



Champaign County  
City of Champaign  
City of Urbana  
University of Illinois  
Village of Rantoul  
Village of Mahomet  
Village of Savoy

To: CCGISC Policy Committee  
From: Leanne Brehob-Riley, GIS Director  
Date: October 15, 2021  
Re: CCGISC Policy Committee Rules and Procedures Document Updates

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### **Request**

Approval of the CCGISC Policy Committee Rules and Procedures document as updated.

### **Background**

The Policy Committee adopted the Rules and Procedures document to enact procedural rules/by-laws that do not conflict with the terms outlined in the IGA. At the July 16, 2021 meeting, the Policy Committee requested the addition of rules and procedures pertaining to the Technical Representatives and the conduct of the CCGISC Policy Committee meetings. These are included in sections 2.1.4 and 3.0, respectively. Proposed rules regarding Salary Administration, specifically Pay for Performance, were also included as section 4.0 for consideration. The County Executive is agreeable with section 4.0 as presented. The document, as provided, was reviewed by the State's Attorney's Office.

# Champaign County GIS Consortium

## Rules and Procedures



Champaign County GIS Consortium

Updated: October 2021

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## 1.0 Introduction

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The Champaign County GIS Consortium, referenced herein as "CCGIS", is a joint venture created from an intergovernmental agreement. The Intergovernmental Agreement Providing for the Creation of the Champaign County Geographical Information System Consortium, referenced herein as "IGA", provides the Champaign County Geographical Information System Consortium Policy Committee, referenced herein as "Policy Committee", the authority to adopt and enact procedural rules/by-laws that do not conflict with the terms outlined in the IGA. The following rules and procedures shall be adopted by the Policy Committee.

## 2.0 Policy Committee

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Per the IGA, the Policy Committee shall be comprised of one (1) representative to be designated by the Chancellor of the University and by the Chief Administrative Officer of the other Members. The designation shall be made in writing and sent to the Chancellor and the Chief Administrative Officer of the other Members. These shall be voting representatives.

### 2.1 Meetings

#### 2.1.1 Regular Meetings

The Policy Committee shall meet at least quarterly, typically on the third Friday of January, April, July, and October. A meeting schedule of the subsequent year that includes dates, times, location, and designated officers (see section 1.2) shall be approved by the Policy Committee on or before the final meeting of the current year.

#### 2.1.2 Special Meetings

Other meetings may be called at the request of the Policy Committee Chair or any two (2) of the voting Policy Committee members.

#### 2.1.3 Remote Attendance – Normal Rules

Meetings shall be conducted in accordance with all applicable law, including but not limited to the Open Meetings Act, 5 ILCS 120/1 et seq. Attendance by audio or video conference may be allowed when permitted by Section 7 of the Open Meetings Act (5 ILCS 120/7, "Attendance by a means other than physical presence"), subject to all applicable requirements of said Section, including any modification or interpretation of said Section provided by gubernatorial executive order, legal opinion of the Attorney General, or other authority of law.

#### 2.1.4 Meeting Rules

- a. The business of the Policy Committee shall be conducted in conformity with these Rules.
- b. Except as otherwise required by these Rules or by statute, the conduct of all Policy Committee meetings shall be governed by *Roberts Rules of Order Newly Revised* typically using the following general procedures.
  - i. Attendance taken using a sign-in sheet; all those in attendance by means of physical presence must sign the provided sheet, and any in attendance by a means other than physical presence shall be noted by roll call and recorded on the sign-in sheet.
  - ii. Voting done viva voce (by the voice) shall be the standard unless a roll call is required or deemed necessary.

- iii. Financial Statements, including external audits, require a motion to **be received and placed on file.**

## 2.2 Officers

The Policy Committee shall elect a Chair and Vice-Chair from the among the voting members every two (2) years. The nominated Chair and Vice-Chair are designated via a rotation schedule established and approved by the Policy Committee. Every two (2) years the nominated Chair and Vice-Chair are officially elected with the approval of the regular meeting schedule (see section 1.1.1).

The rotation schedule is as follows:

	<u>Vice Chair</u>	<u>Chair</u>
<b>Champaign County</b>	<b>2018-2019</b>	<b>2020-2021</b>
<b>Savoy</b>	<b>2020-2021</b>	<b>2022-2023</b>
<b>Mahomet</b>	<b>2022-2023</b>	<b>2024-2025</b>
<b>Rantoul</b>	<b>2024-2025</b>	<b>2026-2027</b>
<b>UIUC</b>	<b>2026-2027</b>	<b>2028-2029</b>
<b>Urbana</b>	<b>2028-2029</b>	<b>2030-2031</b>
<b>Champaign</b>	<b>2030-2031</b>	<b>2032-2033</b>
<b>Champaign County</b>	<b>2032-2033</b>	<b>2034-2035</b>
<b>Savoy</b>	<b>2034-2035</b>	<b>2036-2037</b>
<b>Mahomet</b>	<b>2036-2037</b>	<b>2038-2039</b>
<b>Rantoul</b>	<b>2038-2039</b>	<b>2040-2041</b>

*Each term is two years beginning on January 1 and ending on December 31*

## 3.0 Technical Representatives

Each member agency shall designate a Technical Representative. The designation shall be made in writing and sent to the CCGISC Director. The duties and responsibilities of the Technical Representatives include, but are not limited to, the following:

- a. Act as their agency’s primary point of contact for technical matters to CCGISC staff.
- b. Relay technical updates and/or information supplied by the CCGISC Director to the Members and their respective agencies.
- c. Provide technical and operational input as requested by CCGISC staff or direct CCGISC staff to appropriate contacts within their agency.
- d. Attend at least one informal meeting per year.

## **4.0 Salary Administration**

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The Policy Committee follows the Salary Administration policies set forth by the Lead Agency. These include, but are not limited to, establishing pay grades and pay ranges, designating positions to specific pay ranges, and recommending annual salary adjustments. However, to retain and reward valuable employees who meet certain criteria on annual performance evaluations, the Policy Committee established Pay for Performance guidelines which, at their discretion, may be funded as part of the annual budgetary approval process. Pay for Performance adjustments are in addition to the recommended salary increase by the Lead Agency.

### **4.1 Pay for Performance**

#### **4.1.1 Guidelines**

- a. The CCGISC Director conducts annual performance evaluations for the CCGISC staff members following guidelines set forth by the Lead Agency.
- b. The Lead Agency is responsible for the annual evaluation of the CCGISC Director.
- c. Employees who are not at the maximum of their respective salary ranges may be eligible for up to a 1.25% salary increase. This increase shall not exceed the maximum of their respective salary ranges. Salary increases are based on the results of the employee's annual performance evaluation
- d. Employees who are at the maximum of their respective salary ranges, or who will reach the maximum because of their evaluation, may be eligible for a one-time bonus of up to \$650.00. One-time bonuses are based on the results of the employee's annual performance evaluation.

#### **4.1.2 Recommendation**

The CCGISC Director shall provide the Policy Committee with an annual Pay for Performance recommendation as part of the annual budgetary process. This recommendation shall consider, at a minimum, the following items:

- a. Reasonableness in relation to the recommended pay increase by the Lead Agency considering the Consumer Price Index (CPI) and/or the annual Cost of Living Adjustment (COLA).
- b. Available appropriations to sustain the increase per 3-year financial projections.