

# Rules of Procedure for Property Tax Relief Task Force



Adopted August 12<sup>th</sup>, 2019

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The Property Tax Relief Task Force operates pursuant to the authority of Public Act 101-0181.

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**Section I—Declaration and Purpose**

- Section 1.1      The *Property Tax Relief Task Force*, in order to fulfill its statutory purpose and responsibilities under Public Act 101-0181 and to serve the residents of Illinois, hereby establishes Rules of Procedure to direct its operations. It is the purpose of these Rules of Procedure to clarify the means by which the Property Tax Relief Task Force will perform its functions, delegate authority without avoiding responsibility, and respond to the requirements of its legislative mandate.
- Section 1.2      Pursuant to Public Act 101-0181, the Property Tax Relief Task Force is created to utilize a racial and economic equity lens to identify the causes of increasingly burdensome property taxes across Illinois, review best practices in public policy strategies that create short-term and long-term property tax relief for homeowners, and make recommendations to assist in the development of short-term and long-term administrative, electoral, and legislative changes needed to create short-term and long-term property tax relief for homeowners..

**Section II—Membership and Officers**

- Section 2.1      Members of the Property Tax Relief Task Force are selected pursuant to the appointment specifications noted in Public Act 101-0181.
- Section 2.2      Vacancies in membership will be filled in accordance with the appointment authority detailed in Public Act 101-0181.
- Section 2.3      The Co-chairs shall be members of the Property Tax Relief Task Force and shall be elected at the initial meeting of the Property Tax Relief Task Force.

**Section III—Meetings**

- Section 3.1 All meetings of the Property Tax Relief Task Force, including public hearings, shall be open to the public and comply with the Open Meetings Act.
- Section 3.2 Regular meetings of the Property Tax Relief Task Force shall be held at a time and location determined by the Co-chairs in consultation with designated staff from the Illinois Department of Revenue (DOR). The Co-chairs, at their discretion, may cancel or reschedule any regular meeting by written notice within a reasonable time prior to the scheduled meeting date. The time and place of all such meetings scheduled or rescheduled shall be given to the Property Tax Relief Task Force members at least seven calendar days prior to this meeting date.
- Section 3.3 Special meetings of the Property Tax Relief Task Force may be called at the discretion of the Co-chairs in consultation with designated DOR staff or by request of a majority of Property Tax Relief Task Force members. An Agenda, together with a notice of the time and place of any such meeting, must be provided to the Property Tax Relief Task Force members at least five calendar days prior thereto. Only matters contained in the Agenda shall be discussed at any special meeting. The Co-chairs may cancel a special meeting at their discretion, provided that a meeting called by the Property Tax Relief Task Force members may be canceled only with their consent. Public notice of any special meeting, except a meeting held in the event of a bona fide emergency, shall be given at least 48 hours before such meeting.
- Section 3.4 The Co-chairs shall prepare an Agenda of business scheduled for deliberation prior to each meeting in consultation with designated DOR staff. The approval of Minutes from the previous meeting and a public comment opportunity shall be included on each Agenda. The Agenda shall be distributed to the members of the Property Tax Relief Task Force at least three calendar days prior to a scheduled meeting. Any member may have an item placed on the Agenda by notifying the Co-chairs of his or her desires in that regard in writing at least five days prior to the Property Tax Relief Task Force meeting. Such notification should also include a copy of a list of any written materials that the member wishes to distribute to the Property Tax Relief Task Force. Supporting materials, including the Agenda, shall be posted at the location of the meeting and on the Property Tax Relief Task Force website created according to Section 5.2 of the Rules of Procedure within 48 hours of any meeting. In addition, there shall always be a category titled “New Business” for the initiation of emergent matters on every Agenda, except on a special meeting.
- Section 3.5 Notwithstanding any provision in the Open Meeting Act to the contrary, members may attend Task Force meetings by video, if available, or audio conference if the member is prevented from physically attending. The member shall notify the designated DOR staff in writing or via email of their request to attend electronically no less than 48 hours in advance of the meeting (unless advance notice is impractical). The Co-chairs of the taskforce have discretion to allow electronic attendance for requests with less than 48-hour notice.

**Section IV—Conduct of Business**

- Section 4.1 In order to transact business, a simple majority of those appointed to the Property Tax Relief Task Force must be present at the initial roll call at the commencement of any regular or special meeting and they shall constitute a quorum. Property Tax Relief Task Force members attending in person, by video teleconference, by computer conference or webinar, or by telephone shall be considered present as permitted by the Open Meetings Act. If a quorum is not present at the scheduled time of the meeting, the Co-chairs may continue a roll call for a reasonable time. Thereafter, if a quorum is not reached, the meeting may continue as permitted by the Open Meetings Act, provided no official action is taken. Official action may be taken if and when a quorum is subsequently reached.

- Section 4.2 A majority of those voting (defined as those who cast “yes” or “no” votes) on a motion shall be sufficient to pass and make it the official act of the Property Tax Relief Task Force. Motions shall be made and seconded by Property Tax Relief Task Force members before being called for a vote. A motion shall not be made and seconded by the same Property Tax Relief Task Force member.
- Section 4.3 The Co-chairs shall have the right to call for a vote by voice vote, or by leave to adopt a previous roll call vote, in all cases unless there is an objection by one member, in which case a roll call vote shall be taken. The Minutes shall reflect the results of each roll call.
- Section 4.4 Proxy votes or participation in meetings of the Property Tax Relief Task Force shall not be permitted. A Property Tax Relief Task Force member must be present to record his or her vote, to present a motion or motion, or to participate in discussion
- Section 4.5 Minutes of each meeting shall be approved by the Property Tax Relief Task Force as required by the Open Meetings Act. Copies of the approved Minutes shall be posted on the website required by Section 5.2 and made available to anyone who requests them in accordance with the Open Meetings Act.
- Section 4.6 Members of the public may comment at each meeting subject to reasonable constraints. Participants are expected to follow these guidelines:
1. Address the Property Tax Relief Task Force only at the appropriate time as indicated on the Agenda and when recognized by the Co-chairs.
  2. Identify oneself and be brief. Ordinarily, comments shall be limited to five minutes.
  3. In the interest of time, the Co-chairs may shorten public comment to give the maximum number of participants the opportunity to speak.
  4. Conduct oneself with respect and civility toward others.
- Section 4.7 The Co-chairs (must have five in agreement) may create subcommittees to evaluate, study, and/or propose policies to the entire Property Tax Relief Taskforce. A majority of the Task Force members also may create a subcommittee to evaluate, study, and/or propose policies to the entire Property Tax Relief Taskforce. In the event such subcommittees are created, the Co-chairs shall appoint Subcommittee Co-chairs to lead the subcommittees as well as additional sitting members of the parent taskforce to the subcommittee. The Co-chairs, for a caucus and chamber, may temporarily replace members of a subcommittee, from such caucus and chamber, if the member is otherwise unavailable. The appointment of a member as a temporary replacement must be of an existing member of the Task Force and the temporary replacement shall remain in effect until (i) the permanent member who was replaced is in attendance at the hearing and has been added to the subcommittee roll, (ii) the Co-chairs withdraw the temporary replacement appointment or appoints a different member to serve as the temporary replacement, or (iii) the hearing is adjourned or the authority has expired for a re-convened hearing following a recess of the subcommittee, whichever occurs first. All subcommittees shall follow the meeting protocols as outlined in Section III-Meetings.

**Section V—Administrative Support**

- Section 5.1 Designated DOR staff shall provide administrative support to the Property Tax Relief Task Force.
- Section 5.2 Designated DOR staff shall create and maintain a website for the Property Tax Relief Task Force that shall serve to inform the public about the Property Tax Relief Task Force.
- Section 5.3 Designated Illinois State Board of Education (ISBE) and Office of Management & Budget (GOMB) staff shall collaborate with the Property Tax Relief Task Force.
- Section 5.4 For the purpose of providing efficient administrative support, all requests for information from the Property Tax Relief Task Force from collaborating agencies shall be directed by the Co-chairs to designated DOR staff.

**Section VI—Ethics and Sexual Harassment Training, Open Meetings Act Training, and Conflicts of Interest**

- Section 6.1 All members of the Property Relief Task force shall remain in compliance with the mandatory annual ethics and sexual harassment training required by the State Officials and Employees Ethics Act. A signed acknowledgment of completion of the training shall be submitted to designated DOR staff and kept for each Property Tax Relief Task Force member.
- Section 6.2 All members of the Property Tax Relief Task Force shall complete annually the Open Meetings Act training available on the website of Illinois Attorney General. A certificate of completion shall be submitted to designated DOR staff and kept for each Property Tax Relief Task Force member.
- Section 6.3 No Property Tax Relief Task Force member shall accept any stipend, fee, gratuity, or consideration of any kind or nature from any person, unit, agency, or organization for the purpose of influencing a vote, decision, or recommendation of a member on a matter before the Property Tax Relief Task Force.
- Section 6.4 The decision of the Co-chairs with respect to conflict of interest situations shall be final unless the situation involves one or more Co-chairs, in which case the non-involved Co-chair's decision shall be final. If all Co-chairs are involved, a decision shall be made by a majority of the non-involved Property Tax Relief Task Force members.

**Section VII—Robert's Rules of Order**

- Section 7.1 All matters not covered by these Rules of Procedure shall be governed by the latest edition of Robert's Rules of Order.

**Section VIII—Adoption and Amendments to Rules of Procedure**

- Section 8.1 Adoption or amendment of these Rules of Procedure shall require a two-thirds vote of the Property Tax Relief Task Force members voting at an official meeting that has been properly noticed as required by these Rules of Procedure. Amendments shall be proposed only by members during a regular meeting of the Property Tax Relief Task Force and voted upon during the next regular meeting.
- Section 8.2 A complete electronic copy of these Rules of Procedure shall be posted on the website required by Section 5.2.