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3 **RESOLUTION: Amend Section 9.0 "Definitions" of the Rules of the Winnebago County Board of**  
4 **Supervisors by revising the Definition of "Session" (Rule 9.9) and "Special Orders**  
5 **of Business Meeting" (Rule 9.10) and Creating the Definition of "Regular Business**  
6 **Meeting" and "Remote Member"**

7

8 **TO THE WINNEBAGO COUNTY BOARD OF SUPERVISORS:**

9 **WHEREAS**, Winnebago County Rule 9.9 defines the term "session" as follows: "A session of the Winnebago  
10 County Board of Supervisors is a meeting or series of connected meetings devoted to a single order of business,  
11 program, agenda or announced purpose, in which, when there is more than one meeting each succeeding meeting is  
12 scheduled with a view towards continuing business at the point where it was left off at the previous meeting"; and

13 **WHEREAS**, Winnebago County Rule 9.10 defines the term "Special Orders of Business Meeting as follows: "A  
14 meeting other than the regular County Board monthly meeting, Organizational Meeting or Budget Meeting only to be  
15 called by Chair"; and

16 **WHEREAS**, the "session" definition is taken directly from Robert's Rules of Order, 11<sup>th</sup> Edition and the  
17 phrase "Special Orders of Business Meeting" is referred to in Robert's Rules of Order, 11<sup>th</sup> Edition; and

18 **WHEREAS**, the current definition of "session" is vague and can result in different interpretations; and

19 **WHEREAS**, the current definition of "Special Orders of Business Meeting" is confusing as it incorporates a  
20 special orders meeting into a business meeting; and

21 **WHEREAS**, the 12<sup>th</sup> edition of Robert's Rules of Order was released in 2020 and provides additional  
22 guidance.

23 **NOW, THEREFORE, BE IT RESOLVED** by the Winnebago County Board of Supervisors that it amends the  
24 definition of "Session" and "Special Orders of Business Meeting" and creates the definitions of "Regular Business  
25 Meeting" and " Remote Member" in the Winnebago County Board Rules to read as follows:

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27 **9.9 Session.** A session of the Winnebago County Board of Supervisors is a particular meeting devoted to a single  
28 order of business, program, specific agenda or announced purpose, such as an individual Winnebago County Board  
29 of Supervisors Regular Orders meeting or an individual Special Orders meeting. The session shall end upon the  
30 adjournment of a meeting with the business of a specific agenda concluded.

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32 A session shall also include a series of connected meetings devoted to a single, on-going order of business,  
33 program, agenda, or announced purpose, such as the Winnebago County Budget Session. In these cases, it shall  
34 be titled as a Session. When there is more than one meeting, each succeeding meeting is scheduled with a view  
35 towards continuing the same business at the point where it was left off at the previous meeting. The session of  
36 connected meetings shall be in session until the adjournment and the business of the session concluded.

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38 **9.10 Special Orders Meeting.** A meeting other than the Regular Business Meeting of the County Board monthly  
39 meeting, Organizational Meeting or Annual Budget Session (and meetings that comprise the session) only to be

40 called by the Chair of Board of Supervisors. The Special Orders Meeting shall be referred to as a meeting and not as  
41 a session.

42

43 **9.81 Regular Business Meeting.** A regular business meeting of the Winnebago County Board of Supervisors is a  
44 monthly meeting following the standard order of business format as outlined in Rule 1.0 TIME AND MEETING  
45 PLACE, Rule 6.0 ORDER OF BUSINESS, and Rule 17.0 TENTATIVE MEETING DATES. The Regular Business  
46 Meeting is also referred to as a business meeting. A single regular business meeting that has been adjourned shall  
47 be a single session and be referred to as a meeting and not be called a session.

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49 **9.82 Remote Member.** Remote member is any member of a standing committee or citizen-involved commission,  
50 board, or committee that participates in a meeting using electronic or telephonic methods

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52 *Fiscal Note: No fiscal impact.*

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Respectfully submitted by:

**JUDICIARY & PUBLIC SAFETY COMMITTEE**

56 Committee Vote: \_\_\_\_\_

57 Vote Required for Passage: **Two-Thirds of Members Present**

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59 Approved by the Winnebago County Executive this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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Jonathan D. Doemel

Winnebago County Executive

FOR REFERENCE ONLY