

## Minutes of the Rules Subcommittee

The Rules Subcommittee of the McLean County Board met on Tuesday, August 5, 2003 at 3:00 p.m. in Room 700, Law and Justice Center, 104 West Front Street, Bloomington, Illinois.

Members Present: Chairman Sorensen, Members Gordon, Renner, Kinzinger and Selzer

Members Absent: None

Other Members Present: None

Staff Present: Mr. John M. Zeunik, County Administrator;  
Ms. Christine Northcutt, County Administrator's Assistant

Department Heads/  
Elected Officials Present: None

Chairman Sorensen called the meeting to order at 3:09 p.m.

Chairman Sorensen presented for approval the Minutes of the November 19, 2002 meeting.

Motion by Kinzinger/Renner to recommend approval of the Minutes of the November 19, 2002 Rules Subcommittee Meeting. Motion carried.

Chairman Sorensen discussed items for action. Chairman Sorensen referred to Item 3A, which is a request from the Executive Committee to review sections 5.12, 5.13 and 5.14 of the existing County Board Rules. This is a result of a motion by Mr. Segobiano, second by Ms. Berglund, at the May Executive Committee Meeting. The motion was *"...to refer the subject of Board Members using the Board Agenda at Meetings to promote fund-raising events and promotions to the Rules Committee."*

Chairman Sorensen asked the Committee what their feeling was about this topic before they reviewed the Rules of the County Board. Mr. Kinzinger stated that he feels that it is annoying when Board Members do this, but he is not sure that it is worthy of making a rule change. Mr. Selzer stated that he agrees. It is mainly grandstanding by a few individuals. Mr. Selzer noted that he tries to use e-mail to inform other Board members about future events and, perhaps, other Board Members should be encouraged to do the same. He suggested that they could go one step further and require that any announcement to be made by a Board Member should be cleared with the Chairman in advance.

Rules Subcommittee Meeting Minutes  
August 5, 2003

Page Two

Mr. Gordon noted that is a good idea, but that does add some extra burden to the Chairman. Mr. Gordon added that Board Members should use self-restraint and should be trusted to be able to do so. Mr. Kinzinger stated that he agreed. Every detail does not need to be stated in the Rules. Good judgement comes into play. Mr. Renner stated that he agrees.

Mr. Selzer suggested that perhaps a clarification needs to be made that the portion of the agenda which reads, *Other Business and Communications*, refers to other *County Government Business and Communications*. If it is not related to County Business, send an e-mail, or make a flyer to be distributed in Members mail boxes located in the County Administrator's Office.

Mr. Kinzinger stated that this topic does not rise to the level of importance to constitute a rules change. Mr. Renner stated that he agrees. He noted that if the Board were to make a policy about announcements at the end of the meeting, it may prohibit some positive communications that Members may have. Mr. Gordon stated that Board Members should be made aware that *Other Business and Communication* means *Other County Business and Communications*. They should also be made aware that there are three ways for Board Members to make announcements: 1) Make a short note about the announcement/event and make copies to be distributed in the Board Members' mailboxes, 2) E-Mail announcements to Board Members, 3) Submit an announcement to the Administrator's Office to be placed in the *County Comments*.

Mr. Selzer stated that, perhaps, the agenda could be amended to include the word "County" in *Other Business and Communication*. Mr. Kinzinger stated that he didn't think that the Committee needed to take any action on the matter. Mr. Selzer suggested that perhaps, a memo could be distributed to all board members bringing them up to date on the Rules Committee Meeting and clarifying that #8 on the County Board Agenda refers to *Other County Business and Communications*. They should also be made aware of the other forms of communication that were discussed at today's meeting. The Committee agreed. Chairman Sorensen stated that he would work with the Administrator's Office to draft a memo to the all Board Members informing them that the Committee took no action, but wanted to make them aware of the Committee's consensus.

Chairman Sorensen stated that there is one other item on the agenda. It is other Parliamentary Procedures. Chairman Sorensen recognized Mr. Gordon for this topic. Mr. Gordon stated that he has been looking for a way to get some more information out to the Board Members regarding Parliamentary Procedure. He stated that many people equate Parliamentary Procedure with parliamentary manipulation. It can be that way only if some know it better than others. Mr. Gordon stated that his objective is to get everyone equally aquatinted with basic Parliamentary Procedure. He stated that Board Members often state that they want to "table" something back to Committee. That is not the Rules Subcommittee Meeting Minutes

August 5, 2003

Page Three

proper terminology and actions such as these can be problematic. Mr. Gordon passed out a summary of the 25 most frequently used Parliamentary Motions. This list may be helpful to Committee Members. He added that the list may need to be amended to keep in line with the McLean County Board Rules.

Chairman Sorensen asked the Committee if they thought having a "cheat sheet" such as the one they are viewing, would be helpful to the Members and expedite the business of the County. He stated that he is not convinced that it will serve that purpose.

Mr. Selzer stated that, perhaps, a conference, put on by the McLean County State's Attorney, regarding Parliamentary Procedures and the Open Meeting Act would be more helpful to Board Members. Chairman Sorensen stated that Mr. Bill Yoder, State's Attorney, is currently traveling around the County meeting with various boards and commissions.

Chairman Sorensen stated that the Rules Committee is charged with making certain that the Board Meetings are run according to Robert's Rules of Order and the Rules of the County Board as applicable. The most important thing to remember is that we make sure that the business of the County runs efficiently. Chairman Sorensen stated that the Committee should take this matter under advisement and discuss it again at a later date.

There being nothing further to come before the Committee at this time, Chairman Sorensen adjourned the meeting at 3:55 p.m.

Respectfully submitted,

Christine Northcutt  
Recording Secretary