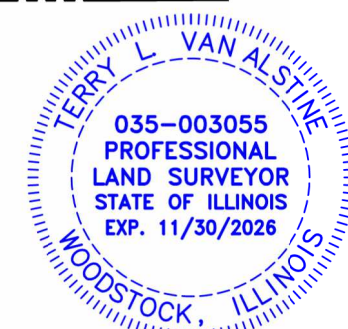
CLIENT: McHENRY COUNTY ADMINISTRATION
DRAWN BY: TPS CHECKED BY: TVA
SCALE: 1"=30' SEC. 33 T. 45 R. 07 E.
BASIS OF BEARING: IL EAST ZONE NAD83 (2011)
P.I.N.: ***
JOB NO.: 260082 I.D. MBV
FIELDWORK COMP.: 02/04/26 BK. PG.
ALL DISTANCES SHOWN IN FEET AND DECIMAL PARTS THEREOF CORRECTED TO 68° F. REF: 070150

PIN:
08-33-100-018
08-33-100-019
08-33-100-020

NOTE: Only those Building Line Restrictions or Easements shown on a Recorded Subdivision Plat are shown hereon unless the description ordered to be surveyed contains a proper description of the required building lines or easements.
* No distance should be assumed by scaling.
* No underground improvements have been located unless shown and noted.
* No representation as to ownership, use, or possession should be hereon implied.
* This Survey and Plat of Survey are void without original embossed or colored seal and signature affixed.

Compare your description and site markings with this plat and AT ONCE report any discrepancies which you may find.

STATE OF ILLINOIS)) S.S.
COUNTY OF McHENRY)



In my professional opinion, and based on my observations, I hereby certify that we have surveyed the premises above described, and that the plat hereon is a true representation of the said survey. This professional service conforms to the current Illinois minimum standards for a boundary survey.

Dated at Woodstock, McHenry County, Illinois 02/12 A.D., 20 26.

Vanderstappen Land Surveying Inc.
Design Firm No. 184-002792

By:
Illinois Professional Land Surveyor No. 3055

TO: Administrative Services Committee
FROM: Alicia Schueller, Deputy County Administrator
RE: Communications Report for April 2026
DATE: May 5, 2026

MEMORANDUM

Communications Strategic Plan Update

On April 21, 2026, McHenry County hosted the quarterly PIO and Communicator Meeting which connected local government communicators with reporters from the Northwest Herald to learn how they can better share information the community needs.

Communications Collaborations

During the month of April, County Administration staff collaborated with the following offices, departments, and agencies on communications:

- The County Clerk and Recorder's Office on a news release and social media messaging on the need for elections judges, and on March 30, a release on fraud referrals which made the front page of the Northwest Herald on April 8.
- The County Clerk and Recorder's Office, the Treasurer's Office, and the Assessments Office on a news release, social media messaging on the May 6 Property Tax Workshop
- The Treasurer's Office and the Assessments Office regarding tax bill inserts
- The McHenry County Emergency Management Agency for a news release and social media messaging on flood preparedness; the story was covered in the [Northwest Herald](#).
- The Joint Information System to develop and distribute a variety of messages on road closures, flood-water safety, health safety, and damage recording-related social media messages. The Joint Information System membership included the McHenry County Emergency Management Agency, the McHenry County Department of Health, the Planning & Development Department, the Sheriff's Office, the McHenry County Division of Transportation, the County Coordinator (and her partners), the Fox River Waterway Agency, the Village of Johnsburg, McHenry Township, the Village of Fox Lake, the Village of Algonquin, and the City of McHenry. The Joint Information System also collaborated to make [McHenry County's centralized flood information webpage](#).

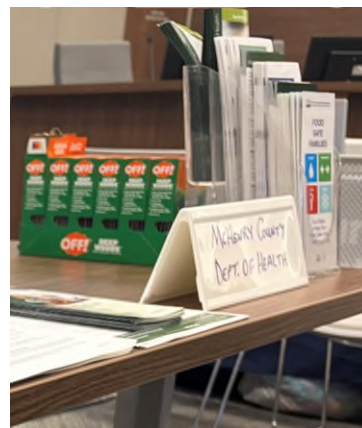


Communications of Note

McHenry and Lake Counties, with the support of the American Red Cross, partnered to host two multi-agency resource centers (one in Lake County and one in McHenry) for residents impacted by the rains and flood. McHenry County and Lake County issued a joint release and social media messaging to promote the MARC. Our release and communications were elevated by the Joint Information System and were picked up through the following media outlets: the [Northwest Herald](#), [Daily Herald](#), and ABC7

Chicago and the Emergency Management Agencies were interviewed by [Star 105.5](#), the [Chicago Tribune Lake County News-Sun](#), and [WGN](#).

The Joint Information System supported our efforts, and twenty-three families attended the McHenry County MARC and 24 attended the one in Lake. The following agencies participated in the MARC: the American Red Cross, McHenry County EMA, McHenry County Department of Health, the Regional Office of Education the Veterans Assistance Commission, Planning & Development, Lake County EMA, Lake County Stormwater Management Agency, St. Vincent DePaul, the Salvation Army, YMCA, Senior Services, Home of the Sparrow, the Illinois Department of Human Resources, the Illinois Emergency Management Agency, Illinois Attorney General’s Office, and the Village of Cary. Thank you to all the partners who made the MARC possible!



The photos above include from left to right and top to bottom the EMA Chief Deputy at the MARC, the Cary Village Hall on the day of the MARC, the Department of Health resource table at the MARC and a Veterans Assistance Commission representative at her resource table at the MARC.

ADA Web Accessibility update

On Friday, April 17, 2026, the U.S. Department of Justice issued an interim rule extending ADA web accessibility requirement deadlines to April 26, 2027 for local governments with populations of over 50,000 and April 26, 2028 for local governments with populations of under 50,000.

McHenry County has taken substantial steps toward compliance, but the additional time gives the County the opportunity to practice remediation techniques, enhance training opportunities, and discover other ways to more efficiently communicate with residents in a compliant manner.

Follower Growth and Reach

During the month of April, County Administration social media channels have increased their followings by these numbers: Facebook 395, Instagram 17, Twitter/X 2, and LinkedIn 24.

The County Administration Facebook posts have reached 166,650 accounts this month, which is higher than last month. The posts also garnered 529,659 impressions, which is also more than last month. Instagram reach increased from 1,021 accounts to 1,229 accounts. Twitter impressions increased compared to last month at 8,629 impressions. LinkedIn reach decreased to 4,276 accounts.

Reach and Engagement Metrics

Top 3 Posts by Channel Reach

Channel	Post Summary	Reach
Facebook	McHenry County is under a tornado watch	53,268
Facebook	McHenry County has developed a flood road closures map	23,868

Facebook	Sign up to be an election judge!	20,636
Instagram	A tornado warning has been issued for McHenry County	749
Instagram	The National Weather Service issued a flood warning along the Fox	263
Instagram	Watch out for spongy moths	253
Twitter (X)	NWS issued a tornado WARNING for McHenry County	439
Twitter (X)	NWS issued a tornado WARNING for northeastern McHenry County	249
Twitter (X)	How to know the difference between a weather watch and warning	193
LinkedIn	McHenry County encourages its interns to pursue government careers	2,068
LinkedIn	IDCEO awarded \$4.7M to Marengo and McHenry development projects	1,359
LinkedIn	The Route 47 widening project officially broke ground today!	706

*Twitter provides metrics for impressions instead of reach.

Top 3 Posts by Channel Engagement

Channel	Post Summary	Engagement Rate
Facebook	McHenry County participated in the GCEP trade mission to Germany	12.68%
Facebook	McHenry County has developed a flood road closures map	12.68%
Facebook	McHenry County is hiring #work4McH!	12.65%
Instagram	The National Weather Service issued a flood warning along the Fox	3.61%
Instagram	McHenry County has developed a flood road closures map	3.37%
Instagram	Spring Reminder: Open Burning Restrictions in McHenry County	3.21%
Twitter (X)	McHenry County developed a flood information resource page	7.78%
Twitter (X)	McHenry County has developed a flood road closures map	7.58%
Twitter (X)	McHenry County is hiring #work4McH!	6.25%
LinkedIn	The MCDH celebrated its 60 th Anniversary!	32.22%
LinkedIn	The Route 47 widening project officially broke ground today!	18.39%
LinkedIn	Thank you to those who honored McHenry County's Vietnam Vets	16.4%