

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

January 1, 1978, as amended

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 Chapter 70, Title 2605 et seq., Sections 320, 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 first day of January, 1978.

SECTION 1.3 - Amendment

All amendments and changes to these Rules must be made 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

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 second 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.

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. Flood Control, Drainage & Storm Flow
8. Industrial Waste & Water Pollution
9. Judiciary
10. Labor & Industrial Relations
11. Maintenance & Operations
12. Municipalities
13. Pension, Personnel Relations & Civil Service
14. Public Health & Welfare
15. Public Information & Education
16. Purchasing
17. Real Estate Development
18. Research and Development
19. State Legislation & Rules

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 Chairman 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 may 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

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, at the hour of 10:00 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 law.

SECTION 4.2 - Special Meetings

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 mail a written notice of the time of each special meeting to each Commissioner 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.

SECTION 4.3 - Transcripts

A verbatim stenographic transcript shall be made of all regular and special meetings of the Board.

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 ad-

journed 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 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 is waived
4. Recess of regular meetings to conduct committee meetings and reconvening immediately thereafter
5. Receiving reports of officers
6. Reports of committees
7. Unfinished business of preceding meetings
8. Presentation of petitions and communications
9. Miscellaneous and new business

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 chamber to be cleared.

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. No food or alcoholic beverages shall be permitted in the meeting room during meetings.

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" or "present," as the case may be.

SECTION 5.11 - Submission of 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 then a resume read by the Clerk. Each ordinance, resolution or motion shall be numbered by the Clerk in the following fashion:

For an ordinance, the last two numbers of the year, O and the next chronological number.

For a resolution, the last two numbers of the year, R and the next chronological number.

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.

This numbering system shall be in force and effect as of January 1, 1978.

After an ordinance, resolution or motion has been stated 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 question presented contains several separable propositions, an amendatory motion to "divide the question" shall be in order.

(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 - Entrance of Ordinances, Resolutions and Motions in the Proceedings

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

SECTION 5.17 - 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:

A. To adjourn to a day certain A D

B. To adjourn

C. To take a recess D

D. To lay on the table

E. The previous question

F. To refer D

G. To amend A D

H. To object to the consideration of the question (to remove an item from the agenda)

I. Motion to defer to next regularly scheduled meeting when an item first appears on the agenda shall be granted without second or debate.

J. To defer to a time certain other than the next regularly scheduled meeting D

K. 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 5.18 - Motion to Adjourn

A motion to adjourn shall always be in order, 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 5.19 - 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 motions before the Board in the order of their precedence.

SECTION 5.20 - 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 voices.

SECTION 5.21 - New Business

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

SECTION 5.22 - 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 5.23 - 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 require-

ment 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 5.24 - 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 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 5.25 - "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 5.26 - Examination and Tallying of Bids

All bids shall be opened and tallied at a time predetermined by the Purchasing Agent in the manner provided by law. The bids shall then be reported to the Board at the next meeting after the opening thereof.

SECTION 5.27 - Limit on Public Speakers

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

SECTION 5.28 - Prayer and Invocation at Meetings

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

SECTION 5.29 - 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.

Based upon safety and security considerations, the total number of people allowed into the Board Room shall not exceed the number of seats available. No one will be allowed to stand during the meeting.

Members of the general public in attendance at a meeting of the Board of Commissioners shall not leave their seats, stand, or move about the room.

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. Cell phones and/or pagers are to be turned off in the Board Room.

Members of the general public will not be allowed to make comments, engage in discussion, commentary or any other verbal communication during a Board Meeting, except as permitted by the Rules of the Board of Commissioners of the Metropolitan Water Reclamation District of Greater Chicago.

Members of the general public will not be allowed to loiter in the lobby or any other portion of the District's premises.

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, they will be escorted from the meeting.

ARTICLE VI - REPEALER

The Ordinances, Rules and Regulations of the Board of Trustees of the Metropolitan Sanitary District of Greater Chicago, adopted March 13, 1958 and as amended to December 3, 1963, are hereby repealed.