



BOARD OF COMMISSIONERS OF COOK COUNTY

SECRETARY TO THE BOARD OF COMMISSIONERS

BOARD INFORMATION GUIDE

JANUARY 2015

BOARD OF COMMISSIONERS OF COOK COUNTY
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Amendments: An amendment is an addition to, or a deletion of language from an item. Language in an addition is shown as underlined. ~~Language in a deletion is shown as strikethrough.~~ An amendment is a change or number of changes to an item which are limited in scope. Amendments are to be posted online, and distributed via email. If an item is amended on the floor, a written version of the amendment should be provided by the office of the sponsor as soon as possible after the floor amendment is introduced.

To introduce an amendment, by rule, it must be provided to the Secretary's office in writing/electronically no later than 24 hours prior to the meeting. Included at the top of the document should be the following:

"AMENDMENT TO FILE 15-xxxx"
"(DATE OF THE MEETING)"

Amendments are then posted online on the Calendar/Insite site and meeting page. Amendments are also distributed by email. Amendments are also available in hard copy through the Secretary's office.

To introduce an amendment, the ORIGINAL item must be placed onto the floor for consideration. Once on the floor, the sponsor of the amendment can "Move to amend Item 15-xxxx." If the amendment is adopted, the item is now on the floor AS AMENDED, and the original item is now changed to include/delete the language as instructed by the amendment. When the vote is taken, the vote will be on the item AS AMENDED. All versions of the item will be available for view in Legistar and on the Calendar/insite page.

Audio Recording: All meetings of the County Board, Forest Preserve, their committees and subcommittees are audio recorded by electricians from the Department of Facilities Management. Audio recordings of open sessions are available upon request and delivered in the form of a CD or DVD.

Backup for meetings: The backup for County Board and Forest Preserve meetings is available in a couple areas.

1. If you are a drafter or approver in the Legistar system, you are able to see backup attached to items once the agenda is released. Simply enter the File ID number and go to the "Attachments" tab to see the available backup.
2. There is a Sharepoint site which contains the same backup from the Legistar system organized as PDFs for each item. This information is available for County Board and FPD Board items only. If you are not signed up to access Sharepoint, we can add you as a subscriber.
3. For File IDs which have backup which is meant to be publicly available (typically reports, audits, revenue reports, etc.), those attachments are available through the <https://cook-county.legistar.com> for the County Board and <https://fpdcc.legistar.com> for the Forest Preserve, also sometimes referred to as the "Calendar" or "Insite" page.

Board Room: The County Board Room is the default location for all meetings of the Cook County Board, Forest Preserve Board and their respective committees and subcommittees. The room can hold approximately 156 people, with seating for between 120-130 (including all seats on the dais, the board floor, the department head and media galleries and the public viewing galleries). It is also available for use to any commissioner, other county related public body, other government public body, county

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agencies or offices, provided there are no conflicts with the County Board or Forest Preserve Board schedule.

Cable Channel 900 on Comcast/xfinity: Channel 900 on Comcast/xfinity is the only government channel able to be seen countywide. County Board and Forest Preserve Board meetings are rebroadcast on this channel.

Calendar “Insite” Page, Legistar: The Calendar or Insite page are nicknames for the Legistar-related websites, <https://cook-county.legistar.com> for the County Board and <https://fpdcc.legistar.com> for the Forest Preserve

Ceremonial photos taken in the Board Room: Photos of honorees taken at Board meetings are captured by staff of the Secretary to the Board. Most photos are either maintained in an online gallery or available as electronic files upon request. Generally, we do not have prints of photos, only electronic versions.

Ceremonial resolutions: Ceremonial copies of Consent Calendar resolutions passed by the Board are available from the Secretary to the Board. If you are saluting the honoree at the Board meeting, please provide notice no later than 24 hours in advance of the meeting that a ceremonial copy is needed. If a group of individuals is being honored and four or more resolutions are required, we require 48 hours advance notice. We will provide ceremonial copies for all other Consent Calendar resolutions. Ceremonial resolutions are legal size parchment copies and are provided in a similarly sized cardboard folder (blue for the County, green for the Forest Preserve).

Conference Room: A small conference room near the Board Room is available to commissioners on a first come, first served basis. A sheet is posted daily showing the scheduled use of the room. Reservations for room use should be made with the reception desk (usually Jamie or Pantder) at 312.603.6398.

Concurrences, Board Agenda: Departments provide concurrences through the Legistar system depending on the item types which then appear on the agenda. On items involving Procurement, the Chief Procurement Officer and/or the Office of Contract Compliance are likely to concur. For technology related items, the Chief Information Officer is likely to concur. For vehicle purchases, there is typically concurrence from the Vehicle Steering Committee.

Consent Calendar Resolutions: The Consent Calendar is a compilation of proposed resolutions concerning deaths, anniversaries, and congratulations for notable achievements. Only proposed resolutions conforming to this description may be submitted to the Secretary for inclusion on the Consent Calendar, and it shall be the duty of the Secretary to prepare the Consent Calendar for any regular meeting of the Board. Consent Calendar resolutions should be submitted to the Secretary no later than 24 hours in advance of the Board meeting. Please see **Ceremonial Resolutions** above for the process of obtaining copies of resolutions.

Copies of Audio/Video Recording: Copies of Audio/video recordings of meetings on CD or DVD are available through the Secretary. Copies are produced by the Department of Facilities Management. Please allow one week turnaround for copies. Almost all meetings are videotaped and archived on the Calendar (Insite) Legistar pages-- <https://cook-county.legistar.com> for the County Board and <https://fpdcc.legistar.com> for the Forest Preserve; or at their respective media archives

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County <http://legacy.cookcountyil.gov/secretary/Granicus%20Page.html> or Forest Preserve <https://cook-county.legistar.com/Calendar.aspx>

Court Reporting: The Secretary to the Board secures court reporting services for the following—meetings typically held in closed session, such as Litigation and Workers Compensation subcommittees; committee meetings designated as public hearings by their chair; Audit Committee meetings and Finance Committee meetings related to the budget process.

Department Head Seating: The Department Head section in the Board Room is provided for those appointed officials responding to commissioner inquiries on Board items. When large groups are being honored, the section may be temporarily be used as additional seating for those guests. This section of the room is administered by the Secretary to the Board.

Electricians, Facilities Management: The Department of Facilities Management provides electrician services for all Board Room events. This includes audio services, audio recording (not video recording), set up of projectors and screens for presentations.

Email distribution lists: The Secretary to the Board maintains several email distribution lists. Persons on these lists are subscribed to the appropriate information for the County or the Forest Preserve which comes from the Secretary’s office (i.e. all committee agendas and related information, all Forest Preserve information and all information for County Board meetings *other than Board Agendas*). For Board Agendas only, a separate distribution list is maintained by the Clerk of the Board, who is responsible for issuing the County Board Agenda. Any time a Meeting Page is updated, that information is sent to the appropriate distribution list.

To add someone to the County or Forest Preserve lists maintained by the Secretary, email cookcounty.board@cookcountyil.gov. To add someone to the Clerk of the Board distribution list (Board Agenda only), email nathan.bernacchi@cookcountyil.gov or Brandee.Smith@cookcountyil.gov or Catrice.Hardy@cookcountyil.gov

Errata: The errata are a form of amendment to an item on a Board agenda or committee agenda which provides corrections to information contained in the agenda. The information corrected should be primarily technical in nature (i.e. incorrect total amounts or quantities, misspellings, incorrect or missing locations, incomplete phrases).

The errata should not be used to add information to an item which substantively changes the nature of the item or the request being made of the Board. The errata should not be used to completely rewrite items or whole sections of items. Although this has happened previously, the errata should not be used to add additional sponsors or co-sponsors to an item included in an agenda, except for sponsors who were intimately involved in the drafting of an item but inadvertently omitted from the original item.

Sponsors and co-sponsors are best added and announced openly on the floor with some form of written confirmation that a commissioner wishes to be added to the item for this purpose.

Items with changes via the errata should be moved for approval/referral to committee (depending on the circumstance) “as amended in the errata.”

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Items Entered Into the Record: Occasionally, the President, a chairperson or a member may wish to “enter into the record” a document or addendum related to an item on an agenda which the member believes will enhance the legislative record for that item. To do this, a member should ask for “leave” of the Board to enter the addendum into the record, providing a brief description to the other members. The addendum will be copied electronically and posted on the corresponding meeting page on the Legistar, <https://cook-county.legistar.com> for the County Board and <https://fpdcc.legistar.com> for the Forest Preserve.

Legistar System: The Legistar system is an online legislative document management system which provides a database for all items introduced by the County Board (Forest Preserve has its own version of the same system). The system integrates all board activity with committee and subcommittee activity to provide a complete legislative record of Board actions, including notices/agendas, minutes, amendments, substitutes, items entered into the record and video (if any). The system is provided by Granicus, Inc.

Legistar Training and Assistance: Training on Legistar and assistance on its use is available through the Secretary’s office. Please contact Tim Casey at timothy.casey@cookcountyil.gov for assistance.

Live Stream of Proceedings: When there is a live event being streamed, the stream can be found at <http://www.cookcountyil.gov/board-of-commissioners/>

Mail and package delivery: Unless otherwise instructed by an office, our front desk reception staff will sign for deliveries to the commissioners’ offices and then call for a staff member to receive them. If no one picks up packages by the end of the day, we place them inside the commissioners’ office. Regular U.S. mail and interoffice deliveries are typically placed in the mailboxes in the hallway.

Media section: This area to the left of the dais (from the view of the floor) provides a fixed position for members of the print and broadcast media to cover the proceedings of the Board. This area includes a built in rise for television cameras, a table and chairs for print media. Staff may use this area as work space during meetings provided that media are not in need of the space for that meeting. If media are in need of the space, staff will be asked to relocate to another part of the Board Room.

Meeting Page: On the Legistar “Calendar/Insite” pages, each meeting has a corresponding page which indicates the meeting date, time, location, notice and agenda, amendments, substitutes, errata, items entered into the record, video and minutes for each meeting. The link to a meeting page is emailed to the appropriate email distribution list once the page is updated with an attachment or change. The address for a committee page never changes, so once that link is provided, it is good for seeing the updates as well. The emails simply call attention to a new addition to the meeting page.

New items: After the Board Agenda is released, there is an opportunity to add items to the agenda. Commissioners may add items for final consideration (approval) up to 48 actual hours prior to a meeting, subject to Board Rules. Departments and agencies must contact the President’s office regarding addition of any new items for their offices. Items which are added to the agenda (posted) less than 48 hours before the meeting cannot be added for final consideration. Those items must be referred to a committee or subcommittee or deferred to the next meeting.

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Notice and Agenda distribution: The Board rules require agendas for meetings to be publicly posted no later than 72 hours for a meeting, 48 hours for a special meeting and 24 hours for an emergency meeting. These are hours counted over any days of the week, including weekends and holidays. Practically speaking, however, it is highly unlikely an agenda would ever be posted on a weekend day or county holiday. Posting and distribution typically happen three ways: online on the Calendar/Insite page; on the bulletin board in front of the Board Room of the County Building; and by email to those on the subscription list.

Outside Cameras and recording equipment in the Board Room: Members of the public and guests of the commissioners are welcome to bring and use cameras and recording devices in the room during meetings to record the proceedings of the Board provided that their use does not interfere with others attending the meeting and they are not used in closed session.

Photocopier: A photocopier is available for all commissioners' offices use across from the conference room. If paper is needed, please see the front desk staff.

Public Hearing: Any committee meeting can be designated a public hearing, but must be done so in advance. Public hearings are distinguished from other committee meetings by the need for a published public notice, the presence of a court reporter and the emphasis on hearing testimony. Committees and subcommittees holding a public hearing may vote on the matter which is the subject of the hearing or recess or adjourn the meeting to consider the testimony provided and decided on the matter at a later time.

Public Testimony: Testimony is allowed at all meetings of the County Board, Forest Preserve Board, all committees and subcommittees. Typically, testimony is taken during the beginning portion of the meeting. Each speaker is allowed three minutes to address the body. There is a requirement, enforceable by the body, that speakers address a specific item on the committee agenda. There is also a requirement that speakers register 24 hours prior to the Board meeting, which can be waived by the body.

Reception Area: The front desk staff is part of the Secretary's staff. Front desk staff answers the main phone number for the Board at (312)603-6398. All individuals visiting with a commissioner must sign in at the front desk and be escorted back by a commissioner.

Roll Calls: A roll call vote may be requested by any member on any motion before the body. Once a roll call begins, it cannot be interrupted. During a roll call, a member is afforded the chance to explain their vote on the motion. Generally, a minute is afforded to each member to explain their vote.

Rule Suspensions: Members of the Board may suspend rules in certain circumstances. To suspend the rules, a motion is required which cites the specific rule being waived (by section) and the purpose for suspending the rule.

Seating chart: The assignment of seating is made by seniority of the members, with the exception of the Finance chair of the County Board, who sits in the seat immediately in front of the dais.

Sponsors or Co-Sponsors to legislation: Generally, Sponsors are those who author legislation and Co-Sponsors are non-authors who sign onto an item that another member authored. There are different methods for adding sponsors and co-sponsors to legislation, depending on when you are adding those names:

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1. *Prior to agenda deadline:* add sponsors to your item in the Legistar app. You are also able to designate co-sponsors in Legistar. You may want to have your sponsors or co-sponsors secured in writing (hard copy or electronically).
2. *After agenda is released:* sponsors and co-sponsors should be added by announcing them on the floor. Sponsors and co-sponsors should be identified to the Secretary to the Board in writing (hard copy or electronically) during the meeting, or no later than 24 hours after the meeting ends.
3. *“Leave to add all members”* is an effort to add all members as sponsors for an item. **We discourage using this request for leave**, as it may inadvertently include a member who does not wish to be added, is not in the room when added or is not present at the meeting when added. When attempting to add members we strongly suggest that members wishing to be added are announced individually and publicly, with a follow up in writing (hard copy or electronically).

Previously, sponsors were also added via the errata. The errata should only correct errors or omissions from the agenda which are necessary for the Board to consider the item. Additionally, members should be recorded in open session as the co-author or endorser of an item.

Substitutes: A substitute for an item is a form of amendment where the *entire* item, word for word, is replaced in whole by the substitute. A substitute does not identify any of the changes made between it and the original document. If, for example, an ordinance amendment adds a section by underlining and the substitute seeks to delete a word of that amended section, the portion of the amendment removed by the deletion would no longer appear. It would be as if the original version of the item never existed.

If your changes are limited to a section or a limited number of sections, and you want to clearly show what you are changing; only an amendment to that section would show both ~~striketroughs~~ and underlining. It is important that any substitute NOT replace by omission any section or portion of the original item which was intended to be a part of the substitute as well.

To introduce a substitute, by rule, it must be provided to the Secretary’s office in writing/electronically no later than 24 hours prior to the meeting. Included at the top of the document should be the following:

“ SUBSTITUTE TO FILE 15-xxxx”
“(DATE OF THE MEETING)”

Substitutes are then posted online on the Calendar/Insite site and meeting page. Substitutes are also distributed by email. Substitutes are also available in hard copy through the Secretary’s office.

To introduce a substitute, the ORIGINAL item must be placed onto the floor for consideration. Once on the floor, the sponsor of the substitute can “Move to accept the substitute for Item 15-xxxx.” While this is typically a procedural motion to get the sponsor’s intended version of the item on the floor, it can be debated and is not perfunctory. Once the motion to accept is approved, the item is now on the floor AS SUBSTITUTED, and the original item is no longer up for consideration. When the vote is taken, the vote will be on the item AS SUBSTITUTED. All versions of the item will be available for view in Legistar and on the Calendar/insite page.

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Transcripts: Currently, there are no transcripts for any meetings of the Board or committees except for Public Hearings, Budget related proceedings, Audit Committee meetings, meetings held in closed session. Contact the Secretary's office to request a transcript.

Video Recording: All County Board and Forest Preserve Board meetings and most committee and subcommittee meetings are video recorded. The Bureau of Technology operates a four camera remote control system to record the meetings, and staff from the Secretary's office provides the live stream online while indexing the video. The video record is preserved in a number of permanent, portable and cloud based methods. Video recordings are available online at: <https://cook-county.legistar.com> for the County Board and <https://fpdcc.legistar.com> for the Forest Preserve; or at their respective media archives County <http://legacy.cookcountyiil.gov/secretary/Granicus%20Page.html> or Forest Preserve <https://cook-county.legistar.com/Calendar.aspx>

Visitors to Commissioners' Offices: All visitors to commissioners' offices must sign in at our front desk reception area. All visitors to commissioners' offices must be escorted back to commissioners' offices by a commissioner or staff. If a visitor seeks to visit more than one commissioner's office, we ask that the visitor check back in with our office before visiting each office. This allows for each office to determine availability to receive that visitor.

Voice Votes: The overwhelming majority of voting by the Board is conducted by voice vote. A voice vote will simply call for "ayes" and "nays" (and, sometimes, "present" votes) with a declaration by the chair of which side prevails. If an individual member wishes to be recorded in the minority on a vote, it is the responsibility of the member to seek a "Division" against the result of the vote. The member can then seek recognition in the following manner: "Madam Chair, a division." Upon recognition: "Madam Chair, I wish to be recorded as voting (aye, nay, present) on Item 15-xxxx."

ALL members recorded as being present at the meeting (when attendance is taken, or at any subsequent time when a member is added to the attendance roll by a chairman) are recorded as voting on a voice vote and with the majority. Members who wish to be recorded otherwise must seek the floor to declare a division.