

# **Kankakee County Waterways Advisory Subcommittee By-Laws**

These bylaws establish the rules and procedures for the operation of the Kankakee County Waterways Advisory Subcommittee, ensuring accountability, efficiency, and transparency in its advisory role to the Kankakee County Board.

## **Article I: Name**

The name of this organization shall be the Kankakee County Waterways Advisory Subcommittee.

## **Article II: Purpose**

The purpose of the Kankakee County Waterways Advisory Subcommittee is to provide representatives from the waterway and water-management community with an avenue to offer input to the Kankakee County Board regarding the need for county action on the Kankakee River and overall water resource management.

## **Article III: Membership**

### **Section 1: Composition**

The Subcommittee shall consist of ten voting members as follows:

1. One member selected by vote of the Kankakee, Aroma Park, and Momence Boat Clubs.
2. One member from the Kankakee County Farm Bureau.
3. One member from a Soil and Water District in Kankakee County.
4. One member from the Northern Illinois Anglers Association (NIAA).
5. One member representing all Kankakee County Drainage Districts.
6. One member representing rural fire rescue.
7. One member who was appointed by the Kankakee County Board Chairman as the Kankakee County representative to the Kankakee River Basin and Yellow River Basin Development Commission.
8. Three at-large members, who may be selected from any interested parties in the county with experience or interest in waterway and water-resource management.

### **Section 2: Non-Voting Member**

The Chairperson of the Highways, Buildings and Waterways Committee of the Kankakee County Board shall serve as a non-voting member of the Subcommittee.

### **Section 3: Appointment**

The members of the Subcommittee shall be appointed by the Highways, Buildings and Waterways Committee of the Kankakee County Board. The Committee shall ensure that the composition of the Subcommittee remains as outlined in Section 1. Appointments shall be made in accordance with the procedures established by the Highways, Buildings and Waterways Committee.

### **Section 4: Term of Membership**

Members of the Subcommittee shall serve two-year terms unless specified otherwise by the Highways, Buildings and Waterways Committee. Members may be reappointed at the end of their term. There is no term limit.

## **Article IV: Duties and Responsibilities**

### **Section 1: General Duties**

The Subcommittee shall:

1. Provide advice to the Kankakee County Board regarding the need for action on the Kankakee River and overall water resource management.
2. Offer recommendations for waterway and water-resource management strategies in Kankakee County.
3. Serve as a liaison between the Kankakee County Board and local stakeholders in waterway and water-management communities.
4. Report regularly to the Highways, Buildings and Waterways Committee of the Kankakee County Board regarding its findings, discussions, and recommendations.

### **Section 2: Subcommittee Chairperson**

The Subcommittee shall elect a Chairman from among its members annually. The duties of the Chairman include:

1. Presiding over all meetings of the Subcommittee.
2. Representing the Subcommittee at official functions, unless otherwise delegated.
3. Coordinating the work of Subcommittee members and ensuring the timely preparation of recommendations to the Kankakee County Board.

### **Section 3: Other Officers**

In addition to the Chairperson, the Subcommittee may elect a Vice-Chairman and a Secretary, whose duties shall be determined by the needs of the Subcommittee and its members.

## **Article V: Meetings**

### **Section 1: Frequency of Meetings**

The Subcommittee shall meet at least quarterly or more frequently as needed. Special meetings may be called by the Chairman or upon the request of the Highways, Buildings and Waterways Committee.

### **Section 2: Quorum**

A quorum shall consist of six voting members of the Subcommittee. No business may be conducted without a quorum.

### **Section 3: Voting**

Each voting member shall have one vote. Decisions shall be made by a majority vote of the members present at a duly called meeting. In the event of a tie vote, the Chairman shall cast the deciding vote.

### **Section 4: Open Meetings**

Meetings of the Subcommittee shall be open to the public, except for matters discussed in executive session as allowed by law.

### **Section 5: Notice of Meetings**

Notice of Subcommittee meetings shall be provided to the public in accordance with the Illinois

Open Meetings Act, and members shall be notified at least five days in advance of any regular meeting.

#### **Article VI: Compensation**

Members of the Subcommittee serve the county without compensation; however, members are entitled to reimbursement of mileage traveled in performance of their duties as a subcommittee member. Mileage will be reimbursed in accordance with the Internal Revenue Service guidance and must be submitted within 30 days of the performance of duties. All mileage reimbursement claims shall be submitted to the Administration Department of the County of Kankakee for review and approval.

#### **Article VII: Reporting**

The Subcommittee shall report to the Highways, Buildings and Waterways Committee of the Kankakee County Board on a regular basis, presenting any recommendations, concerns, and findings regarding waterway and water-resource management in Kankakee County.

#### **Article VIII: Amendments**

These bylaws may be amended by a majority vote of the Subcommittee members, subject to approval by the Highways, Buildings and Waterways Committee of the Kankakee County Board. Proposed amendments must be submitted in writing at least one meeting prior to the vote.

#### **Article IX: Dissolution**

The Subcommittee may be dissolved by the Kankakee County Board upon recommendation from the Highways, Buildings and Waterways Committee.

**Adopted:** 06/05/2025