

R-2025-0602
Rules of Order

1. The Order of business for the County Board Meeting shall be as follows:
 - a. Call to Order
 - b. Roll Call
 - c. Invocation and Pledge of Allegiance
 - d. Presentations
 - e. Approval of the Agenda (amended R-2025-0305)
 - f. Reading of the Consent Agenda (amended R-2025-0305) - Roll Call Vote
 1. Approval of the Minutes of Previous Meeting
 2. Monthly Reports-Treasurer, County Clerk/Recorder & Circuit Clerk
 3. Appointments
 4. Resignations
 5. Vacancies
 6. Ogle County Claims
 7. Communications
 - g. Zoning
 - h. Public Comment
 - i. Reports and Recommendations of the Committees
 - j. Closed Session (if needed for possible final action)
 - k. Unfinished and New Business
 - l. Chairman Comments
 - m. Vice-Chairman Comments
 - n. Adjournment
2. The Clerk shall call the names of the members in rotating alphabetical order when calling the roll or in a vote except the County Board Chairman's name shall always be the final name called. Rotation shall be continuous from meeting to meeting.
3. The Chairman shall approve an agenda for each regular and special meeting of the County Board, which shall be distributed to the members at least 48 hours before the meeting commences.
4. The Chairman shall preserve order and shall decide questions of order, subject to an appeal to the Board, without debate.
5. Every member shall address the Chairman before speaking on an issue.
6. The Chairman shall determine who shall speak first, if two or more members address the Chairman at the same time.
7. A member, or members called to order by the Chairman shall immediately take his/her seat and if there be no appeal, the decision of the Chairman shall be final.

8. Any member leaving a meeting shall notify the County Board Chairman of their departure.
9. Every member present, on the putting of a question, shall vote thereon, unless excused by the Board or he/she has a conflict of interest. A conflict of interest shall be stated for the record. A member who recuses themselves from voting shall also refrain from joining debate. This same procedure shall be followed for committee meetings. (amended R-2025-0305)
10. There shall be no debate until there is a second. A motion shall be restated or reduced to writing if required by the Chairman or any member of the Board.
11. After the presentation to the County Board, an Ordinance or Amendment to an Ordinance shall lay over until the next County Board Meeting. First ordinance reading at first County Board presentation with second reading and vote at next County Board meeting, unless it is an emergency or time situation, then a motion to by-pass the first reading can be done, after that passage of the ordinance could occur. First readings not necessary for most zoning ordinances, but required for text amendments. (Amended R-2025-0305)
12. The Ogle County Board shall meet the third Tuesday of each month at 5:30pm unless changed by the County Board because of a conflict.
13. Special Meetings of the County Board may be called by the request of at least one-third of the Members of the County Board. The request shall be in writing addressed to the County Clerk, and shall specify the time, place and agenda of such meeting. The Clerk shall immediately transmit notice, in writing of such meeting to the Members of the County Board, the news media in the area, on the county website and post a notice in the Courthouse in an appropriate location. (Amended R-2025-0305)
14. County Board Members salary is \$70 per assigned committee, plus mileage. The Committee Chairperson receives \$100 per assigned committee and Committee Vice-Chairperson receives \$75 per assigned committee. The County Board Chairperson salary is \$25,000 per year, plus mileage and the County Board Vice-Chairperson salary is \$15,000 per year, plus mileage. (O-2021-1101)
15. All meetings of the County Board and County Board committees shall comply with the Illinois Open Meetings Act. (R-2011-0707)
16. Resolutions of sympathy shall be limited to present and former County Officials, employees and their immediate families.

17. Resolutions shall be reduced to writing by the Member making the motion and presented to the County Clerk before the end of the business day.
18. The County Board Chairman shall appoint, with the advice and consent of the County Board, the members of all committees, commissions, boards and districts under the jurisdiction of the County Board. Whenever such an appointee misses three consecutive meetings without due cause, a vacancy shall be declared and a replacement shall be named in the same manner as the original appointment.
19. All committees shall make reports and state their opinions thereon. The report shall reflect the opinion of the majority of the committee. A committee Chairman may speak against a motion he/she brings forth on behalf of the committee.
20. Standing committees of the County Board shall be responsible for the following for the department under their authority:
 - a. Conduct executive searches for the department head(s) under its authority when a vacancy occurs. The selected candidate shall be presented to the County Board for approval.
 - b. To ensure that no County Official under the jurisdiction of the respective committee creates any new positions without prior approval of said committee and the County Board.
 - c. To review the budget submitted by each department under the committee and make recommendations to the Finance Committee, in accordance with the budget calendar approved each year by the County Board.
21. In the event a County Board committee lacks a quorum by one member at a posted regularly scheduled meeting, the County Board Chairman or County Board Vice-Chairman may attend the meeting in question as an ex-officio member for the purpose of establishing a quorum for the meeting, with voting privileges, and in that event, may act as the Committee Chairman in the absence of the Chairman and Vice-Chairman. (R-2009-0213)
22. A board member may attend a committee meeting through electronic conferencing if his or her physical presence at the meeting is prevented due to (i) personal illness or disability; (ii) employment purposes or the business of the board; or (iii) a family or other emergency.
 - a. This policy is not meant to be abused and should be used sparingly with intended use to be no more than **four days** of the scheduled per County fiscal year (December 1 through November 30). This limit shall not apply to special meetings. (R-2019-0808) (Amended 2025-0602)

23. All Bids shall be a part of the County Board records.
24. Purchases made by an office or department, other than those of specific elected County Officials, in excess of ~~\$20,000~~ (current competitive bidding process threshold is \$30,000 as of 1/1/24) or as dictated by the Illinois Administrative Code (value of trade-ins to be included in the purchase price) shall be by sealed bids. Committees of the Board responsible for such purchases or Department Head shall advertise or solicit bids, with at least two bids on comparable items being requested. Announcement of the desire to seek bids on a purchase may be made at any public meeting of the committee. All bids shall be directed to the attention of the committee Chairman and shall remain sealed until the designated time for public opening of the bids. All bids which exceed \$30,000 shall be reviewed by the Board, even if allowed in the budget. (55 ILCS 5/5-1022) (amended R-2025-0305)
25. All County Orders shall be signed by the officer or person in charge of the office, and must be on file with the County Clerk on Wednesday before each regular County Board meeting. Supporting bills from vendors or service provider shall be included.
26. These rules may be suspended in any particular case by a roll call vote of two-thirds of the members present.
27. After a closed session of the body as a whole or a committee of the whole, the subsequent closed session should include review and approval of previous closed session minutes. November of even-numbered years the County Board and/or its Committees shall go into closed session to approve or disapprove any outstanding closes minutes. Review of closed session minutes to be done every 6 months, with State's Attorney, County Board Chairman and Vice-Chairman, State's Attorney Committee Chairman and Vice-Chairman. (ILCS 120/2.06) (R-2013-0902) (Amended R-2025-0305)
28. All questions not covered by these rules shall be decided by the current edition of "*Roberts' Rules of Order*," newly-revised.
29. To take whatever action is necessary to comply with State and Federal Laws to insure we are in compliance with all laws that apply to our County Government. (R-2023-0903)
30. The County will set the budget for each Department and the overall budget for the County each fiscal year)

31. We do recommend that the presenter be as concise as possible up to 5 minutes (or up to the discretion of the County Board Chairman to ensure that our meetings conclude in a timely manner. Whenever any group who wishes to address the Board on the same subject matter, the County Board Chairman may request and permit **one** spokesperson be chosen from the group. If such spokesperson speaks on behalf of multiple members of the group, the Chairman may permit the spokesman to address for a period longer than the otherwise specified time limits.)

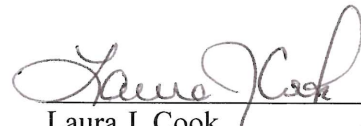
Comments must be directed to the Board as a Whole, not to any one member. Persons addressing the County Board shall not be permitted to make statements or remarks unrelated to the business of the Board. Persons addressing the Board shall refrain from statements, remarks, or conduct that is uncivil, vulgar, profane, especially to any Public Servant or citizen, or otherwise disruptive to the conducting of the Board's Business.

Any person making such prohibited statements or remarks or engaging in such conduct may be requested to leave the meeting. Given the many agenda items that we deal with at every meeting we rarely have a type of video presentation.” (R-2004-0408) (Amended R-2025-0305) (Amended R-2025-0602)

32. "Board Presentations will be allowed by calling the County Board Chairman at least five (5) business days in advance to schedule a Board Presentation. The subject should be approved by the County Board Chairman and be one that is listed as a 'General Interest' to members of the public and suitable for both adults and children in attendance at the County Board Meetings." (R-2024-0408) (amended R-2025-0305)

Presented and Adopted at the June 17, 2025, Ogle County Board Meeting.


Bruce E. Larson
County Board Chairman


Laura J. Cook
Ogle County Clerk and Recorder

