



# CITIZENS' EFFICIENCY COMMISSION

## BYLAWS

2014

Prepared by the Springfield-Sangamon County Regional Planning Commission

# BYLAWS OF THE CITIZENS' EFFICIENCY COMMISSION FOR SANGAMON COUNTY

## ARTICLE I. GENERAL PROVISIONS

**Section 1: General.** These Bylaws establish the procedures and practices of the Citizens' Efficiency Commission, hereinafter referred to as the "Commission", as established by referendum pursuant to resolution of the Sangamon County Board.

**Section 2: Mission.** The mission of the Commission shall be to improve local government economy, efficiency and effectiveness by assessing and proposing opportunities for improved cooperation, coordination and reduction or elimination of duplication of effort and the sharing of services between and among local governments in Sangamon County, and to assist in implementing its recommendations.

**Section 3: Function.** The Commission is intended to look beyond individual local government interests, jurisdictional lines or bureaucratic structures, and shall function as an independent external advisor by making its findings and recommendations available to the general public, as well as to the elected officers of those local governments represented on the Commission.

**Section 4: Term of the Commission.** The duties and functions of the Commission shall be repealed thirty-six (36) months after its renewal by referendum in 2014.

## ARTICLE II. MEMBERSHIP

**Section 1: Representation and Manner of Appointment.** The Commission shall consist of nine (9) members as approved by referendum pursuant to resolution of the County board, and may include no more than nine (9) members.

**Section 2: Replacement of Members Due to Resignation or Inability or Unwillingness to Serve.** Should a member of the Commission resign or be unable or unwilling to serve, such member shall be replaced by a new member, subject to a three-fourths vote of the Commission. The identification and selection of replacement members for the Commission shall be subject to the provisions of Article III, Section 3, and Article V, Section 5, of these Bylaws.

**Section 3: Qualifications and Limitations as to Appointment of Replacement Members.** Should a member of the Commission be unable or unwilling to serve and such member be replaced in the manner provided herein, Insofar as possible, individuals should be appointed to replace these members who: are not in a position to augment their income or promote their special interests through membership on the Commission; are not selected based upon political party affiliation; are broadly representative of the community's geographic, economic, racial and cultural diversity; are knowledgeable, active or interested in community affairs; commit to their availability for meetings of the Commission and any committees or taskforces it may establish; and, in total, reflect a fair representation of local governments in Sangamon County.

No member of the Commission may be appointed who holds elective office or is employed by a unit of local government in Sangamon County .

**Section 3: Term of Appointment.** All members shall serve three (3) year terms or until the end of the Commission's term as per Article I, Section 4, of these Bylaws; whichever comes first.

**Section 4: Compensation.** No member of the Commission shall receive compensation for Commission activities.

**Section 5: General Responsibility of Members.** Along with their responsibilities to attend meetings, take part in discussion and debate, and be contributing members of the Commission, members shall also:

- i) Serve as mentors and sources of information to other Commission members, assisting them in their responsibilities.
- ii) Offer advice to the Commission's Chairperson or the chairs of any committees and taskforces established by the Commission on means to improve Commission activities.
- iii) Pursue and suggest areas for investigation which could result in substantial improvements in local government economy, efficiency and effectiveness.
- iv) Under the direction of the Commission's Chairperson or committee and taskforce chairs, conduct interviews or otherwise obtain the appropriate information and analysis necessary for the Commission to conduct its studies and make recommendations.
- v) Assist in the preparation of draft reports under the direction of, and for review by, Commission committees and taskforces, for the approval of the full Commission.
- vi) Assist municipal officials in interpreting and implementing the Commission's recommendations.
- vii) Members shall not present themselves, or cause themselves to be presented, as speaking for the full Commission unless called upon to do so pursuant to Article III, Section 3, Paragraph 8 of these Bylaws.

## **ARTICLE III. OFFICERS**

**Section 1: Officers.** There shall be two officers of the Commission who shall be elected by majority vote of the members: a Chairperson and a Vice-Chairperson.

The Chairperson and Vice-Chairperson shall be elected from among the members of the Commission.

**Section 2: Other Officers.** The Commission members may appoint such other officers (permanent, acting, or temporary) as they may find appropriate. The members may fix and determine the qualifications and duties of these other officers.

**Section 3: Responsibilities and Duties of the Chairperson.** The Chairperson shall be the Commission's Presiding Officer. The Chairperson's duties shall be those authorized in these Bylaws, and shall include:

1. Presiding over meetings of the full Commission and establishing the agenda of those meetings. The Chairperson is also responsible for calling special meetings as necessary. His or her procedural duties as Presiding Officer shall include:
  - a. Opening sessions of the Commission by taking the chair and calling members to order;
  - b. Announcing the business before the Commission in the order in which it is to be acted upon;
  - c. Recognizing members entitled to the floor;
  - d. Stating and putting to vote all questions which are regularly moved or which arise in the course of the proceeding, and announcing the results of the vote;
  - e. Protecting the Commission from the annoyance of frivolous or dilatory motions by refusing to recognize them;
  - f. Assisting in the expediting of business in every way compatible with the rights of the members, as by allowing brief remarks when undebatable motions are pending, if he or she thinks it advisable;
  - g. Restraining the members by advising them of the rules of order when they are engaged in debate;
  - h. Enforcing the observance of order and decorum among the members and public, deciding all questions of order unless, when in doubt, she or he prefers to submit the question for decision of the Commission;
  - i. Informing the Commission on any point of order or practice pertinent to pending business;
  - j. Authenticating, by his or her signature, when necessary, all acts, orders, documents, and proceedings of the Commission.
2. Appointing the membership of committees and taskforces, and designating their Chairs. The Chairperson shall encourage volunteers to participate.
3. Recommending to the Commission the undertaking and priority of Commission tasks and studies.

4. Keeping committee, taskforce and other Commission members informed of all Commission activities.
5. Conferring with any staff or volunteers on all matters relating to the activities of the Commission and providing direction to the staff in relation to these matters.
6. Conferring with public officials and the staff of jurisdictions represented on the Commission when appropriate, discussing the contents of Commission reports and other documents prior to their release, coordinating the visits of those presenting information to the Commission.
7. Representing, or requesting that other members of the Commission or staff represent, the Commission at government agencies or civic organizations when appropriate.
8. Representing, or requesting that other members of the Commission or staff represent, the Commission in communications with the news media. Unless otherwise established by Bylaw or Commission rule, only the Chairperson of the Commission, or a person designated by the Chairperson, is authorized to speak for the Commission.
9. Notifying Commissioners subject to the provisions of Article V, Section 5, of these Bylaws.
10. Preparing, or causing to be prepared, minutes of meetings of the Commission, and the keeping of appropriate notes, correspondence, records and archives as necessary to support Commission operations and the meeting of the requirements of the Illinois Freedom of Information Act.
11. Dissemination of the Commission's reports, recommendations and findings to the general public and the elected officers of those local governments represented on the Commission.

**Section 4: Responsibilities of the Vice-Chairperson.** The Vice-Chairperson's duties shall be all those authorized in these Bylaws, and in the absence or incapacity of the Chairperson, to perform the duties of the Chairperson.

Should the office of the Chairperson become vacant, the Vice-Chairperson shall perform the duties of the Chairperson until the Commission members elect a new Chairperson.

Unless designated to another person or persons by the Chairperson, the Vice-Chairperson shall also act as the Commission's Freedom of Information Officer.

The Vice-Chairperson shall also perform such other duties as may be assigned by the Chairperson.

**Section 5: Vacancy of the Office of the Chairperson or Vice-Chairperson.** Should the office of Chairperson and/or Vice-Chairperson become vacant for any reason, the Commission members shall elect a member to the vacant office(s) at its next regularly scheduled meeting pursuant to Article III, Section 1, of these Bylaws.

**Section 6: Removal of the Chairperson or Vice-Chairperson.** Upon presentation of a petition to the Commission from six (6) members of the Commission calling for a vote to remove the Chairperson or Vice-Chairperson, a special meeting of the Commission shall be held for this purpose. No other item may be included on the agenda for this meeting and the meeting shall be chaired by a member of the Commission who is elected by majority vote from the membership at-large and who is not one of the petitioners.

The Commission's Chairperson or Vice-Chairperson shall be removed from office upon three-fourths (3/4) of the total membership for such removal, a quorum being present. Should an officer be removed from office, the office will be considered vacant and shall be filled as provided in Article III, Section 1, of these Bylaws.

The removal of an officer by vote of the membership shall not constitute removal of that individual from the Commission, and the member removed from office may continue to serve on the Commission with all of the rights and privileges due any other member.

## **ARTICLE IV. COMMITTEES AND TASKFORCES**

**Section 1: Purpose.** The purpose and scope of authority of any committee or taskforce shall be determined by the Commission, either at the time the committee or taskforce is established, or, if deemed necessary, at the time a committee or taskforce is reconstituted. Meetings of committees and taskforces are open to participation of any Commissioner not appointed to the committee or taskforce with the approval of the committee or taskforce chair.

**Section 2: Authority.** The Commission may establish, eliminate or reconstitute committees or taskforces at its discretion. It may define the area(s) of operation and concern, and establish rules for their operation. The committee or taskforce has the responsibility for review and development of issues and questions appropriate to its establishment, and may operate within the delegated authority without further Commission approval until such time that the Commission may determine that it is no longer necessary or useful and act to eliminate or reconstitute it.

**Section 3: Function.** A committee or taskforce shall perform one or more functions within the purpose and scope of its authority, including, but not limited to:

- A. Formulating and addressing questions and issues: The in-depth investigation of issues and/or topics under consideration by, or brought to, the Commission. This includes analysis, examination of alternative solutions, recommended course(s) or action(s), implementation recommendations and/or plans, and the development of monitoring procedures or practices intended to ensure that the problem or process under review may be adequately and appropriately addressed.

- B. Documenting and reporting results and conclusions: In formulating and addressing questions and issues, the committee or taskforce may produce reports or other concluding documents. All committee and taskforce report and document drafts shall be brought to the full Commission for final review and approval.
- C. Assisting relevant parties with implementing the Commission's recommendations: Upon the production of recommendation reports and documents and their approval by the full Commission, a committee or taskforce may, under the supervision and approval of the full Commission, conduct activities necessary to assist relevant parties in implementing recommendations.

**Section 4: Composition**. The Chairperson of the Commission will announce during a regular meeting his or her intention to establish a new committee or taskforce to undertake an activity. Any member interested in serving on or chairing the committee or taskforce may volunteer his or her services by notifying the Chair. A committee or taskforce will normally consist of at least three (3) members, one of which must be a member of the Commission and must be the committee or taskforce chair. If there are not enough volunteers, the Chair will appoint additional members to the committee or taskforce.

**Section 5: Duties of Committee and Taskforce Chairs**. The duties of Chairs of committees and taskforce shall include, but not be limited to:

- i) Recommending to the committee or taskforce the undertaking and priority of activities meant to achieve the ends established by the Commission.
- ii) Collecting information and preparing analysis and reports for review by the full Commission.
- iii) Presenting completed committee or taskforce reports at regular Commission meetings, along with the Commission Chairperson.
- iv) Monitoring meetings of the full Commission and informing their committees or taskforces of actions relevant to their work.
- v) Preparing committee or taskforce minutes, or seeing to their preparation, and maintaining notes and correspondence as necessary to support committee and taskforce operations.

## **ARTICLE V. MEETINGS OF THE COMMISSION**

**Section 1: Definition**. A meeting shall be defined pursuant to the Illinois Open Meetings Act, and the Commission and its meetings shall be subject to the provisions of that Act.

**Section 2: Regular Meetings.** The Commission will normally meet at 3:00 pm on the second Wednesday of each month, unless that Wednesday is a holiday. In this event, the meeting will be held the third Wednesday of that month or another day designated at the call of the Chair. If there is insufficient business to conduct or there is a lack of a quorum, the meeting may be cancelled by the Chair. The regular meeting may be rescheduled for an earlier or later time by a majority vote of the members present at a regular Commission meeting.

- A. **Notice:** The Commission shall give notice of a scheduled or rescheduled regular meeting pursuant to the requirements of the Illinois Open Meetings Act.
- B. **Agenda:** The agenda for all meetings must be posted pursuant to the Illinois Open Meetings Act. It must contain a brief general description of each item of business to be transacted or discussed at the meeting. Items may be placed upon the agenda in the following manner:
  - a. At the direction of the Chair;
  - b. By order of the Commission as documented in the minutes;
  - c. By advanced request of a Commissioner with the approval of the Chair;
  - d. By advanced request of two (2) Commissioners without approval of the Chair; or
  - e. By advanced request of an organization or member of the public with the approval of the Chair.
- D. **Action on Items:** In general, no action can be taken if the item is not on the agenda.
- E. **Cancellation:** Meetings may be cancelled by a majority vote of the members present at a regular Commission meeting or at the discretion of the chair. Proposals for the cancellation of a meeting or meetings shall be placed on the agenda and notice provided pursuant to established procedures. The Chair may cancel a meeting due to lack of a confirmed quorum and inform Commissioners of the cancellation.
- F. **Draft Reports and Publications:** Draft committee and taskforce reports, and similar publications, to be considered for Commission action will be forwarded by the committee or taskforce chairperson to Commission members for their review no less than ten (10) working days in advance of the next regularly scheduled Commission meeting unless otherwise directed by the Commission's Chairperson. Commissioners shall submit to the committee or taskforce chair any comments they may have on the report draft no later than five (5) business days prior to the scheduled Commission meeting where the draft report will be considered.

**Section 3: Special Meetings.** Aside from the special meeting called for the purposes specified in Article III, Section 6, special meetings of the Commission may be called by the Chairperson or at the request of any three (3) members of the Commission. A special meeting may be held by providing 72-hour advance notice to all Commission members so long as such notice complies with the Illinois Open Meetings Act. The

notice must state the business to be discussed. No other business can be considered at the meeting. When possible and appropriate, the requested meeting shall be noticed to Commissioners at least (5) days prior to the date set for such special meeting.

**Section 4: Committee and Taskforce Meetings.** Committees and taskforces shall meet as necessary to fulfill assigned responsibilities in a timely manner. Commissioners shall be notified as soon as possible of committee and taskforce meetings, and these meetings shall be subject to the provisions of the Illinois Open Meetings Act.

**Section 5: Attendance and Absences.** As the commitment of an appointee to attend meetings of the Commission and any of its committees or taskforces is a qualifying condition for appointment, Commissioners must be personally present at Commission meetings to participate in discussions and to vote on matters before it. Telephonic or other electronic participation is not permitted at regular meetings. However, and at the discretion of the committee or taskforce chair, Commissioners may participate in committee or taskforce meetings by telephone.

Absences from meetings may be excused or unexcused. An excused absence is granted for regular Commission, committee or taskforce meetings upon approval by the Commission, committee or taskforce chair. The Commissioner requesting the absence should notify the Commission, committee or taskforce chair in advance of the scheduled meeting with the reason for non-attendance. An un-excused absence is noted when (i) a Commissioner fails to inform the chair in advance of a scheduled meeting that he or she will be unable to attend, or (ii) a Commissioner confirms her or his attendance and then fails to attend. Notification will be made to any member who misses four (4) consecutive regular Commission meetings, whether excused or un-excused. If a Commissioner has two un-excused absences from two additional regular meetings after this notification is received, the Chair may ask the other Commissioners if such absences indicate that the member in question is unable or unwilling to serve. If by a unanimous vote of all members other than the member in question, the Commissioners determine that the member is unable or unwilling to serve, the members shall notify the absent member of this action and then may appoint a replacement member to the Commission. If such a vote occurs, the Commissioner found to be unable or unwilling to serve is no longer on the Commission and the replacement member begins to serve the remainder of his or her term, effective on the next regular meeting date.

Unexcused absences by Commissioners from more than twenty-five percent (25%) of the committee or taskforce meetings to which he or she is assigned during a twelve (12) month period shall constitute automatic resignation from the committee or taskforce. Commissioners will be apprised of their absences semi-annually.

**Section 6: Public Comment.** Every agenda for regular meetings shall include an opportunity for members of the public to address the Commission on matters relevant to its mission. Public comment related to an agenda item may be permitted before or during the item's consideration. The Commission may, but is not required to, permit public comment during a special meeting, but only insofar as such comments are related to an item on the agenda. Time limits for public comments may be established by the Chair subject to the approval of the Commission. When any group of persons wishes to address the Commission on the same subject matter, it shall be proper for the Chair to request that a spokesperson be chosen to represent the group, so as to avoid unnecessary repetition.

**Section 7: Rules of Order.** The rules contained in the most current edition of *Robert's Rules of Order*, except as otherwise provided herein, shall govern the Commission in all cases to which they are not inconsistent with these Bylaws and any special rules of order the Commission may from time-to-time adopt. Such rules may be changed either by majority vote of the Commission or at the discretion of the Chair.

**Section 8: Quorum.** A quorum of the Commission shall exist if a majority of the qualified Commissioners is present. A quorum for a committee or taskforce shall exist if a majority of the Commissioners appointed to the committee or taskforce is present.

**Section 9: Minutes.** Minutes of Commission, committee and taskforce meetings shall be taken by a Commission member designated to do so, or by such others as may be authorized by the chair. They will be distributed in a timely manner as deemed appropriate by the Commission and consistent with any legal requirements.

**Section 10: Conducting Business.**

- A. **Order of Business.** The following is the usual order of business for a regular meeting:
  - a. Call to order;
  - b. Roll call and approval of absences;
  - c. Reading and approval of the minutes of the previous meeting;
  - d. Introductions and announcements;
  - e. Report of officers, committees and taskforces;
  - f. Other special reports, if any;
  - g. Unfinished business;
  - h. Presentation(s);
  - i. New business;
  - j. Public comments;
  - k. Adjournment.
  
- B. **Bringing Up a Matter.** A matter may be brought up by either a Commissioner or by the presence of a communication.
  
- C. **Motions Must Be Stated by the Chair.** After a motion has been made, the Chair must state the motion before the Commission. He or she must either rule it out of order or state the question of it so that the Commission may know what is before it for consideration and action. The Chair shall note for the record both the Commissioner offering the motion and the Commissioner offering the second to it.
  
- D. **Modification of a Motion before Debate.** Before a motion is stated or ruled out of order, no debate or other motion is in order, but members may suggest modifications of the motion, and the mover has the right to make modifications or to withdraw her or his motion. After the motion is stated by the Chair, the mover cannot modify or withdraw his or her motion.

**Section 11: Debating Motions.**

- A. **What May Be Debated.** All resolutions, draft committee and taskforce reports, communications, and all motions, except those un-debatable motions in accordance with *Robert's Rules of Order*, may be debated before final action is taken on them.
- B. **Disposal of a Motion without Debate.** The Commission may, by two-thirds (2/3) vote, decide to dispose of a resolution, committee or taskforce report, communication, or motion without debate.
- C. **Subject Matter of Debate.** Debate must be limited to the merits of the immediately pending question, except that in a few cases the main question is also open to debate.
- D. **Method of Limiting Debate.** By a two-thirds (2/3) vote of the Commission, debate may be limited to any extent desired. The maker of the motion is entitled to close the debate.

#### **Section 12: Voting on a Motion.**

- A. **Calling the Question.** When the debate appears to the Chair to be finished, he or she should inquire as to whether the Commission is ready for the question. If, after a reasonable pause, no one claims the floor, the Chair may proceed to put the question: i.e. to take a vote on the question.
- B. **Order of Vote.** The Chair must first call for the affirmative and then the negative votes.
- C. **Majority Vote.** Unless otherwise indicated in these Bylaws, when a quorum is present, a majority vote of those serving on the Commission is sufficient for the adoption of any motion that is within order.
- D. **Tie Vote.** On a tie vote, the motion fails.
- E. **Duty of the Chair to Vote.** The Chair, as a member of the Commission, has the same duty as any other member to vote on every question submitted to the Commission unless such a vote would represent a conflict of interest.
- F. **Vote Must Be Announced.** Announcing the vote is a necessary part of putting the question, and the vote does not go into effect until announced. In announcing the vote the Chair should state first whether the motion is carried or failed; second, what is the effect or result of the vote; and third, what is the immediately pending business if any.

## **ARTICLE VI. ASSISTANCE**

**Section 1: Grants and Other Funding.** The Commission shall have the authority to seek grants and other sources of funds helpful and necessary in the accomplishment of its tasks.

**Section 2: Staff and Consultation Assistance.** As it may from time-to-time find necessary, the Commission may seek staff assistance from the Springfield-Sangamon County Regional Planning Commission, the employees of the various jurisdictions and entities making appointments to the Commission, as well as from other bodies that would assist the Commission in its work. It may also obtain the assistance of volunteers who are not members of the Commission.

Additionally, the Commission may seek the advice, guidance and expertise of individuals and organizations from outside the community that are experienced in efforts to improve efficiencies through the reduction of duplicative government services.

## **ARTICLE VII. AMENDMENT OF BYLAWS**

These Bylaws may be amended at any regular meeting of the Commission constituting a quorum by a vote of not less than two-thirds (2/3) of the Commissioners present. A written notice of the proposed amendment and its language shall be provided at the previous regular meeting. These Bylaws may not be amended such that any requirements of the Commission's establishing Sangamon County Board resolution would be rendered null and void.