



KNOX COUNTY  
COURTHOUSE  
200 S. CHERRY ST  
GALESBURG, IL 61401

KNOX COUNTY  
ADMINISTRATIVE ANNEX  
121 S. PRAIRIE ST  
GALESBURG, IL 61401

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## Knox County Board Organizational Meeting Rules of Operation

The following rules will be in effect for the Organizational Meeting of the Knox County Board pursuant to its defined purposes of electing a Board Chairman Pro-Tem, County Board Chairman, County Board Vice-Chairman, and Parliamentarian:

- The County Clerk shall conduct the opening proceedings of the meeting and shall swear in the recently elected Members. After the election of the Chairman Pro-Tem, that person shall conduct the election for the Board Chairman. The elected Chairman will then conduct the elections of the Vice-Chairman and Parliamentarian.
- Nominations for officer positions shall be taken from the floor and do not require a second. The named candidate does have the opportunity to decline the nomination if they so choose.
- Once all nominations have been made for a particular position, a roll call vote shall be called by the County Clerk. Members will vote in their established voting order as per County Board operating rules. Members shall state the name of the person for whom they wish to vote. A simple majority of votes cast will determine the winner. If no winner can be determined, additional rounds of voting will be required until such time as a winner can be determined.
- Nominations and elections shall proceed until all required positions have been filled.
- Elected Officers shall assume responsibility for their position immediately upon election.
- When not specifically stated in these or the Board Rules for the County Board, Robert's Rules of Order, Newly Revised Edition will be observed.