

**APPENDIX B**

**RULES AND REGULATIONS**

**FOR**

**STORMWATER MANAGEMENT PLANNING COUNCILS**

**Adopted by the Metropolitan Water  
Reclamation District of Greater Chicago  
April, 2005**

## **PREAMBLE**

### **ORGANIZATION, MEMBERSHIP AND PURPOSE**

#### **Organization**

In accordance with the provisions of 55 ILCS5/5-1062.1, a minimum of seven Stormwater Management Planning Councils (“Councils”) are to be formed. These Councils are to be organized by Watersheds and are to represent the following areas:

1. North Branch of the Chicago River
2. Lower Des Plaines Tributaries
3. Cal-Sag Channel
4. Little Calumet River
5. Poplar Creek
6. Upper Salt Creek
7. Combined Sewer Areas of Cook County

In addition, the Metropolitan Water Reclamation District of Greater Chicago (“District”) is authorized to establish Councils for other watersheds in Cook County.

#### **Membership of Councils**

Councils will have the following members:

1. The chief elected official or designee from each municipality and township in the watershed;
2. President of the Board of Commissioners for Cook County or designee if an unincorporated area of Cook County lies within the watershed;
3. A municipality or township shall be a member of more than one Council if the corporate boundaries of that municipality or township extend into more than one watershed.

#### **Purpose**

Councils have the following duties:

1. To advise the District on the development and implementation of a County-wide Stormwater Management Plan (“Plan”) for matters relating to their respective watersheds;

2. To make recommendations to the District on the location, width, course and release rates of all stormwater runoff, channels, streams and basins in their respective watersheds;
3. To advise the District on the development of a comprehensive Stormwater Management Ordinance and accompanying rules and regulations for the Ordinance;
4. To represent the needs and interests of the public and the units of local government in their respective watershed during the development and implementation of the Plan;
5. To conduct other activities that are needed to carry out the above duties.

### **Organizational Activities**

District staff will coordinate efforts to hold initial organizational meetings for Councils. The Executive Director or President of the Councils of Government (“COG”) for each watershed area or designee will preside over organizational meetings until Councils elect their own Officers. A notice of the initial organizational meeting of the Council will be published in a newspaper of general circulation in the watershed area.

### **Bylaws**

The following Rules and Regulations will be presented to each Watershed Council as model Bylaws for their consideration and adoption after they have been approved by the District’s Board of Commissioners.

**ARTICLE I**  
**RULES AND REGULATIONS**

**Section 1.1 – Applicability of Rules**

- A. All regular and special meetings of Watershed Councils shall be governed by these rules.
- B. All committee and sub-committee meetings shall be conducted in accordance with the parliamentary practice set forth in these rules.
- C. These rules supplement the provisions of 55 ILCS5/5-1062.1, et seq. and other applicable provisions of the Illinois Compiled Statutes. In case of conflict between these rules and a statute, the statute shall prevail.

**Section 1.2 – Effective Date**

These rules shall be effective from and after the date of their adoption.

**Section 1.3 – Amendment**

All amendments and changes to these rules must be made in writing at a regular meeting and shall not be acted upon before the next regular meeting. The vote of a majority of membership shall be necessary to their adoption, such amendments and changes being effective at the meeting following their passage.

**ARTICLE II**  
**COUNCIL OFFICERS**

The Council Officers shall be President, Vice-President, Secretary and Treasurer. The term of each Officer shall be for two years, and elections for Officers will be held at the first meeting of the Council every two years. If a vacancy occurs, by reason of death, resignation, noncontinuation of the Officer's tenure as an Officer, or removal from office for any other reason, the Council shall elect, by a majority vote of the members of the Council, another of its members to fill such vacancy for the remainder of the two-year term. Such election shall be held not later than the second regular meeting of the Council after the vacancy occurs. An Officer may resign from office by delivering a written resignation to the President of the Council.

The President shall preside at all meetings of the Watershed Council. The Vice-President shall preside at meetings in the absence of the President.

The Secretary shall assist the President in arranging and conducting Council meetings, including the attendance of the court stenographer at each meeting. The Secretary will receive and send all correspondence for the Council. The Secretary shall conduct all roll call voting at meetings.

The Treasurer shall be responsible for administering all funds received and paid by the Council.

**ARTICLE III**  
**COMMITTEES**

**Section 3.1 – Standing Committees**

The Council may form Standing Committees as necessary for the conduct of its business.

**Section 3.2 – Selection of Chairperson of Standing Committees**

The President with the approval of a majority of the members of the Council, shall, at the first regularly scheduled meeting of every second year, appoint a Chairperson and Vice-Chairperson of each Standing Committee.

**Section 3.3 – Additional Committees**

- A. The President, with the approval of a majority of the members, may designate such other special committees as are deemed advisable and appoint a Chairperson and members thereto.
- B. The Chairperson of a Standing Committee may designate such subcommittees as are deemed advisable and may appoint a Chairperson and members thereto.
- C. Upon acceptance of a final report from a special committee or subcommittee, said special committee or subcommittee shall be discharged without a vote, unless otherwise ordered.
- D. Any special committee or subcommittee may be discharged by a majority vote of the Council Members.

**ARTICLE IV**  
**MEETINGS IN GENERAL**

**Section 4.1 – Regular Meetings**

The Watershed Council shall hold at least one regular meeting every quarter of the calendar year. The Council shall schedule such other meetings as it deems necessary and advisable.

The date and time of a future meeting may be changed by the majority vote of the members as polled by the Secretary and by giving notice of the change to the public.

**Section 4.2 – Notice of Meetings**

It shall be the duty of the Secretary to deliver a written notice of the date, time, and location of each meeting to the office of each member at least forty-eight (48) hours in advance thereof. Meeting notices shall be posted at the principle office of the Council and at the main office of the Metropolitan Water Reclamation District, sent to news organizations that file an annual request for such notice, and sent to members of the public who file an annual request for such notice. Notices of meetings shall include an agenda for each meeting.

**4.3 – Transcripts**

A verbatim stenographic transcript shall be recorded and transcribed of all meetings of the Council. The District will pay all fees for obtaining verbatim transcripts.

**4.4 – Public Hearing**

The Council shall hold at least one hearing where members of the public can comment on the preparation of the Stormwater Management Plan.

#### **4.5 – Compliance**

All meetings of the Council shall be conducted in compliance with the provisions of the Open Meetings Act of the State of Illinois. The Council shall respond to requests for information that are made pursuant to the Illinois Freedom of Information Act.



**ARTICLE V**  
**CONDUCT OF MEETINGS**

**Section 5.1 – Presiding Officer**

The President shall preside at all meetings of the Council. In the absence of the President, the Vice-President shall preside. In the absence of the President and the Vice-President, a temporary chairperson for the meeting shall be elected by a majority vote of the members present from among their members.

**Section 5.2 – Quorum**

A majority of the members shall constitute a quorum for the transaction of business. All questions which shall arise at meetings shall be determined by the votes of the majority of the members present, except in such cases as otherwise provided.

**Section 5.3 – Absence of a Quorum**

Should a quorum not be present at any regular meeting, the Council shall still conduct a meeting but cannot take a binding vote on any issue. By majority vote of the members present at the meeting, the Council shall schedule the date of its next meeting and notice of the arrangements for the next meeting shall be delivered to the office of each member and to the public.

**Section 5.4 – Order of Business**

At each meeting the regular order of business (unless otherwise directed by the Council) shall be as follows:

1. Call to order
2. Roll call

3. Reading of the minutes of the proceedings of the last meeting or meetings, amendment and approval of the same, unless reading waived. (Minutes will be available for public inspection in seven (7) days after Council approval.)
4. Recess of the regular meeting to conduct committee meetings and reconvening immediately thereafter
5. Reports of committees
6. Unfinished business of preceding meetings
7. Presentation of petitions and communications
8. Miscellaneous and new business

All questions relating to the priority of business shall be decided by the President without debate, subject to appeal.

#### **Section 5.5 – Duties of Presiding Officer**

The presiding officer shall be the Chairman of the meeting and he shall preserve order and decorum, 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 chamber to be cleared.

#### **Section 5.6 – Decorum at Meetings**

While any person is speaking, no Member shall hold any private discourse or pass between the speaker and the Chair.

#### **Section 5.7 – Sergeant-At-Arms**

The President may appoint a Sergeant-At-Arms of the Council who shall preserve order and obey the directions of the Council in preserving order at meetings.

#### **Section 5.8 – Debate**

The Council will conduct deliberations by informal discussion. However, the President may decide when to conduct deliberations by formal debate. In formal debate, no member shall speak more than twice nor longer than ten minutes on the same question without leave of the

Council. However, the proponent of the matter under consideration, or the Chairperson whose report is under consideration, as the case may be, shall have the right to open and close debate.

**Section 5.9 – Recognition for Formal Debate**

A member desiring to speak during formal debate shall address himself/herself to the presiding officer. If two or more members properly request recognition, the presiding officer shall recognize the one who first sought recognition. A member shall not proceed with his/her remarks until recognized and named by the presiding officer. In debate, a member shall confine himself/herself to the question before the Council, avoid description of personalities and, in general, observe all parliamentary rules pertaining to orderly procedure and decorum in debate.

**Section 5.10 – Voting and Roll Call**

When a question is put to the Council, every member present shall verbally vote yea or nay thereon or announce an abstention from voting for personal reasons. An item is passed when it receives the majority vote of the members present at the meeting.

If the question involves the expenditure of money, the vote determining the question shall be by a roll call vote. The vote on any other question shall be taken upon a roll call if demanded by three members of the Council.

A roll call once ordered shall not be interrupted. When the Secretary has commenced a roll call, all debate on the question before the Council shall be deemed concluded, and during the taking of the vote, a member shall be permitted to briefly explain his or her vote and shall respond to the call of his or her name by the Secretary by answering “yea,” “nay,” or “present,” as the case may be.

### **Section 5.11 – Submission of Resolutions and Motions**

All resolution or motions, except motions of procedure, shall be submitted in writing by the President or a member. Before voting on the issue, a short summary of the matter shall be read by the Secretary. Each resolution or motion shall be numbered by the Secretary in the following fashion:

1. For a resolution, the last two numbers of the year, R and the next chronological number
2. For all other matters, the last two numbers of the year, the name of the committee to which the matter is assigned, or an appropriate abbreviation, and the next chronological number.

After a resolution or motion has been announced by the presiding officer or read by the Secretary, as the case may be, it shall be deemed a matter of record before the Council and may be withdrawn at any time before decision by consent of a majority of the Council present at the meeting.

### **Section 5.12 – Motion to Divide the Question**

If any presented question contains separable propositions, an amendatory motion to “divide the question” shall be in order.

### **Section 5.13 – Appeal from a Ruling of the Chair**

Any member may appeal to the Council from a ruling of the Chair. The member making the appeal may briefly state his or her reason for same, and the Chair may briefly explain the ruling; but, there shall be no debate on 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 vote “nay,” the decision of the Chair shall be overruled; otherwise, it shall be sustained.

### **Section 5.14 – Personal Privilege**

The right of a member to address the Council on a question of personal privilege shall be limited to cases in which his or her integrity, character or motives are assailed, questioned or impugned.

### **Section 5.15 – Entrance of Resolutions and Motions in the Proceedings.**

In all cases where a resolution or motion is entered in the proceedings, the name of the member moving the same shall be entered also.

### **Section 5.16 – Order of Precedence During Debate**

When a question is under formal debate, the following motions shall be in order and shall have precedence over each other in the order listed below:

- A. To adjourn to a day certain (A D)
- B. To take a recess (D)
- C. To lay on the table
- D. To move the previous question
- E. To amend (A D)
- F. To defer to a time certain (A D)

Those motions indicated by “A” may be amended, while those indicated by “D” may be debated.

### **Section 5.17 – Motion to Adjourn**

A motion to adjourn shall always be in order, except:

- 1. When a member has the floor,
- 2. When the roll is being called or the members are voting,
- 3. When the last previous motion was a motion to adjourn,
- 4. When the “previous question” has been ordered.

### **Section 5.18 – Putting and Ordering the Previous Question**

The “previous question” shall be put as follows: “Shall the main question be now put?” And if carried by a majority vote, the “previous question” shall be ordered. An order for the

“previous question” shall end all debate and bring the Council to a direct vote upon the motion before the Council.

#### **Section 5.19 – Motion to Reconsider**

A vote or question may be reconsidered at any time during the same meeting, or at the first 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 reconsidered.

A motion to reconsider must be made by a member who voted on the prevailing side of the question to be reconsidered, unless otherwise provided by ordinance.

#### **Section 5.20 – New Business**

All new business must originate with the Council. Each communication, motion or resolution, after being read by the Secretary, may be acted upon immediately by the Council or referred to Committee, as desired by the Council. Resolutions may be referred to Committee for study, but, to be effective, must be voted upon at a meeting of the Council.

#### **Section 5.21 – Suspension of Rules**

These rules may be temporarily suspended by a vote of two-thirds of those members present at any meeting.

#### **Section 5.22 – Rules for Committee Meetings**

The Rules of Procedure for committee meetings shall be the same as for Council meetings, except that there shall not be a requirement of a quorum. All questions which arise at such committees shall be determined by a majority vote of the Commissioners present.

### **Section 5.23 – Committee on Rules**

When two or more committees claim jurisdiction over a subject matter, the subject matter shall be referred, without debate, to the Committee on Rules, which shall recommend to which committee of the Council the subject matter should go. In each instance, the Committee on Rules shall report its recommendation to the Council at the next regular meeting following the meeting at which any matter involving a conflict of jurisdiction of committees shall have been referred to it.

### **Section 5.24 – “Robert’s Rules of Order”**

In all matters not covered by these Rules of Procedure, the rules of parliamentary practice set forth in ‘Robert’s Rules of Order’ shall govern the Council in cases in which they are applicable and not inconsistent with these Rules.

### **Section 5.25 – Limit on Public Speakers**

Any person desiring to speak at a meeting of the Council or its committees shall submit his/her name, address and the organization he/she represents, if any, to the Secretary of the Council or Committee at the beginning of a meeting. Such person shall address a meeting of the Council or a committee of the Council by leave of the members for a period not to exceed three minutes, unless otherwise permitted by the Council.