

Board of Commissioners Meetings Rules and Committee Structure

Metropolitan Water Reclamation District of Greater Chicago

Protecting Our Water Environment



Overview

- Statutory Responsibilities
 - Board of Commissioners
 - Executive Director
- Types of Board of Commissioner Meetings
- Governance
- Committee Roles in Practice



Statutory Responsibilities

The responsibilities of the Board of Commissioners and Executive Director are governed by the Metropolitan Water Reclamation District Act 70 ILCS 2605/4.



Statutory Responsibilities (cont'd)

Board of Commissioners:

- Establishes the policies and goals of the District
- Passes all necessary ordinances, orders, rules, resolutions and regulations for the proper management and conduct of business



Statutory Responsibilities (cont'd)

Executive Director:

- Manages and controls all the affairs and property of the District
- Regularly reports to the Board of Commissioners on the activities of the District in executing the policies and goals established by the Board
- Is the chief administrative officer of the District,
 - Has supervision over and is responsible for all administrative and operational matters of the District including the duties of all employees, which are not otherwise designated by law
 - Is the appointing authority as specified in Section 4.11 of the Act



Board of Commissioner Meetings

Types of Board Meetings:

- Regular Board Meetings (including Committee of the Whole)
- Executive Sessions
- Special Board Meetings
- Public Hearings
- Annual Meeting
- Study Sessions



Board Meetings

Governed by:

- District's Statute 70 ILCS 2605/4
- Open Meetings Act
- Rules of the Board of Commissioners
- Robert's Rules of Order



Board Meetings (cont'd)

District's Statute:

- Board passes all necessary ordinances, orders, rules, resolutions and regulations for proper management and conduct of the Board of Commissioners and for carrying into effect the object for which the district is formed.
- President approves all ordinances, orders, rules, resolutions and regulations after they are passed.



Board Meetings (cont'd)

Open Meetings Act 5 ILCS 120/1 et seq:

- Applies to all meetings at which any business of a public body is discussed or acted upon in any way.
- Meeting- a gathering of a majority of the quorum (3 Board members).
- Meeting includes email, texting, etc.
- All meetings shall be open to the public unless an exception applies, as defined under the OMA to hold a closed session (Executive Session)



Board Meetings (cont'd)

Rules of the Board of Commissioners:

- Supplements the provisions of the District's Statute 70 ILCS 2605/4
- Discusses Committee appointments of Standing Committees
- President, with approval of majority of commissioners elected, appoints Chairperson and Vice-Chairperson
- Except the Chairman of Committee on Finance (governed by Section 4 of District Statute)
- Governs all regular and special meetings of the Board and committees (Section 1.1)



Board Meetings (cont'd)

Rules of the Board of Commissioners (cont'd):

- Establishes 20 Standing Committees (Section 3.1)
- Each Standing Committee shall be a committee of the whole (Section 3.2)
- Consent Agenda format is used for regular and committee of the whole meetings (Section 4.1)
- The Executive Director approves all items for inclusion on the agenda and may also delete item(s) until such time as the Board acts upon the item. (Section 4.3)
- Board acts on all agenda items



Board Meetings (cont'd)

Robert's Rules of Order:

- Rules of parliamentary practice set forth in Robert's Rules govern Board Meetings as applicable and so long as not inconsistent with the Rules of the Board



Committee Roles in Practice

- Agenda items for regular Board meetings are organized by topic, under committee headings, but are considered and acted on by the entire Board.
- The President presides over regular Board meetings.
- Standing Committees do not meet regularly, except for the annual meeting of the Committee on Budget and Employment.
- Standing Committee Chairs preside over Study Sessions and Executive Sessions pertinent to the subject matter of their committees.



Committee Roles in Practice (Cont'd)

Board transmittal letters:

- Contain a line at bottom of the letter indicating that it was submitted by the Chairman of the respective committee
- Board letters are required by Board Rules and implied by District's Statute to be submitted and recommended by the Executive Director and then acted on by the Board
- Procurement Board letters are submitted and recommended by Director of Procurement & Materials Management and then acted on by the Board, pursuant to statute



Sample Board Letter

TRANSMITTAL LETTER FOR BOARD MEETING OF [DATE OF MEETING]

COMMITTEE ON [NAME OF COMMITTEE]

Mr. Brian A Perkovich, Executive Director

..Title

Authority to [matter to be authorized]

..Body

Dear Sir:

[BODY]

Requested, [Department Head submitting letter], [signature initials]

Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management or

Brian A Perkovich, Executive Director (**when required**)

Respectfully Submitted, [Commissioner Name], Chairman Committee on [Committee Name]

Disposition of this agenda item will be documented in the official Regular Board Meeting

Minutes of the Board of Commissioners for [Date of meeting]

Attachments (when needed)



Considerations

- Remove “Respectfully Submitted” language from Board letters upon request by Chairperson or Vice-Chairperson
- It is recommended that the “Respectfully Submitted” language be retained for the Annual Report of the Committee on Budget & Employment (which meeting is held every December as part of the statutory budget process)



New Proposed Format

TRANSMITTAL LETTER FOR BOARD MEETING OF [DATE OF MEETING]

COMMITTEE ON [NAME OF COMMITTEE]

Mr. Brian A Perkovich, Executive Director

..Title

Authority to [matter to be authorized]

..Body

Dear Sir:

[BODY]

Requested, [Department Head submitting letter], [signature initials]

Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management **or**
Brian A Perkovich, Executive Director (**when required**)

Disposition of this agenda item will be documented in the official Regular Board Meeting
Minutes of the Board of Commissioners for [Date of meeting]

Attachments (when needed)

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QUESTIONS AND DISCUSSION