

CHAPTER 1 - ADMINISTRATION

Article I – General Provisions

Division I – Title

1-1-1 Title. Upon the adoption by the County Board of this County, this County Code is hereby declared to be and shall hereafter constitute the official “Revised Code of Ordinances” of the County. The Revised Code of Ordinances shall be known and cited as the “County Code,” and it is hereby published by authority of the County Board and shall be kept up-to-date as provided in Section 1-1-3 under the direction of the State’s Attorney, acting for said County Board. Any reference to the number of any section contained herein shall be understood to refer to the position of the same number, its appropriate chapter and article heading, and to the general penalty clause relating thereto, as well as to the section itself, when reference is made to this County Code by title in any legal document.

1-1-2 Acceptance. This County Code, as hereby presented in printed form shall hereafter be received without further proof in all courts and in all administrative tribunals of this State as the ordinances of Jefferson County of general and permanent effect, except the excluded ordinances enumerated in Section 1-1-8.

1-1-3 Amendments. Any ordinance amending this County Code shall set forth the article, chapter and section number of the section or sections to be amended, and this shall constitute a sufficient compliance with any statutory requirement pertaining to the amendment or revision by ordinance of any part of this County Code.

1-1-4 Code Alteration. It shall be deemed unlawful for any person to alter, change, replace or deface in any way, any section or any page of this code in such a manner that the meaning of any phrase or order may be changed or omitted. Replacement pages may be inserted according to the official instructions when so authorized by the County Board. The County Clerk shall see that the replacement pages are properly inserted in the official copies maintained in the office of the Clerk.

Any person having in his custody an official copy of this Code shall make every effort to maintain said Code in an up-to-date and efficient manner. He shall see to the immediate insertion of new or replacement pages when such are delivered to him or made available to him through the office of the County Clerk. Said Code books, while in actual possession of officials and other interested persons, shall be and remain the property of the County and shall

be returned to the office of the County Clerk when directed to do so by order of the County Board.

1-1-5 Jurisdiction. Unless otherwise provided herein, this Code applies to acts performed outside the corporate limits of municipalities. Provisions of this Code also apply to acts performed inside the corporate limits and up to the limits prescribed by law, where the law confers power on the County to regulate such particular acts inside the corporate limits of a municipality. (55 ILCS 5/5-29)

1-1-6 – 1-1-7 Reserved.

Division II – Saving Clause

1-1-8 Repeal of General Ordinance. All general ordinances of the County passed prior to the adoption of this Code are hereby repealed, except such as are referred to herein as being still in force or are, by necessary implication, herein reserved from repeal [subject to the saving clauses contained in the following section], from which are excluded the following ordinances which are not hereby repealed: Tax Levy Ordinances; Appropriation Ordinances; Franchise Ordinances and other Ordinances granting special rights to persons or corporations; Contract Ordinances and Ordinances authorizing the execution of a contract or the issuance of warrants; Salary Ordinances; Ordinances establishing, naming or vacating streets, alleys, or other public places, Improvement Ordinances; Bond Ordinances; Ordinances relating to elections; Ordinances relating to the transfer or acceptance of real estate by or from the County and all Special Ordinances.

1-1-9 Public Utility Ordinances. No ordinance relating to railroads or railroad crossings with streets and other public ways or relating to the conduct, duties, service or rates of public utilities shall be repealed by virtue of the adoption of this Code or by virtue of the preceding section, excepting as this Code shall be considered as amending such ordinance or ordinances in respect to such provisions only.

1-1-10 Court Proceedings. No new ordinance shall be construed or held to repeal a former ordinance, whether such former ordinance is expressly repealed or not, as to any offense committed against such former ordinance or as to any act done, any penalty, forfeiture or punishment so incurred, or any right accrued or claim arising under the former ordinance, or in any way whatever to affect any claim arising under the former ordinance, or in any way whatever to affect any such offense or act so committed or so done, or any penalty, forfeiture or punishment so incurred or any right accrued or claim arising before the new ordinance takes effect, save only that the proceedings thereafter shall conform to the ordinance in force at the time of such proceeding, so far as practicable. If any penalty, forfeiture or punishment be mitigated by any provision of a new ordinance, such provision may be, by the consent of the party affected, and applied to any judgment announced after the new ordinance takes effect.

This section shall extend to all repeals, either by express words or implication, whether the repeal is in the ordinance making any new provisions upon the same subject or in any other ordinance.

Nothing contained in this Chapter shall be construed as abating any action now pending under or by virtue of any general ordinance of the County herein repealed and the provisions of all general ordinances contained in this Code shall be deemed to be continuing provisions and not a new enactment of the same provision; nor shall this Chapter be deemed as discontinuing,

abating, modifying or altering any penalty accrued or to accrue, or as affecting the liability of any person, firm or corporation, or as waiving any right of the County under any ordinance or provision thereof in force at the time of the adoption of this Code.

1-1-11 Severability of Provisions. Each section, paragraph, sentence, clause and provision of this Code is severable, and if any provision is held unconstitutional or invalid for any reason, such decision shall not affect the remainder of this Code, nor any part thereof, other than that part affected by such decision.

1-1-12 – 1-1-13 Reserved.

Division III – Definitions

1-1-14 Construction of Words. Whenever any word in any section of this Code, importing the plural number is used in describing or referring to any matters, parties or persons, any single matter, party or person shall be deemed to be included, although distributive words may not have been used.

When any subject matter, party or person is referred to in this Code, by words importing the singular number only, or the masculine gender, several matters, parties or persons and females as well as males and bodies corporate shall be deemed to be included; provided that these rules of construction shall not be applied to any section of this Code which contains any express provision excluding such construction or where the subject matter or content may be repugnant thereto.

1-1-15 Definitions. Whenever the following words or terms are used in this Code, they shall have the meanings herein ascribed to them, unless the context makes such meaning repugnant thereto:

“Agent”. The word “Agent” as used in this Code shall mean a person acting on behalf of another.

“Board”. The word “Board,” unless otherwise indicated shall mean the County Board of Jefferson County.

“Code”. The word “Code” shall mean the Revised Code of Jefferson County.

“County”. The word “County” shall mean the County of Jefferson.

“Employees”. The word “employees” shall mean the following: Whenever reference is made in this Code to a County employee by title only, this shall be construed as though followed by the words, “of the County.”

“Fee”. The word “fee” as used in this Code shall mean a sum of money charged by the County for carrying on of a business, profession or occupation.

“Fiscal Year”. The “fiscal year” for the County shall begin on December 1st of each year and end on November 30th of the following year.

“Knowingly”. The word “knowingly” imports only a knowledge that the facts exist which bring the act or omission within the provisions of this Code. It does not require any knowledge of the unlawfulness of such act or omission.

“License”. The word “license” as used in this Code shall mean the permission granted for the carrying on of a business, profession or occupation.

“Misdemeanor”. The word “misdemeanor” shall mean any offense deemed a violation of the provisions of this Code which is a lesser offense than a felony as defined by State law.

“Negligent”. The word “negligent”, as well as “neglect”, “negligence” and “negligently” imports a want of such attention to the nature of probable consequences of the act or omission

as a prudent man ordinarily bestows in acting in his own concern.

“Nuisance”. The word “nuisance” shall mean anything offensive or obnoxious to the health and welfare of the inhabitants of the County, or any act or thing repugnant to or creating a hazard to, or having a detrimental effect on the property of another person or to the County.

“Occupant”. The word “occupant”, applied to a building or land shall include any person who occupies the whole or any part of such building or land whether alone or with others.

“Offense”. The word “offense” shall mean any act forbidden by any provision of this Code or the omission of any act required by the provisions of this Code.

“Officers”. Whenever reference is made in this Code to a County Officer by title only, this shall be construed as though followed by the words “of the County.”

“Official Time”. Central Standard Time shall be the official time for the transaction of the County business, except during applicable Daylight Savings Time set by National or State standards when the official time shall be advanced one (1) hour. All clocks and other timepieces in or upon public buildings or other premises maintained by or at the expense of the County shall be set and run at the official time prescribed by this paragraph.

“Operator”. The word “operator”, as used in this Code, shall mean the person who is in charge of any operation, business or profession.

“Owner”. The word “owner”, applied to a building or land shall include any part owner, joint owner, tenant in common, and joint tenant or lessee of the whole or of a part of such building or land.

“Person”. The word “person” shall mean any natural individual, firm, trust, partnership, association or corporation in his or its own capacity or as administrator, conservator, executor, trustee, receiver or other representative appointed by the court. Whenever the word “person” is used in any section of this Code prescribing a penalty or fine as applied to partnerships, or any such word as applied to corporations shall include the officers, agents or employees thereof who are responsible for any violation of said section.

“Personal Property”. The term “personal property” shall include every description of money, goods, chattels, effects, evidence of rights in action and all written instruments by which any pecuniary obligation, right or title to property is created, acknowledged, transferred, increased, defeated, discharged or diminished and every right or interest therein.

“Retailer”. The word “retailer”, as used in this Code, unless otherwise specifically defined shall be understood to relate to the sale of goods, merchandise, articles or things in small quantities direct to the consumer.

“State”. The word “State”, unless otherwise indicated, shall mean the State of Illinois.

“Street”. The word “street” shall include alleys, lanes, courts, boulevards, public squares, public places, and sidewalks.

“Tenant”. The word “tenant” applied to a building or land shall include any person who occupies the whole or any part of such building or land, whether alone or with others.

“Wholesaler”. The word “wholesaler” and “wholesale dealer” as used in this Code, unless otherwise specifically defined, shall be understood to relate to the sale of goods, merchandise, articles or things in quantity to persons who purchase for the purpose of resale.

“Willfully”. The word “willfully”, when applied to the intent with which an act is done or omitted, implies simply a purpose or willingness to commit the act or make the omission referred to. It does not require any intent to violate law, or to injure another or to acquire an advantage.

“Written” and “In Writing”. The terms “written” and “in writing” may include printing and any other mode of representing words and letters, but when the written signature of any person is required by law to any official or public writing or bond required by law, it shall be in the proper handwriting of such person, or in case he is unable to write, by his proper mark.

1-1-16 Catchlines. The catchlines of the several sections of this Code are intended as mere catchwords to indicate the content of the section and shall not be deemed or taken to be titles of such sections, nor as any part of the section, nor, unless expressly so provided, shall they be so deemed when any of such sections, including the catchlines are amended or re-enacted.

1-1-17 – 1-1-18 Reserved.

Division IV – General Penalty**1-1-19 Penalty.**

(A) Any person convicted of a violation of any section of this Code shall be fined in a sum not to exceed five hundred (500) dollars for any one (1) offense.

(B) Any minor or person designated a juvenile by this State convicted of a violation of any section of this Code shall be fined in a sum not to exceed five hundred (500) dollars for any one (1) offense, but may not be confined, except by provisions of the Juvenile Court Act of the State of Illinois.

1-1-20 Civil Action. Except as herein provided, all violations shall be commenced and prosecuted as civil actions and penalties for violations shall be in addition to any other penalty provided by the laws of the State of Illinois or the Government of the United States of America.

1-1-21 License. When a person is found to have violated any section, article, chapter or provision of this Code, any permits, licenses or certificates of registration previously issued him by the County may be revoked by the Court or by the County Board.

1-1-22 Application. The applicable penalties provided in this Chapter shall apply to every chapter, article, section or provision of this Code, the same as though it were a part of each and every separate section. A separate offense shall be deemed committed upon each day such duty or obligation remains unperformed or such act or violation continues, unless otherwise specifically provided in this Code.

In all cases where the same offense is made punishable or is created by different clauses or sections of this Code, the prosecuting officer may elect under which to proceed; but not more than one (1) recovery shall be had against the same person for the same offense; provided that the revocation of a license, permit or certificate of registration shall not be considered a recovery of penalty so as to bar any other penalty being enforced. All penalties for violation of the County Code shall be in addition to any other penalty that may be provided by the laws of the State of Illinois or the Government of the United States of America.

Whenever the doing of any act or the omission to do any act constitutes a violation of any title, chapter, section or provision of this Code, and there shall be no penalty specifically declared for such violation, the provisions of this chapter shall apply and a separate offense shall be deemed committed upon each day during or on which a breach or violation occurs or continues.

1-1-23 Liability of Officers. No provision of this Code designating the duties of any officer or employee shall be so construed as to make such officer or employee liable for any fine or penalty provided for a failure to perform such duty, unless the intention of the Board of

Trustees to impose such fine or penalty on such officer or employee is specifically and clearly expressed in the section creating the duty.

Article II – The County Board

Division I – General Provisions

1-2-1 Name. The powers of the County as a body corporate and politic shall be exercised by a county board designated as “The Jefferson County Board.”

1-2-2 Location. The principal office of the Jefferson County Board shall be located in the Jefferson County Courthouse, Mt. Vernon, Illinois.

1-2-3 Board Members.

(A) Number. The Jefferson County Board shall consist of fifteen (15) members.

(B) Districts. Jefferson County has been divided into fifteen (15) county board districts. The boundaries of the districts shall remain as now established until the same be changed according to law.

(C) Election. One (1) member shall be elected from each county board district in November. Members of even-numbered districts shall be elected in November of each Presidential election year. Members of odd-numbered districts shall be elected in November of each year divisible by two (2) that is not a Presidential election year. The term of office for each member shall be four (4) years, and shall commence on the first Monday in December following the election.

(D) Vacancies. If a vacancy occurs on the Jefferson County Board, the board shall, within sixty (60) days of the date of the vacancy occurring, appoint a person possessing the qualifications of a board member, to serve until the next election of County Board members at which time an election shall be held to fill the vacancy for the unexpired term.

1-2-4 Powers and Duties. Jefferson County and the Jefferson County Board shall have such powers and duties as are conferred upon them by law. The Jefferson County Board may pass all ordinances, resolutions, and make all rules and regulations proper or necessary to carry into effect the powers granted to it and to Jefferson County.

1-2-5 Chairman.

(A) Election and Term of Office. A majority of the members elected to the Jefferson County Board shall elect one (1) of their number to serve as Chairman. The Chairman of the Board shall be elected to a two (2) year term on the first Monday in December of each even numbered year.

(B) Vacancies.

- (1) Chairman and Vice-Chairman. Vacancies in the office of Chairman or Vice-Chairman shall be filled for the unexpired portion of said term by members of the County Board.
- (2) County Board Members. If more than twenty-eight (28) months remain in the term and the vacancy occurs not less than one hundred thirty (130) days before the next consolidated election, the vacancy on the County Board shall be filled for the unexpired term by special election at that consolidated election. Until the vacant office is filled at such election, the County Board Chairman shall appoint, with the advice and consent of the County Board, a person from the same political party and having the same qualifications as required for members of the board.

(C) Powers and Duties. The Chairman of the County Board shall have the following powers and duties:

- (1) Preside at all Board meetings and have the privilege of debating on all matters upon relinquishing the chair, and voting on all matters. Appoint all committees and committee chairman with the advice and consent of the Board.
- (2) Serve as ex-officio member of all board committees.
- (3) Serve as ex-officio member as such boards and commissions as required by law.
- (4) Prepare, with the assistance of the committee chairman and the County officials, an agenda for each regular meeting.
- (5) Have such powers and duties as conferred upon him by law, or may be specified in ordinances, resolutions or other directives of the Board.

1-2-6 Vice-Chairman.

(A) Election and Term of Office. Following the election of a Chairman, a majority of the members elected to the Jefferson County Board shall elect one of their number to serve as Vice-Chairman. The Vice-Chairman of the Board shall be elected to a two (2) year term on the first Monday of December of each even-numbered year.

(B) Powers and Duties. The Vice-Chairman shall preside as temporary chairman at Board meetings when the Chairman is absent or relinquishes the Chair.

1-2-7 Clerk of the Board. The County Clerk shall act as Clerk of the County Board and in that capacity, he shall keep an accurate record of the proceedings of the Board; file and preserve all bills of account acted upon by the Board and note as to each the action taken thereon by the Board; and perform such duties as are conferred upon him by law or may from time to time be specified in ordinances, resolutions or other directions of the Board.

1-2-8 Parliamentarian. The State's Attorney shall serve as Parliamentarian for the County Board.

(Amendment 8 adopted by County Board on November 28, 2011:)

1-2-9.1 Standing Committees. The following committees shall report to the Board, and shall have the number of members and duties indicated:

(1) Fiscal – at least 5 members

In terms of budget-building, accountability reporting and chain of communication to the Board, serves as the Parent Committee to the Treasurer.

Serves as the budget committee. It shall be responsible for the County's budget-building process. Through dialogue, study and analysis, it shall prepare a proposed annual budget and appropriations resolution and a proposed levy ordinance. It shall ensure these instruments are presented to the Board no later than its regular meeting in October, for action at its regular meeting in November.

Considers and refers to the Board, as required, re-appropriation resolutions during the course of the fiscal year for the uninterrupted conduct of county business.

Reviews claims for Board approval of reimbursements for travel expenses to ensure compliance with established Codes and Ordinances. May reject any expenditure which it deems not connected with county business and is further authorized to reject any unreasonable expenditure even though made in connection with county business.

Reviews fund status reports of certain appropriated funds, as prepared by the Treasurer.

Periodically reviews policies regarding the annual audit.

Recommends to the Board a credentialed accounting firm for the performance of the annual audit of County funds by the September meeting of the Board when such contract becomes due.

Directs the Treasurer in implementing recommendations in the annual audit report.

Presents to the Board such resolutions as may be required in the matter of tax anticipation warrants, as necessary, and to ensure proper procedures are followed.

Reviews and recommends approval/denial of monthly contingency claims.

Examines and, if found proper, approves all bonds submitted by county officers who are required to file bonds with the Board; ensures these bonds are approved by the Board and that bonds purchased on an annual basis are renewed before they default.

Considers grant requests directed to the Board and makes recommendations thereto.

Performs other general duties of the Finance Committee as described in the County Code.

(2) Highway – at least 5 members

Refer to previously approved responsibilities.

(3) Services – at least 5 members

In terms of budget-building, accountability reporting and chain of communication to the Board, serves as the Parent Committee for the Public Defender, the Circuit Clerk, County Clerk and Recorder, and the Assessments Supervisor.

The Services Committee shall serve as liaison between the Public Defender's office and other Standing and Advisory Committees.

Assures that adequate records are kept by the Circuit Clerk which will show briefly such orders as have been issued in each case, and such other information as will readily disclose the status of such cases as regards to expense to the county, conditions of accounts of those ordered to pay and such other information as may affect the interest of the county.

Periodically reviews the fixed assets spending plan that has been approved in the annual budget for the Circuit Clerk and the Public Defender.

Provides operational oversight and direction to the Assessment department, through the Assessments Supervisor. The County Offices Committee shall serve as liaison between the Assessments department and other Standing and Advisory Committees.

Considers, studies and recommends the application of new computer/related technologies applications which impact more than one County department in order to assure the application of said technologies are coordinated and add efficiency to County operations.

Submits to the Board, as required by statute, a complete list of person selected from each voting precinct to act as judges of election by the political parties.

Recommends polling place changes, as necessary, to the Board.

Responsible for assuring the County is adequately insured against major loss and liability.

Is responsible for contracting the County's health and life insurance products for the County's employees.

Performs other general duties of the Services Committee as described in the County Code.

(4) Land, Tax & Appointments – at least 5 members

In terms of budget-building, accountability reporting and chain of communication to the Board, serves as the Parent Committee for the Superintendent of the Regional Office of Education, the Mental Health Board, Sheriff's Merit Commission, Cemetery Boards, Jefferson County Housing Authority Board, Greater Egypt Regional Planning Commission, 4H, and the University of Illinois Cooperative Extension Board.

Serves as liaison between the County Health Department and the Board and to be available for consultation with the Jefferson County Board of Health all phases of public health. The Chair of the Board shall appoint from this Committee, one member annually to serve on the Health Board.

Inspects the condition of and reviews space utilization at the Health Department and the Regional Office of Education, annually.

Periodically reviews the Regional Office of Education's fixed asset spending plan that has been approved in the annual budget.

Recommends to the Board, through its Chair, the appointment of an Animal Control Administrator.

The Chair of the Board shall appoint from this Committee, one member to serve on the Community Mental Health Board.

(5) Public Safety – at least 5 members

In terms of budget-building, accountability reporting and chain of communication to the Board, serves as the Parent Committee to the Sheriff, EMA, the State's Attorney, Coroner and Animal Shelter.

Reviews, prior to each regular Board meeting, a monthly report from each department/office-holder under this committee, and refers to the Board for acceptance.

Recommends to the Board, in October, the maximum number of deputies that the Sheriff may hire for the following fiscal year, pursuant to statute.

Cooperates with the Emergency Management Agency Director for building and equipment needs in carrying out the emergency services and disaster agency program in the County and present same to the Board.

Inspects the condition of and reviews space utilization at the Justice Center and Courthouse annually.

Periodically reviews the fixed asset spending plan of the departments and offices under this committee that has been approved in the annual budget.

Periodically reviews the County Jail, County Courthouse and Animal Shelter repair and replacements/improvements plan, as approved in the annual budget.

Performs other general duties of the Public Safety Committee as described in the County Code.

(Amendment #9 – adopted by County Board October 9, 2012):

(6) Technology Committee – At Least Five Members

Monitoring technology metrics for technology services delivered throughout the organization.

Review all matters pertaining to technology within the county, consider all recommendations, additions to or deletions from the computer system, approve plans for proposed improvements, and recommend any appropriate action to the County Board.

Investigate and report on all matters concerning technology.

Review and recommend annual budget, tax levies and budgets for all expenditures of monies for technology to Fiscal Committee.

Preside over the bid openings relating to technology matters.

Provide input and date to County Board members on how Jefferson County government uses information technology. Committee will develop objectives, provide resources, make recommendation for investments in IT, i.e. website technologies, communication systems, etc.

Prepare and recommend a long range and one year plan technology.

Represent the County Board in any intergovernmental meetings relating to technology.

Dispose by trade in or public sale used technology equipment.

Approving the Technology plan; reviewing progress made on goals every 12-18 months and recommending changes and additions.

Reviewing and approving significant information Technology policies.

Receiving information on technology innovations.

Ensuring the linkage between the County operating goals and its technology investments; and, informed advocacy with other County Board members.

Process

Technology Committee meets monthly, with additional meetings as required and convened by the Chair.

Technology Committee may receive input from a Technology Steering Committee, Information Technology Advisory Council, Information Technology Department, and other County lines of business. The Technology Committee provides input to the County Board.

1-2-10 Special Committees. Special Committees may be created from time to time for subjects of interest beyond and in addition to the scope of the Standing Committees as these subjects present themselves and for the duration of such interest. Members of each such committee shall be members of the Board and the Chairman of the Board shall appoint the members and chairman thereof with advice and consent of the Board.

1-2-11 Committee Membership and Chairman.

(A) Terms. The members and chairman of standing committees of the County Board shall be appointed by the Chairman of the Board with the advice and consent of the Board for a two (2) year term commencing on the first regular board meeting in December of even numbered years, or not later than the second regular meeting for the new Board.

(B) Composition. The membership of the committee of the County Board shall reflect the political composition, urban-rural ratio of the Board membership, where feasible.

(C) Removal. The Chairman of the Board, with the consent of the membership of the Board may remove the chairman or any member of a committee whenever, in his judgment, the best interests of the committee shall be served by such removal.

1-2-12 Regular Meetings.

(A) The regular meeting of the Jefferson County Board shall be held in the Jefferson County Courthouse on the fourth Monday of each month at seven o'clock (7:00) p.m.

1-2-13 Special Meetings. Special meetings of the Jefferson County Board shall be held only on the request of at least five (5) board members. Such a request shall be in writing, addressed to the Clerk of the Board, and specifying the time, place and purpose of such meeting. In order to avoid having more than one meeting called for the same purpose, Board members shall be limited to signing only one petition for a Special Meeting request. The Clerk shall cause notice of said meeting to be published in some newspaper printed in the county. If the request for a special meeting is requested by another agency, they shall pay for its expenses. No business other than that specified may be considered at said meeting.

Public notice of any special meeting except a meeting held in the event of a bona fide emergency, or of any rescheduled regular meeting, or of any reconvened meeting, shall be given at least forty-eight (48) hours before such meeting, which notice shall also include the agenda for the special, rescheduled, or reconvened meeting. (5 ILCS 120/2.02)

1-2-14 Notice of Regular Meetings. Written notice of the regular meetings of the County Board shall be mailed or delivered to each Board member by the Clerk of the Board not less than five (5) days prior to the meeting. The notice shall include an agenda of the business to be conducted, minutes of the previous meeting, and copies of all reports, resolutions, ordinances, rules and regulations to be considered or acted upon at the meeting for which the notice is given.

The County Board shall give public notice of the schedule of regular meetings at the beginning of each calendar or fiscal year and shall state the regular dates, times, and places of such meetings. An agenda for each regular meeting shall be posted at the principal office of the public body and at the location where the meeting is to be held at least forty-eight (48) hours in advance of the holding of the meeting. Public notice shall be given by posting a copy of the notice at the principal office of the body holding the meeting. (5 ILCS 120/2.02)

The minutes of meetings open to the public shall be available for public inspection within seven (7) days of the approval of such minutes by the County Board. (5 ILCS 120/2.05)

In addition to the notice required by Sections 1-2-13 and 1-2-14 of this Chapter, the County Board must, at the beginning of each calendar or fiscal year, prepare and make available a schedule of all its regular meetings for such calendar or fiscal year, listing the times and places of such meetings. If a change is made in regular meeting dates, at least ten (10) days' notice of such change shall be given by publication in a newspaper of general circulation in the County. (5 ILCS 120/2.03)

*Whenever the regular meeting date and a holiday are on the same date, the regular meeting date is hereby moved to a date and time as directed by Board action.

1-2-15 Quorum. Eight (8) members of the County Board shall constitute a quorum for the transaction of business at any meeting of the Board. Passage on any motion requires at least five (5) affirmative votes.

1-2-16 – 1-2-20 Reserved.

Division II – Board Rules

1-2-21.1 Order of Business. (amendment 8 adopted 11/28/2011) -

Sessions of the County Board shall be conducted according to the following order of business which may be subject to additions or deletions with appropriate prior publication of the agenda.

(A) Agenda.

- (1) Jefferson County Board is officially called to order for business.
- (2) Roll Call.
- (3) Invocation.
- (4) Pledge of Allegiance.
- (5) Public input.
- (6) Board Chairman and Board Member comments.
- (7) Committee reports:
 - (a) **Public Safety**
 - (b) Land and Tax
 - (c) Fiscal
 - (d) Highway
 - (e) Services
- (8) Correspondence.
- (9) New Business:
 - (a) Any items necessary and proper
- (10) Old Business:
 - (a) Any items necessary and proper for discussion
- (11) Executive Session (from time to time as necessary and when entered in compliance with the Illinois Open Meetings Act).
- (12) Adjournment

1-2-22 Standing Rules of Procedure.

(A) Preparation for Meetings. All petitions and communications to be considered by the County Board must be filed with the Clerk of the Board not less than two (2) days prior to the meeting at which they are considered. The same shall be incorporated into the agenda.

(B) Duties of Presiding Officer. The presiding officer shall preserve order and decorum and may speak to points of order in preference to other members, and shall decide all questions of order, subject to appeal. In case of any disturbances or disorderly conduct, the presiding officer shall have the power to require the meeting room to be cleared. All

resolutions and ordinances originating outside of the County Board, its members or its committees, shall be directed by the Chair of the Board to the proper committee for consideration.

(C) Duties of Members. While the presiding officer is putting the questions, no member shall walk across or out of the meeting room. Every member, prior to speaking or making a motion or seconding a motion, shall say, "Mr. Chairman," and shall not proceed with his remarks until recognized by the Chair. He shall confine himself to the question under debate, avoiding personalities and refraining from impugning the motives of any member's argumental remarks until recognized by the Chair. When two (2) or more members rise at the same time, the presiding officer shall name the member who is first to speak. In addressing the Board, members shall speak from their places.

(D) Permission to Leave Meeting. A member wishing to absent himself from the balance of a meeting while the meeting is in session shall first obtain consent from the Chairman of the Board.

(E) Visitors. Except during the "public input" session on a regular or special meeting agenda, no person other than a member of the Board may be given the floor to address the Board. Any person not a member of the Board desiring to present a subject to the Board shall do so by first presenting same to the proper standing committee of the Board. A member or members of the committee shall present the matter to the Board for such person, firm or corporation. Except by specific permission with the chair, no person may speak for more than five (5) minutes during the "public input" session of a regular or special meeting.

(F) Resolutions and Ordinances. Resolutions and ordinances shall be submitted to the proper committee ten (10) days prior to consideration of the Board.

(G) Presentation of New Business. When a member wishes to present a communication, petition, or other original matter, he shall send it to the desk of the Clerk prior to the meeting, who shall read such matter when reached in its proper order on the agenda. All proposals which call for the expenditure of money or for the restructuring of County government shall not be considered by the County Board until the proper committee has reviewed the proposal.

(H) Debate. No member shall speak more than once on the same question, except by consent of the Chairman, and then only after all other members desiring to speak have done so; provided, however, that the proponent of the matter under consideration or the Chairman of the committee whose report is under consideration, as the case may be, shall have the right to open and close debate. No member shall speak longer than five (5) minutes at one time, except by consent of the Board, and in closing debate on any question, as above provided, the speaker shall be limited to two (2) minutes, except by special consent of the Chairman.

(I) Call of Member to Order. A member, when called to order by the Chair, shall thereupon discontinue speaking and take his seat, and the order and ruling of the Chair shall be

binding and conclusive, subject only to the right of appeal.

(J) Appeals from Decisions of the Chair. Any member may appeal to the Board for a ruling of the Chair, and if the appeal is seconded, the member making the appeal may briefly state his reason for the same, and the Chair may briefly explain his ruling; but there shall be no debate of the appeal, and no other member shall participate in the discussion. The Chair shall then put the question, "Shall the decision of the Chair be sustained?" If a majority of the members present and voting vote "No," the decision of the Chair shall be overruled; otherwise it shall be sustained.

(K) Questions of Personal Privilege. The right of a member to address the Board on a question of personal privilege shall be limited to cases in which his integrity, character or motives are assailed, questioned or impugned.

(L) Voting. Every member who shall be present when a question is stated from the Chair shall vote thereon, unless excused by the Board, or unless he is personally interested in the question, in which case, he shall not vote, except as otherwise provided by law.

(M) Seconding of Motions Required; Written Motions. No motion shall be put or debated in the Board or in the committee unless it be seconded. When a motion is seconded, it shall be stated by the presiding officer before debate, and every motion in the Board, except motions of procedure, shall be reduced to writing, if required by a member, and the proposer of the motion shall be entitled to the floor.

(N) Withdrawal of Motions. After a motion or resolution is stated by the Chairman, it shall be deemed to be in possession of the Board, but it may be withdrawn at any time before the vote on the motion is announced by the Chairman, but the mover with consent of his second.

(O) Division of Questions. If any question under consideration contains several distinct propositions, the Board, by majority of those present and voting, may divide such question.

(P) Record of Motions. In all cases where a resolution or motion is entered in the minutes, the name of the member moving the same shall be entered also.

(Q) Taking and Entering the Votes – Explanations of Votes Not Permitted. If any member requires it, the "yeas" and "nays" upon any question shall be taken and entered in the minutes, but the yeas and nays upon any question shall not be taken unless called for prior to any vote on the question. When the Clerk has commenced to call the roll for the taking of a vote of yeas and nays, all debate on the question before the Board shall be deemed concluded, and during the taking of the vote, no member shall be permitted to explain his vote, but shall respond to the calling of his name by answering of "yea" or "nay", as the case may be.

(R) Announcement of Changes of Votes. The result of all votes of yeas and nays shall not be announced by the Clerk, but shall be handed by him to the Chairman for announcement, and no vote shall be changed after the vote has been announced by the Chairman.

(S) Presence of Motions. When a question is under debate, the following motions shall

be in order and shall have precedence over each other in order, as listed:

- (1) To adjourn to a certain day.
- (2) To adjourn.
- (3) To take a recess.
- (4) To lay on the table.
- (5) The previous question.
- (6) To refer or commit.
- (7) To amend.
- (8) To defer or postpone to a certain time.
- (9) To defer or postpone without reference to time.
- (10) To defer or postpone indefinitely.

Numbers 2, 4, and 5 to be decided without debate.

(T) Motion to Adjourn. Motion to adjourn the Board meeting shall always be in order, except:

- (1) When a member is in possession of the floor.
- (2) While the yeas and nays are being called
- (3) When the members are voting.
- (4) When adjournment was the last preceding motion.
- (5) When it has been decided that the previous question shall be taken.

A motion simply to adjourn shall not be subject to amendment or debate, but a motion to adjourn to a certain time shall be.

(U) Previous Question. When the previous question is moved on the main question and seconded, it shall be put in this form: "Shall the main question now be put?" If such motion be carried on further amendment, and all further motions and debates shall be excluded, and the question put without delay upon the pending amendments in proper order, and then upon the main question.

(V) Motions to Lay on the Table and Take from the Table. A motion to simply lay a question on the table shall not be debatable; but a motion to lay on the table and publish, or with any other conditions shall be subject to amendment and debate. A motion to take any motion or other proposition from the table may be proposed at the same meeting at which such motion or proposition was laid on the table, provided two-thirds (2/3) of the members present and voting vote therefore. A motion to lay any particular motion or proposition on the table shall apply to that motion or proposition only. An amendment to the main question or other pending questions may be laid on the table, and neither the main motion nor such other pending questions shall be affected thereby.

(W) Indefinite Postponement; Motion to Defer or Postpone Without Any Reference to Time. When consideration of the motion or other proposition is postponed indefinitely, it shall not be again taken up at the same meeting. A motion to postpone indefinitely shall not open

the main question to debate. A motion to defer or postpone without reference to time shall not be construed as a motion to postpone indefinitely, but shall be considered to be of the same general nature, and to possess the same general attributes so far as applicable under these rules, as a motion to postpone indefinitely or to a certain time.

(X) Motion to Refer. A motion to refer to a certain committee shall take precedence over a similar motion to refer to a special committee.

(Y) Motion to Amend. A motion to amend shall be in order, but one to amend an amendment to an amendment shall not be entertained. An amendment modifying the intention of a motion shall be in order. On an amendment to strike out and insert, the paragraph to be amended shall first be read as it stands, then the words proposed to be stricken out, then those to be inserted, and finally the paragraph as it will stand if so amended shall be read. An amendment to the main question or other pending questions may be referred to a committee, and neither the main question, nor such other pending questions shall be affected thereby.

(AA) Filling of Blanks. When a blank is to be filled, and different sums or times proposed, the question shall be taken first on the least sum or the longest time.

(BB) Motion to Substitute. A substitute for any original proposition under debate or for any pending amendment to such proposition may be entertained notwithstanding that at such time, further amendment is admissible, and if accepted by the Board by a vote, shall entirely supersede such original proposition or amendment.

(CC) Reconsideration. A vote or question may be reconsidered at any time during the same meeting, or at the first regular meeting held thereafter. A motion for reconsideration, having been once made and decided in the negative, shall not be renewed, nor shall a motion to reconsider be considered. A motion to reconsider must be made and seconded by members who voted on the prevailing side of the question to be reconsidered, unless otherwise provided by law; provided, however, that where a motion has received a majority vote in the affirmative, but is declared lost solely on the ground that a greater number of affirmative votes are required by statute for the passage or adoption of such motion, then in such case a motion to reconsider may be made and seconded only by those who voted in the affirmative on such question to be reconsidered.

(DD) Adoption of Robert's "Rules of Order Revised". The Rules of Parliamentary Practice comprised in the latest published edition of "Robert's Rules of Order Revised" shall govern the Board in all cases in which they are applicable and in which they are not inconsistent with the special rules of this Board.

(EE) Temporary Suspension of Rules; Amendment of Rules. Any of these rules may be temporarily suspended by a roll call majority vote of the members of the Board present and voting immediately upon the termination of the business arising out of the event for which the rules were suspended; these rules shall again be put in effect without further vote of the Board.

(FF) Agenda. The Chairman of the Board shall prepare, or cause to be prepared, an agenda for all meetings and the same shall be mailed to the members, two (2) days prior to the County Board meeting.

1-2-23 Amendments to the Rules of the Board. No amendments shall be made to the “Rules of the Board,” without the approval of a majority vote of the members present and voting, by roll call vote. Any proposed change in the rules shall be mailed to the County Board members at least two (2) days prior to the meeting, at which it is to be presented and considered. All rules shall remain in effect until such time as new rules are adopted by the Board by ordinance upon the recommendation of the Judiciary Committee.

Editor’s Note: The following are provided for informational purposes only and shall not be law:

Ordinances. The County Board shall use an “Ordinance” when passing a law which prescribes a rule of conduct, which is to have a continuing or permanent force and effect. Ordinances shall be used for all laws amending or adding thereto, the “Revised Code of Ordinances” for all highway regulations and other areas by the Illinois Compiled Statutes

Resolutions. The County Board shall use a resolution when they are expressing an opinion which is of a special or temporary character applicable only to a single matter of passing moment. It is used as a vehicle of stating a formal expression of the opinion or will of the County Board.

Motion. A motion is a proposal or suggestion looking to action in the County Board. The County Board can act only by ordinance or resolution.

1-2-24 Committee Recommendation. In all matters brought before this board after a unanimous vote be a committee hereof, it is the rule of this board that no action shall be taken by this board in contravention of the unanimous recommendation of the committee, until such time as the matter has been returned to the acting committee for further study and recommendation, except wherein an emergency exists requiring immediate action thereof, or where new information has rendered previous information incorrect or where a minority opinion has been brought forward as recorded in the committee minutes.

Article III – Reimbursement of Travel and Living Expenses

SEE ORDINANCE 2017-01 ADOPTED 2/27/2017 PER PUBLIC ACT 99-604.

1-3-1 Applicability and Authority.

(A) All members of the County Board, County Officials, and County Employees must comply with the procedure set forth below in order to be reimbursed for travel and living expenses, which may be incurred within or without the County, but must be necessary and related to the conduct of County business.

(B) Department heads are responsible for planning the specific travel and educational needs of their departments. They shall require sufficient funds for these purposes, plus the incidental daily travel needs of their departments when submitting their annual budget request. Passage of the budget by the County Board shall constitute authority to the department head to implement those plans. Travel expenses incurred in the conduct of County business shall be reimbursed upon submittal of proper receipts and approval by the County Board.

1-3-2 Reimbursable Transportation Expenses.

(A) Modes of transportation authorized for official use shall include automobiles, railroads, airlines, buses, taxicabs, and other usual means of conveyance. Transportation expenses shall include fares, baggage expenses, and reasonable tips. Reimbursement requests for all fares must be accompanied by receipts.

(B) All travel shall be by the most direct route; the individual shall bear the additional costs of traveling an indirect route.

(C) All travel shall be by the most economical mode of transportation available considering travel time, costs, and work requirements. Airplane travel shall be reimbursed at air coach rates only.

(D) Expenses for the use of a private automobile shall be reimbursed at the rate specified by current federal statute. This reimbursement rate shall be construed to include any and all costs for the operation of a privately owned automobile on County business, the County incurring any additional liability therefrom. In instances where other agencies may reimburse the County at a rate less than that which is specified under federal law, the County will supplement the difference.

(E) The County shall reimburse parking fees and highway and bridge tolls. Requests for reimbursement of such fees must be accompanied by receipts, where possible.

(F) The mileage payment allowed for trip outside the County shall not exceed the cost of public transportation if its use is a reasonable alternative. A reasonable alternative exists when the cost of travel, taking into account transportation time and living expenses would be less if public transportation were used.

(G) The County shall reimburse car rental and parking associated with the rental when taxi and limousine cost would be substantially greater than the cost of the car rental.

1-3-3 Reimbursement of Living Expenses. (amended 9.26.2016 by County Board)
Personal travel and living expenses shall be reimbursed for authorized County travel. Receipts must accompany all request for reimbursement.

(A) The maximum daily allowance for three (3) meals and tips shall be thirty (30) dollars. Expenses for alcoholic beverages shall not be reimbursed.

a. A “per diem” allowance of thirty (30)dollars maximum for meals will be allowed if the travel time is greater than eighteen (18) hours which is arrived at as follows:

- i. Breakfast \$7.50
- ii. Lunch \$7.50
- iii. Dinner \$15.00

b. The cost of meals purchased for persons other than County employees shall be reimbursed if the reason for the expense is deemed to be in the best interests of the County. The reimbursement request shall indicate why and for whom the expense was incurred. Extreme discretion shall be used by all officials in granting this reimbursement.

(B) The actual cost of accommodations, not ordinarily to exceed one hundred (100) dollars per night, excluding room service and valet service, shall be reimbursed. Where at all possible, the hotel expense should be paid in advance, if proper documentation is provided to show the room charge.

(C) Reimbursement of private automobile usage expenses must be requested on a claim form, which shall show the payee's name, trip dates, net mileage, destination, and purpose of the trip. The form must be approved by the department head prior to the trip.

(D) Claims for travel expense reimbursement shall be submitted on an approved form, which shall show date and destination, transportation expenses other than private automobile usage expense, meals, lodging, and information about the purpose of the travel and guest meals. Expenses which were prepaid by the County such as fares and registration fees, shall be deducted in order to arrive at a net reimbursement amount. Receipts for all expenses must be signed by the individuals and approved by the department head before any claims may be paid.

(E) Special expenses of the following nature shall be reimbursed if accompanied by receipts:
a. Stenographic, typing and copying services.
b. Hire of special room for official business.

- c. Telephone calls.
- d. Registration fees for conferences and seminars.

All claims for reimbursement shall be examined by the appropriate committee(s) of the County Board and all claims for reimbursement shall be subject to review and final approval by the County Board.

1-3-4 Travel Advances.

(A) The County will reimburse to the traveler upon the presentation of receipts for the following:

- (1) Estimated meal expense at the per diem rate of thirty (30) dollars.
- (2) Estimated single room rate for the number of nights expected to be stayed by the traveler.

(B) Where at all possible, the hotel expense should be paid in advance.

(C) When a traveler receives an advance expense check, the amount so advanced will be set up on an individual account receivable from the traveler. After five (5) working days, the traveler must turn in all receipts and settle his account with the County. If the traveler owes the County, he must submit payment immediately or the County will deduct any such debt from the payroll check of the traveler.

1-3-5 Reimbursement Requests.

(A) Reimbursement of private automobile usage expenses must be requested on an approved form, which shall show the payee's name, trip dates, net mileage, destination, and purpose of the trip. The form must be approved by the department head prior to the trip.

(B) Claims for travel expense reimbursement shall be submitted on an approved form, which shall show date and destination, transportation expenses other than private automobile usage expense, meals, lodging, and information about the purpose of the travel and guest meals. Expenses which were prepaid by the County, such as fares and registration fees, shall be deducted in order to arrive at a net reimbursement amount. Receipts for all expenses must be signed by the individuals and approved by the department head before any claims may be paid.

(C) All claims for reimbursement shall be examined by the appropriate committee(s) of the County Board.

(D) All claims for reimbursement shall be subject to review and final approval by the County Board.

Article IV – Generally

1-4-1.1 **Depositories for County Funds.** (Amendment 8 adopted by County Board November 28, 2011.)

The following banks are hereby designated as depositories for the funds of the County Treasurer and ex-officio County Collector:

- (A) Bank of America
- (C) US Bank
- (D) Fifth Third Bank
- (E) Regions Bank/Sesser
- (F) Texico State Bank
- (G) Peoples Bank/Dahlgren
- (H) Peoples National Bank
- (I) Old National Bank
- (J) Mid-Country Bank
- (K) Bantera Bank
- (L) Community First Bank of the Heartland

(Note: “B” was skipped)

No bank shall qualify to receive such moneys or funds until it has furnished the County Board with copies of the last two (2) sworn statements of its resources and liabilities as required by the Department of Financial Institutions; and no bank or other depository of such funds or moneys may receive the same from the County Treasurer in excess of seventy-five (75) percent of said institution’s capital stock and surplus, and said County Treasurer shall not be discharged from his responsibility for any funds or moneys deposited in any bank in excess of such limitations. (8-11-80)

1-4-2 Polling Places. Polling places for holding elections in election precincts located within the County are hereby fixed and established as hereinafter stated:

Bald Hill	Bald Hill Township Building, 4574 E. Freeman Rd., Scheller
Blissville	Blissville Township Building, 2494 E. Bakerville Rd., Ashley
Casner	Woodlawn Village Hall, 202 S. Central, Woodlawn
Dodds 1	Dodds Township Building, 14821 E. Bakerville Rd., Mt. Vernon
Dodds 2	Old Town House (Near Bethel School) on Bethel Road, Mt. Vernon
Elk Prairie	Elk Prairie Township Building, 5970 N. Nason Ln., Bonnie
Farrington	Farrington Township Building, Geneva Ln (Southof Grade School), Bluford
Field	Field Township Building, 21083 N. Miller Lake Ln., Texico
Grand Prairie	Grand Prairie Township Building, N. Richview Ln. Centralia
+McClellan	McClellan Township Building, 9498 E. Bakerville Rd., Mt. Vernon
Moore's Prairie	Moore's Prairie Township Building, E. Straza Rd., Belle Rive
Mt. Vernon 1	Jefferson County Highway Department, 750 Old Fairfield Rd., Mt. Vernon
Mt. Vernon 2	Former Sharp's Food mart, 525 Old Fairfield Road, Mt. Vernon – relocated to Epworth Methodist Church, 401 Main St, Mt. Vernon due to fire next to Former Sharp's.
Mt. Vernon 3	Trinity Parish Hall, 11 Harrison St, Mt. Vernon
+Mt. Vernon 4	Jeff. Co. Housing Authority, 1000 S. 9 th St., Mt. Vernon
Mt. Vernon 5	Park Ave. Baptist Church, Food Pantry Bldg., Mt. Vernon relocated to Lively Stone Apostolic Church, 1700 Oakland Ave., Mt. Vernon, due to Park Ave. request
Mt. Vernon 6	Rolland Lewis Building, City Park on 27 th St., Mt. Vernon
Mt. Vernon 7	Lively Stone Apostolic Church, 1700 Oakland Ave., Mt. Vernon
Mt. Vernon 8	St. Mary's Parish Center, 1500 Main, Mt. Vernon
Mt. Vernon 9	Logan St. Baptist Church-Front Entrance, 601 S 21 st St., Mt. Vernon

Mt. Vernon 10	Rolland Lewis Building, City Park on 27 th St., Mt. Vernon
Pendleton	Belle Rive Community Building, 211 S. Main St., Belle Rive
Rome 1	Dix Village Hall, 217 Main St., Dix
+Rome 2	Boyd Christian Church, 19844 N. Boyd Ln., Dix
Shiloh 1	Woodlawn Christian Church, North Central St., Woodlawn
Shiloh 2	Faith Lutheran Church, 1104 N. 42 nd St., Mt. Vernon
Shiloh 3	Prince of Peace Lutheran Church, 3205 Broadway, Mt. Vernon
Shiloh 4	West Salem Trin United Meth Church, 4212 Broadway, Mt. Vernon
+Shiloh 5	Jeff Co Housing – Community Room, 4216 Rose Lane, Mt. Vernon
Spring Garden 1	Ina Village Hall, Elm Street, Ina
Spring Garden 2	Bonnie Community Building, 270 S. Railroad Ave., Bonnie
Webber 1	Bluford Ruritan Club, 814 W. 6 th St., Bluford
+Webber 2	Webber Township Building, 21171 E. IL Hwy 15, Bluford
+No Campaign Signs on Property.	

The polls will be opened at six o'clock (6:00 a.m.) in the morning, and will close at seven o'clock (7:00 p.m.) in the evening of that day.

1-4-3 County Board Districts.

Ordinance 2011-03

WHEREAS, the Jefferson County Board is, by Statute, the legislative and executive branch of County government, and

WHEREAS, one of the duties of the Jefferson County Board is to determine in 1971, and every 10 years following the year 1971, the number of County Board Members, the number of County Board Districts, and to re-apportion the County Board Districts by the regular scheduled July meeting of that year, and

WHEREAS, the year 2011 is a tenth year, and a year in which the County Board is required to fulfill the aforesaid statutory obligations.

NOW THEREFORE BE IT ORDAINED that the County Board shall consist of thirteen Board Members from thirteen County Board Districts, one Member to be elected from each District.

BE IT FURTHER ORDAINED that the boundary lines and numbers of said District shall be as indicated on the attached map, which is hereby made a part of, and incorporated into this Ordinance by reference.

PASSED, ADOPTED, and APPROVED this 25th day of July, 2011.

Robert White, Chairman

ATTEST: Connie Simmons, County Clerk & Recorder

Pursuant to Section 1-2-3 of this Code and the Illinois Compiled Statutes, the following County Board Districts are hereby established:

- (A) District One. This district shall consist of Casner, Grand Prairie, and Rome 2.
- (B) District Two. This district shall consist of Farrington, Field, and Rome 1.
- (C) District Three. This district shall consist of Shiloh 1, Shiloh 2, and Mt. Vernon 7.
- (D) District Four. This district shall consist of Mt. Vernon 2 and Webber 2.
- (E) District Five. This district shall consist of Blissville, McClellan, Shiloh 5.
- (F) District Six. This district shall consist of Dodds 1 and Dodds 2.
- (G) District Seven. This district shall consist of Bald Hill, Elk Prairie, Spring Garden 1, and Spring Garden 2.
- (H) District Eight. This district shall consist of Moores Prairie, Pendleton and Webber 1.
- (I) District Nine. This district shall consist of Mt. Vernon 3 and Mt. Vernon 5.
- (J) District Ten. This district shall consist of Shiloh 3 and Shiloh 4 west of 34th Street.
- (K) District Eleven. This district shall consist of Mt. Vernon 8, Mt. Vernon 9, and Shiloh 4 east of 34th Street.
- (L) District Twelve. This district shall consist of Mt. Vernon 1 and Mt. Vernon 4
- (M) District Thirteen. This district shall consist of Mt. Vernon 6 and Mt. Vernon 10.

1-4-4 County Board Salaries. Members of the County Board shall receive three hundred sixty (360) dollars per month plus twenty (20) dollars per diem for attendance at regular committee meetings to which they have been appointed. A board member attending a committee meeting that he or she is not a member of and has no voting rights cannot be paid for attending that meeting. The Chairman of the Board shall receive one thousand (1,000) dollars per month plus twenty (20) dollars per diem for attendance at regular committee meetings to which he or she has been appointed. The Vice-Chairman of the Board shall receive three hundred sixty (360) dollars per month plus an additional one hundred (100) dollars per month plus twenty (20) dollars per diem for attendance at regular committee meetings to which he or she has been appointed. Committee chairs shall receive three hundred sixty (360)

dollars per month plus an additional fifty (50) dollars per month plus twenty (20) dollars per diem for attendance at regular committee meetings to which he or she has been appointed.
(4/10/08)

Article V – Jefferson County Ethics Ordinance

1-5-1 Preamble.

I. 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

II. The Act requires all units of local government and school districts, within six months after the effective date of Public Act 93-615, 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

III. It is 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, 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

IV. 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

V. 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;

The Code of Ordinances of Jefferson County is hereby amended by the addition of the following provisions:

1-5-2 Definitions. 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 9-1.4 of the Election Code (10 ILCS 5/9-1.4).

“Employee” means a person employed by the County of Jefferson, 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 Jefferson.

“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 (10 ILCS 5/9-3), but only with regard to those activities that require filing with the State Board of

Elections or 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 probably vote outcome 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.
- (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.
- (10) 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.
- (13) Managing or working on a campaign for elective office or for or against any referendum question.
- (14) Serving 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.

1-5-3 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 of Jefferson 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.

1-5-4 Gift Ban. Except as permitted by this Section, 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.

1-5-5 Exceptions. Section 1-5-4 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 or (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.

(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 seventy-five (75) dollars 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 Ordinance, "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 or less than one hundred (100) dollars.

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

1-5-6 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.

1-5-7 Penalties.

(A) A person who intentionally violates any provisions of Section 1-5-3 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 two thousand five hundred (2,500) dollars.

(B) A person who intentionally violates any provision of Section 1-5-4 of this Ordinance is subject to a fine in an amount of not less than one thousand and one (1,001) dollars and not more than five thousand (5,000) dollars.

(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 two thousand five hundred (2,500) dollars.

(D) A violation of Section 1-5-3 of this Ordinance shall be prosecuted as a criminal offense by an attorney for the County of Jefferson by filing in the Circuit Court 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 Section 1-5-4 of this Ordinance may be prosecuted as a quasi-criminal offense by an attorney for the County of Jefferson, 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 Sections 1-5-3 or 1-5-4 of this

Ordinance is subject to discipline or discharge.

1-5-8 Effect. This Ordinance shall be in effect upon its passage, approval and publication as provided by law. (5/18/2004)

Article VI. Prevailing Wage Rates Ordinance _____

WHEREAS, the State of Illinois has enacted “An Act regulating wages of laborers, mechanics and other workers employed in any public works by the State, County, City or any public body or any political subdivision or by any one under contract for public works,” approved June 26, 1941, as amended, (Illinois Compiles Statutes, Chapter 820 ILCS 130/1 et. Seq.): and

WHEREAS, the aforesaid Act required that Jefferson County investigate and ascertain the prevailing rate of wages are defined in said Act for laborers, mechanics, and other workers in the locality of said Jefferson County employed in performing construction of public works, for said Jefferson County; and

NOW, THEREFORE, BE IT ORDAINED BY THE COUNTY BOARD OF JEFFERSON COUNTY, ILLINOIS:

SECTION 1: To the extent and as required by “An Act regulating wages of laborers, mechanics and other workers employed in any public works by State, County, City or any public body or political subdivision or by any one under contract for public works,” approved June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in construction of public works coming under the jurisdiction of Jefferson County is hereby ascertained to be the same as the prevailing rate of wages for construction work in the Jefferson County area as determined by the Department of Labor of the State of Illinois as of June of the current year, a copy of that determination being attached hereto and incorporated herein by reference. As required by said Act, any and all revisions of the prevailing rate of wages by the Department of Labor of the State of Illinois shall supersede the Department’s June determination and apply to any and all public works construction undertaken by Jefferson County. The definition of any terms appearing in this Ordinance which are also used in aforesaid Act shall be the same as in said Act.

SECTION 2: Nothing herein contained shall be construed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works of Jefferson County to the extent required by the aforesaid Act.

SECTION 3: The County Clerk shall publicly post and keep available for inspection by any interested party in the main office of the County Clerk this determination or any revisions of such prevailing rate of wages. A copy of this determination or of the current revised

determination of prevailing rate of wages then in effect shall be attached to all contract specifications.

SECTION 4: The County Clerk shall mail a copy of this determination to any employer, and to any association of employers, and to any person or association of employers who have filed their names and addresses, requesting copies of any determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.

SECTION 5: The County Clerk shall promptly file a certified copy of this Ordinance with the Secretary of State Index Division and the Illinois Department of Labor.

SECTION 6: The County Clerk shall cause to be published in a newspaper of general circulation within the area a notice that this Ordinance has been adopted, and such publication shall constitute notice that the determination is effective and that this is the determination of this public body.

PASSED, ADOPTED and APPROVED this ____ day of June, ____.

_____, Chairman ATTEST: _____, County Clerk & Recorder

State of Illinois)

Jefferson County) s.s.

CERTIFICATE

I DO HEREBY CERTIFY THAT I am the County Clerk in and for Jefferson County; that the foregoing is a true and correct copy of an Ordinance duly passed by the County Board of Jefferson County being entitled: "An Ordinance of Jefferson County, Illinois, ascertaining the prevailing rate of wages for laborers, workmen and mechanics employed on public works of said County," at a regular meeting held on the __ day of June, _____, the Ordinance being a part of the official records of Jefferson County.

Dated: This ____ day of June, ____.

Seal _____, County Clerk & Recorder

(The Jefferson County rates are available on the Illinois Department of Labor web site at www.state.il.us/agency/idol/PWRates.)