GOVERNANCE RULES AND PROCEDURES FOR

THE WILL COUNTY BOARD

IN THE COUNTY OF WILL, STATE OF ILLINOIS

JOE VANDUYNE, COUNTY BOARD SPEAKER

JIM RICHMOND, REPUBLICAN LEADER

SHERRY WILLIAMS, DEMOCRATIC LEADER

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EXHIBITS/ATTACHMENTS

Exhibit B:	ORDINANCE #06-261 (Pages 1-11)
Attachment A:	Amendment Approved 1.16.2025 – Consent Agenda
Attachment B:	Amendment Approved 2.20.2025 – Reading Written Public Comments

Resolution #24-319

RE: SETTING FORTH GOVERNANCE RULES AND PROCEDURES FOR THE WILL COUNTY BOARD IN THE COUNTY OF WILL, STATE OF ILLINOIS

I. DUTIES AND OFFICERS OF THE WILL COUNTY BOARD

1.01 Will County Board
1.02 Officers
1.03 Duties of the County Board Speaker
1.04 Duties of the Legislative Republican Leader and Democratic Leader
1.05 Duties of the Will County Executive

1.01 Will County Board

The governing body of the County of Will shall be known as the "Will County Board", or the "County Board of Will County, Illinois", hereinafter referred to as the "Board" [55 ILCS 5/2-5003(a)], and its members as "County Board Member/Members" (abbreviated "CBM/CBMs"). The Board is the legislative body of the County of Will [55 ILC 5/2-5003(c)], having those powers provided for by the Constitution and laws of the State of Illinois

1.02 Officers

On the first Monday of December, in even-numbered years after each regular election at which members are elected, at the biennial reorganization meeting, the Board shall elect from its membership a County Board Speaker, a Legislative Republican Leader and a Legislative Democratic Leader; these three members shall constitute Will County Board Leadership. These officers shall serve two-year terms, or until their successors are elected and qualified.

1.03 Duties of the County Board Speaker

The County Board Speaker shall preside over Board meetings in the temporary absence of the elected County Executive when the County Executive has failed to designate a board member to preside over the board meeting. The County Board Speaker shall be the presiding officer at all times that the Will County Board meets as a "committee of the Whole" and in their absence, the Caucus Leader of the same party as the Speaker shall preside.

The County Board Speaker shall be the chief administrative official of the Will County Board. All staff of the Board shall serve the County Board members at the direction of the County Board Speaker. The County Board Speaker shall assign all matters to committees as recommended by the Executive Committee and has the responsibility for the preparation of all agendas in collaboration with committee chairs of the Will County Board. The Executive and Judicial Branch of the county government and elected officials shall work directly through the County Board Speaker and staff regarding requests for

assignment of any matter to a committee of the County Board. Any County Board Member may submit a written request to the Executive Committee for assignment of any matter to a committee, and the Executive Committee shall then consider such request. Moreover, it shall be the policy of the Will County Board that County Board staff shall, upon request, be made available in the respective areas of expertise to elected County Officials and department heads to the extent that the availability is not in conflict with the priorities assigned by the County Board. In matters of urgency, the County Board Speaker may request opinions from the State's Attorney's Office without going through the Committee process.

Should a vacancy occur in the office of County Board Speaker, the Board shall, at the next regularly scheduled or special meeting called for that purpose, elect a new Speaker to serve the remainder of the term. Until such time as a new Speaker is selected, the Caucus Leader of the same party as the Speaker shall perform the duties of the Speaker.

1.04 <u>Duties of the Legislative Republican and Democratic Leaders</u>

A. The Legislative Republican and Democratic Leaders shall provide floor leadership for all Republican and Democratic party members with respect to all legislative matters pending before the Board, including, but not limited to, informing the membership of reasons for and against the adoption of proposed ordinances and resolutions, assessing support for, and opposition to, the adoption of proposed ordinances and resolutions, assessing the need for amendments thereto, consulting with the opposite Legislative Republican and Democratic Leader with respect to the passage of proposed ordinances and resolutions, and generally assisting in the efficient consideration by the Board of all matters before the Board. The Legislative Republican and Democratic leaders shall be the Chief spokesperson of their respective parties on the floor, shall be members of the Executive Committee, shall chair all meetings of their respective caucus and shall be ex- officio members of all other committees, and may in the event of a temporary committee vacancy, fill the vacancy for the purpose of establishing a quorum with voting privileges and may act as the Committee Chair in the absence of the Committee Chair and Vice-Chair.

B. The Legislative Republican and Democratic Leaders shall each appoint a Legislative Whip, to be known as the Republican Whip and Democratic Whip, who shall assist its Legislative Republican or Democratic Leader, at the Leader's direction, in the performance of the Republican and Democratic Leaders' duties. In the absence of the Republican or Democratic Leader, the Republican Whip or Democratic Whip shall chair all meetings of their respective caucus and shall serve as an ex-officio member of all committees for the purpose of establishing a quorum with voting privileges.

C. In the absence of the Legislative Republican or Democratic Leader or Whip, the County Board Members of the Republican or Democratic political party may designate a leader "pro tem" who shall act and serve on committees in the Leader's

place with like authority.

1.05 Duties of the Will County Executive

The Will County Executive shall perform those duties as set forth in 55 ILCS 5/2-5001 ET. Seq., and as follows:

A. Submit Budget to the Board

It is the duty of the County Executive to prepare and submit to the County Board for its approval the annual budget required by Division 6-1 of the Counties' Code [55 ILCS 5/2-5009(c)].

Said budget shall be submitted by the County Executive to the County Board at the regular recessed August Will County Board meeting.

B. Reports to the Board

It is the duty of the County Executive to make an annual report to the board on the affairs of the county, on such date and at such time as the board shall designate, and keep the board fully advised as to the financial condition of the county and its future financial needs [55 ILCS 5/2-5001].

1. The Will County Board hereby designates the regular recessed August County Board meeting for the making of the County Executive's annual report to the County Board.
2. The Will County Board's Finance Committee shall receive the advice of the County Executive on the financial condition of the County and its future financial needs not less than monthly.

C. Appointments

1. The County Executive shall:
    a. *appoint, with the advice and consent of the Board, persons to serve on the various boards and commissions to which appointments are provided by law to be made by the Board. [55 ILCS 5/2-5009(d)]*
    b. *appoint, with the advice and consent of the Board, persons to serve in various special districts within the county except where appointment to serve on such districts is otherwise provided by law [55 ILCS 5/2-5009(e)]*
2. At the beginning of each fiscal year, in December, the Executive's Office shall provide to the County Board a listing of all 'Board' and 'Commission' appointment positions to be filled in the coming year.
3. A list of appointments to be approved at the next month's County Board meeting shall be submitted by the County Executive to the County Board administrative office not later than close of business on the Tuesday before the current month's County Board meeting.
    a. The Board's staff will ensure that a copy of the appointment list for the next month is emailed to each County Board Member (CBM) in the Wednesday before the current month's County Board meeting. (In this way each CBM will have knowledge of the next month's appointments a month in advance.)

4. The appointment list will contain the following information for each position:
    a. Name of position
    b. Position criteria
    c. Name of appointee
    d. Appointee qualifications
    e. Will County Board and Commissions form
    f. County Board District, if criteria for appointment
    g. Letters of recommendation, if any
    h. Compensation, if any
5. The County Executive shall post vacant positions (not including positions where the incumbent is to be re-appointed) on the County's website.

D. <u>County Executive Hires</u>

1. The County Executive shall appoint such subordinate deputies, employees and appointees for the general administration of county affairs as considered necessary, except those deputies, employees and appointees in the office of an elected county officer [55 ILCS 5/2-5009(g)].

2. For a County Executive of a county that has adopted the executive form of government on or before the effective date of this amendatory Act of the 96th General Assembly, appoint, with the advice and consent of the Board, all department heads for the county departments [55 ILCS 5/2009(f-5)].

3. The County Board shall receive all department head appointments regardless of whether they are an internal promotion or a new external appointment.

4. All general administration appointments, beginning with the declaration of a position vacancy to the identification of a position candidate, shall be processed by the Human Resources Department and its staff in accordance with the policy or policies established from time to time by the Will County Board, approved collective bargaining agreements (as may be applicable), as well as Federal and State of Illinois laws and regulations.

5. Vacant positions shall be posted on the County's website for at least ten (10) business days prior to the selection of a candidate by the County Executive.

6. General administration appointments shall be based solely on a candidate's overall qualifications and ability to work with others and consistent with approved collective bargaining agreements then in effect (and if applicable). Appointing or supporting a candidate to further a political agenda or purpose (political hiring) **is expressly prohibited**.

II. COMMITTEES OF THE WILL COUNTY BOARD

2.01 Appointments to Standing Committees
2.02 Committee Vacancies
2.03 Standing Committees/Ad-Hoc Committees/Committee of the Whole
1. Executive
2. Finance
3. Public Works & Transportation
4. Public Health and Safety
5. Land Use & Development
6. Legislative
7. Capital Improvements and IT
8. Landfill
2.04 Powers of Committees
2.05 Written Minutes/Audio and Video Recordings

2.01 Appointments to Standing Committees

A. The County Board Speaker in consultation with the Legislative Republican and Democratic Leaders, shall appoint the Chair of each standing committee from the membership of the Republican or Democratic parties.
B. The County Board Speaker, in collaboration with the leaders, shall appoint such other members of the eight (8) standing committees as is deemed necessary for the proper oversight and functioning of the business of the Board.
C. The County Board Speaker, in consultation with the Committee Chair, shall appoint the Vice Chair, from the opposite party of the committee chair.
D. Every County Board Member (CBM) shall be assigned a minimum of two (2) committees.

2.02 Committee Vacancies

Whenever any member of any committee is either temporarily or permanently unable to perform the duties of such appointment due to resignation, death, disability, illness or absence, the County Board Speaker and Leaders may declare such position vacant and may appoint another member of the same party to fill the vacancy. If the vacancy is temporary and not permanent, the appointment shall terminate once the incumbent member is able to return to perform the duties of the committee assignment. If a member misses three (3) consecutive meetings, the County Board Speaker may replace that member either permanently or temporarily with a County Board Member of the same party.

2.03 Standing Committees/Ad-Hoc Committees/Committee of the Whole

A. There shall be eight (8) permanent committees of the County Board. Each permanent committee shall consist of at least five (5) members except the following: The Executive Committee, which shall consist of at least nine (9) members.

B. The date and time of a committee meeting shall be set by the County Board Leadership in consultation with the Committee Chair. At a meeting of a committee, in the absence of a Committee Chair, the Committee Vice-Chair shall act as temporary Chair. In the absence of the Chair and Vice-Chair, present committee members, with the ability to comprise a quorum, may elect Chair-Pro-tem in order to conduct the business of the Committee.

C. The permanent committees and their responsibilities are as follows:

1. Executive

The Committee shall be responsible for the following:

a. Assignment of all matters to all standing committees for consideration, except for zoning matters which will be placed on the Land Use Agenda by Land Use staff for recommendation to and consideration by the County Board as required by law.
b. Consideration of all County Executive appointments.
c. The approval of the County Board agenda.
d. Making a recommendation to the Board on all contracts for professional services, including but not limited to insurance and audits.
e. The review and oversight of the Community Development Block Grant Program, including recommendations to the Board for grant proposals, economic development, and hearings on the issuance of County licenses, in accordance with State Statutes and local resolutions and ordinances.
f. The examination, review, analysis and policy setting of the County's various insurance plans and policies, personnel policy issues including, but not limited to, the examination and review of employee salaries and job descriptions and setting policy on Deferred Compensation and employee development programs offered in the County.
g. The examination, review, analysis and recommendation to the County Board of all matters dealing with general County policy issues and amendments to the County Board Rules.
h. All aspects of the County's Solid Waste Management Plan shall conduct those public hearings required by statute, rule, regulation or ordinance (except as otherwise may be determined by the County Board), and shall

make recommendations to the Board for the expenditure of County revenues and funds allocated for environmental matters. Nothing in these rules shall supersede specific lawful statutory assignments of authority.

i. On an annual basis, the committee shall review the Auditor's report on the Prairie View Landfill.
j. To request opinions from the State's Attorney's Office. A request for a written opinion from the State's Attorney's Office shall be submitted in writing and shall set forth the specific issue of concern. These items shall be listed on the agenda under Requests for State's Attorney's Opinion until resolved.
k. In cooperation with the County Executive's office, work to advance the diversity efforts that are determined by the County stakeholders. This may include working with outside consultants to accomplish defined tasks.
l. Guide the County Board's policymaking efforts to ensure progress continues in the area of diversity, inclusion and equity issues with specific focus on increasing diversity in all county hiring, improving minority participation in future contracting efforts, and related work that can measurably improve the diversity of county governmental functions.
m. Ensure that equity and diversity activities are closely aligned with defined County priorities and responsive to the diverse needs of the larger Will County Community.
n. Work with the other appropriate Board committees to ensure adequate resources are made available to support the Diversity efforts and connect this work with complementary initiatives.
o. Actively encourage both public and private stakeholders to participate in and contribute to targeted efforts. In recommending new programs the committee will always seek to be as inclusive as possible to get maximum input from those impacted.
p. This committee shall receive quarterly updates from the Will County Community Mental Health Board (CMHB)
q. All other matters not specifically assigned to other committees of the Board.

Membership on the Executive Committee shall be comprised of at least the following:

- County Board Speaker
- Legislative Republican and Democratic Leaders or, in the absence of the Legislative Republican or Democratic Leader, the Republican or Democratic Whip.
- Chair of each of the seven (7) other standing committees of the Board or, in the absence of any such Chair, then the Committee Chair may request of the Executive Committee Chair that the Vice-Chair attend in their stead, with voting privileges and would constitute a quorum.
- In addition to the County Board Speaker, Republican and Democratic Leaders

and Committee Chairs, all remaining members shall be determined by Leadership.

2. <u>Finance</u>

The Committee shall be responsible for the following:

a. Making recommendations concerning County fiscal policies and financial administration.
b. Establishing and reviewing County Board budget priorities.
c. The examination, review, analysis and where appropriate, the modification of the annual budget proposed by the County Executive.
d. The preparation of the annual appropriation and levy ordinances for the County of Will
e. The review of all internal and external audits of all County departments and the offices of all elected County officials.
f. The review and disposition of grant requests
g. Review and approve all County indebtedness and approve any short-term or long-term borrowings.
h. The appropriation of salaries of all County employees, appointed officials and officeholders.
i. The review of all matters of taxation and finance for the purpose of generating new revenue for the County.
j. This committee shall also receive monthly financial reports from the County Executive's Office containing both monthly and year-to-date income statements, revenue projections, expense statements and projections and projected budget surpluses and/or shortfalls.
k. This committee shall receive Annual Reports from the Will County Community Mental Health Board (CMHB).
l. This committee shall also receive quarterly updates from the Renewable Natural Gas (RNG) Plant.

3. <u>Public Works and Transportation</u>

The Committee shall be responsible for the following:

a. The recommendation of the of the prioritization of proposed public works and transportation projects, the development and expansion of current vendor list, the review and policy-setting of planning, acquisition, construction, improvement, demolitions, modification, and maintenance of Will County's infrastructure, such as roads, bridges, right of ways, water systems, cable systems and resource recovery systems.
b. In conjunction with the Land Use & Development Committee, this committee shall be responsible for oversight and review of infrastructure to ensure the health, safety, and welfare of the residents of the County.

4. Public Health and Safety

The Committee shall be responsible for the following:

a. The examination, review, analysis, and policy setting of the County's health and public welfare needs.
b. To act as the liaison between the County Board and the Board of Health and the Health Department Administration.
c. Identifying the changing needs of Will County's aging and disabled population and Sunny Hill Nursing Home.
d. Oversight of the Emergency Management Agency (EMA), Animal Control Department, and all community programs within the County.
e. The examination, review, analysis, recommendation and policy setting for the judicial and law enforcement needs of the County (excepting the construction or expansion of facilities), including but not limited to the needs of the Circuit Court, the Jury Commission, the State's Attorney, the Sheriff, the Coroner, the Circuit Court Clerk, the Public Defender, the Adult and Juvenile Detention Facilities, and the Probation Department.
f. This committee shall receive annual reports from the Will County Community Mental Health Board (CMHB).

5. Land Use and Development

The Committee shall be responsible for the following:

a. The examination, review, analysis and policy setting of the Will County Land Resource Management Plan, including any wetlands, as well as the land use needs and requirements of the County.
b. The review, adoption and modification of the County's land use plans, zoning ordinances, and subdivision ordinances, construction guidelines and building codes and standards, stormwater regulation policy and associated fees.
c. The examination and review of policy and associated fees for the County's Geographic Information System (GIS).
d. All proposals for changes to, or modifications involving, agricultural lands or flood plains.
e. In conjunction with the Public Works & Transportation Committee, provide oversight and review of infrastructure to ensure the health, safety, and welfare of the residents of the County.

6. Legislative

The Committee shall be responsible for the following:

a. The examination, review, and coordination of the state and federal legislative needs of the County. Such needs shall include, but are not limited to,

recommendations for legislation transmitted from any standing committee, any Board member(s) or an elected County official or department head to the Executive Committee.

b. Communication liaison with Federal and State Will County legislators, for legislative and grant assistance and to foster better intergovernmental cooperation between all levels of government. Where time is of the essence and the Legislative Committee is unable to meet, then the Legislative Committee Chair shall consult with Leadership for purposes of determining the legislative message to be conveyed.

7. <u>Capital Improvements and IT</u>

The Committee shall be responsible for the following:

a. Making recommendations to the County Board on matters dealing with accommodating the space needs of Will County Government, including all branches of government and all constitutional officers, for both the long and short term.
b. The review and analysis of lease options, inclusive of lease details and occupancy for the County.
c. Provide oversight, planning and recommendations on other matters dealing with capital improvements, including, but not limited to, communications, infrastructure matters and projects of benefit to the citizens of Will County.
d. Make recommendations on matters of economic benefit to the citizens of Will County.

8. <u>Landfill</u>

This committee shall be responsible for the following:

a. The examination, review, analysis, and policy setting of landfills within the County.
a. The review, adoption and modification of the County's landfill plans.
b. All proposals for changes to, or modification to any of the County landfills.
c. Making recommendations to the Executive Committee on any of the above.

D. Ad-Hoc Committees shall be established by the County Board Speaker with the concurrence of the Executive Committee. Appointments to Ad-Hoc Committees shall follow the procedures for standing committees as defined in 2.01. Every Ad-Hoc Committee shall consist of a sufficient number of members to accomplish the specific purpose or purposes for which it was created. Every Ad-Hoc Committee shall meet as often as necessary to accomplish the specific purpose for which it was created. The Executive Committee shall dissolve the

Ad-Hoc Committee after its purpose is accomplished.

E. The County Board may meet as a Committee of the Whole by the call of the County Board Speaker, or an affirmative vote of a majority of the Executive Committee, or upon the affirmative vote of 12 County Board members at a regular meeting of the County Board, or upon a written request setting forth the items for discussion and signed by 12 members of the County Board. The time, place and agenda for any meeting of the "Committee of the Whole" shall be set by the County Board Speaker consistent with the provisions of this paragraph and Rules and published and posted in accordance with Illinois law.

2.04 <u>Powers of Committees</u>

The various elected officials and department heads, in addition to the County Board staff, shall provide such assistance, information and support to the standing committees and to the Board as a whole as may be required, by said committees or by the Board. Information required by the Board or any of its standing committees shall be provided upon request of any Board member or Board staff. The staffing for the standing committees shall be provided by the County Board staff and access to Committee agendas shall be through the County Board staff via the board management system. All County Board Committees, in the exercise of their legislative functions and powers, shall have the right to summon employees and to review those documents and records necessary or helpful in the exercise of such responsibilities. Willful failure to respond to a request issued to a County employee or appointed department head by a Board Committee shall be sufficient cause to authorize the Committee to apply to the Board for a Resolution of Notification to the appropriate County officer (elected official) of the failure of their employee/employees to appear and to request an immediate redress of said grievance.

Requests for opinions from the State's Attorney's office shall be submitted to the Board office. Board staff will place the matter on the Executive Committee agenda and on the agenda of any other committee as directed by the Speaker for report.

2.05 <u>Written Minutes/Audio and Video Recordings</u>

All Committees shall keep written minutes and all such forms of minutes as required by law. Minute books for every committee shall be kept in the County Board Office. Administrative services shall be provided by the County Board staff, unless there is a staffing shortage, and then the County Clerk's office will assume those duties as needed to comply with the State of Illinois Open Meetings Act. Audio recordings of the regular meetings shall be disposed of once the meeting minutes have been approved. Pursuant to [5 ILCS 120/2.06(c)] the audio recording of closed meetings shall be disposed of no less than 18 months after the completion of the meeting recorded, but

only after:

A. Approval of the minutes of the closed meeting.
B. Approval of the destruction of the recording.

Video recordings of regular County Board Meetings and regular Committee Meetings should be promptly uploaded to YouTube.

III. CONDUCT OF BUSINESS OF THE WILL COUNTY BOARD

3.01 Order of Business
3.02 Time and Place of Regular and Special Meetings
3.03 Parliamentary Procedure
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3.13 Committee Reports
3.14 Virtual Meetings
3.15 Consent Agenda
3.16 Changes to County Board Rules at Reorganization Meeting

3.01 Order of Business

*(Below as Amended January 16, 2025. See **Attachment A** For Full Text, Resolution)*

The order of business for each regular meeting of the County Board shall be as follows:

1. Call to Order
2. Pledge of Allegiance to the Flag
3. Invocation
4. Roll Call
5. Determination of Quorum
6. Motion to Place on File Certificate of Publication
7. Approval of Minutes
8. Acknowledgement of Elected Officials and Media Present
9. Honorary Proclamations

(By unanimous vote of members present at Executive Committee meeting)

10. Public Comment for Agenda Items Only
11. Old Business – Executive Vetoes
12. New Business – Committee Reports and Recommendations

(Individual Consent Agendas Will Appear Under Each Standing Committee)

13. Appointments by the County Executive
14. Public Comment Relevant to Matters under the Jurisdiction of the County
15. Comments by County Board Members, limit of three minutes
16. Announcements by the Legislative Republican Leader, Legislative Democratic Leader, and County Board Speaker.
17. Executive Session
18. Recess/Adjournment

3.02 Time and Place or Regular and Special Meetings

The County Board shall meet for the purpose of transacting business at the hour of 9:30 a.m. on the third Thursday of each month at the County Board Room, 302 North Chicago Street, Joliet, Illinois, 60432. Special meetings of the County Board not called by the Executive in accordance with their statutory authority may be called by a written direction signed by not less than eight (8) members of the Board and delivered to the Will County Clerk, who shall cause notice of such special meeting to be published in a printed newspaper in the County [55 ILCS 5/2-5018]. Such direction shall specify the date and time of the meeting, the business to be conducted, and shall be delivered with at least 24 hours' notice to the email address provided by each Board member. Special meetings shall generally take place in the County Board Room, 302 North Chicago Street, Joliet, Illinois, 60432, unless the nature of the meeting or extraordinary circumstances require otherwise. In the event there is a vacancy in the office of County

Clerk, notice shall be delivered to the Will County Circuit Clerk, who shall perform these duties of the Clerk. [55 ILCS 5/2-5018]

3.03 Parliamentary Procedure

A. In the absence of a County Board rule to the contrary, the parliamentary procedure of this Board shall be governed by **Roberts Rules of Order – New Revised**.

B. Every Member shall have the opportunity to speak to a question for no more than three (3) minutes.

C. A Member shall be permitted to speak to a question a second time only after every member who desires to speak on the question has had an opportunity to do so at least once. And in speaking to the question a second time, the member shall have two minutes to speak. If the debate is closed before the member has an opportunity to make a second speech, none may be made.
   1. Merely asking a question or making a brief suggestion is not counted as speaking in debate nor is the making of a secondary motion counted as speaking in debate.

D. Members should observe the following Rules of Decorum. Members should:
   1. Address themselves solely and directly to the County Executive. They may not address other Members, individuals in the gallery, or persons who might be observing through the media.
   2. Speak when recognized by the County Executive during County Board meetings or by the Committee Chair at regular committee meetings.
   3. Avoid characterizing another Member's personal intent or motives and avoid discussing personalities.
   4. Refrain from speaking disrespectfully of the Speaker, other Members, or the County Executive.
   5. Refrain from using profane or vulgar language.

E. When comments on a single issue become repetitive, the County Executive or Committee Chair may elect to close comments on that issue.

F. At each regular and special meeting, which is open to the public, members of the public and employees of the County shall be afforded time, subject to reasonable constraints, to comment to or ask questions of the Board. [55 ILCS 5/2-1001] Board Members should not debate issues raised but may ask questions to clarify a speaker's position.

3.04 Board Rules and Amendments

The Board reorganization meeting shall be held on the first Monday in December in even numbered years. The newly elected/re-elected County Board Members shall take the oath of office, and the meeting called to order. The only business that may be

transacted at the reorganization meeting of the Will County Board is the adoption of the rules, and selection of board leadership (as defined by the rules). Board Rules must be approved by a majority of the members of the Board at the reorganization meeting. Thereafter, no amendment shall be made to any of the Rules of the Board except upon motion made in writing and approved by three-fifths (3/5) of the members of the Will County Board at the next regular meeting of the Board, adjourned or otherwise occurring not less than 30 days from the date of the initial written motion.

3.05 Suspension of Rules

In a particular case, to avoid hardship or to promote the orderly transaction of County business**,** a Rule or Rules of the Board may be temporarily suspended by a voice vote of three-fifths (3/5) of the members present.

3.06 Right to Address the Board

A. Right to Address the Board or its Committees: No person who is not a member of the Board, except the County Executive in the performance of his/her duty as Presiding Officer of the County Board Meeting, shall be permitted to address the Board or its Committees unless:

1. The purpose of the comment pertains to an item specifically placed on the agenda. The person may be allowed to speak once the item is placed on the floor for discussion.

2. The comment is in a Public Hearing.

3. An otherwise permitted Public Comment. Consistent with [5 ILCS 120/2.06(g)] and reasonable constraints determined by the Will County Board, at each regular or special meeting of the Board or its committees that is open to the public, members of the public, after identifying themselves, may request a brief time on the approved agenda of the meeting to address the Board or committee on relevant matters within its jurisdiction. Committees of the Board review items of business and make adjustments and endorsements as appropriate for further consideration by the full Board. Public comments are generally most useful at meetings of Board committees, where proposals are first considered and the time for interaction most feasible.

4. Upon a motion made to “suspend the rules.” However, when the County Board Speaker or Legislative Republican or Democratic Leader requests the opinion of the County Executive (unrelated to the conduct of the County Board Meeting), State’s Attorney or of a Department Head, it shall not be necessary to suspend the Rules to allow such person to speak.

*(Below as Amended February 20, 2025. See **Attachment B** For Full Text, Resolution)*
Any permitted public comment at the County Board meeting should be held to less than three (3) minutes unless on a motion to "suspend the rules."

3.07 Text Amendments/Map Amendments, Objections & Protests

All written protests and written objections to proposed zoning ordinance text amendments and map amendments shall be submitted to the Will County Board in accordance with the rules of the Board and agencies of Will County Government not in conflict with the laws of the State of Illinois.

3.08 Agenda

There shall be a written agenda prepared for every meeting of the Will County Board. The agenda shall be prepared by the Executive Committee, not less than seven (7) days prior to the regularly scheduled meeting of the Will County Board. Any item to be considered by the board shall be assigned by the Executive Committee or at the discretion of the County Board Speaker. A copy of the agenda shall be made available to the Members and shall also be placed on display in the Clerk's Office and posted outside of the County Board Room, pursuant to the Open Meetings Act. All agendas and attachments shall be made available online at www.willcountyboard.com and may be viewed in the Administrative Office of the Will County Board, 302 N. Chicago St., 2nd Floor, Joliet, IL. Notwithstanding the above, the County Board Speaker shall have the authority to place an item or items on the agenda after the Executive Committee has prepared the agenda but prior to 48 hours before the scheduled County Board meeting for any item or items which are of a time sensitive or critical nature. Said addition of an item or items shall be done in full compliance with the Open Meetings Act.

3.09 Motions

Every motion shall be reduced to writing if requested by any member of the Board. A motion to table or a motion to postpone will be handled the same way.

3.10 Vote

Any member in attendance may vote "Yes", "No", or "Abstain", on any matter before the Board. If a board member chooses to not vote when called upon, they will be considered as not voting. A roll call vote may be requested by any member on any matter before the Board.

3.11 Reconsideration of Motions

When a question has been decided in the affirmative or the negative, it shall be in order for any member of the prevailing side who voted on such question to move reconsideration thereof, but no motion for the reconsideration of any vote shall be in order unless made on the same day on which the vote was taken. Such motion may be

seconded by a member of either the prevailing or the losing side.

3.12 Executive Vetoes

A. Any Ordinance, Resolution, Motion, or Item of Appropriation vetoed by the County Executive shall be returned to the Board at its first meeting occurring not less than six (6) days, Sundays excepted, after said Ordinance, Resolution, Motion or Item of Appropriation has been presented to him/her. Each such vetoed Ordinance, Resolution, Motion, or Item of Appropriation shall be accompanied by a written statement of the objections of the County Executive, which objections shall be entered and spread upon the journal. [55 ILCS 5/2 5010]

B. The Board shall proceed to reconsider all such Ordinances, Resolutions, Motions, or Items of Appropriation vetoed and returned to the Board by the County Executive as provided in the County Executive Law. The County Executive shall take no part in the conduct of the debate. Upon the close of debate, the Clerk shall call the roll on a vote to reconsider as required by the County Executive Law, and if three-fifths (3/5) of the members of the Board vote affirmatively to reconsider (override) the veto, then the Ordinance, Resolution, Motion, or Item of Appropriation shall become effective on the date prescribed, but no earlier than the date of the override vote. [55 ILCS 5/2 5010]

C. If any ordinance is not returned by the County Executive to the board at its first meeting occurring not less than six days, Sundays excepted, after it has been presented to him/her, it shall become effective unless the board has recessed or adjourned for a period in excess of 60 days, in which case it shall not become effective without his/her approval. [55 ILCS 5/2-5010]

[Format to be used by the County Executive in the event an Ordinance, Resolution, Motion, or Item of Appropriation is vetoed/disapproved by County Executive.]

I am hereby returning (Ordinance, Resolution, Motion, or Item of Appropriation as appropriate) #_____ to the County Board this _____ day of 20___ with the attached objections.

_____
Will County Executive

[Format to be used by County Clerk when appropriate]

This (Ordinance, Resolution, Motion, or Item of Appropriation as appropriate) not having been approved by the County Executive, nor returned to the Will County Board at its first meeting occurring not less than 6 (six) days, Sundays excepted, nor more than 60 (sixty) days since its adoption, by operation of law this (Ordinance, Resolution, Motion, or Item of Appropriation as appropriate) is now deemed effective.

Signed this ___ day of _____, 20___. (SEAL) _____
Will County Clerk

[Format to be used upon reconsideration of Executive veto/disapproval of Ordinance, Resolution, Motion or Item of Appropriation]

On this ___ day of 20__, the Will County Board reconsidered the above (Ordinance, Resolution, Motion, or Item of Appropriation as appropriate). The vote was _____Aye _____Nay _____Abstain. Three-fifths (3/5) of the County Board having voted to approve the (Ordinance, Resolution, Motion, or Item of Appropriation as appropriate) it is adopted over the Executive's veto.

OR

On this ____ day of 20__, the Will County Board reconsidered the above (Ordinance, Resolution, Motion, or Item of Appropriation as appropriate). The vote was _____Aye _____Nay ____ Abstain. Three-fifths (3/5) of the County Board not having voted to approve the (Ordinance, Resolution, Motion or Item of Appropriation as appropriate), the reconsideration fails.

3.13 Committee Reports

Committee reports shall be made by the Chair of each respective Committee, or in their absence by the Vice-Chair of said Committee. In the event of the absence of both the Chair and Vice-Chair of a Committee at a regular Board Meeting, the Committee report may be **made by any other member of said Committee.**

3.14 Virtual Meetings

Should the Board and its Committees be statutorily authorized to conduct virtual meetings, Members shall follow the following protocols:

A. All comment and debate shall be oral, so that the public is able to fully participate. No comment nor debate shall take place through other electronic media or in a chat-type feature, in compliance with [5 ILCS 120/2 and 5 ILCS 120/7].

B. If a board member cannot attend in person due to business of the Public Body, i.e. the County Board; personal illness or disability; employment purposes; a family or other emergency; or unexpected childcare they may attend virtually only if a quorum is present, in compliance with [5 ILCS 120/7(a-c)]

5 ILCS 120/7

Sec. 7. Attendance by a means other than physical presence.

(a) If a quorum of the members of the public body is physically present as required by Section 2.01, a majority of the public body may allow a member of that body to attend the meeting by other means if the member is prevented from physically attending because of: the business of the public body. "Other means" is by video or audio conference.

(b) If a member wishes to attend a meeting by other means, the member must notify the recording secretary or clerk of the public body before the meeting unless advance notice is impractical.

(c) A majority of the public body may allow a member to attend a meeting by other means only in accordance with and to the extent allowed by rules adopted by the public body. The rules must conform to the requirements and restrictions of this Section, may further limit the extent to which attendance by other means is allowed, and may provide for the giving of additional notice to the public or further facilitate public access to meetings.

3.15 Consent Agenda

*(Below as Amended January 16, 2025. See **Attachment A** For Full Text, Resolution)*

A Report or Resolution shall be placed on the Consent Agenda under New Business for each Standing Committee under Committee Reports and Resolutions if the Standing committee passes a motion to approve by a unanimous vote of the CBMs present. A unanimous vote on the motion is a vote with no member

voting nay. Items on the Consent Agenda shall be enacted by a single vote and there shall be no debate. Any item on the Consent Agenda may be removed at the request of a County Board Member (CBM) and shall then be considered in its normal sequence on the Agenda.

3.16 Changing County Board Rules at Reorganization Meeting

The following rule applies to the Reorganization Meeting held on the first Monday in December in even-numbered years following a General Election. If either party wishes to introduce rule changes at this meeting, the caucus leader must notify the caucus leader of the opposite party by the second Tuesday in November after the Election. Proposed rule changes must be provided in writing within four (4) days following that Tuesday.

IV. PURCHASES, BUSINESS/TRAVEL REIMBURSEMENT, MOBILE DEVICES

4.01 Purchases

4.02 Business/Travel Reimbursement

4.03 Mobile Devices

4.01 Purchases

All purchases, including printing, publications and contracts for all offices and departments of the County of Will shall be made in accordance with the Will County Purchasing Ordinance #08-461.

4.02 Business/Travel Reimbursement

Board members who wish to attend any conferences/seminars on behalf of the Board or that relate directly to Board business, must contact their respective caucus Leader to seek any reimbursement (Registration fees, travel, parking, etc.) All requests will be granted only by the Speaker, as the budget permits. If a request is granted, Board Members shall be entitled to business and travel reimbursement consistent with the *Will County Business/Travel Reimbursement Regulations* (Effective: October 1, 2018) and subject to the approval of their respective Leader and the Speaker.

4.03 Mobile Devices

Any board member that receives a county mobile device acknowledges that it is the property of the County of Will, and the use shall be governed by the laws of the State of Illinois and the Ordinances of Will County. The Apple ID associated with the Will County e-mail address shall not be changed or removed from any county-issued device.

V. SETTLEMENT AUTHORITY FOR GENERAL LIABILITY AND WORKERS' COMPENSATION

5.01 Settlement offers of up to $15,000
5.02 Settlement offers from $15,001 up to $50,000
5.03 Settlement offers from $50,001 up to $100,000
5.04 Settlement offers in excess of $100,000

5.01 Settlement offers of up to $15,000
Delegated to the Third-Party Administrator with settlements resulting from such offers.

5.02 Settlement offers from $15,001 up to $50,000
Delegated to the Risk Manager/ Human Resources Director with settlements resulting from such offers.

5.03 Settlement offers from $50,001 up to $100,000
May be made by the appropriate parties, including the Third-Party Administrator and/or the attorneys, with the authorization of the Risk Manager/Human Resource Director, with settlements resulting from such offers remaining contingent upon the approval of the Executive Committee.

5.04 Settlement offers in excess of $100,000
Must be authorized by the Executive Committee prior to being extended, with the final settlement agreement remaining contingent upon the approval of the Will County Board.

VI. LEGAL SERVICES

The State's Attorney of Will County shall perform all legal services required by the Board or any of its committees or members. If the State's Attorney has a conflicting position with the County Board, the Board shall have the option to seek appointment of special counsel.

VII. ETHICS ORDINANCE

It shall be the obligation of every Will County Board member, county employee and appointed or elected official (except Circuit Judge, Circuit Clerk or State's Attorney) to comply with the terms of the Will County Ethics Ordinance #06-261, attached hereto as Exhibit "B."

VIII. EXISTING LEGISLATION CONTINUED

Except to the extent that they are inconsistent with the provisions of these Rules, Procedures and Standards of Conduct, all existing County laws, Ordinances, rules, and regulations

heretofore adopted shall continue in full force and effect until amended, superseded or repealed.

IX. SEVERABILITY

If any term and/or provision of this Resolution shall to any extent be held invalid or unenforceable, the remaining terms or provisions of this Resolution shall not be affected thereby, but each term and/or provision of this Resolution shall be valid and enforced to the fullest extent permitted by law.

X. EFFECTIVE DATE

This Resolution shall be effective immediately upon its passage and adoption by the Will County Board and approval of the Will County Executive.

Adopted by the Will County Board this 2nd day of December, 2022.

AYES:	VanDuyne, Ogalla, Pretzel, Butler, Newquist, Richmond, Williams, Brooks Jr., Winfrey, Bullock, Logan, Freeman, Revis, Mitchell, Ortiz, Berkowicz, Hickey, Costa, Traynere
NAYS:	Balich
LEFT MEETING:	Deane-Schlottman

Result: Approved as Amended - [19 to 1]

Jennifer Bertino-Tarrant
Will County Executive

Approved this 7 day of January, 2022 2025

Attested to by: Annette Parker
County Clerk

(SEAL)

"EXHIBIT B"

Policy & Rules Committee
Ordinance #06-261

Ordinance
Re: Adopting Ethics Ordinance

PREAMBLE

WHEREAS, the Illinois General Assembly has enacted the State Officials and Employees Ethics Act (Public Act 93-615, effective November 19, 2003, as amended by Public Act 93-617, effective December 9, 2003), which is a comprehensive revision of State statutes regulating ethical conduct, political activities and the solicitation and acceptance of gifts by State officials and employees; and

WHEREAS, the Act requires all units of local government and school districts, within six months after the effective date, to adopt ordinances or resolutions regulating the political activities of, and the solicitation and acceptance of gifts by, the officers and employees of such units "in a manner no less restrictive" than the provisions of the Act; and

WHEREAS, it is the clear intention of the Act to require units of local government and school districts to implement regulations that are at least as restrictive as those contained in the Act, and to impose penalties for violations of those regulations that are equivalent to those imposed by the Act, notwithstanding that such penalties may exceed the general authority granted to units of local government to penalize ordinance violations; and

WHEREAS, it is the clear intention of the Act to provide units of local government with all authority necessary to implement its requirements on the local level regardless of any general limitations on the power to define and punish ordinance violations that might otherwise be applicable; and

WHEREAS, because the Act provides for the imposition of significant penalties for violations of said local regulations, it is necessary to adopt the required regulations by Ordinance rather than by Resolution;

NOW THEREFORE, BE IT ORDAINED BY THE COUNTY BOARD OF THE COUNTY OF WILL, AS FOLLOWS:

SECTION 1: The Code of Ordinances of the County of Will is hereby amended by the addition of the following provisions:

ARTICLE 1

DEFINITIONS

Section 1-1. For purposes of this ordinance, the following terms shall be given these definitions:

"Campaign for elective office" means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, State, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

"Candidate" means a person who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at a regular election, as defined in section 1-3 of the Election Code (10 ILCS 5/1-3).

"Collective bargaining" has the same meaning as that term is defined in Section 3 of the Illinois Public Labor Relations Act (5 ILCS 315/3).

"Compensated time" means, with respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of this Ordinance. does not include any designated holidays, vacation periods, personal time, compensatory time off or any period when the employee is on a leave of absence. With respect to officers or employees whose hours are not fixed, "compensated time" includes any period of time when the officer is on premises under the control of the employer and any other time when the officer or employee is executing his or her official duties, regardless of location.

"Compensatory time off' means authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his or her employment.

"Contribution" has the same meaning as that term is defined in section 9-14 of the Election Code (10 ILCS 5/9-1.4).

"Elected Official" means a person elected or appointed to an Elective County Office, regardless of whether the officer is compensated for service in his or her official capacity, but does not include the Circuit Court Judges, the Circuit Clerk or the State's Attorney.

"Employee" means a person employed by the County, whether on a full-time or part-time basis or pursuant to a contract, whose duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed, but does not include an independent contractor.

"Employer" means the County of Will, as well as its elected and appointed officials who are subject to this Act.

"Gift" means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee.

"Leave of absence" means any period during which an employee does not receive (i) compensation for employment, (ii) service credit towards pension benefits, and (iii) health insurance benefits paid for by the employer.

"Officer" means a person who holds, by election or appointment, an office created by statute or ordinance, regardless of whether the officer is compensated for service in his or her official capacity.

"Political activity" means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

"Political organization" means a party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the Election Code (l O ILCS 5/9-3), but only with regard to those activities that require filing with the State Board of Elections or a county clerk.

"Prohibited political activity" means:

(1) Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.

(2) Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.

(3) Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.

(4) Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.

(5) Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for a political purposes or for or against any referendum question.

(6) Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question.

(7) Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.

(8) Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.

(9) Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.

(I 0) Preparing or reviewing responses to candidate questionnaires.

(11) Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.

(12) Campaigning for any elective office or for or against any referendum question.

(] 3) Managing or working on a campaign for elective office or for or against any referendum question.

(14) Servicing as a delegate, alternate, or proxy to a political party convention.

(15) Participating in any recount or challenge to the outcome of any election.

"Prohibited source," means any person or entity who:

(1) is seeking official action (i) by an officer or (ii) by an employee, or by the officer or another employee directing that employee;

(2) does business or seeks to do business (i) with the officer or (ii) with an employee, or with the officer or another employee directing that employee;

(3) conducts activities regulated (i) by the officer or (ii) by an employee, or by the officer or another employee directing that employee; or

(4) has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee.

ARTICLE2

PROHIBITED POLITICAL ACTIVITIES

Section 2-1. Prohibited political activities. (a) No officer or employee shall intentionally perform any prohibited political activity during any compensated time, as defined herein. No officer or employee shall intentionally use any property or resources of the County, including County issued cell phones, vehicles or other County property or resources, in connection with any prohibited political activity.

(b) At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity (i) as part of that officer or employee's duties, (ii) as a condition of employment, or (iii) during any compensated time off (such as holidays, vacation or personal time off).

(c) No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.

(d) Nothing in this Section prohibits activities that are permissible for an officer or employee to engage in as part of his or her official duties, or activities that are undertaken by an officer or employee on a voluntary basis which are not prohibited by this Ordinance.

(e) No person either (i) in a position that is subject to recognized merit principles of public employment or (ii) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.

ARTICLE3

GIFT BAN

Section 3.1. Gift ban. Except as permitted by this Article, no officer or employee, and no spouse of or immediate family member living with any officer or employee (collectively referred to herein as "recipients"), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law or ordinance. No prohibited source shall intentionally offer or make a gift that violates this Section.

Section 3.2. Exceptions. Section -3-1 is not applicable to the following:

(1) Opportunities, benefits, and services that are available on the same conditions as for the general public.

(2) Anything for which the officer or employee, or his or her spouse or immediate family member, pays the fair market value.

(3) Any (i) contribution that is lawfully made under the Election Code (ii) activities associated with a fundraising event in support of a political organization or candidate.

(4) Educational materials and missions.

(5) Travel expenses for a meeting to discuss business related to the office or an employee's official capacity.

(6) A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother. sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.

(7) Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (i) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (ii) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (iii) whether to the actual knowledge of the recipient the individual who gave the gift also at the same

time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.

(8) Food or refreshments not exceeding $75 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered. For the purposes of this Section, "catered," means food or refreshments that are purchased ready to consume which are delivered by any means.

(9) Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee), if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee and are customarily provided to others in similar circumstances.

(10) Intra-governmental and inter-governmental gifts. For the purpose of this Act, "intra-governmental gift" means any gift given to an officer or employee from another officer or employee, and "inter-governmental gift" means any gift given to an officer or employee by an officer or employee of another governmental entity.

(11) Bequests, inheritances, and other transfers at death.

(12) Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than $100.

Each of the exceptions listed in this Section is mutually exclusive and independent of other.

Section 3.3. Disposition of gifts. An officer or employee, his or her spouse or an immediate family member living with the officer or employee, does not violate this Ordinance if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501(c) (3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

ARTICLE4

ETHICS ADVISOR

Section 4.1. The County Executive, with the advice and consent of the County Board shall designate an Ethics Advisor for the County. Said Ethics Advisor may not be already an "employee" of the County and shall not be related, either by blood or by marriage up to the degree of first cousin, to any elected official of the County. Said Ethics Advisor shall be an independent contractor of the County, and the compensation for said Ethics Advisor shall be as set by the Will County Board.

Section 4.2. The Ethics Advisor shall provide guidance to the officers and employees of the County concerning the interpretation of and compliance with the provisions of this Ordinance and State ethics laws for the future actions of any officer or employee. Should the Ethics Advisor become aware of any past violations of this Ordinance, the Ethics Advisor shall inform the Ethics Commission of said violation. If the Ethics Commission does not exist, the Ethics Advisor shall inform the Will County State's Attorney of said violation. The Ethics Advisor shall perform such other duties as may be delegated by the County Board.

ARTICLE 5

WHISTLE BLOWER PROTECTION

Section 5.1. Definitions. In this Article:

"Public body" means (1) any officer, member, or agency: (2) the federal government; (3) any local law enforcement agency or prosecutorial office; (4) any judiciary, grand or petit jury, law enforcement agency, or prosecutorial office; and (5) any officer, employee, department, agency, or other division of any of the foregoing.

"Supervisor" means an officer, a member, or an employee who has the authority to direct and control the work performance of an employee or who has authority to take corrective action regarding any violation of a law, rule, or regulation of which the employee complains.

"Retaliatory action" means the reprimand, discharge, suspension, demotion, or denial of promotion or transfer of any employee in the terms and conditions of employment. and that is taken in retaliation for an employee's involvement in protected activity, as set forth in Section 5.2.

Section 5 Protected activity. An officer, a member, or an agency shall not take any retaliatory action against an employee because the employee does any of the following:

(1) Discloses or threatens to disclose to a supervisor or to a public body an activity, policy, or practice of any officer, member, agency, or other employee that the employee reasonably believes is in violation of a law, rule, or regulation.

(2) Provides information to or testifies before any public body or Ethics Commission conducting an investigation, hearing, or inquiry into any violation of a law, rule, or regulation by any officer, member, agency, or other employee.

(3) Assists or participates in a proceeding to enforce the provisions of this Ordinance.

Section 5.3. Burden of proof. A violation of this Article may be established only upon a finding that (i) the employee engaged in conduct described in Section 5.2 and (ii) that conduct was a contributing factor in the retaliatory action alleged by the employee. It is not a violation, however, if it is demonstrated that the officer, member, other employee, or agency would have taken the same unfavorable personnel action in the absence of that conduct.

Section 5.4. Remedies. The employee may be awarded all remedies necessary to make the employee whole and to prevent future violations of this Article. Remedies imposed may include, but are not limited to, all of the following:

(1) reinstatement of the employee to either the same position held before the retaliatory action or to an equivalent position;

(2) 2 times the amount of back pay;

interest on the back pay; and

(4) the reinstatement of full fringe benefits and seniority rights.

Section 5.5. Preemption. Nothing in this Article shall be deemed to diminish the rights, privileges, or remedies of an employee under any other federal or State law, rule, or regulation or under any collective bargaining agreement or employment contract.

ARTICLE 6

PENALTIES

Section 6.1. Penalties. (a) A person who intentionally violates any provision of Article 5 of this Ordinance may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed $2,500.

(b) A person who intentionally violates any provision of Article 3 of this Ordinance is subject to a fine in an amount of not less than $1,001 and not more than $5,000.

(c) Any person who intentionally makes a false report alleging a violation of any provision of this Ordinance to the local enforcement authorities, the State's Attorney or any other law enforcement official may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed $2,500.

(d) A violation of Article 2 of this Ordinance shall be referred to the Will County State's Attorney or his designee for review. The State's Attorney or his designee may file in the circuit court by way of an information or sworn complaint charging such offense. The prosecution shall be under and conform to the rules of criminal procedure. Conviction shall require the establishment of the guilt of the defendant beyond a reasonable doubt.

A violation of Article 3 of this Ordinance may be prosecuted as a quasi-criminal offense by the Will County State's Attorney, or his designee, or, if an Ethics Commission has been created, by the Commission through the designated administrative procedure.

(e) In addition to any other penalty that may be applicable, whether criminal or civil, an officer or employee who intentionally violates any provision of Article 2 or Article 3 of this Ordinance is subject to discipline or discharge.

SECTION 2: This Ordinance shall be in effect upon its passage, approval and publication as provided by law.

SECTION 3: If any term and/or provision of this Ordinance shall to any extent be held invalid or unenforceable, the remaining terms or provisions of this Ordinance shall not be affected thereby, but each term and/or provision of this Ordinance shall be valid and enforced to the fullest extent permitted by law.

BE IT FURTHER ORDAINED that the Preamble is incorporated in full as though set forth herein.

Adopted by the Will County Board this 15th day of June, 2006.

VOTE: YES: 27 *NO:* O *PASS:* O *(SEAL)*

NANCY SCHULTZ VOOTS
WILL COUNTY CLERK

Approved this 7 day of July , 2006.

LAWRENCE M. WALSH
WILL COUNTY EXECUTNE

Attachment A:
Amendment Approved 1.16.2025 – Consent Agenda

RESOLUTION OF THE COUNTY BOARD
WILL COUNTY, ILLINOIS

Amending Governance Rules and Procedures
for the Will County Board
Consent Agenda

WHEREAS, the Will County Board adopted rules and procedures on December 2, 2024 to establish the creation of a Consent Agenda to expedite the approval of items that receive unanimous votes in Standing Committees, and

WHEREAS, the Will County Board believes the continued use of Consent Agendas will maximize efficiency by allowing members to approve items that have been thoroughly discussed and unanimously approved in committee in one block, and

WHEREAS, any item on a Consent Agenda may be removed at the request of a single County Board Member for individual consideration in its normal sequence on the Agenda, and

WHEREAS, the Will County Board believes modifying the Consent Agenda rule by allowing for the placement of separate Consent Agendas under New Business for each Standing Committee will continue to maximize efficiency while enabling the County Board, County Staff, and most importantly, the Public, to track debate on removed items.

NOW, THEREFORE BE IT RESOLVED, that the Will County Board modifies sections 3.15 and 3.01 of its Governance Rules and Procedures as follows:

3.15 Consent Agenda

A Report or Resolution shall be placed on the Consent Agenda under New Business for each Standing Committee under Committee Reports and Resolutions if the Standing committee passes a motion to approve by a unanimous vote of the CBMs present. A unanimous vote on the motion is a vote with no member voting nay. Items on the Consent Agenda shall be enacted by a single vote and there shall be no debate. Any item on the Consent Agenda may be removed at the request of a CBM and shall then be considered in its normal sequence on the Agenda.

3.10 Order of Business

The order of business for each regular meeting of the County Board shall be as follows:

1. Call to Order
2. Pledge of Allegiance to the Flag
3. Invocation
4. Roll Call
5. Determination of Quorum
6. Motion to Place on File Certificate of Publication
7. Approval of Minutes
8. Acknowledgement of Elected Officials and Media Present
9. Honorary Proclamations

(By unanimous vote of members present at Executive Committee meeting)

10. Public Comment for Agenda Items Only
11. Old Business – Executive Vetoes
12. New Business – Committee Reports and Recommendations

(Individual Consent Agendas Will Appear Under Each Standing Committee)

13. Appointments by the County Executive
14. Public Comment Relevant to Matters under the Jurisdiction of the County
15. Comments by County Board Members, limit of 3 minutes
16. Announcements by the Legislative Republican Leader, Legislative Democratic Leader, anad County Board Speaker.
17. Executive Session
18. Recess/Adjournment

BE IT FURTHER RESOLVED, that the Preamble of this Resolution is hereby adopted as if fully set forth herein. This Resolution shall be in full force and effect upon its passage and approval as provided by law.

Adopted by the Will County Board this 16th day of January, 2024.

AYES:	VanDuyne, Deane-Schlottman, Pretzel, Butler, Newquist, Richmond, Oxley, Williams, Brooks Jr., Bullock, Logan, Freeman, Revis, Ortiz, Berkowicz, Hickey, Costa, Traynere
ABSENT:	Ogalla, Balich, Winfrey, Mitchell

Result: Approved - [Unanimous]

Jennifer Bertino-Tarrant
Will County Executive

Approved this 23 day of January, 2024.

Attested to by: Annette Parker,
County Clerk

(SEAL)

Attachment B:
Amendment Approved 2.20.2025 – Reading Written Public Comments

Will County Executive Committee
25-39

RESOLUTION OF THE COUNTY BOARD
WILL COUNTY, ILLINOIS

Amending Governance Rules and Procedures for the Will County Board Reading Written Comments

WHEREAS, the Will County Board adopted rules and procedures on December 2, 2024 that require all written comments of up to 500 words submitted through the Public Comments portal on the Will County Board website to be read into the record at Will County Board meetings; and

WHEREAS, the reading of written comments into the record at a County Board Meeting is a COVID-era rule; and

WHEREAS, the Will County Board in the past has modified its rules regarding the reading of written comments as they relate to form letters to shorten the amount of time spent reading written comments aloud.

NOW, THEREFORE, BE IT RESOLVED, that the Will County Board modifies section 3.06 B of its Governance Rules and Procedures as follows:

3.06 Right to Address the Board

B. Any permitted public comment at the County Board meeting should be held to less than three (3) minutes unless on a motion to "suspend the rules."

BE IT FURTHER RESOLVED, that the Preamble of this Resolution is hereby adopted as if fully set forth herein. This Resolution shall be in full force and effect upon its passage and approval as provided by law.

Adopted by the Will County Board this 20th day of February, 2025.

AYES:	VanDuyne. Deane-Schlottman, Ogalla, Pretzel, Butler, Newquist, Balich. Richmond, Oxley, Williams, Brooks Jr., Winfrey, Bullock, **Logan,** Freeman, Revis, Hickey, Costa, Traynere
NAYS:	Ortiz, Berkowicz
ABSENT:	Mitchell

Result: Approved as Amended - [19 to 2]

Approved this 11 day of March, 2025.

Jennifer Bertino-Tarrant
Will County Executive

Attested to by: Annette Parker.
County Clerk

(SEAL)

Attachment C:
Amendment Approved 5.15.2025 – Time and Place of Regular and Special Meetings

Will County Executive Committee 22.1.b
25-142

RESOLUTION OF THE COUNTY BOARD
WILL COUNTY, ILLINOIS

Amending Governance Rules and Procedures for the Will County Board For 3.02 Time and Place of Regular and Special Meetings

WHEREAS, the Will County Board adopted rules and procedures on December 2, 2024 that state "the County Board shall meet for the purpose of transacting business ***at the hour of 9 a.m.*** on the third Thursday of each month at the County Board Room," and

WHEREAS, the Will County Board in prior years had established rules stating its business meetings shall begin at 9:30 a.m., and

WHEREAS, the County Board believes it is in the public interest to return to the 9:30 a.m. start time to allow citizens sufficient time to enter the Will County Office Building, and

WHEREAS, the County Board also believes returning to the 9:30 a.m. start time will allow additional time for County Board Members, County Board Staff, and Countywide Department Heads who have business on the County Board Agenda to address last-minute issues related to the meeting.

NOW, THEREFORE BE IT RESOLVED, that the Will County Board modifies sections 3.02 of its Governance Rules and Procedures as follows:

3.02 Time and Place of Regular and Special Meeting

The County Board shall meet for the purpose of transacting business at the hour of 9:30 a.m. on the third Thursday of each month at the County Board Room, 302 North Chicago Street, Joliet, Illinois, 60432. Special meetings of the County Board not called by the Executive in accordance with their statutory authority may be called by a written direction signed by not less than eight (8) members of the Board and delivered to the Will County Clerk, who shall cause notice of such special meeting to be published in a printed newspaper in the County [55 ILCS5/2-5018]. Such direction shall specify the date and time of the meeting, the business to be conducted, and shall be delivered with at least 24 hours' notice to the email address provided by each Board member. Special meetings shall generally take place in the County Board Room, 302 North Chicago Street, Joliet, Illinois, 60432, unless the nature of the meeting or extraordinary circumstances require otherwise. In the event there is a vacancy in the office of County Clerk, notice shall be delivered to the Will County Circuit Clerk, who shall perform these duties of the Clerk. [55 ILCS 5/2-5018]

BE IT FURTHER RESOLVED, that the Preamble of this Resolution is hereby adopted as if fully set forth herein. This Resolution shall be in full force and effect upon its passage and approval as

provided by law.

Adopted by the Will County Board this 15th day of May, 2025.

AYES:	VanDuyne, Deane-Schlottman, Ogalla, Pretzel, Butler, Newquist, Balich, Richmond, Oxley, Williams, Brooks Jr., Winfrey, Bullock, Logan, Freeman, Mitchell, Ortiz, Berkowicz, Hickey, Costa, Traynere
ABSENT:	Revis

Result: Approved - [Unanimous]

Jennifer Bertino-Tarrant
Will County Executive

Approved this 28 day of Mar, 2025.

Attested to by: Annette Parker.
County Clerk

(SEAL)