

# JACKSON COUNTY BY-LAWS

## Article I The County Board

### Section 1: Name

The powers of the County as a body corporate and politic shall be exercised by a County Board designated as "The Jackson County Board".

### Section 2: Location

The principal office of The Jackson County Board shall be located in the Jackson County Courthouse, Murphysboro, Illinois.

### Section 3: Board Members

- A. Number: The Jackson County Board shall consist of fourteen (14) members.
- B. Districts: Jackson County has been divided into seven (7) County Board Districts. The boundaries of the Districts shall remain as now established until the same be changed according to law.
- C. Election: Two members shall be elected from each County Board District in November, 1982, and one member shall be elected from each County Board District every two years thereafter. The term of office for each member shall be four years and shall commence on the first Monday in December following the election, except the members elected in 1982 and every ten years thereafter shall determine by lot which member from each District shall serve for two years and which member from each District shall serve for four years.
- D. Vacancies: If a vacancy occurs on the Jackson County Board, said vacancy shall be filled according to law.
- E. Compensation:
  - a) The Chair and the Board Members shall receive such compensation as adopted by resolution of the Board unless otherwise specified in the by-laws. Changes in compensation shall become effective only when members commence their terms after a general election.

- b) Present rates of Board members' compensation and reimbursement is as follows:
1. A per diem of \$35, Effective December 3, 2018, a per diem of \$55, may be charged for every committee meeting of the Board to which he/she is assigned and attends. The same per diem may be charged for attendance at:
    - a) any board or agency meeting to which the member is appointed;
    - b) any meeting which has been authorized by the Committee Chair or County Board Chair and
    - c) any function or event that furthers the County's business and that is authorized by the County Board Chair or Committee Chair. (i.e. landfill visitations, highway review tours, inter-governmental meetings, etc.)
  2. Mileage may be reimbursed for round trip travel from the members' home to the meeting place at a rate of \$.50 per mile, effective December 3, 2018, at the current IRS rates.
  3. Approved travel shall be reimbursed. Actual costs for lodging, meals, and incidental expenses shall be reimbursed at the current IRS rates.

#### Section 4: Powers and Duties

Jackson County and The Jackson County Board shall have such powers and duties as are conferred upon them by law. The Jackson County Board may pass all ordinances, resolutions, and make all rules and regulations proper or necessary to carry into effect the powers granted to it and to Jackson County.

**Article II**  
**Officers of the Board**

Section 1: Chair

- A. Election and Term of Office: A majority of the members elected to The Jackson County Board shall elect one of their numbers to serve as Chair. The Chair of the Board shall be elected to a two (2) year term on the first Monday in December of each even-numbered year.
- B. Vacancy: If a vacancy occurs in the office of the Jackson County Board Chair, the remaining members of the Board shall elect one of their numbers members to serve for the balance of the unexpired term.
- C. Powers and Duties: The Chair of the Jackson County Board shall have the following powers and duties:
  - a) Preside at all Board meetings, and have the privilege of debating on all matters upon relinquishing the chair, and voting on all matters.
  - b) Appoint all committees and committee chairpersons with the advice and consent of the Board.
  - c) Serve as ex officio member of all board committees with the same rights and privileges of all committee members.
  - d) Serve as ex officio member of such boards and commissions as required by law.
  - e) Prepare, with the assistance of the committee chairpersons and County Officials, an agenda for each regular meeting.
  - f) Have such powers and duties as conferred upon the Chair by law, or specified in ordinances, resolution or other directives of the Board.

Section 2: Vice Chair

- A. Election and Term of Office: Following the election of Chair, a majority of the members elected to The Jackson County Board shall elect one of their number members to serve as Vice-Chair. The Vice-Chair of the Board shall be elected to a two (2) year term on the first Monday of December of each even-numbered year.
- B. Powers and Duties:
  - a) The Vice-Chair shall preside as temporary Chair at Board meetings when the Chair is absent or relinquishes the chair.
  - b) The Vice-Chair is to perform the duties of the Chair when the Chair is unable to do so.

Section 3: Clerk of the Board

The County Clerk shall act as clerk of The Jackson County Board and in that capacity the clerk shall keep an accurate record of the proceedings of the Board; file and preserve all bills of account acted upon by the Board and note as to each action taken thereon by the Board; and perform such duties as are conferred upon the Clerk by law or may from time to time be specified in ordinances, resolutions or other directives of the Board.

Section 4: Parliamentarian

The State's Attorney shall serve as Parliamentarian for The Jackson County Board.

## **Article III Board Committees**

### **Section 1: Standing Committees**

- A. Standing committees shall exist by motion of the Board and shall have the number of members and duties indicated as agreed upon by the Board.
- B. Committees shall set a regular meeting date and time convenient to the members; notice of and an agenda for the meeting shall be posted in accordance with the law. The regular meeting may be changed or canceled with the consent of a majority of the members of the committee.
- C. A majority of members shall constitute a quorum; no member may vote by proxy.
- D. Written minutes for each committee meeting shall be submitted to all Board members and the County Clerk at the next Board meeting. A minority report may also be submitted.
- E. Committees shall hold hearings on resolutions, policies, or issues under their jurisdiction; it is the duty of the Chair to prorate the time allowed to speakers.
- F. Committees shall prepare and submit to the Board all resolutions or motions necessary to carry out their recommendations.

### **Section 2: Special Committees**

Special Committees shall be established from time to time for subjects of interest beyond and in addition to the scope of the Standing Committees as these subjects present themselves and for the duration of such interest. Special Committees shall be established by a majority of the Board members present or the Chair at the meeting at which the matter of the Special Committee is considered. Members of such committee shall be members of the Board and the Chair of the Board shall appoint the members and Chair thereof with advice and consent of the Board.

### **Section 3: Committee Membership and Chair**

- A. **Terms:** The members and Chair of standing committees of The Jackson County Board shall be appointed by the Chair of the Board with the advice and consent of the Board for a two (2) year term commencing on the first regular Board meeting in December of even-numbered years. Board members have the privilege of requesting committee assignments.
- B. **Composition:** The membership of the committees of The Jackson County Board shall reflect the political composition of the Board membership where feasible.
- C. **Removal:** The Chair of the Board with the consent of the membership of the Board may remove the Chair or any member of a committee whenever in his judgment the best interest of the committee shall be served by such removal.

**Article IV**  
**Board Meetings**

**Section 1: Regular Meetings**

- A. The regular meeting of The Jackson County Board shall be held in the Jackson County Courthouse on the third Tuesday of each month at 6:00 p.m.
- B. All meetings shall not continue past the hour of 10:00 p.m. except by an affirmative vote of ten (10) members to continue the Board meeting.
- C. The meetings may be held in other public locations in the County at the direction of the Board by a simple majority vote.
- D. The chairman may change the date and time of a meeting with a ten-days notice.

**Section 2: Special Meetings**

Special meetings of the Jackson County Board shall be held only on the written request and over the signature of not less than eight members. The request shall be addressed to the County Clerk and the Administrative Assistant to the County Board. The said notice shall specify the date, time, place and purpose of the meeting. No board member shall sign more than one request for any such special meeting relating to the same purpose within a thirty-day period. The County Board Staff shall give any public notice thereof required by law. If the request for the special meeting is made in a manner and form set forth above, at the instance of any entity not a part of county government, then the said entity shall bear the expenses of any special meeting so called. No business other than that directly related to the stated purpose may be considered at any such special meeting.

### Section 3: Informal Meetings

- A. Informal Meetings of the Jackson County Board may be called by the Chair of the Jackson County Board, when the Chair determines such an Informal Meeting is necessary to satisfy the declared purpose of such Informal Meeting as set forth in Paragraph hereinafter. Such Informal Meeting shall be called only upon Public Notice as required under the provisions of the Illinois Open Meetings Act.
- B. Any such Informal Meeting called shall begin at 6:00 p.m. and shall not continue past the hour of 10:00 p.m.
- C. The purpose of this Informal Meeting of the Jackson County Board shall be to allow the Chairpersons of the several Committees of the Jackson County board to raise issues of concern to the County of Jackson County Board in order to clarify these issues and provide direction to the various committees with respect to the investigation and consideration of these issues.
- D. No action upon these issues will be permitted. No vote shall be taken on any matter presented at the Informal Meeting other than a Motion to Adjourn or to Enter or Leave Executive Session.
- E. The Chair of the Jackson County Board shall preside at the Informal Meeting. The Chair shall have the power to recognize the Chairpersons of the several committees of the Jackson County Board in order to allow them to speak upon issues of concern to the County. The Chair of the Jackson County Board shall also have the power to recognize members of the general public in order that they may address the Jackson County Board with their concerns. The Chair of the Jackson County Board shall have the exclusive power to limit the scope of and time allowed to each speaker at the Informal Meeting.

### Section 4: Notice of Regular Meetings

Written notice of the regular meetings of The Jackson County Board shall be mailed or delivered to each Board member by the County Board Staff not less than five (5) days prior to the meeting. The notice shall include an agenda of the business to be conducted, minutes of the previous meeting, and copies of all reports, resolutions, ordinances, rules and regulations to be considered or acted upon at the meeting for which the notice is given. All meetings shall be held in compliance with the Open Meetings Act of Illinois.

## Section 5: Quorum

- A. Eight (8) members of The Jackson County Board shall constitute a quorum for the transaction of business at any meeting of the Board. Passage of any motion requires at least five (5) affirmative votes.
- B. The vote on all propositions to (1) appropriate money, (2) approve the annual budget and tax levy, (3) issue bonds and (4) fix salaries shall be by roll call vote requiring a majority vote for passage and shall be recorded in the minutes of the meeting.
- C. The vote on the transfer of funds within the annual budget and appropriation ordinance and all supplemental appropriations shall be by roll call and requires a two-thirds majority for passage and shall be recorded in the minutes.
- D. A two-thirds vote of the members present and voting shall also be required:
  1. to suspend the rules at any meeting
  2. to limit or end debate.

## Section 6: Order of Business

The Chair of the Jackson County Board shall designate a portion of the regular monthly County Board meeting agenda as the Consent Agenda. Items included in the Consent Agenda shall be items that the Chair of the Jackson County Board believes will be unanimously adopted without discussion. Prior to asking for a motion to approve the Consent Agenda, the Chair will ask if anyone desires to remove an item from the Consent Agenda for public discussion. Motions to go into closed session may not be included in the Consent Agenda.

- A. Sessions of The Jackson County Board shall be conducted according to the following order of business:
  1. Invocation
  2. Call to Order
  3. Pledge of Allegiance
  4. Roll Call
  5. Recognition of Visitors
  6. Citizens Comments
  7. Communications
  8. Agency Reports
  9. Chairman Report
  10. Approval of the Consent Agenda
  11. Approval of Prior Meeting Minutes (if not approved as part of the Consent Agenda)
  12. Standing Committee Report
  13. Old Business
  14. New Business
  15. Recess

- B. Preparation for Meetings: All resolutions and ordinances to be considered by The Jackson County Board must be filed with the Clerk of the Board not less than five (5) days prior to the meeting at which they are to be considered. The same shall be incorporated into the agenda.
- C. Standing Rules of Procedures:
- a) Debate by each member or visitor on a single motion shall be limited to five (5) minutes the first time, and three (3) minutes the second time unless the limits are extended by a two-thirds vote. No member may speak twice on the same question until all members who wish to speak have spoken once. The Chair shall preserve order and decorum. In the case of a disturbance or improper conduct by any visitor, the Chair shall remove the offenders.
  - b) A roll call vote may be had upon the request of any Board Member present.
  - c) All County Agencies required by law to have an audit shall submit a copy of said audit for each Board Member at the next Board meeting following the agency's receipt of said audit.
  - d) A motion before the Board may be withdrawn by the mover with the consent of the second at any time prior to the passage of an amendment to the motion or the vote of the Board on the motion.
  - e) A vote to reconsider may be made only at the same meeting and by a member voting with the majority.
- D. Parliamentary Authority: Robert's Rules of Order Newly Revised shall govern in all cases when not set aside by special rules adopted by the Board.

**Article V**  
**Amendment of By-Laws**

These By-Laws may be amended or repealed, and new By-Laws may be adopted by the affirmative vote of ten (10) members of The Jackson County Board at any meeting if notice of intent of change is mailed to each member five (5) days prior to the meeting.

APPROVED this 20<sup>th</sup> day of September 2016, by the Jackson County Board.

  
John S. Rendleman  
JACKSON COUNTY BOARD Chair

ATTEST:

  
Larry Reinhardt  
JACKSON COUNTY CLERK

## STANDING COMMITTEES

### EXECUTIVE COMMITTEE

(7) Seven Members

To be Chaired by the County Board Chair and comprised of County Board Vice-Chair, Chair of Finance & Administration, Chair of Legislative & Public Safety, and Chair of Real Property and (2) Board Members.

Jurisdiction to include Animal Control, County Board Office, and Information Technology.

The Executive Committee shall review matters including policy related to county personnel including the law and rules of the County and State pertaining to such matters and recommend any appropriate action to the Board. Duties shall include:

1. Recommend employment or retention of the Accounting Coordinator, Ambulance Service Director, Animal Control Officer, County Board Administrative Assistant, County Board Committee Coordinator, County Engineer, Emergency Services Director, Information Technology Supervisor, and Network Administrator. Participate in the annual review of such positions in conjunction with the County Board Chair.
2. Review and recommend changes to job classifications and personnel policies.
3. Supervise the employees directly responsible to the County Board including developing job descriptions and employment records, recruiting, recommending hiring and salary levels, consider working conditions and hearing grievances.
4. Assess and recommend technology and financial reporting needs for the County.
5. Recommend an auditor for County accounts, receive and review audits of agencies utilizing county funding.
6. Review applications and resumes for appointment to County committees and Boards as well as to other committees and Boards to which the County Board Chair makes appointments and recommend individuals for appointment to the County Chair.

**FINANCE & ADMINISTRATION COMMITTEE**  
{former Finance, Insurance and Labor Committees}

(7) Seven Members

The Finance & Administration Committee shall review matters related to fiscal control of the county; health, dental/vision, property, liability, workers' compensation and unemployment coverages of the county; and policies related to labor relations and laws with regard to county employees, and recommend appropriate action to the County Board. Duties shall include:

1. Serve as Board liaison to the Treasurer regarding the investment of the county funds for the maximum benefit to the county.
2. Complete and recommend a long-range financial plan for the County.
3. Recommend and implement accounting procedures and control, which facilitate monthly reporting of county accounts.
4. Review and recommend payment of monthly claims including general operating, and all insurance claims.
5. Receive, review and recommend budgets and levies for all of the following but not limited to: County General, IMRF, Social Security, Tort Liability, Workers Compensation, Unemployment, Health Insurance, Highway Department, Health Department, Tuberculosis Care and Treatment, 708 Mental Health Board, Ambulance Service, Senior Citizens, and Extension Service
6. Prepare and submit to the Board the annual budget and tax levy ordinance.
7. Review and recommend a property & liability insurance plan for all county property, consulting the appropriate advisors as deemed necessary.
8. Review and recommend a health, dental and vision insurance plan for county employees consulting the appropriate advisors as deemed necessary.
9. Review and recommend a plan for workers' compensation consulting the appropriate advisors as deemed necessary.
10. Review and recommend employee benefit programs consulting the appropriate advisors as deemed necessary.
11. Maintain an inventory of all county fixed assets (properties). All fixed assets shall be tagged and marked as property of Jackson County and recorded in the general fixed asset account group.
12. Prepare specifications necessary to solicit competitive bids.
13. Participate in any insurance or risk management groups in accordance with the terms of such policies or statutes.
14. Serve as board liaison to the labor negotiator and advise the labor negotiator on behalf of the County Board during negotiations.
15. Recommend and advise to the Board on matters pertaining to labor contracts and laws upon the advice of legal counsel.

## **LEGISLATIVE & PUBLIC SAFETY COMMITTEE**

(7) Seven Members

{former Ambulance, Legislative, and Health, Safety & Solid Waste Committees}

The Legislative & Public Safety Committee shall record and review any Legislative Acts, board or judicial actions affecting the by-laws of the County; review matters pertaining to the general health and safety of the county and recommend appropriate action to the County Board. The committee shall also review matters related to solid waste management, landfill and other pollution control facility regulation and operation as well as contracts related to solid waste disposal and hauling. In addition, the Committee shall review receipts, and expenditures from monies paid to the county by reason of landfill activity, including but not limited to, tipping fees. The committee shall review matters including policy pertaining to the operation of the Jackson County Ambulance Service and recommend any appropriate action to the County Board.

Duties shall include:

1. Serve as Board liaison with the state legislature and as a clearinghouse for state legislative information.
2. Serve as Board liaison to the following: Chief Elected Officials of the County, Director of the Jackson County Ambulance Service, Jackson County Health Department, Tuberculosis Care and Treatment, 708 Board and Funded Agencies, Jackson County Animal Control, Jackson County Emergency Management Agency, Senior Citizens Services of Jackson County, Jackson County Extension Service, and Coroner.
3. Review (biennially) and recommend changes in the By-Laws of the County Board including committee structure and membership.
4. Recommend location of polling places, amount of rental fee and election judge compensation.
5. Monitor the general compliance to all applicable laws relating to solid waste and recycling activities in Jackson County, as well as recommending programs, activities, new ordinances and revisions to existing ordinances related to solid waste management.
6. Recommend adoptions of contracts and agreements between other branches of government, the county and waste service providers and facilities.
7. Review compliance by waste service providers and facilities with all contractual and legal obligations arising out of their operations within the county and recommending to the County Board such as may be necessary to assume compliance.
8. Monitor tipping fees and other revenues from waste facilities and recommend expenditures.
9. Review budgets submitted by the Jackson County Ambulance Service and County Health Department.
10. Monitor long range planning regarding solid waste management needs and available resources and reporting the same to the County Board.
11. Advise Jackson County Ambulance Service Director on general policy matters.
12. Review Jackson County Ambulance claims and present to the County Board.

## **REAL PROPERTY COMMITTEE**

(7) Seven Members

{former Building & Grounds, Land Use and Economic Development and Transportation Committees}

The Real Property Committee shall review matters related to the real and personal property of the county, land use planning in the county and matters concerning the taxing units of the county; to the roads and bridges of the County and recommend any appropriate action to the County Board.

1. Serve as Board liaison to the Sheriff's Office regarding routine maintenance *and* cleaning of the courthouse; to area planning agencies including Greater Egypt Regional Planning Commission, Jackson County Soil and Water Conservation District, Shawnee Resource Conservation and Development and others as may occur; to the Supervisor of Assessments and Board of Review; and the County Engineer.
2. Review and recommend the management of the real and personal property of the County including acquisition, leasing, construction, remodeling, major maintenance, operation and disposition.
3. Develop long range plans for County buildings.
4. Draft and recommend the County subdivision ordinance; review this ordinance biennially.
5. Review and recommend proposed county subdivision plats.
6. Review and recommend proposals for land use planning, such as a zoning ordinance, building permits, etc.
7. Review and recommend action on mining permits submitted to the County Board.
8. Propose and recommend plans for economic development in the County.
9. Recommend any contract for services of the Highway Department.
10. Recommend approval of bid openings related to Highway Department
11. Represent the County Board in any intergovernmental meetings relating to the Highway Department, including Jackson County Mass Transit.