

## EXHIBIT A

### 2-47: CONDUCT OF MEETINGS:

A. Order Of Business: The order of business for meetings of the county board shall generally be as follows:

1. Call to Order.
2. Roll call.
3. Approval of the minutes of the previous meeting.
4. Public Comment
5. Chairman's Report/Remarks
6. Consent Agenda/Omnibus Vote.
7. Closed Session (If Necessary)
8. Zoning Petitions
9. Resolutions, Ordinances, and Other Scheduled Matters.
10. New and Unfinished Business.
11. Committee Updates.
12. Adjournment.

B. Rules Of Order: The latest version of "Robert's Rules Of Order" shall govern the meetings of the county board in all cases to which they are applicable and where they are not inconsistent with the following specific rules of order:

1. The clerk of the board shall distribute a copy of the minutes of each regular meeting, together with the minutes of such special, or other meetings not previously printed, to each member at least twenty-four (24) hours prior to the next succeeding meeting.
2. All questions relating to the priority of business shall be raised by a point of order.
3. The chairman shall preserve order and decide all questions of order, subject to an appeal to the board without debate.
4. Every member, previous to speaking, shall respectfully request recognition from chairman, avoid personalities, and confine themselves to the question under consideration.
5. When two (2) or more members ~~rise~~ request recognition at the same time, the chairman shall name the member who may speak first.
6. A member called to order shall immediately take their seat, and if there be no appeal to the board, the decision of the chair shall be conclusive; but in no case shall the chair be empowered to call to order a member who is making such appeal.

7. When a question is put, every member shall vote thereon, unless a conflict of interest as defined by Illinois law or the Kane County Code exists or if the member is excused by the chairman of the board.

8. No motion shall be debated or put unless seconded. When seconded, it shall be stated by the chair before being debated. Every motion shall be reduced to writing by the member making same, if required by the chair or any member of the board.

9. A motion to adjourn shall always be in order and shall be decided without debate.

10. After a motion is stated by the chairman or read by the clerk, it will be considered to be in possession of the board; but may be withdrawn at any time, before a decision or amendment by leave of the board.

11. The clerk shall call the names of the members of the board in alphabetical order when calling the roll or polling a vote.

12. On all questions or motions involving the appropriation of money, the chairman of the board shall cause the clerk of the board to call the roll and the clerk shall record the vote of ayes and nays.

13. The rules may be suspended in any particular case by a vote of two-thirds (2/3) of the members present, unless such suspension would violate Illinois law.

14. The chairman of the county board shall only vote on any motions, ordinances, amendments thereto, or other matters coming before the board, whenever the casting of such vote is necessary to break a tie vote.

15. a. Anyone, including municipalities, desiring to speak on behalf of, or against, any zoning matter shall file their request to do so with the zoning officer not later than the Friday preceding the meeting of the county board at which said zoning matter is to be presented. The presentation of evidence, debates and argument by nonmembers of the county board in support of, or in opposition to, zoning petitions coming before the county board shall be limited in time to a period of not more than fifteen (15) minutes for each side of a zoning matter; provided that the petitioner shall be authorized to reserve a portion of their allotted time for rebuttal, limited, however, to any matters raised in opposition to the petition under consideration. Provided further, that an additional fifteen (15) minutes of time shall be allowed to any objecting municipality situated within one and one-half (1 1/2) miles of the property which is the subject of the petition, or any part thereof. The time allowed to a municipality shall not be used by anyone other than the duly authorized representative of such municipality.

b. The time period allotted to each side shall be utilized by the parties on either side of the zoning matter as they shall determine and apportion among themselves; provided, however, that the petitioner, or petitioners, shall have the absolute right to apportion the time allotted for the support of the petition; and provided further, that any person who desires to be heard in opposition to the petition and who files his request to address the board with the zoning officer, as required in subsection (B)(15)(a) of this section, shall be allowed an equitable portion of the time so allotted.

c. The chairman of the county board may require of the petitioner on either side of a zoning matter that a statement showing the name of the persons who will address the board and the time apportioned to each such person to be filed with the chairman of the board in advance of the consideration of the zoning matter by this board.

16. a. In accordance with Illinois law, members of the public and employees of the county shall be permitted an opportunity to address public officials under the rules established and recorded by the county board. Any person wishing to address the county board in person shall provide notice of their intent to speak by signing in on the specified sheet provided by the county board office in the meeting room not less than fifteen (15) minutes prior to the scheduled meeting on the day of the scheduled meeting, and be present when their name is called to speak. The sheet shall request that individuals provide their name, any county employment relationship or representative capacity, the agenda item or other topic upon which they desire to address the county board, and the date and time of the request.

b. If available, the county board may elect to receive a public comment through an electronic conferencing application (e.g. Zoom). Any person who wishes to address the county board through the County's electronic conferencing application must provide notice of their intent to speak by emailing [INSERT EMAIL ADDRESS] by 12:00 p.m. on the day prior to the scheduled meeting.

c. A person who has provided proper notice of their intent to speak at a scheduled meeting will be allowed not more than three (3) minutes to address the county board. Unless extended by a majority vote of the board members present, the total time for public comment at a scheduled meeting shall be limited to forty-five (45) minutes.

d. In the event the allotted time for public comment will be exceeded, based on the number of individuals who have provided written notice of their intent to speak, the chairman shall have the right to alter the order of the speakers in order to ensure that all viewpoints are heard.

e. Written materials or handouts will be permitted. In the interest of promoting the efficient conduct of public business, individuals are encouraged to submit written materials or handouts prior to the scheduled meeting. Visual aids may be used so long as they are not disruptive to the proceedings of the county board and/or present a danger to persons or property.

f. Unless otherwise allowed by the chairman, all speakers will be required to address the board from the designated location in the meeting room, using the microphone provided.

g. Speakers desiring to influence specific county board actions are encouraged, but not required, to make an initial presentation at the appropriate county board committee. Each standing committee of the board shall ensure that time is made available for comment by members of the public and employees, subject to the limitations of time and the business of the committee, and consistent with Illinois law and the Kane County Code.

h. Speakers shall refrain from statements or remarks that concern the private activities or lifestyles of individual county employees that are wholly unrelated to the business of the county.

i. Individuals addressing the board shall refrain from statements, remarks or conduct that is disruptive to the conduct of the county board or which causes a disturbance.

j. The chairman may refer all questions submitted by a speaker to the appropriate county board committee, elected official or department head for a response at a later date where appropriate.

k. Any person who wishes to address the county board by written submission shall submit their public comments in writing to [INSERT EMAIL ADDRESS] by 12:00 p.m. on the day prior to the scheduled meeting. All comments received by 12.00 p.m. on the day prior to the scheduled meeting for which written public comment is desired will be forwarded to the county board before the meeting and will be attached to the minutes of that meeting. Public comment by written submission will not be read aloud into the record.

C. Agendas: Agendas shall be governed by the following provisions:

1. The chairman, with the advice of the executive committee, shall prepare an agenda for each meeting of the county board prior to such meeting. The agenda shall be in writing and shall be made available in accordance with the provisions of the Open Meetings Act (5 ILCS 120/1 et seq.). While the chairperson reserves the right to place items on the executive committee and county board agendas, the executive committee and county board agendas shall include all items previously approved by standing and/or ad hoc committees with jurisdiction.

2. The agenda shall be sufficiently itemized to apprise members and the public of matters to be considered by the county board. Matters to be placed on the agenda shall be communicated to the chairman of the county board in writing prior to the meeting of the executive committee at which the agenda is to be prepared.

3. The meeting agenda, along with all resolutions and ordinances to be considered at the county board meeting, shall be electronically sent to all board members or hand delivered to a board member's mailbox at the County Board Office not less than forty eight (48) hours prior to such meeting.

4. Committee meeting agendas shall be approved by the respective committee chairperson(s) after receiving submissions from departments and elected offices, any items requested by the committee through discussion and/or consensus, and any items forwarded from a previous committee.

D. Remote Attendance At Meetings: The remote attendance policy established herein is in accordance with Section 7 of the Open Meetings Act (5 ILCS 120/7):

1. If a quorum of the members of the County Board, or any of its committees, is physically present as required by Section 2.01 Open Meetings Act (5 ILCS 120/2.01), a majority of the County Board, or a majority of a County Board committee, may allow a member to attend the meeting by "other means," which means by video or audio conference, if the member is prevented from physically attending because of:

- a. Personal illness or disability;
- b. Employment purposes or the business of the public body;
- c. A family or other emergency; or
- d. An unexpected childcare obligation.

2. Any member who desires to attend a meeting remotely by other means must notify the recording secretary or the clerk, in the manner designated by the recording secretary or clerk, as soon as reasonably practical prior to the start of the meeting. Notification shall consist of a statement that the member is physically unable to attend the meeting for one of the following reasons:

- a. The member cannot attend because of personal illness or disability; or
- b. The member cannot attend because of employment purposes or the business of the county board; or
- c. The member cannot attend because of a family or other emergency; or
- d. The member cannot attend because of an unexpected childcare obligation.

Video conferencing is the preferred means for remote attendance. If a member is unable to attend by video conference due to technical or other reasons, such as privacy concerns, the member shall notify the recording secretary or clerk. A majority of the quorum of the public body may excuse the use of video.

3. The recording secretary or clerk, via county board office staff, after receiving the remote attendance request, shall inform the designated presiding officer of the request to attend remotely by other means. For county board meetings, the designated presiding officer shall be the county board chair, or, in their absence, the vice chair. For committee meetings, the designated presiding officer shall be the committee chair, committee co-chairs, or, in their absence, the committee vice chair, if any.

4. After establishing that a quorum is physically present at a meeting where a member desires to attend remotely by other means, the presiding officer shall state that the member has notified the recording secretary or clerk of their desire to attend the meeting by other means. The member will be deemed authorized to attend the meeting by other means unless a motion objecting to the member's attendance is made, seconded, and approved by two-thirds of the members of the county board or the county board committee physically present at the meeting.

5. Any member attending remotely by other means shall be counted as present, and the minutes shall reflect that a member is attending remotely by audio or video conference, as applicable.

6. The equipment and internet or phone connection used for remote participation shall be of such quality that the members present and the public shall be able to hear the comments of the member participating.

7. The equipment and the internet or phone connection used for remote participation shall be the responsibility of the member attending remotely

8. The member attending the meeting remotely by other means shall have their microphone off or muted during the meeting, unless they are called to vote or are otherwise recognized by the chairman or presiding officer to be an active speaker.

9. The county staff managing the conference shall be permitted to mute a member's microphone when the member is not speaking or voting in order to eliminate disruptive background noise.

10. The member who makes a presentation at a meeting while in attendance via video conferencing may have to share their screen. It is the member's responsibility to protect their privacy and the information that they may not want to share with the public.

11. The member attending remotely shall have the same rights to participate in discussions and vote as if the member were physically present.

12. At an executive session or closed session of the county board, the member attending remotely by other means must comply with the privacy and confidentiality requirements of the meeting and confirm such compliance on the record.

13. Nothing herein shall be construed to prohibit the board from conducting a meeting by audio or video conference, without a physical presence of a quorum, in the event of a disaster declaration related to public health concerns, in accordance with the provisions of the Open Meetings Act (5 ILCS 120/7(e)).

(Res. of 7-10-1973; Res. 83-204, §§ 1, 2, 12-13-1983; Ord. 94-256, 10-11-1994; Ord. 06-140, 5-9-2006; Ord. 23-77, 3-14-2023; Ord. 23-362, 10-10-2023; Ord. 23-473, 11-21-2023)