

2024 Elected Official Compensation

Elected	Kane		Boone		DeKalb		DuPage		Kendall		Lake		McHenry		Will		Winnebago	
	Salary	Benefits	Salary	Benefits	Salary	Benefits	Salary	Benefits	Salary	Benefits	Salary	Benefits	Salary	Benefits	Salary	Benefits	Salary	Benefits
Auditor	\$88,214	\$16,189	n/a		n/a		\$151,362	\$5,400	n/a		n/a		\$104,750	\$28,562	\$93,116	*	\$89,610	\$22,021
Circuit Clerk	\$90,655	\$4,372	\$ 80,178.02	\$8,695.08	\$105,109.00	\$3,000	\$168,814	\$5,400	\$91,554	\$11,867	\$127,874	\$23,845	\$104,750	\$18,509	\$93,116	*	\$102,648	\$22,021
Coroner	\$88,214	\$21,958	\$ 64,119.64	\$28,007.16	\$120,499.40	\$19,476	\$151,362	\$5,400	\$72,134	\$22,624	\$127,874	\$1,673	\$104,750	\$7,300	\$93,116	*	\$95,548	\$22,021
Recorder	\$89,507	\$27,464	County Clerk is Recorder		County Clerk is Recorder		\$151,362	\$5,400	County Clerk is Recorder		\$127,874	tbd	County Clerk is Recorder		\$93,116	*	County Clerk is Recorder	
Board Chair	\$105,328	\$5,772	\$12,000 and \$65 per meeting	None	\$10,000 annually	None	\$131,559	\$5,400	\$22,500	\$22,624	\$97,408	\$36,341	\$82,200	\$0	\$99,616	*	\$98,528	\$23,936
Board Member	\$25,000	Up to \$34,741	\$65 per meeting	None	\$90 per meeting	None	\$52,102		\$18,300	\$11,867	\$43,018	\$27,633	\$21,000	\$23,137	\$23,000	*	\$8,500	\$0
Appointed																		
County Administrator	n/a	n/a	\$135,960	\$17,005.92	\$199,434.73	\$24,060	\$245,831		\$175,000	\$0	\$253,935	\$19,362	\$239,563	\$24,893	\$152,440	*	\$170,000	\$25,285
Notes	Full benefits provided to officials and board, amt varies depending on plan choices						Vehicle allowance to FT officials; other benefit data not shared		Full benefits provided to board, amt varies		Board and chair salary frozen until 2026 Full benefits provided to board, amt varies		Full benefits provided to board, amt varies		Chief of Staff is title of county admin *Benefits detail not shared			

Kane County Elected Offices Salary History

		1998 - 2008	2009	2010-2012	2013-2022	2023	2024	2025	2026	2027	2028
Elected 2022	Treasurer	\$90,000	\$95,000	\$100,000	\$100,000	\$105,000	\$107,100	\$109,242	\$111,426	TBD	TBD
	County Clerk	\$90,000	\$95,000	\$100,000	\$100,000	\$105,000	\$107,100	\$109,242	\$111,426	TBD	TBD
	Sheriff	\$108,250	\$116,500	\$124,750	\$124,750	\$160,000	\$163,200	\$166,464	\$169,793	TBD	TBD
Elected 2024	Circuit Clerk	\$79,000	\$79,000	\$79,000	\$90,655	\$90,655	\$90,655	TBD	TBD	TBD	TBD
	Auditor	\$76,873	\$76,873	\$76,873	\$88,214	\$88,214	\$88,214	TBD	TBD	TBD	TBD
	Recorder	\$78,000	\$78,000	\$78,000	\$89,507	\$89,507	\$89,507	TBD	TBD	TBD	TBD
	Coroner	\$76,873	\$76,873	\$76,873	\$88,214	\$88,214	\$88,214	TBD	TBD	TBD	TBD

Kane County Demographics

Population	
Population estimates, July 1, 2023, (V2023)	514,982
Population estimates base, April 1, 2020, (V2023)	516,516
Population, percent change - April 1, 2020 (estimates base) to July 1, 2023, (V2023)	-0.3%
Population, Census, April 1, 2020	516,522
Population, Census, April 1, 2010	515,269
Age and Sex	
Persons under 5 years, percent	5.7%
Persons under 18 years, percent	23.6%
Persons 65 years and over, percent	15.7%
Female persons, percent	49.8%
Race and Hispanic Origin	
White alone, percent	86.0%
Black or African American alone, percent	6.0%
American Indian and Alaska Native alone, percent	1.1%
Asian alone, percent	4.7%
Native Hawaiian and Other Pacific Islander alone, percent	0.1%
Two or More Races, percent	2.1%
Hispanic or Latino, percent	33.1%
White alone, not Hispanic or Latino, percent	55.6%
Housing	
Housing units, July 1, 2022, (V2022)	190,820
Owner-occupied housing unit rate, 2018-2022	75.2%
Median value of owner-occupied housing units, 2018-2022	\$290,100
Median selected monthly owner costs -with a mortgage, 2018-2022	\$2,143
Median selected monthly owner costs -without a mortgage, 2018-2022	\$896
Median gross rent, 2018-2022	\$1,335
Education	
High school graduate or higher, percent of persons age 25 years+, 2018-2022	86.5%
Bachelor's degree or higher, percent of persons age 25 years+, 2018-2022	36.3%
Income & Poverty	
Median household income (in 2022 dollars), 2018-2022	\$96,400
Per capita income in past 12 months (in 2022 dollars), 2018-2022	\$44,523
Persons in poverty, percent	8.1%

Source: <https://www.census.gov/quickfacts/kanecountyillinois>

Salary trends in CPI - Urban Midwest and Kane County Non-union staff

Year	Change in CPI (%)	Base Wage		Non-union Staff Increase (%)	Base Wage
2012		\$100,000			\$100,000
2013	0.5	\$100,500		2.0	\$102,000
2014	1.5	\$102,008		2.0	\$104,040
2015	0.0	\$102,008		2.0	\$106,121
2016	1.9	\$103,946		2.5	\$108,774
2017	1.7	\$105,713		2.5	\$111,493
2018	1.1	\$106,876		0.0	\$111,493
2019	2.2	\$109,227		2.0	\$113,723
2020	0.9	\$110,210		2.0	\$115,997
2021	6.6	\$117,484		2.0	\$118,317
2022	5.5	\$123,945		2.0	\$120,684
2023	3.3	\$128,036		3.0	\$124,304
Dec 23 - Mar 24	1.9	\$130,468		3.0	\$128,033

% Increase 2012 to 2024

30.47%

28.03%

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DIVISION 1. GENERALLY

2-26: SIZE:

The county board shall be composed of twenty four (24) members elected from single member county board districts. (Res. 71-56, § 1, 6-14-1971; Ord. 81-67, 5-12-1981; Ord. 81-101, § 1, 6-30-1981; Ord. 11-161, 5-10-2011)

2-27: DISTRICTS:

A. The county shall be apportioned into twenty four (24) county board districts and one county board member shall be elected from each of said county board districts.

B. The boundaries of the county board districts shall be as follows: (available at the county board office or county clerk's office: legal descriptions of 24 county board districts). (Res. 71-56, § 2, 6-14-1971; Res. 71-76, § 1, 6-28-1971; Ord. 81-67, 5-12-1981; Ord. 81-101, § 1, 6-30-1981; Ord. 92-106, 5-12-1992; Ord. 11-161, 5-10-2011; Ord. 11-163, 5-23-2011)

2-28: TERMS AND VACANCIES 1 :

A. Every ten (10) years the county board members elected shall determine by lot which members elected shall serve for two (2) years and which will serve for four (4) years. Their successors shall be elected to four (4) year terms.

B. If a vacancy occurs on the board, the chairman of the county board with the advice and consent of the board shall, within sixty (60) days of the date of the vacancy, appoint some person possessing the qualifications of a board member, to serve until the next election of county board members in the county, at which time an election shall be held to fill the vacancy for the unexpired term.

C. The term of office of the members of the county board shall commence on such date as may be prescribed in section 9 of "an act relating to the composition and election of county boards in certain counties", being PA 76-1650, approved and effective October 2, 1969. (Res. 71-56, § 4, 6-14-1971)

2-29: CHAIRMAN:

The chairman of the county board shall be elected by voters of the county and is not required to be a county board member. The chairman shall be elected to a four (4) year term, commencing on the first Monday of the month following the month in which members of the county board are elected. (Res. 71-56, §§ 3, 4, 6-14-1971; Ref. of 11-1990)

2-30: ADDITIONAL COMPENSATION FOR CHAIRMAN OF THE COUNTY BOARD 1 :

The chairman of the county board shall receive such additional compensation as the county board shall, by resolution or ordinance, determine. (Res. 71-56, § 5, 6-14-1971)

2-31: TAX DEDUCTIONS FROM COMPENSATION OF COUNTY BOARD MEMBERS:

There shall be deducted and withheld in accordance with law from such compensation of members of the county board as may from time to time be due and payable to each of them, such amounts as may be required by law to be so deducted and withheld for

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federal income tax and social security tax purposes. Such other amounts as may from time to time in writing be requested by said members on a voluntary basis shall also be deducted and withheld in accordance with law. (Res. 72-56, 6-12-1972)

2-32: EMERGENCY INTERIM SUCCESSORS TO THE CHAIRMAN:

A. Chain Of Command: The chain of command of emergency interim successors to the chairman of the county board is as follows:

1. The vice chairman of the Kane County board.
2. The member of the executive committee with the highest number of years of county board service who is also of the same political party as the chairman.
3. The member of the public safety committee with the most number of years of county board service who is also of the same political party as the chairman.

B. Powers And Duties: The emergency interim successor shall exercise the powers and discharge the duties of office of the chairman of the Kane County board until such time as a vacancy which may exist shall be filled as provided by Illinois law or until such time as the chairman of the Kane County board or the preceding emergency interim successor is available to exercise the powers and discharge the duties of the office. (Res. 85-38, 4-9-1985; Ord. 97-132, 6-10-1997)

2-33: VICE CHAIRPERSON:

The vice chairperson shall be elected by the members of the county board at the first regular meeting of the county board after swearing in of new members on the second Tuesday of December in even numbered years. Nominations shall be made from the floor and seconded, in accordance with "Robert's Rules Of Order". Nominees shall agree to devote the time necessary to perform all duties assigned by the county board and by the chair of the county board. Each nominee may speak to his or her candidacy, taking up to three (3) minutes. A simple majority of those present and voting shall elect the vice chairperson.

Duties and responsibilities of the vice chairperson of the Kane County board shall include, but not be limited to: assuming the duties of the county board chairperson in his or her absence; acting as liaison between standing committees, board members and the board chairperson; assisting the county board chairperson in coordinating standing committees' review and implementation of policies; and special projects as requested by the Kane County board or the chairperson of the Kane County board. (Ord. 97-246, 9-9-1997; Ord. 06-441, 12-12-2006)

2-34 - 2-45: RESERVED:

DIVISION 2. RULES OF ORDER

2-46: MEETING DATE, TIME, PLACE, ETC.:

A. Meetings of the county board shall be held in the meeting room provided for that purpose at the county seat. Regular meetings shall be held in the Kane County Government Center, 719 South Batavia Avenue, Geneva, Illinois. Meetings of the

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county board shall commence at the hour of nine forty five o'clock (9:45) A.M. unless otherwise specifically provided by the county board.

B. The regular meeting shall be held on the second Tuesday in June and the annual meeting on the second Tuesday in September, all as fixed by statute.

C. Adjourned meetings shall be held on the second Tuesday of each month, or such other day as the county board shall, upon motion duly made, seconded and carried, be specified.

D. Upon the request in writing of the chairman of the county board or not less than one-third ($\frac{1}{3}$) of the members of the county board filed with the clerk of the board, a special meeting of the board shall be called to be held not earlier than three (3) days from the date of written notice of such call which shall have been mailed by the clerk of the board to the members, and the publication of notice as is required by law. Only such business shall be transacted at any special meeting as has been stated in the notice of the call of such special meeting.

E. Unless there is a substantial reason to the contrary, all regular meetings, special meetings and subcommittee meetings of the county board will be held in a county government building. The time, date and place of all meetings will be included on the county board calendar, and be posted in the county board office. (Res. 72-21, 4-11-1972; Ord. of 7-10-1973; Res. 77-103, § 1, 8-9-1977; Ord. 97-133, 6-10-1997; Ord. 01-106, 5-8-2001)

2-47: CONDUCT OF MEETINGS:

A. Order of Business: The order of business for meetings of the county board shall generally be as follows:

1. Roll call.
2. Reading or disposal of the minutes of the previous meeting.
3. Public and employee comment for items on the agenda.
4. Reception of bills, petitions, and communications.
5. New and unfinished business:
 - a. Resolutions and ordinances.
 - b. Appointments.
6. Closed session, if applicable.
7. Public and employee comment for items not on the agenda.
8. Adjournment.

B. Rules of Order: "Robert's Rules Of Order" shall govern the meetings of the county board in all cases to which they are applicable and where they are not inconsistent with the following specific rules of order:

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1. The clerk of the board shall distribute a copy of the minutes of each regular meeting, together with the minutes of such special, or other meetings not previously printed, to each member prior to the next succeeding meeting.
2. All questions relating to the priority of business shall be decided without debate.
3. The chairman shall preserve order and decide all questions of order, subject to an appeal to the board without debate.
4. Every member, previous to speaking, shall rise and respectfully address the chairman, avoid personalities, and confine himself to the question under consideration.
5. When two (2) or more members rise at the same time, the chairman shall name the member who may speak first.
6. A member called to order shall immediately take his seat, and if there be no appeal to the board, the decision of the chair shall be conclusive; but in no case shall the chair be empowered to call to order a member who is making such appeal.
7. When a question is put, every member shall vote thereon, unless directly interested or excused by the chairman of the board.
8. No motion shall be debated or put unless seconded. When seconded, it shall be stated by the chair before being debated. Every motion shall be reduced to writing by the member making same, if required by the chair or any member of the board.
9. A motion to adjourn shall always be in order and shall be decided without debate.
10. After a motion is stated by the chairman or read by the clerk, it will be considered to be in possession of the board; but may be withdrawn at any time, before a decision or amendment by leave of the board.
11. The clerk shall call the names of the members of the board in alphabetical order when calling the roll or polling a vote.
12. On all questions or motions involving the expenditure of money, the chairman of the board shall cause the clerk of the board to call the roll and the clerk shall record the vote of ayes and nays.
13. Members must be present at the meeting of the day in order to be entitled to their per diem.
14. The rules may be suspended in any particular case by a vote of two-thirds ($\frac{2}{3}$) of the members present.
15. The chairman of the county board shall vote on all motions, ordinances, amendments thereto, or other matters coming before the board, whenever the casting of such vote might either defeat or cause the passage or adoption of any such motion, ordinance, amendment thereto or other matter.
16. a. Anyone, including municipalities, desiring to speak on behalf of, or against, any zoning matter shall file their request to do so with the zoning officer not later than

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the Friday preceding the meeting of the county board at which said zoning matter is to be presented. The presentation of evidence, debates and argument by nonmembers of the county board in support of, or in opposition to, zoning petitions coming before the county board shall be limited in time to a period of not more than five (5) minutes for each side of a zoning matter; provided that the petitioner shall be permitted an additional three (3) minutes of time for rebuttal, limited, however, to any matters raised in opposition to the petition under consideration. Provided further, that an additional five (5) minutes of time shall be allowed to any objecting municipality situated within one and one-half (1 1/2) miles of the property which is the subject of the petition, or any part thereof. The time allowed to a municipality shall not be used by anyone other than the duly authorized representative of such municipality.

b. The time period allotted to each side shall be utilized by the parties on either side as they shall determine and apportion among themselves; provided, however, that the petitioner, or petitioners, shall have the absolute right to apportion the time allotted for the support of the petition; and provided further, that any person who desires to be heard in opposition to the petition and who files his request to address the board with the zoning officer, as required in subsection B16a of this section, shall be allowed an equitable portion of the time so allotted.

c. The chairman of this board may require of the petitioner on either side of a zoning matter that a statement showing the name of the persons who will address the board and the time apportioned to each such person to be filed with the chairman of the board in advance of the consideration of the zoning matter by this board.

17. a. Members of the public and employees of the county who wish to address the board pursuant to 55 Illinois Compiled Statutes 5/2-1001, must register the desire to do so by eight thirty o'clock (8:30) A.M. on the day of the regular or special meeting. Registration may be completed electronically on the county's website, in writing at the county board office, by facsimile, or by telephone.

b. The written request shall state the name, address, home and/or work telephone numbers of the individual, e-mail address if desired, any county employment relationship or representative capacity, the agenda item or other topic upon which he/she desires to address the board, and the date and time of the request.

c. Unless waived by a majority vote of the board members present, total public comment time for items listed on the agenda will be limited to no more than thirty (30) minutes at the beginning of the agenda. Individuals who have provided notice of their intent to speak will be allowed five (5) minutes. A total public comment time for items not listed on the agenda will be limited to no more than fifteen (15) minutes at the end of the agenda. Individuals who have provided notice of their intent to speak will be allowed three (3) minutes.

d. In the event the allotted time for public comment will be exceeded, based on the number of individuals who have provided written notice of their intent to speak, the chairman shall have the right to allow a reasonable additional time period for public comment on any single issue and to alter the order of the speakers in order to ensure that all viewpoints are heard.

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e. Written materials or handouts will be permitted. Visual aids may be used so long as they are not disruptive to the proceedings of the county board and/or present a danger to persons or property.

f. All speakers will be required to address the board from the designated location in the county boardroom, using the microphone provided.

g. Speakers desiring to influence specific county board actions are encouraged, but not required, to make an initial presentation at the appropriate county board committee. Each standing committee of the board shall ensure that time is made available for comment by members of the public and employees, subject to the limitations of time and the business of the committee.

h. Speakers shall refrain from statements or remarks that concern the private activities or lifestyles of individual county employees that are wholly unrelated to the business of the county.

i. Individuals addressing the board shall refrain from statements, remarks or conduct that is uncivil, rude, vulgar, profane or otherwise disruptive to the conduct of the county board or which causes a disturbance.

j. The chairman may refer all questions submitted by a speaker to the appropriate county board committee, elected official or department head for a response at a later date where appropriate.

C. Agendas: Agendas shall be governed by the following provisions:

1. The chairman, with the advice of the executive committee, shall prepare an agenda for each meeting of the county board prior to such meeting. The agenda shall be in writing and shall be made available in accordance with the provisions of the Open Meetings Act (5 ILCS 120/1 et seq.).

2. The agenda shall be sufficiently itemized to apprise members and the public of matters to be considered by the county board. Matters to be placed on the agenda shall be communicated to the chairman of the county board in writing prior to the meeting of the executive committee at which the agenda is to be prepared.

3. The meeting agenda, along with all resolutions and ordinances to be considered at the county board meeting, shall be electronically sent to all board members or hand delivered to a board member's mailbox at the County Board Office not less than forty eight (48) hours prior to such meeting.

D. Remote Attendance At Meetings: The remote attendance policy established herein is in accordance with Section 7 of the Open Meetings Act (5 ILCS 120/7):

1. If a quorum of the members of the County Board, or any of its committees, is physically present as required by Section 2.01 Open Meetings Act (5 ILCS 120/2.01), a majority of the County Board, or a majority of a County Board committee, may allow a member to attend the meeting by "other means," which means by video or audio conference, if the member is prevented from physically attending because of:

a. Personal illness or disability;

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- b. Employment purposes or the business of the public body;
- c. A family or other emergency; or
- d. An unexpected childcare obligation.

2. Any member who desires to attend a meeting remotely by other means must notify the recording secretary or the clerk, in the manner designated by the recording secretary or clerk, as soon as reasonably practical prior to the start of the meeting. Notification shall consist of a statement that the member is physically unable to attend the meeting for one of the following reasons:

- a. The member cannot attend because of personal illness or disability; or
- b. The member cannot attend because of employment purposes or the business of the county board; or
- c. The member cannot attend because of a family or other emergency; or
- d. The member cannot attend because of an unexpected childcare obligation.

Video conferencing is the preferred means for remote attendance. If a member is unable to attend by video conference due to technical or other reasons, such as privacy concerns, the member shall notify the recording secretary or clerk. A majority of the quorum of the public body may excuse the use of video.

3. The recording secretary or clerk, via county board office staff, after receiving the remote attendance request, shall inform the designated presiding officer of the request to attend remotely by other means. For county board meetings, the designated presiding officer shall be the county board chair, or, in their absence, the vice chair. For committee meetings, the designated presiding officer shall be the committee chair, committee co-chairs, or, in their absence, the committee vice chair, if any.

4. After establishing that a quorum is physically present at a meeting where a member desires to attend remotely by other means, the presiding officer shall state that the member has notified the recording secretary or clerk of their desire to attend the meeting by other means. The member will be deemed authorized to attend the meeting by other means unless a motion objecting to the member's attendance is made, seconded, and approved by two-thirds of the members of the county board or the county board committee physically present at the meeting.

5. Any member attending remotely by other means shall be counted as present, and the minutes shall reflect that a member is attending remotely by audio or video conference, as applicable.

6. The equipment and internet or phone connection used for remote participation shall be of such quality that the members present and the public shall be able to hear the comments of the member participating.

7. The equipment and the internet or phone connection used for remote participation shall be the responsibility of the member attending remotely

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8. The member attending the meeting remotely by other means shall have their microphone off or muted during the meeting, unless they are called to vote or are otherwise recognized by the chairman or presiding officer to be an active speaker.

9. The county staff managing the conference shall be permitted to mute a member's microphone when the member is not speaking or voting in order to eliminate disruptive background noise.

10. The member who makes a presentation at a meeting while in attendance via video conferencing may have to share their screen. It is the member's responsibility to protect their privacy and the information that they may not want to share with the public.

11. The member attending remotely shall have the same rights to participate in discussions and vote as if the member were physically present.

12. At an executive session or closed session of the county board, the member attending remotely by other means must comply with the privacy and confidentiality requirements of the meeting and confirm such compliance on the record.

13. Nothing herein shall be construed to prohibit the board from conducting a meeting by audio or video conference, without a physical presence of a quorum, in the event of a disaster declaration related to public health concerns, in accordance with the provisions of the Open Meetings Act (5 ILCS 120/7(e)).

(Res. of 7-10-1973; Res. 83-204, §§ 1, 2, 12-13-1983; Ord. 94-256, 10-11-1994; Ord. 06-140, 5-9-2006; Ord. 23-77, 3-14-2023; Ord. 23-362, 10-10-2023; Ord. 23-473, 11-21-2023)

2-48: STANDING COMMITTEES:

A. Generally: The standing committees of the county board, each to consist of seven (7) members unless otherwise provided, shall be as follows:

1. Administration: This committee shall have jurisdiction over the departments of information technologies and building management, including the approval and oversight of the revenue and expense budgets, capital programs, capital projects, and purchase of contractual services, commodities and county vehicles. This committee shall also have jurisdiction over maintenance and repair of all county grounds and buildings and any permanent improvements thereon; excepting the grounds and buildings of the county highway department, and the adult corrections facility. This committee shall also have jurisdiction over the technology standards and planning and related technology support systems of the county. The information technologies and building management department shall make a monthly report to the administration committee.

2. County Development: This committee shall have jurisdiction over all matters pertaining to the offices of the county zoning board of appeals, the building officer, the zoning enforcing officer, the plat officer and the county development director, including the approval of the purchase of supplies and equipment for each of said offices. This committee shall also have jurisdiction over all matters pertaining to the building

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ordinances (chapter 6 of this code), the zoning ordinances (chapter 25 of this code), the subdivision regulations (chapter 19 of this code), the drainage, flood, erosion and sedimentation control ordinances (chapter 9 of this code), the planning and development articles (chapter 16 of this code) and the Kane County cable television ordinance (chapter 10.5 of this code).

This committee shall work in cooperation with the county regional planning commission, planning commissions of cities and villages within the county, and with the northeastern Illinois planning commission, to the end that a constructive plan of development for the county may be updated and adopted consistent with the conceptual land use strategy for Kane County (chapter 27 of this code).

This committee shall also have jurisdiction over the department of environmental management, and all matters pertaining to solid waste directives, goals and policies as defined in the Kane County solid waste management plan, chapter 11 of this code and the Illinois environmental protection act. The goal of the solid waste plan is to ensure the county is meeting its solid waste, recycling and waste reduction requirements and goals. This committee shall also have jurisdiction to direct and oversee the management and environmental management of county owned landfills. Finally, this committee shall have jurisdiction to offer assistance and technical expertise to other county agencies, departments and offices to address environmental concerns and corrective actions for county owned property, and throughout the county.

3. Executive: This committee shall consist of the chairpersons of all standing committees, including the cochairpersons of the legislative committee and the jobs committee. The chairperson of the county board shall be the chairperson of this committee, and the vice chairperson of the county board, and the deputy chairperson of the county board shall be an ex officio member of this committee. Any member of the executive committee is entitled to one vote on any matter, regardless of the number of appointments each member of the executive committee holds as a result of his or her positions with other standing committees.

This committee shall have jurisdiction over all matters pertaining to the office of the county auditor, the sheriff's department merit commission, and the liquor control commission; including approval of the purchase of supplies and equipment for each of said offices where same is not in conflict with statutory requirements appertaining to said office.

Subject to the approval of the county board, this committee shall also have jurisdiction over all matters pertaining to the compensation of the members of the county board, the rules of order of the county board, fees, salaries, and clerk hiring for and in all departments of the county, and the amount of the salary and per diem compensation of all county officers not otherwise set by law. The structure for the appointment of department heads and adjustment of the salaries of department heads and other employees is as follows:

The county engineer, the supervisor of assessments, and the plat officer, shall be appointed and compensated in a manner set by operation of state statute.

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The term "department head" refers to the executive director of the finance department; the executive director of the human resources management department; the director of the division of transportation; the director of development and community services; the director of environmental and water resources; the executive director of the health department; the director of office of community reinvestment; the director of office of emergency management; the executive director of information technologies and building management; the supervisor of assessments; and the Kane County emergency communications director of communications.

The appointment of all executive directors is to be initiated by the county board chairman with input for advisory and transparency purposes from the director of human resources management, and the chairman of the standing committee to which the executive director reports for oversight. These advisers will be charged with reviewing and amending as needed the job description, salary range as it fits with the current budget, and the initial review of applicants. The finalists selected by the chairman will then be reviewed by an interview group consisting of the chairman of the standing committee, an ad hoc member of the county board chosen by the board chairman to be preferably another member of the standing committee, the county board chairman, the director of human resources management, and either the board vice chairman or chairman of the finance committee. The final selection for appointment by the board chairman with consensus advice from the interview group will be sent to the full board for consent.

To the extent not set by operation of state statute or other sections of this code, the adjusting of department head salaries is to be initiated by the county board chairman with the advice and consent of the standing committee to which the department head reports, and with the advice and consent of the executive committee, and then with the approval of the county board.

The compensation of employees whose compensation is governed by collective bargaining agreements shall be set by the county board in a manner as set forth in this code.

The compensation of all other individual employees within the office of an elected official with internal control shall be set by the elected official of their respective office, in accordance with Illinois law. The compensation of all other individual employees in departments and offices under the jurisdiction of the county board shall be set in compliance with the fiscal and personnel policies set forth by the county board.

This committee shall also have jurisdiction over the approval of all official bonds. Each county official furnishing a bond for approval shall be requested to obtain at least three (3) sealed bids from corporate sureties, if corporate sureties are required by the committee.

This committee shall also have jurisdiction over all matters involving county policy and shall be the coordinator of the activities of the various standing committees.

This committee shall also have jurisdiction over all matters relating to the county budget for each fiscal year and shall annually prepare and submit to the county board an

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estimate of receipts, revenue and expenditures required in any fiscal year, in accordance with the terms and provisions of statute pertaining thereto and shall authorize and direct that the county finance director provide and deliver to each member of the county board a copy of said proposed annual budget and appropriation ordinance at the meeting of the county board at which the annual budget and appropriation ordinance is presented to said board; and the budget and appropriation ordinance shall be made conveniently available for public inspection for at least fifteen (15) days prior to final action thereon by the county board. The executive committee shall also have jurisdiction over the preparation of the annual tax levy for consideration and enactment by the county board in conformance with the statutes of the state.

This committee shall keep itself informed as to proposed legislation affecting the county and any of its officers and to bring to the attention of the board all such legislative matters which the committee deems desirable for the board's consideration. This committee shall act as liaison committee between the board, county officers and heads of county departments and the members of the Illinois legislature.

4. Judicial And Public Safety: This committee shall have jurisdiction over all matters pertaining to the office of state's attorney, public defender, the police function of the office of sheriff, and the coroner's office, which shall include the purchase of supplies and equipment for said offices where the same is not in conflict with statutory requirements appertaining to said offices. This committee shall also have jurisdiction over the departments of the youth home, diagnostic center, adult corrections, court services, juvenile court services, adult probation and community correctional services, including the approval of purchase of supplies and equipment for said departments, where the same is not in conflict with statutory requirements, and shall have jurisdiction over the corrections complex fund and any related matters. This committee shall also have jurisdiction over maintenance and repair of the grounds and buildings of the adult correctional facility, and any permanent improvements thereon. This committee shall also have jurisdiction over the office of emergency management, which shall include approval of the purchase of supplies and equipment for said office. This committee shall also have jurisdiction over all matters relating to the employment of special counsel or attorneys when the same are required by law or action of the board in accordance with applicable law; and shall have jurisdiction over all matters relating to the courts and judiciary, and all matters relating to jury commissioners, and all matters pertaining to dependent children's care and to the judicial functions of the sheriff's office such as bailiffs and process servers. This committee shall have jurisdiction over the office of the circuit court clerk which shall include approval of the purchase of supplies and equipment for said office, where the same is not in conflict with statutory requirements appertaining to said office.

5. Human Services: This committee shall have jurisdiction over matters pertaining to county personnel, including, but not limited to, the job classification schedule and pay plan of the county and shall have jurisdiction over the insurance coordinator, and payroll, and the human resources department. The duties of this committee shall not include those duties of the labor management committee as defined elsewhere in this code.

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6. Public Health: This committee shall have jurisdiction over all matters concerning the county board's function as the board of health established pursuant to applicable statutes and other county ordinances related to the board of health and to all matters relating to county noxious weed control. This committee shall also have jurisdiction over the office of the animal control administrator, which shall include the purchase of supplies and equipment for said offices.

7. Public Service: This committee shall have jurisdiction of all matters relating to the offices of the county clerk, recorder, superintendent of the educational service region, veterans' assistance commission, collector, board of review and supervisor of assessments. This includes, but is not limited to, the approval of the purchase of supplies and equipment for said offices where the same is not in conflict with statutory requirements, tax extension functions, voter registration, compensation of judges of election and election supplies and tract indexes.

8. Transportation: This committee shall have jurisdiction over all matters relating to county highways, including the repair, maintenance and improvements thereof; the purchasing and acquiring of necessary land by condemnation or otherwise for the construction and improvement of county highways; the purchase and acquiring of necessary gravel deposits; and approval of the purchase of supplies, materials and road equipment needed for the construction and maintenance of county highways; the construction and maintenance of buildings needed for the housing and repair of road equipment; and also approval of the purchase of supplies and equipment for the office of the county superintendent of highways. This committee shall also have jurisdiction over all matters relating to township motor fuel tax monies allotted to the township as provided by resolutions adopted by this board.

9. Finance/Budget: This committee shall have jurisdiction over review of budget proposals as presented by standing committees and recommend a balanced budget to be forwarded to the executive committee. It shall also continually review the financial operations of departments for forecasting; recommending policies of planning, economics and efficiency to the executive committee. The following shall report to this committee: auditor, treasurer and finance director. Nothing in this subsection A9 shall in any way affect the reporting of the auditor and finance director to the executive committee of the county board. This committee shall review all financing expenditures not within the approved budget as recommended by other standing committees and shall make recommendations regarding the possibility of financing to the executive committee. It shall not be within the powers of the finance/budget committee to determine or change priorities or policies which have been set by the responsible standing committees.

10. Legislative: This committee shall have jurisdiction over legislative matters pertaining to Kane County government and shall act as the liaison to Kane County's delegation to the Illinois general assembly and to the congress of the United States. The committee shall have the responsibility to review, evaluate and to recommend action with respect to all pending and proposed legislation affecting or of interest to Kane County government. The committee shall also work with the chairmen of other standing and special committees, countywide elected officials, legislative counsel, other units of

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local government and nongovernmental organizations in formulating its recommendations. The committee may also recommend to the county board new legislation that the committee deems necessary or desirable for the people of Kane County. This committee shall have two (2) cochairpersons, each of whom shall be members of the executive committee.

11. Energy And Environmental Technology: This committee shall have jurisdiction to offer assistance and technical expertise to other county agencies, municipalities, departments and offices to address environmental concerns and corrective actions for county owned property, and throughout the county. In addition, this committee shall have responsibility for all matters pertaining to the Kane County Energy Plan and other energy related issues and opportunities including but not limited to wind turbines, solar energy generation, alternative fuels and other energy sources and projects. This committee shall also have jurisdiction over the Kane County Sustainability Plan, green sustainable techniques, sustainable/resilient community activities, and environmental technologies that apply to county board buildings and properties. It shall have jurisdiction over matters pertaining to water supply planning, the education and promotion of water conservation and efficiency, and watershed planning efforts, studies and coalitions. This committee shall provide educational materials to the public and coordinate with the federal, state and local governments on all programs and initiatives and closely coordinate all work programs and projects with the county development, county administration and county transportation committees. Finally, this committee shall have jurisdiction over all matters pertaining to solid waste directives, goals and policies as defined in the Kane County Code or in the Kane County Solid Waste Management Plan, Chapter 11 of this code and the Illinois Environmental Protection Act. The goal of the Solid Waste Plan is to ensure the county is meeting its solid waste, recycling and waste reduction requirements and goals. This committee shall also have jurisdiction to direct and oversee the management of county owned landfills from inception to final closure, excluding end use planning, design and construction.

12. Jobs: This committee will provide guidance to the county board on all matters pertaining to job retention and creation in Kane County. Its objective will be to maintain and increase employment in Kane County and to promote the creation of more jobs that pay higher wages, especially in the private economy. Committee leadership and membership will survey current employers to learn how the county can protect existing jobs and demonstrate our appreciation for employers' efforts. The committee will organize a task force type effort to streamline permits and other regulations of businesses to encourage job growth. Efforts will be made to focus attention and community resources on the employment of veterans, especially those returning from wars in Iraq and Afghanistan. This committee will have jurisdiction over the promotional efforts of Kane County "sparklers", i.e., employers, employees, individuals and groups that provide especially good examples for Kane County, citizens, and taxpayers. This committee shall have jurisdiction over the Kane County department of employment and education.

This committee shall have two (2) cochairpersons, each of whom shall be members of the executive committee.

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13. Agriculture: This committee shall have jurisdiction to offer assistance and technical expertise to other county agencies, municipalities, departments and offices to address concerns unique to agriculture. Recognizing that agriculture is the second leading industry in Kane County, this committee will meet periodically with organizations and groups representing farming interests to propose guidelines to the county board as needed.

B. Appointments: Members and chairpersons, and cochairpersons of all standing committees shall be appointed by the chairperson of the county board, with the concurrence of the county board, at the December meeting of the county board, each to serve to the next December meeting of the county board and until their respective successors be appointed; provided, however, should a vacancy occur on any committee or a committee chairpersonship before the ensuing December meeting of the county board, the chairperson of the county board shall have the power to fill said vacancy.

The chairperson of the county board is empowered to appoint a member of the county board who is otherwise duly qualified according to law, as a member of any committee or committees of the board without necessity of such county board member having been seated at a meeting of the county board prior to such appointment. Each member of the county board shall be appointed to serve on no fewer than two (2) standing committees.

C. Quorum: A majority of a standing committee of the county board shall constitute a quorum. In the absence of a quorum, the members of that committee present shall have the power to adjourn the meeting to another day without necessity of further notice.

D. Rules: "Robert's Rules Of Order", and the rules of order of the county board herein contained, shall govern all meetings of standing committees in all cases to which they are applicable. Provided, however, that in the case of any conflict between the rules of order and "Robert's Rules Of Order", the rules of order shall prevail.

E. Ex Officio Membership: The chairperson and vice chairperson of the county board and the deputy chairperson of the county board shall be ex officio members of all standing committees. Excepting the executive committee, the membership of the board chairperson and vice chairperson and deputy chairperson shall be in addition to the number of members otherwise provided in this division for each of the standing committees, and they shall not be considered in the determination of the quorum needed for the conduct of business of a committee; however, their presence at a meeting shall be considered in the determination of whether a quorum is present at the meeting. The board chairperson, and vice chairperson, and deputy chairperson shall be entitled to vote only in the case of a tie, unless their presence was required to constitute a quorum at a meeting, in which case they may vote on all questions to come before the meeting.

The chairperson of the county development committee shall be an ex officio member of the transportation committee. The chairperson of the transportation committee and the president of the county's forest preserve district shall each be an ex officio member of the county development committee. The president of the forest preserve district, and the vice chairperson of the Kane County board, and the deputy chairperson of the Kane

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County board shall be ex officio members of the executive committee. The ex officio membership of each of the foregoing members shall be in addition to the number of members of said committees.

F. Subcommittees: The formation of a subcommittee requires a majority vote of the standing committee or county board and shall consist of three (3) or more members.

G. Miscellaneous: Standing committees shall be further governed by the following provisions:

1. Each standing committee of the county board shall examine the reports and accounts of the offices, departments or functions coming under its jurisdiction and shall approve or disapprove all purchases of said offices or departments, and shall generally supervise the conduct of such offices, departments or functions.

2. Each standing committee of the county board shall examine the proposed annual budget of the office, departments or functions coming under its jurisdiction, and shall submit all of said budgets with recommendations to the executive committee at least sixty (60) days before the meeting of the county board at which the annual budget and appropriation ordinance is to be approved.

3. Each standing committee of the county board shall exercise extreme diligence in supervising expenditures of the offices, departments or functions under their jurisdiction with a view of holding such expenditures within the limits established by the county budget and shall require the head of such office or department to report separately on each division of such office or department.

4. The chairperson of each standing committee shall appoint the secretary for the committee from the committee membership. The secretary shall keep the minutes of all meetings of said committee. The chairperson of each standing committee may assign a county employee the task of taking the meeting minutes. The secretary of such committee shall file said minutes with the county clerk no later than thirty (30) days subsequent to the adjournment of the meeting at which the minutes are approved.

5. All standing committee reports, resolutions, recommendations, etc., are to be submitted, in writing, and signed by the chairperson(s) of the committee approving same.

6. No standing committee shall begin or continue its sitting while the board is in session.

7. Meetings of all committees shall be subject to call upon forty eight (48) hours' written notice of the committee chairperson(s), or of the majority of committee members.

(Ord. 12-415, 1-15-2013; Ord. 13-327, 12-10-2013; Ord. 15-216, 8-11-2015; Ord. 16-127, 5-10-2016; Ord. 20-178, 6-9-2020; Ord. 22-440, 11-22-2022; Ord. 22-482, 1-10-2023; Ord. 23-472, 11-21-2023)

2-49: PER DIEM PAYMENTS:

A. Per diem payments may be authorized as follows by standing committee chairmen or by the county board chairman:

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1. For attendance at all regular or special meetings of the standing committees or county board.
2. For attendance at all meetings of a subcommittee of a standing committee or the county board.
3. For attendance at any regular meeting of any group where the board member is the county board's duly appointed and official representative, or authorized alternate, to that group.
4. For special assignment, where that assignment has been approved by a standing committee, the county board or county board chairman.
5. Reserved.
6. Reserved.
7. Noncommittee members may be paid a per diem for attendance at a standing committee meeting when invited for a specific purpose by its chairman.

B. Each per diem claim shall be legibly completed with a clear explanation of the purpose, date, location and time of the meeting. Each claim will be signed by the appropriate committee chairman. The committee chairman, when he is unsure of the appropriateness of the claim, may at his discretion ask his committee to approve the claim by a majority vote of those members present. Any individual per diem claim where it is necessary that the claimant approve his own per diem must be countersigned by the county board chairman. When the county board chairman is unsure of the appropriateness of the claim, he may at his discretion ask the executive committee to approve the claim by a majority vote of those members present. (Res. 72-21, 4-11-1972; Ord. 77-103, § 4, 8-9-1977; Ord. 84-70, 7-17-1984)

2-50: COMMITTEE OF THE WHOLE:

In forming a committee of the whole, the chairman of the county board shall preside in the committee. In his or her absence, the vice chairman of the county board shall preside. The rules of this board shall be observed in the committee of the whole as far as practicable. (Res. 72-21, 4-11-1972; Ord. 05-154, § 2, 5-10-2005)

2-51: DUTIES OF CHAIRMAN:

- A. Reserved.
- B. The chairman shall preside over all meetings of the county board.
- C. The chairman shall have such other duties, powers and functions as may, from time to time, be assigned to him by the county board. (Res. 72-21, 4-11-1972; Res. 24, 2-11-1975)

2-52: AMENDMENTS:

No amendment shall be made to this division without the consent of the majority of the total membership of the county board, nor on the day of introduction of same. (Res. 72-21, 4-11-1972; Res. 24, 2-11-1975)

2-53 - 2-70: RESERVED:

Illinois State Counties Code on compensation of the Board and Chairman:

Re: Salaries of Board Members:

(55 ILCS 5/2-3008) (from Ch. 34, par. 2-3008)

Sec. 2-3008. Determination of method of compensation of members of county board. At the time it reapportions its county under this Division, the county board shall determine whether the salary to be paid the members to be elected shall be computed on a per diem basis, on an annual basis or on a combined per diem and annual basis, and shall fix the amount of that salary. If the county board desires before the next reapportionment to change the basis of payment or amount of compensation after fixing those items, it may do so by ordinance or by resolution. Those changes shall not however, take effect during the term for which an incumbent county board member has been elected. In addition, the county board shall determine the amount of any additional compensation for the chairman of the county board. The county board may adjust that additional compensation at any time adjustments in the salary of board members may be made. Those adjustments shall not however, take effect during the term for which the incumbent chairman of the county board has been elected.

(Source: P.A. 86-962.)

Kane County Code on the Chairman:

2-29: CHAIRMAN:

The chairman of the county board shall be elected by voters of the county and is not required to be a county board member. The chairman shall be elected to a four (4) year term, commencing on the first Monday of the month following the month in which members of the county board are elected. (Res. 71-56, §§ 3, 4, 6-14-1971; Ref. of 11-1990)

2-30: ADDITIONAL COMPENSATION FOR CHAIRMAN OF THE COUNTY BOARD:

The chairman of the county board shall receive such additional compensation as the county board shall, by resolution or ordinance, determine. (Res. 71-56, § 5, 6-14-1971)

2-51: DUTIES OF CHAIRMAN:

- A. Reserved.
- B. The chairman shall preside over all meetings of the county board.
- C. The chairman shall have such other duties, powers and functions as may, from time to time, be assigned to him by the county board. (Res. 72-21, 4-11-1972; Res. 24, 2-11-1975)

Notice on Fact Sheets:

The following fact sheets are from the Illinois Association of Count Board Members and Commissioners. These sheets provide a very general overview of the common role of the office. They are not specific to Kane County, and current roles in Kane County are much more detailed and further based on local Kane County policies and processes, which are subject to local change, and may vary significantly and therefore not addressed in this overview.

County Auditor

PRESENTED BY THE ILLINOIS ASSOCIATION OF COUNTY BOARD MEMBERS AND COMMISSIONERS

Primary Duties

The county auditor is the general accountant of the county. The auditor is the watchdog over all county funds and maintains the official records of all receipts, disbursements and funds balances. It is the responsibility of the auditor to account for the millions of dollars received each year by the county and to issue warrants (checks) in payment of all county obligations. This includes distribution of tax dollars to townships, villages, school districts and other county agencies. The operations of the county auditor's office are numerous, but essentially the office functions as the primary department for auditing county funds. Audit means to examine claims to determine whether they are just and legal. Claims against the county include any county board order authoring disbursement of county funds.

Not every county has an elected auditor. Illinois statutes provide that only those counties with a population over 75,000 must elect an auditor. There are seventeen elected county auditors in the State of Illinois.



Duties of the county auditor include:

- Audit all claims against the county and recommend the payment or rejection of all claims presented. The auditor physically looks at every invoice or claim for accuracy, possible overcharges, and to insure that they are legitimate county expenses.
- Collect, analyze and preserve statistical and financial information with respect to the operation of the county. The auditor consistently monitors budget usage and spending patterns of the various county offices.
- Approve all county supply orders issued by the various county offices before they are placed. Even requests for funds to purchase minor items such as postage stamps must be submitted to the auditor.
- Maintain a file of all county contracts for or on behalf of the county.
- Make quarterly reports to the county board of the county's entire financial operations. The report must include anticipated and paid expenditures, unpaid obligations, the condition of all funds and appropriations and any other pertinent information.
- Audit all receipts of the county that are to be deposited with the treasurer.
- Maintain a continuous internal audit of county operations and financial records.
- Audit county bills.

Other Responsibilities

The county auditor serves as a Freedom of Information officer for the county. The Freedom of Information Act requires "public bodies" to make their records available for inspection to all citizens.

Training

In most states, including Illinois, the Office of County Auditor is open to lay persons. However, the majority of county auditors have an extensive background in accounting and some are Certified Public Accountants. County auditors are required to obtain not less than 20 hours of continuing professional education each year.

Term

County auditor is an elected office serving four years.

Circuit Clerk

PRESENTED BY THE ILLINOIS ASSOCIATION OF COUNTY BOARD MEMBERS AND COMMISSIONERS

Primary Duties

The Clerk of the Circuit Court is the official record keeper for the courts. The circuit clerk is an integral part of the entire county governmental process and is endowed with certain authority to aid and promote the judicial process. The circuit clerk is not an official of local government but a state constitutional officer.

The primary duty of the circuit clerk is to assist the Circuit Court judge in the execution of their judicial duties by preparing and maintaining court records, collecting fees and fines, and processing paperwork. The circuit clerk issues all processes such as citations, notices and summons for service to the sheriff and subpoenas all witnesses in trials of matters. The clerk must be present at all court sessions and keep complete records of the proceedings and determinations of that court.

The circuit clerk keeps the following books:

- A general docket book, upon which is entered all suits in the order in which they are commenced.
- Proper books of record, indexed to show the names of all parties to a suit.
- Judgment and execution docket, in which all final judgments are minuted.
- Two well bound books, known as Plaintiff's Index to Court Records and Defendant's Index to Court Records, which include all information concerning all cases commenced and decided by the Court.
- A fee book, in which is set down the title of the suit, cost of each suit, and witness fees.
- Such other books of record and entry as may be required by law.



In order to efficiently manage these duties, the areas of responsibility are most commonly divided into four divisions which are Civil, Criminal, Family, and Traffic. The circuit clerk assigns a chief deputy to each division to help facilitate communication between the circuit clerk and deputy clerks. The **Civil Division** deals with a variety of cases including personal injury, probate (wills), small claims and product liability just to name a few. The **Criminal Division** is where all felony charges are processed. Charges filed here are initiated by either the State's Attorney, Attorney General, or the grand jury on behalf of law enforcement agencies and range from homicide and armed robbery to felony drug charges and juvenile delinquency. The **Family Division** processes payment records for divorces, child adoptions, orders of protection for victims of abuse, paternity suits and maintains payment records for all child support cases. The **Traffic Division** usually handles the highest volume of cases which include traffic violations, DUIs, and misdemeanors.

Other Responsibilities

The circuit clerk also manages the Courts's docket and juries. The circuit clerk furnishes the county clerk a list of all persons who have served as jurors and draws the names for jury service as needed.

Training

The office of Clerk of Circuit Court is open to lay persons. The circuit clerk has many different constituencies to serve including judges, the states attorney, the county board, law enforcement, social service agencies, witnesses and jurors. To maintain this high level of professionalism, circuit clerks continually review law, technology, policies and procedures to increase efficiency and effectiveness.

Term

Clerk of the Circuit Court is an elected office serving a four-year term.

Coroner/M.E.

PRESENTED BY THE ILLINOIS ASSOCIATION OF COUNTY BOARD MEMBERS AND COMMISSIONERS

Primary Duties

The Office of the Coroner is the oldest administrative office of government. The coroner is responsible for the investigation and certification of cause and manner of death in cases of violence or undue means.

The county coroner is notified when a death warrants investigation and works in conjunction with the police authorities to investigate deaths of a violent nature or unnatural cause (accident, homicide, suicide). When the dead body of a person is found or lying within the county, the coroner will immediately go to the place where the body is and make a preliminary investigation. The coroner's jurisdiction is determined by where the death actually occurs, not where a particular incident/accident happened that might have caused the death. In other words, the jurisdiction lies where the actual pronouncement of death occurs.



The coroner, having viewed the body, will investigate the facts concerning the death. An inquest is a formal hearing into the cause and circumstances of any death resulting from a violence of occurring under conditions which give reason to suspect that the death may have been due to a criminal act or criminal negligence. The hearing is conducted to make a formal determination of the cause and manner of death to allow for further legal proceedings. Although the coroner has the power of subpoena and may compel the attendance of any witness at an Open Inquest, the coroner is not a judicial office and the coroner's verdict is not admissible in civil suit. As soon as the coroner completes the investigation and the cause and manner of death has been determined, he/she files the death certificate with the local registrar (municipal or county clerk), who certifies the record.

Other Responsibilities

The coroner's office is a law enforcement agency and the coroner is a law enforcement official. The coroner serves as the conservator of the peace in his county and has the same powers and is liable to the same penalties as the sheriff. Where the office of the sheriff or under sheriff is vacant, the coroner performs all duties of the sheriff until another qualified sheriff is elected or appointed. The coroner also acts as the warden of the jail in the event the sheriff may be imprisoned in the county jail of his own county.

Training

In most states, including Illinois, the Office of the Coroner is open to lay persons. However, some states require that the coroner be a physician (medical examiner). A medical examiner is an appointed official with necessary qualifications, while a coroner is an elected official with no required qualifications. The Office of the Medical Examiner of Cook County is the only medical examiner system in Illinois and covers half the population of the state. Within 30 days of assuming office, a coroner must apply for admission to the Illinois Law Enforcement Training Standards Board coroners training program. The program must be completed within six months of application. All coroners must complete the training program at least once during their time in office. In addition, every coroner shall attend at least 24 hours of accredited continuing education each year.

Term

Coroner is an elected office serving a four-year term. The office may be eliminated or become appointed by a county-wide referendum or state law.

County Board

PRESENTED BY THE ILLINOIS ASSOCIATION OF COUNTY BOARD MEMBERS AND COMMISSIONERS

Primary Duties

The county board is both the legislative and executive branch of county government. As a legislative body, the board enacts ordinances and resolutions that can apply either to the county as a region, including the cities within it, or specifically to the unincorporated area of the county. As an executive body, the board administers the activities of county departments and offices, except those headed by the other elected county officials.

In their capacity as the governing body, the county board adopts an annual budget for the county, establishes tax rates, and authorizes bond issues, subject to voter approval. In a quasi-judicial role, the board reviews zoning, planning and land use matters and considers appeals in granting or denying certain permits and licenses. The county board is also empowered to establish and control special districts to provide services in unincorporated areas of the county. In order to effectively supervise the operations of the county, the board elects a chairman from its membership who serves as the head of the county government. The chairman facilitates the operations of the county board and the other departments of the county.



Structure of County Government and County Board

The Illinois Constitution mandates that a county board be elected in each county. The number of members of the county board are set by ordinance in each county with limitations provided by law. Counties with township organization may see boards between 5 and 29 members, while counties under commission form are governed by a 3 or 5 member board. Voters can establish whether county board members will be selected at large, from single member, or multi-member districts. However, the number of members and the number of districts is decided by the county board, not the voters.

The General Assembly, by statute, provides for three kinds of counties: counties under township organization, counties under commission form, and counties under a county executive form of government.

Township Form

The Illinois Constitution of 1848 allowed voters in each county to choose to establish township governments or a county commission form of government. Today, 85 of the 102 counties in Illinois operate under the township form of government. Township counties usually operate with standing committees (see page 3). These committees study the particular problems that arise within their areas of responsibility and submit recommendations to the board for action. A county board member may also hold the office of township supervisor.

Commission Form

The commission form of government is the oldest and most traditional county organizational structure. Under the commission form, the county governing body consists of an elected board composed of three or five commissioners who serve as the legislative body and also perform executive functions. No single administrator or executive oversees a county's operations under commission form of government. Each year, the commissioners select one of themselves as chairman, most often alternating the designation. There are currently 17 counties operating under the commission form of government: Alexander, Calhoun, Edwards, Hardin, Johnson, Massac, Menard, Monroe, Morgan, Perry, Pope, Pulaski, Randolph, Scott, Union, Wabash and Williamsons.

County Executive Form – Home Rule

A county which has a chief executive officer is considered a "home rule unit: A county-wide referendum is required to establish this plan. Home rule counties have broad authority to provide for local government issues. The advantage of this designation is that, except as limited by State law, home rule counties may exercise any power and perform any function relating to its government and affairs, including the power to regulate for the protection of the public health, safety, morals and welfare; to license; and to borrow money and levy taxes. Cook County is the only home rule county in Illinois. Will County voters elected to go to a county executive form without home rule in 1988.

Major functions of County Boards and Commissions:

Counties' governmental and service functions are broken into two broad categories: (1) functions that are mandated by state law or constitution, and (2) optional, or discretionary, functions that counties may choose to perform or not to perform. The second category is much more extensive than the first.

Mandatory Functions

- Elect a chairman to conduct meetings, hold meetings at prescribed times, and publish a report of each meeting.
- Furnish space, fixtures, fittings and other necessary equipment for county offices. This includes providing a courthouse, a jail, and other buildings necessary for the operation of the courts and other county administrative offices.
- Adopt an annual budget that appropriates funds to cover expenditures for various county offices and functions. Included in the overall budgeting responsibility is the obligation to prepare annual financial report.
- Evaluate all claims made on county funds, and prosecute or defend lawsuits brought by or against the county and any officers thereof. In the event that a lawsuit results in a judgment against the county or on of its officers, the board or commission is responsible for paying any damages awarded by the court.
- May engage in land use planning and zoning, including participating in regional planning, and may regulate in the area of building and safety codes, building permits, and subdivisions regulations.
- May provide employment procedures, personnel policies, maintenance of property record system, business and economic development, various types of insurance, and so on.
- May provide public parks and open spaces, museums, historic preservation activities, county libraries, county fairs, and funding of soil and crop improvement associations.
- May provides social services, including making grants to community action agencies and providing services for youth, the aging, the mentally deficient, and neglected or delinquent children. Many counties in Illinois have provided funding to establish veterans' assistance agencies.

Discretionary Functions

- May oversee the care and custody of county-owned property, including museums, dog pounds, recreational facilities, waste treatment facilities, sanitary landfills, and so on.
- May assume general management responsibility for obtaining and administering federal funds, for levying and collecting taxes on real property and on the sale of goods and services, and for issuing bonds to provide funds for acquisition or construction of capital equipment projects.
- Have broad discretionary authority in the area of public and environmental health and safety. The county board may act as a board of health or establish a health department; provide for various emergency services; make available clinics, hospitals, and shelters; and engage in environmental health activities.
- Have some authority to engage in emergency services planning, to provide ambulance services, to provide for police and fire communication systems, and to work closely with other public agencies in the provision of emergency services.
- Have extensive power to provide for the construction of highways, roads, bridges, lighting, culverts, etc.; to organize county unit road districts; to establish a road naming or numbering system; to construct and operate parking facilities; and to operate an airport.
- May support the local elections authority with regard to all aspects of the election process: voter registration, fixing election districts and polling places, appointing election judges, providing for balloting boxes, etc.

Committees and Subcommittees

Most county boards are organized into committees with members appointed by the chairman. This allows each member to develop greater expertise on a set of issues than would be possible if the whole board dealt with all the details. How the committees are organized and how members are assigned to them varies depending upon the size of the board and the form of the county government. In most instances, the chairman of their committee who reports to the full board on the operations of the departments with which they deal. Some of the more standard committees include:

Executive Committee acts in an advisory capacity to all standing committees and is usually composed of the chair of all committees. It oversees matters concerning the coordination and operation of the county's programs and policies.

Judicial Committee reviews all matters related to law enforcement, including public safety, criminal justice and the county corrections facilities.

Land Use Committee or Zoning and Building Committee recommends and enforces all of the county's zoning ordinances and regulations.

Legislative Committee is responsible for monitoring, reviewing and recommending positions on state and federal legislation impacting local governments.

Transportation Committee reviews all matters that involve the constructions of county highways. It considers and makes recommendations relating to the maintenance and improvement of public road and bridge systems.



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Training

The office of county board and county commissioner is open to lay persons. Because of the extent of control which a county board exercises and the diversity of responsibilities associated with the office, board members must remain alert to all issues relative to the county and local governments. In addition to representing their constituencies, board members must set and adopt a county budget, oversee the general operations of the various county departments, and at times, deal with the media. To maintain this level of professionalism, board members must continually review state and federal laws, legislation, technology, polices and procedures to increase the effectiveness of the county. Board members need to have a clear understanding of the Illinois Constitution, the Counties Code, the Illinois Open Meetings Act and the Illinois Freedom Information Act. A good working knowledge of the rules of parliamentary procedure are also required.

Term

Every ten years, the county board in counties under township form, reapportion the county so that each member represents an equal number of residents. Since county board are reapportioned every ten years, the length of terms are staggered (four, four, two years or two, four, four years). County commissioners serve rotating six-year terms.

County Recorder

PRESENTED BY THE ILLINOIS ASSOCIATION OF COUNTY BOARD MEMBERS AND COMMISSIONERS

Primary Duties

The county recorder is the official land records manager for the county. The recorder is responsible for recording, archiving and retrieving all documents submitted by the public to be recorded, the most prominent being mortgages, deeds and liens. Originally, the office was known as the recorder of deeds, but in light of the wider range of documents filed in the office, it is now known simply as the Office of Recorder.

The main responsibility of the recorder is to record all documents transferring land in order to establish legal ownership. When an individual or business purchases property, the seller gives the new owner a deed to the property. This deed is recorded and placed on record in the recorder's office. Mortgage and trust deeds, assigned when an owner borrows money, are also recorded. The documents are carefully indexed and cross-referenced, so that they can be retrieved by knowing the approximate date of the transaction or the name of the buyer or seller. The recorder's office also maintains records of all subdivisions platted within the county. A subdivision plat is a detailed map which defines such specifics as lot sizes, lot number, outside boundary lines, and utility easements. A developer must present the subdivision plat to the county board or municipality it lies within for approval before the plat can be recorded.



Various other types of documents filed by the recorder include:

- Copy of Judgment (Supreme Court Rule)
- Mechanic's Lien
- Release of Mortgages
- Organization of Sanitary Districts
- Filing Town Tax Collector's Bond
- Military Certificates of Discharge
- Tax Sale Certificates
- Adoption of Commission Form of Government
- Statement to Dissolve a Corporation
- Consolidation of Corporations

All records kept in the office of the recorder are subject to the Illinois Freedom of Information Act and are open for public inspection. Therefore, it is essential that all documents be indexed accurately for efficient retrieval. As soon as a recorder receives any instrument in writing entitled to be recorded, he assigns the instrument a document number and certifies the date, time, recorder's name and county. The information is then entered into a computing indexing system, imaged, and microfilmed for permanent archival storage. Each month, the recorder makes available to other county officials and the township assessor copies of all documents, plats and deeds conveying real estate filed in the recorder's office during that month. The recorder's office comprises the largest library of permanent property records within a county and houses over 100 different types of documents. The average recorder's office processes between 500 and 1400 transactions daily.

Other Responsibilities

The recorder is the keeper of the county field notes and plats of the U.S. surveys. All records belonging to the county surveyor are deposited with the recorder. In some counties the county board designates the recorder to establish a permanent real estate index numbering system and map making department which are most commonly used for tax collection purposes.

Training

The Office of the Recorder is open to lay persons.

Term

In Illinois, the Office of the Recorder is not a mandatory county office, the county clerk is the recorder in counties having a population of less than 60,000 inhabitants. In counties having a population of 60,000 or more inhabitants, there is an elected recorder. Elected recorders serve a four-year term.