

Section 2-1.1(s) Code, Rule 5.01 – 5.04 Part 5 Conduct of Meetings

Rule 5.01 Call to order.

Promptly at the hour set for each meeting, the members of the Commission, the County Attorney, the Manager and the Clerk shall take their regular stations in the Commission Chamber. The chairperson shall take the chair and shall call the Commission to order immediately. In the absence of the chairperson and vice-chairperson, the Clerk shall then determine whether a quorum is present and in that event shall call for the election of a temporary Presiding Officer. Upon the arrival of the chairperson or vice-chairperson, the temporary Presiding Officer shall relinquish the chair upon the conclusion of the business immediately before the Commission.

Rule 5.02 Roll call.

The Clerk shall call the roll of the members, and the names of those present shall be entered in the minutes. In the event the roll call reflects the absence of any member on official county business that fact shall be noted in the minutes. Any County Commissioner who intends to be absent from any Commission meeting shall notify the Clerk of the board of the intended absence as soon as convenient.

Rule 5.03 Quorum.

A majority of the Commissioners then in office shall constitute a quorum. No ordinance, resolution, or motion shall be adopted by the Commission without the affirmative vote of the majority of all the members present.

Rule 5.04 Failure to attain a quorum.

Should no quorum attend within thirty (30) minutes after the hour appointed for the meeting of the Commission, the chairperson or the Clerk may adjourn the meeting until another hour or day unless, by unanimous agreement, those members present select another time. The names of the members present and their action at such meeting shall be recorded in the minutes by the Clerk.