



Cook County Multi-Jurisdictional All Hazards Mitigation Plan

Steering Committee Ground Rules

PURPOSE

The Steering Committee (SC) will provide guidance and leadership, oversee the Cook County Multi-Jurisdictional Hazard Mitigation Plan (HMP) maintenance process, and act as the point of contact for all Planning Partners and the various interest groups within the planning area. To enhance the planning effort and to help build support for hazard mitigation, members of the SC were selected who as a group would represent the best possible cross section of views. Table 1 at the end of this document lists SC members. The Planning Team, (made up of representatives from the Cook County Department of Homeland Security and Emergency Management [DHSEM] and their consultants) is responsible for coordinating and implementing the plan maintenance strategy for the HMP. Planning Partners (representatives of local governments) have committed to actively participate in the plan updates.

CHAIRPERSON

The role of the Chairperson is to:

- Lead meetings so that agendas are followed and meetings adjourn on time
- Allow all members to be heard during discussions
- Moderate discussions among members with differing points of view
- Serve as a sounding board for staff in preparations of agendas and strategy to best involve the full SC in hazard mitigation plan tasks.

The principal role of the Vice-Chairperson is to assume the duties of the Chairperson when the Chairperson is not able to attend a meeting or forum. Both the Chairperson and Vice-Chairperson may be asked to act as spokespersons for this effort during this planning process as need arises, and as determined by Cook County DHSEM.

ATTENDANCE

Participation of all SC members in meetings is important, and members should make every effort to attend each meeting. If SC members cannot attend, they should inform the Planning Team or the Chairperson before the meeting. Each SC member should identify an alternate who will represent that member at any meeting that he/she cannot attend. If a member accumulates two consecutive, unexcused absences without attendance of an alternate, or three consecutive excused absences, the Chairperson will contact that member to inquire about any issues regarding that member's participation on the SC. Any final action following the inquiry will be at the direction of the Planning Team. The SC will strive to maintain a minimum membership of 15 members, with representation similar to that of the initial SC.

If a quorum of members is present, a member may attend a meeting via teleconference or video conference only if the member is prevented from attending due to illness, employment purposes, the business of the jurisdiction they represent, or an emergency arises where giving advance notice is



impractical. A member attending via teleconference or video conference under the circumstances described above must provide 24-hour notice to the DHSEM Planning Team in order to have full participation in the meeting, including the ability to vote.

QUORUM

A minimum attendance at each meeting is needed to ensure that different viewpoints of committee members are adequately represented. The committee has chosen to establish a quorum that is necessary to conduct business of permanent SC members or their designated alternates attending a meeting in person or via electronic means. No final outcomes from the planning process will result from a meeting where a full quorum is not present.

ALTERNATES

A group of people was selected for the SC who committed to attend SC meetings and gain understanding of the issues and each other's viewpoints in order to reach agreement on plan recommendations. However, circumstances may arise to prevent attendance of regular members. Therefore, each primary member was strongly encouraged to identify an alternate member. The SC has decided that the roles of alternates and regular SC members are fully interchangeable. An SC alternate can make a binding decision or vote on any issue at a meeting lacking attendance of his/her associated primary member. To ensure all SC alternates are continually apprised of progress in development of plan recommendations, the SC alternates will be added to all mailing lists for receipt of information pertinent to the planning process. The list of designated alternates appears in Table 1 at the end of this document.

DECISION-MAKING

Consensus or voting among SC members (or eligible attending alternates) will be the two primary ways to reach decisions regarding SC advice and guidance on the planning process. "Consensus" is defined as acceptance without vote of a recommendation that, perhaps not ideal for each SC member, but which every member can live with. "Voting" is defined as subjecting a proposition to a "yes or no" decision by all present members and eligible alternates, and "majority rules." In either case, strong minority opinions will be recorded in meeting minutes, and the SC may choose to note these opinions in its final recommendations. The SC decided that it will strive for consensus on all decisions, and if consensus cannot be reached, will implement voting. In the event of a tied vote, the Cook County representative to the SC will cast the tie-breaking vote.

RECOMMENDATIONS

The SC's recommendations will be recorded in the meeting minutes and reflected in the plan as appropriate. The SC may also assist in presentation of the plan to the elected bodies of participating organizations.



SPOKESPERSONS

The Cook County DHSEM will act as the official spokesperson for this planning effort. All requests for media involvement in this process will be coordinated through DHSEM.

However, the SC may act as the spokesperson for this effort under some circumstances. This could occur when the public or the press attends a scheduled SC meeting. In this situation, it would be ideal for the SC to present a united front after recognizing and considering different viewpoints or recommendations of its members. To consistently represent the SC's recommendations and decisions via consensus or vote to participating organizations, the public, and the media, an SC spokesperson should be selected. All requests to address this spokesperson shall be coordinated through DHSEM.

In addition, each member should assume responsibility to represent the SC's recommendation when speaking on plan-related issues as an SC member. Any differing personal or organizational viewpoints should be clearly distinguished from those accepted by the SC.

STAFFING

The Planning Team for this project includes appropriate personnel from DHSEM and its consultant. The Planning Team will schedule meetings, distribute agendas, prepare information/presentations for SC meetings, write meeting minutes, and generally seek to facilitate the SC's activities.

PUBLIC INVOLVEMENT

As they conduct SC work, members will seek to keep the public and the groups to which they are affiliated informed about the plan process. Development of a public involvement strategy will be one of the first tasks undertaken by the SC.

All SC meetings will be open to the public and advertised as such. The SC will adhere to "Rules of Conduct" consistent with the Illinois Open Meetings Act (5 *Illinois Compiled Statutes* [ILCS] 120/1), as well as protocol adopted by the Board of Cook County Commissioners. Members of the public wanting to address the SC may do so based on the following protocol:

Addressing the SC

- Any person desiring to address the SC must first be recognized by the Chairperson. A person may be required to fill out a sign-in sheet as a condition of speaking. All sign-in sheets shall be delivered to the Chairperson of the SC.
- Each person speaking via a microphone, or if no microphone is available but the meeting is being recorded or minutes are being taken, shall initially identify himself or herself by his or her name, mailing address (unless confidentiality is requested), and, if appropriate, representative capacity.
- Any person submitting letters or documents should provide a minimum of five (5) copies prior to the meeting or at the meeting. All copies should be given to the Chairperson of the SC. The Chairperson will be officially responsible for distributing the submittal(s).
- To maintain decorum befitting a deliberative, legislative, or executive process the following actions will not be permitted: display of banners, signs, buttons, or apparel expressing opinions on political matters or matters considered by the SC; applause; or similar actions.



- A speaker asserting a statement of fact may be asked to document and identify the source of the factual datum asserted.
- When addressing the SC, members of the public shall direct all remarks to the SC Chairperson and shall confine remarks to the matters specifically before the board.
- All comments must have relevance to the plan and the planning area. Topics of discussion must be related to the current meeting's agenda items. Relevance will be determined by the Chairperson.

Speaking Time Limits

- Unless deemed otherwise by the Chairperson, each person addressing the SC shall be limited to 3 minutes speaking time. The speaking time limit does not include time necessary to respond to questions asked by the SC.
- A person may yield his/her 3 minutes to another person provided he/she so indicates this on the sign-in sheet or at the time he/she is recognized by the Chairperson.
- The number of public comments received will be at the discretion of the Chairperson, but total time allotted will not exceed 15 minutes. If a member of the public is not allowed to address the SC because of this time restriction, he/she will be provided the opportunity to submit written testimony to the SC for its consideration at the next scheduled meeting.

SC MEMBER TRAINING

The SC will adhere to training requirements consistent with the Illinois Open Meetings Act (5 ILCS 120/1.05). Each SC member will complete electronic training and file a copy of the Certificate of Completion with the Cook County DHSEM. In addition, the SC will designate one member as the Open Meetings Act designee for the Committee. The SC designee will complete Open Meetings Act training annually. The electronic training for SC members and the SC designee is available at <http://foia.ilattorneygeneral.net>.

COURTESY

SC members should treat each other with respect, listen to each other, work cooperatively, and allow all members to voice their opinions.

MEETING DATES

Meetings generally will occur twice a year or as needed at locations to be determined by the SC. The SC wants to provide access to the process to as much of the public and Planning Partnership as possible. To accomplish this goal, the SC wants to schedule its meetings at different locations throughout the planning area. Ability to do so will depend on availability of suitable meeting space and a sponsor.



Attachment

Meeting Attendees and Contact Information



Table 1. Steering Committee Members

Name	Agency	Email	Phone
Cosme, Michael	Metropolitan Water Reclamation District of Greater Chicago	public.affairs@mwrdd.org	312-751-6633
Doughtie, Matt	City of Chicago Office of Emergency Management and Communications	mdoughtie@cityofchicago.org	312-746-9462
DuBose, LaToya	Cook County Department of Public Health	ldubose@cookcountyhhs.org	708-633-8052
Frum, Sandra	North West Municipal Conference	frum@northbrook.il.us	847-272-1892
Haywood, Dave	MABAS	haywood@mabas-il.org	708-878-5232
McNeils, John	Cook County Transportation and Highways Department	john.mcnelis@cookcountyil.gov	312- 603-1834
Alexander-Maxie, Yvette	American Red Cross	yvette.alexander@redcross.org	312-907-2008
McGee, Tylon	Cook County Department of Homeland Security and Emergency Management	tylon.mcgee@cookcountyil.gov	312-603-7257



Name	Agency	Email	Phone
Osman, Paul	Illinois Department of Natural Resources, Office of Water Resources	Paul.Osman@Illinois.gov	217-782-4428
Pulia, Sam	Village of Westchester	spulia@westchester-il.org	708-345-0020
Ryan, Gene	Cook County Department of Homeland Security and Emergency Management	gene.ryan@cookcountyil.gov	312-603-8547
Schaefer, John	Village of Homewood	jschaefer@homewoodil.gov	708-206-3470
Schnoes, Kevin	Cook County Department of Environmental Control	Kevin.Schnoes@cookcountyil.gov	312-603-8214
Ryan, Gene	Cook County Department of Homeland Security and Emergency Management	gene.ryan@cookcountyil.gov	312-603-8547
Tocci, Dominic	Cook County Bureau of Economic Development	Dominic.Tocci@cookcountyil.gov	312-603-1048