

November 22, 2024

SHELBY COUNTY BOARD
ORGANIZATIONAL MEETING AGENDA
Courtroom A of Shelby County Courthouse

December 2, 2024 - 7:00 P. M.

******FOLLOWING "SWEARING-IN" CEREMONY at 6:30 PM******

1. Call to Order, Pledge of Allegiance, Prayer
2. Roll Call
3. Discussion and vote on Election of County Board Chairman
4. Discussion and vote on Election of County Board Vice- Chairman
5. Discussion and vote on Approval of Rules of Order
6. Public Body Comment
7. Adjournment

Prayer given by Sheriff Brian McReynolds

Please silence cell phones prior to meeting.

The swearing in ceremony will begin at 6:30. ONLY those board members elected/re-elected at the November 5, 2024, Election will need to be sworn in.

MEMO

**SWEARING IN CEREMONY
FOR THE NEWLY ELECTED
SHELBY COUNTY BOARD MEMBERS**

ON MONDAY, DECEMBER 2, 2024

**AT 6:30 P. M. IN COURTROOM A
COURTHOUSE THIRD FLOOR**

**FAMILY AND FRIENDS ARE INVITED
TO ATTEND THIS CEREMONY**

ORDER OF BUSINESS

- 1st. The order of business will be as follows:
- a. Calling the roll.
 - b. Approve minutes of last meeting.
 - c. Amendments and approvals.
 - d. The presentation of petitions, communications, and bills.
 - e. Reports of standing committees shall be received and acted upon in regular order as presented to the Chair.
 - f. Reports of special committees.
 - g. Resolutions and unfinished business.
- 2nd. All questions relating to the priority of business shall be decided by the Chair without debate.
- 3rd. The Chair shall preserve order and decide questions of order, subject to an appeal to the Board.
- 4th. Every member, before speaking shall raise their hand, be acknowledged by the Chair, and address the Chair.
- 5th. When two or more members simultaneously seek acknowledgement by the Chair, the Chair shall name the member who is to speak first.
- 6th. A member called to order by the Chair, shall immediately take their seat, and if there be no appeal the decision of the Chair shall be conclusive.
- 7th. No motion shall be debated upon or put unless first seconded. When a motion is seconded, it shall be stated by the Chair before debated, and every motion shall be reduced to writing by the maker or Clerk when called upon by the Chair or any member of the Board.
- 8th. A motion to adjourn shall always be in order, and shall be decided without debate, unless a question of time to adjourn shall arise.
- 9th. The Chair shall appoint all committees, upon advice and consent of the board. All appointees shall attend either the County Board meeting at which they are to be appointed or a recent meeting of the pertinent committee.
- 10th. All committees shall report in writing via their minutes, with the state of the facts and their opinions thereon, and the report to be signed by the majority of the committee.
- 11th. There shall be 8 standing committees, as follows: Finance, to consist of seven members and chaired by the Board Vice-Chair; County Farm, to consist of five members; Road and Bridge to consist of five members; Airport, to consist of three members; Public Safety, to consist of seven members; Legislative, composed of five members, Public Aid, to consist of the County Board Chair and 2 Republican and 2 Democratic members; and Budget, consisting of 7 members and chaired by the Board Chair.
- 12th. Duties and responsibilities of the committees of the County Board shall be to act as liaison between the County Board and each committee's pertinent department (s) and division (s), review and inquire about bills as necessary, interact with other committees of the Board as necessary, and as follows:
- A. Finance – To review and approve ALL County bills except those specifically outlined in the Illinois State Statutes as not needing to go before the board (ie. Sheriff's Dept. bills), review all bills desired, even if approval is not required, make proposals to the County Board concerning salary & benefits, assist the County's departments in following County policies where finances are concerned, and evaluation of grants.
 - B. Farm – Research & discuss all possibilities necessary to the management and maintenance of the Shelby County Farm, request bids, make recommendations to the County Board for the operation of the Farm and act as County Farm Manager.
 - C. Road & Bridge – To act as oversight for the County Highway Department.
 - D. Airport (non-voting) – To represent the County Board to the Airport Committee and vice versa, ask questions of the Airport Committee, report to the County Board on the activities of the Airport and the Airport and Landing Fields Commission.
 - E. Public Safety – To be a liaison between the County Board and the following departments/divisions: Animal Control, Sheriff's Office, EMA, Public Buildings, Ambulance & Public Health.
 - F. Legislative – Review/amend Board Rules and policies, propose resolutions, ordinances, etc., originate County policy proposals to the County Board, negotiate collective bargaining agreements, discuss the release of closed meeting minutes/recordings at least once every six (6) months, provide job descriptions of hired personnel.
 - G. Public Aid – TBD
 - H. Budget – To evaluate and propose final budget to the County Board, make proposals on Zoning matters to the County Board, make proposals on Liquor licenses and changes to the Liquor Ordinance to the County Board.
- 13th. No alterations shall be made in any of the Rules of the Board, without the consent of a majority of the members thereof and notice of the proposed change (s) having been in the board packet to go out to Board members no less than 48 hours before the commencement of the regularly scheduled County Board meeting on whose agenda the proposition is included.

- 14th. After a motion is stated by the Chair, or read by the Clerk, it shall be deemed to be in the possession of the Board but may be withdrawn by the mover with consent of second any time before a decision.
- 15th. The rules may be suspended in any particular case by a vote of two-thirds of the members present.
- 16th. All bids or petitions presented to the Board involving an outlay of public funds, upon a motion and a second, an aye and nay vote shall be taken; and in calling the names of the members they will be called in alphabetical order.
- 17th. All claims must be presented 7 days before the County Board meeting, however any claim submitted prior to the close of business 2 days prior to the County Board meeting will be submitted to the Finance Committee for review. Emergency bills which are submitted between the Finance Committee and the regularly scheduled County Board meeting may be reviewed by the County Board.
- 18th. If any question arises not covered by these Rules, Board will be governed first by the U.S. and the Illinois State Constitutions, then by Illinois State Statutes and then by Roberts' Rules of Order.
- 19th. Annual Budget must be approved by 2/3's of the members present.

Effective: February 9, 2023