

**Rules of the  
Board of Commissioners  
of the  
Metropolitan Water Reclamation District  
of Greater Chicago**



**Office of the Clerk**

**Adopted November 17, 2016  
Effective December 1, 2016**

**RULES OF THE BOARD OF COMMISSIONERS  
OF THE  
METROPOLITAN WATER RECLAMATION DISTRICT  
OF GREATER CHICAGO  
Effective December 1, 2016**

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## **ARTICLE I – RULES**

### **SECTION 1.1 - Applicability of Rules**

- (A) All regular and special meetings of the Board of Commissioners of the Metropolitan Water Reclamation District of Greater Chicago shall be governed by these Rules.
- (B) All committee meetings shall be conducted in accordance with the parliamentary practice set forth in these Rules.
- (C) These Rules supplement the provisions of 70 ILCS 2605/4 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, as amended, shall be effective from and after December 1, 2016.

### **SECTION 1.3 - Amendment**

All amendments and changes to these Rules must be proposed in writing at a regular meeting of the Board and shall not be acted upon before the next regular meeting of the Board. The vote of a majority of Commissioners entitled by law to be elected shall be necessary to their adoption, such amendment being effective at the meeting following its passage.

## **ARTICLE II – BOARD OFFICERS**

### **SECTION 2.1 - Election of Officers**

At the regularly scheduled meeting of odd numbered years following the induction of new commissioners, the Board of Commissioners shall elect from its own members a president, vice-president to serve in the absence of the president and the chairman of the Committee of Finance, pursuant to provisions of 70 ILCS 2605/4.

Method of officer nomination shall be from the floor, sometimes called “open nominations”.

### **SECTION 2.2 - Vacancy of Officers**

If a vacancy occurs, by reason of death, resignation, noncontinuation of the Officer’s tenure as a Commissioner, or removal from the office of Commissioner for any other reason, then the Board shall elect, by a majority of the Board entitled by law to be elected, 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 third regular meeting of the Board after the vacancy occurs.

During the period between the vacancy in the office of President and the election to fill said vacancy, the Vice-President shall act as President.

During the period between the vacancy in the office of Chairman of the Committee on Finance and the election to fill said vacancy, the Vice-Chairman of the Committee on Finance shall act as Chairman of said Committee.

The Chairman of the Committee on Finance may designate in writing one or more person who shall have the authority to affix his/her signature on any written document requiring same, pursuant to provision of 70 ILCS 2605/4a.

## **ARTICLE III – COMMITTEES**

### **SECTION 3.1 – Standing Committees**

The following shall be the standing committees:

1. Affirmative Action
2. Budget and Employment
3. Engineering
4. Ethics
5. Federal Legislation
6. Finance
7. Industrial Waste & Water Pollution
8. Information and Technology
9. Judiciary
10. Labor & Industrial Relations
11. Maintenance & Operations
12. Municipalities
13. Pension, Human Resources & Civil Service
14. Public Health & Welfare
15. Public Affairs & Education
16. Procurement
17. Real Estate Development
18. Monitoring and Research
19. State Legislation & Rules
20. Stormwater Management

### **SECTION 3.2 – Selection of Chairpersons of Standing Committees**

- (A) The President, with the approval of a majority of the Commissioners entitled by law to be elected, shall, at the first regularly scheduled meeting in January following the election of Commissioners, appoint a Chairperson and Vice-Chairperson of each Standing Committee, except the Chairperson of the Committee on Finance.
- (B) Each Standing Committee shall be a committee of the whole.

### **SECTION 3.3 – Additional Committees**

- (A) The President, with the approval of a majority of the Commissioners entitled by law to be elected, 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 appoint a chairperson and members thereto.

- (C) Upon acceptance of a final report from a special committee or subcommittee, said 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 Commissioners entitled by law to be elected.

**ARTICLE IV – MEETINGS IN GENERAL, Pursuant to the Open Meetings Act 5 ILCS 120, et seq.**

**SECTION 4.1 – Regular Meetings**

- (A) The Board of Commissioners (Board) shall hold regular meetings on the first (1st) and third (3rd) Thursdays of each month with the exception of the months of July and August when one meeting is held per month, at the hour of 10:30 A.M.
- (B) The date and time of a meeting may be changed by the Board of Commissioners at regular meetings and by the giving of notice as required by 5 ILCS 120/2.02.
- (C) The Board of Commissioners shall use the Consent Agenda format for its regular and committee of the whole meetings.

**SECTION 4.2 – Special Meetings**

- (A) Special meetings of such Board shall be called by the Clerk on the written request of the President or of any three (3) Commissioners. It shall be the duty of the Clerk to provide public notice of the time of each special meeting at least forty-eight (48) hours in advance thereof. The call for each special meeting shall state the purpose thereof. At every special meeting, the call for the same shall be read and afterwards filed by the Clerk, and no business other than that proposed by the call shall be in order at such meeting. The public notice shall also include the agenda for the special meeting.
- (B) Special meetings agenda shall list each item for individual consideration and action.

**SECTION 4.3 – Consent Agendas (CA)**

- (A) The consent agenda lists items that are routine and non controversial in nature and are grouped into a block for one vote. There are no discussions on CA items unless there is a question from the Board of Commissioners or the public.
- (B) Board members who vote Nay, Present, Abstain, or have a question on any CA item may request the item be removed from the CA. If the Board member's question is answered the item may be returned to the consent agenda. Items may be returned to the CA only if all Board members agree.
- (C) Members of the public in the audience who address the Board on an item may request the item be removed from the CA.

- (D) Ordinance, motions or resolutions may be removed from the consent agenda and voted on individually.
- (E) The Board shall use the CA format for regular and committee of the whole meetings. Special meetings are excluded from the consent agenda format.
- (F) The Executive Director shall approve all items for inclusion on the agenda and may also delete item(s) until such time as the Board acts upon the item. The Executive Director may not delete an item once the Board has acted upon the item without the consent of the Board.
- (G) The Clerk shall assemble, distribute, and post the consent agenda to the District's web site and to the Clerk of the District's Official Bulletin Board.

#### SECTION 4.4 – Minutes and Verbatim Audio or Video Recordings

- (A) The Board shall keep written minutes of all their meetings, whether open or closed, and a verbatim record of all their closed meetings in the form of an audio or video recording pursuant to 5 ILCS 120/2.06. Closed meeting minutes shall be distributed to the Board during a closed meeting for approval. Access to closed meeting minutes and verbatim recordings shall otherwise be provided to current members of the Board in the presence of a records secretary, an administrative official of the District or an elected official of the District, pursuant to the conditions enumerated in 5 ILCS 120/2.06.
- (B) The Clerk shall obtain the signature of the President of the Board for each regular and special meeting minutes report before posting to the web site to satisfy the requirement that items approved by the Board of Commissioners must, before they take effect, be approved by the President of the Board of Commissioners pursuant to 70 ILCS 2605/4.
- (C) The Board of Commissioners shall no less than semi-annually, review the minutes of all closed meetings and report in an open session that (1) the need for confidentiality still exists as to part or all of those minutes or (2) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection, pursuant to the provisions of 5 ILCS 120/2.06.
- (D) The Board may approved the destruction of verbatim records no less than 18 months after completion of the meeting recorded, as long as it has approved minutes for that meeting, pursuant to 5 ILCS 120/2.06. Minutes and verbatim transcripts that constitute minutes may not be destroyed.

#### SECTION 4.5 – Transcripts

- (A) A verbatim stenographic transcript shall be made of all meetings of the Board.
- (B) The President may request the Clerk to hold certain closed meeting transcripts for confidentiality (Impounded). Access to impounded transcripts shall be provided to current members of the Board in the presence of a records secretary, an administrative official of the District or an elected official of the District, pursuant to the conditions enumerated in 5 ILCS 120/2.06. Impounded transcripts shall not otherwise be available

for internal or external review except to the extent that the public body needs to review the transcripts that constitute minutes in order to determine whether it is necessary to keep them confidential or otherwise consent to disclosure as required by 5 ILCS 120/2.06. Upon completion of review by the members(s) of the Board, the closed meeting transcript shall again be impounded.

#### SECTION 4.6 – Record of Proceedings

At the beginning of each calendar year, the Clerk shall produce a bound Record of Proceedings for record retention purposes. The Record of Proceedings is a written compilation of the actions the Board of Commissioners has taken on the matters presented to them during the prior calendar year for regular, special, and annual meetings.

### **ARTICLE V – CONDUCT OF MEETINGS**

#### SECTION 5.1 - Presiding Officer

The President shall preside at all meetings of the Board of Commissioners. 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 Commissioners present from among their members.

#### SECTION 5.2 – Quorum

A majority of the Commissioners entitled by law to be elected 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 Commissioners present, except in such cases as otherwise provided. However, the passage of the Annual Budget and the Election of Officers shall require the affirmative vote of a majority of the Commissioners entitled by law to be elected.

#### SECTION 5.3 – Absence of a Quorum

Should a quorum not be present at any regular meeting, the Board shall stand adjourned from day to day, to the same hour of each day, until a quorum shall attend. Should a quorum not be present at any special meeting prescribed by these Rules, or called pursuant to the provisions, the Board shall not thereby stand adjourned, but the members present shall be competent to adjourn or recess the Board by a majority vote.

#### SECTION 5.4 – Order of Business

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

1. Call Meeting to order
2. Roll Call
3. Reading of the minutes of the last meeting or meetings, amendment and approval of the same, unless reading is waived
4. Public Comments
5. Recess of regular meetings to conduct committee of the whole meetings and reconvening immediately thereafter



6. Presentation of reports, petitions and communications
7. Miscellaneous and new business
8. Adjournment

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

#### SECTION 5.5 – Duties of Presiding Officer

The presiding officer shall preserve order and decorum, may speak to points of order in preference to other Commissioners 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 board room to be cleared or the person(s) causing the disturbance to be removed from the board room. Refusal to leave shall subject that person(s) to arrest.

#### SECTION 5.6 – Decorum at Meetings

While any person is speaking, no Commissioner or staff member shall hold any private discourse or pass between speaker and the Chair. Members of the public shall not be allowed to bring food and/or beverages into the board room.

#### SECTION 5.7 – Sergeant-At-Arms

The President may appoint a Sergeant-At-Arms of the Board who shall preserve order and obey the directions of the Board and of the presiding officer. The Sergeant-At-Arms shall be a regular employee of the District, shall serve only for the meeting at which he was appointed, shall serve without additional compensation and shall be removable at the will of the President.

#### SECTION 5.8 – Recognition for Debate

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

#### SECTION 5.9 – Debate

No Commissioner shall speak more than twice nor longer than ten minutes on the same question without leave of the Board. 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 5.10 – Voting and Roll Call

When a question is put to the Board, every Commissioner present shall vote thereon, unless excused by the Board or personally interested therein.

If the question involves the expenditure of money, the sale or lease of property or the approval of any bond, the vote determining the question shall be by yeas and nays taken upon a roll call and shall be entered of record, and a viva voce vote may be taken on any other question by unanimous consent, but the yeas and nays shall be taken upon a roll call if demanded by any member of the Board.

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

#### SECTION 5.11 – Submission of Agenda Items, Ordinances, Resolutions and Motions

All ordinances, resolutions or motions, except motions of procedure, shall be submitted in writing by the President or a Commissioner and a resume thereof may be read by the Clerk.

Agenda Items, resolutions and motions shall be automatically numbered by using the following format: last two digits of the year followed by a four digit chronological system generated number.

Ordinances shall be numbered with O plus last two digits of the year followed by a three digit chronological system generated number.

This numbering system shall be in force and effect as of June 1, 2009.

After an ordinance, resolution or motion has been slated by the presiding officer or read by the Clerk, as the case may be, it shall be deemed a matter of record before the Board and may be withdrawn at any time before decision by consent of a majority of the Board present.

#### SECTION 5.12 – Motion to Divide the Question or to Fill in Blanks

- (A) If any items presented contains several separable propositions, an amendatory motion to "divide the question" may be made.
- (B) When any proposed ordinance, resolution or motion contains a blank that is to be filled by a number or date, a Commissioner may propose, without a second, a number or date. If more than one number or date is proposed, the proposal on the least sum or the longest time shall be taken first, and successive proposals in order of greater sums or shorter dates.

#### SECTION 5.13 – Appeal from a Ruling of the Chair

Any Commissioner may appeal to the Board 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 Commissioner to address the Board 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 - Special Orders of Business

Any matter before the Board may be set down as a special order of business at a time certain unless a majority of the Commissioners present object.

#### SECTION 5.16 – Order of Precedence During Debate

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 day certain A D
2. To adjourn
3. To take a recess D
4. To lay on the table
5. The previous question
6. To refer D
7. To amend A D
8. To object to the consideration of the question (to remove an item from the agenda)
9. Motion to defer to next regularly scheduled meeting when an item first appears on the agenda shall be granted without second or debate.
10. To defer to a time certain other than the next regularly scheduled meeting D
11. To defer (without reference to time) 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 and roll call taken, except:

1. When a Commissioner has the floor
2. When the roll is being called or the Commissioners 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 Board to a direct vote upon the matters before the Board in the order of their precedence.

#### 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; 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 is required by ordinance for the passage or adoption of such motion, then, in such case, a motion to reconsider may be made only by a member who voted in the affirmative on such question to be considered. The foregoing rules shall not apply to motions to override vetoes.

#### SECTION 5.20 – New Business

All new business must originate with the Board. New business may be considered but action cannot be taken unless in compliance with the Open Meetings Act. Each communication, motion, resolution or ordinance may be acted upon immediately by the Board or referred to Committee, as directed by the Board. Resolutions may be referred to Committee study, but, to be voted upon at a meeting of the Board.

#### SECTION 5.21 – Alteration or Suspension of Rules

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

#### SECTION 5.22 – Rules for Committee Meetings

The Rules of Procedure for committee meetings shall be the same as for Board 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 of the Commissioners present, unless otherwise provided herein or provided by law.

#### SECTION 5.23 – Committees 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 Board the subject matter should go. In each instance, the Committee on Rules shall report its recommendation to the Board 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”

The rules of parliamentary practice set forth in “Robert’s Rules of Order” shall govern the Board in all such cases in which they are applicable and not inconsistent with the Rules.

#### SECTION 5.25 – Public Comment

A Public Comment period will be designated on the Board’s Agenda. Public comment will only be accepted during the designated period unless otherwise authorized by the presiding officer. The total time allowed for public comment shall not exceed 30 minutes. Any person desiring to

Speak at a meeting of the Board or its committees shall submit a written Speaker's Request form setting forth his/her name, the organization he/she represents, if any, and a description of the topic he/she wishes to discuss to the District's Public and Intergovernmental Affairs Officer or her/his designee located near the entrance inside the Board room. Speaker's Request forms will be accepted until the scheduled beginning time of the meeting of the Committee of the Whole. Any person shall have the opportunity to address the Board of Commissioners in accordance with the terms of these Rules. Once that person is recognized to speak by the President of the Board of Commissioners or other presiding officer, the speaker shall have up to three minutes to speak unless more or less time is allowed by the presiding officer. Members of the public may request permission from the presiding officer to speak on any subject relevant to the business of the Board of Commissioners. The presiding officer may rescind such permission instantaneously where the speaker is determined by the presiding officer to be disruptive or otherwise acting in a manner which unreasonably prevents or interferes with the orderly conduct of the business of the Board of Commissioners.

#### SECTION 5.26 – Prayer and Invocation at Meetings

Meetings of the Board may commence with a prayer and invocation.

#### SECTION 5.27 – Conduct of Visitors in the Board Room

Except as allowed pursuant to the Open Meetings Act, meetings of the District's Board of Commissioners are open to the public.

All visitors must sign in and surrender a picture I.D. prior to entering the board room. Visitors must also go through the metal detector and shall be subject to search including all briefcases, backpacks, bags, purses and other personal belongings. Outerwear must be removed and hung on provided coat racks. Visitors must remove all of their personal effects from the board room when they leave the board room for any reason.

Based upon safety and security considerations, the total number of people allowed into the board room shall not exceed the number of seats available or the posted maximum occupancy as allowed by the Chicago Fire Department. No one will be allowed to stand during the meeting except when called upon to come to the speaker's podium.

Members of the general public shall not sit in the first two rows of the permanent seating in the board room, which are reserved for District employees. No members of the general public shall move about the board room during meetings. Members of the general public will not be allowed to leave their seats, stand or make comments, engage in discussions, commentary or any other verbal communications during a Board meeting or other committee meeting, except as permitted by the Rules of the Board of Commissioners of the District or upon leave granted by the presiding officer.

No placards, flags, posters or other signs which obscure the vision of other visitors, or which are of unreasonable size or weight, or which otherwise present a safety or security hazard, will be allowed into the board room.

No megaphones, amplifiers or other means of voice amplification will be allowed into the board room. The use of cell phones, pagers, laptop computers, or other electronic devices which emit sound during the meeting is prohibited, and such device must be turned off before entering the board room.

Any loitering, disorderly conduct or other conduct on District property during Board meetings which creates loud or unusual noise or a nuisance; which unreasonably obstructs the usual use of the entrance, foyer, lobbies, corridors, offices, elevators, or stairways; which otherwise impedes or disrupts the performance of official duties by District employees; or which prevents the general public from obtaining the administrative services provided on the property in a timely manner, is prohibited.

If any member or members of the general public shall fail to conduct themselves in accordance with this Section, or any other applicable Section of the Rules of the Board of Commissioners during a meeting of the Board of Commissioners or other committee meetings, they will be escorted from the meeting.

#### **ARTICLE VI – REPEALER**

Rules of the Board of Commissioners of the Metropolitan Water Reclamation District of Greater Chicago, adopted prior to these Rules becoming effective on December 1, 2016 are hereby repealed.