

BY-LAWS
OF THE
DEKALB COUNTY PUBLIC BUILDING COMMISSION,
A MUNICIPAL CORPORATION AND BODY POLITIC
ORGANIZED PURSUANT TO THE "PUBLIC BUILDING COMMISSION ACT",
ILLINOIS REVISED STATUTES 1977,
CHAPTER 85, SECTIONS 1031 THROUGH 1054

ARTICLE I

OFFICE

The DeKalb County Public Building Commission (hereinafter "Commission") shall maintain its office at the Office of the DeKalb County Board, Court House Annex, 104 North Main Street, Sycamore, Illinois 60178.

ARTICLE II

RIGHTS AND LIABILITIES OF COMMISSIONERS

The rights and liabilities of Commissioners of the DeKalb County Public Building Commission (hereinafter "Commissioners") shall be as set forth in the "Public Building Commission Act" (hereinafter "Act"), and in other law of the State of Illinois.

ARTICLE III

COMMISSIONERS

Section 1. General Powers. The government, control and management of the affairs of the Commission shall be vested in the Board of Commissioners and such Board shall possess and exercise all of the powers granted under the Act and such other powers, not inconsistent with said Act, as may be necessary to effectuate the purpose of said Act.

Section 2. Approval and Tenure of Office. The initial Commissioners have been appointed by the Chairman of the DeKalb County Board with the advice and consent of said County Board, and are those five (5) persons named hereinbelow, and their respective terms of office have been determined by lot, and are set opposite their names hereinbelow:

<u>NAME</u>	<u>TERM</u>
<u>James B. Whitford, Jr.</u>	1 Years
<u>Daryl Pokrana</u>	2 Years
<u>Ron Darden</u>	3 Years
<u>Ellen Barker</u>	4 Years
<u>Clarence Louderback</u>	5 Years

The initial Commissioners who are to hold office for terms of one (1), two (2), three (3), four (4) and five (5) years, respectively, shall continue in office until that September 30th which next follows the expiration of the periods of one (1), two (2), three (3), four (4) and five (5) years, respectively, from the date of the filing of the certificates of appointment in the Office of the DeKalb County Recorder of Deeds, and until their successors are appointed and qualified by taking their oath of office.

Subsequent Commissioners shall be appointed by the Chairman of the DeKalb County Board with the advice and consent of said County Board. The term of each subsequent Commissioner shall be five (5) years or until his successor shall have been appointed and shall have qualified by taking his oath of office.

Section 3. Vacancies. In the event of a vacancy, resignation, removal or refusal to act, the Chairman of the DeKalb County Board with the advice and consent of said County Board shall appoint a Commissioner to hold office for the unexpired portion of the term.

Section 4. Compensation. No Commissioner shall receive any compensation, whether in form of salary, per diem allowance or otherwise, for or in connection with his services as such Commissioner. Each Commissioner, however, shall be entitled to reimbursement for any necessary expenditures in connection with the performance of his duties.

ARTICLE IV

MEETINGS OF BOARD OF COMMISSIONERS

Section 1. Regular Annual Meeting Date. The regular annual meeting of the Board of Commissioners shall be held on the first Monday of October of each year, beginning with the year 1980, at the DeKalb County Court House in Sycamore, Illinois, for the purpose of electing officers, passing upon reports for the previous fiscal year and transacting such other business as may come before the meeting. If the day fixed for the annual meeting shall fall on a legal holiday, such meeting shall be held on the next succeeding business day. Failure to hold the annual meeting at the designated time shall not work a forfeiture or dissolution of the Commission and, in the event of such failure, the annual meeting shall be held within a reasonable time thereafter.

Section 2. Special Meetings. Special meetings of the Board of Commissioners may be called by its Chairman or by any two (2) Commissioners, and it shall thereupon be the duty of its Secretary to cause notice of such meeting to be given as hereinafter provided. The Chairman or Commissioners calling the meeting shall fix the time and the place for the holding of such meeting.

Section 3. Notice of Board of Commissioners Meetings. Written notice of the time, place and purpose of any regular or special meeting of the Board of Commissioners shall be delivered to each Commissioner and to the news media not less than three (3) days previous thereto either personally or by mail, by or at the direction of its Secretary, by its Chairman or by the Commissioners calling the meeting. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail addressed to the Commissioner at his address as it appears on the records of the Commission, and to the news media at the addresses either presented in the telephone directory or provided to the Commission, with postage thereon prepaid.

Section 4. Quorum. A majority of the Board of Commissioners shall constitute a quorum for the transaction of the business thereof. The concurring vote of three-fifths of all Commissioners shall be required for the exercise of any of the powers granted by the Act.

ARTICLE V

OFFICERS

Section 1. Number. The officers of the Board of Commissioners shall be a Chairman, a Vice-Chairman, a Secretary, a Treasurer and such other officers as may be determined by the Board of Commissioners from time to time to perform such duties as may be designated by said Board. The Chairman and Vice-Chairman shall be members of the Board of Commissioners, but none of the other officers need be members of said Board. Such officers that are not Commissioners shall receive compensation in such amount as shall be determined by the Board.

Section 2. Election and Term of Office. The officers shall be elected annually by the Board of Commissioners at the regular annual meeting of said Board. If the election of officers shall not be held at such meeting, such election shall be held as soon thereafter as conveniently may be. Each officer shall hold office until his successor shall have been elected.

Section 3. Removal of Officers and Agents of the Board of Commissioners. Any officer or agent elected or appointed by the Board of Commissioners may be removed by said Board whenever in its judgement the best interests of the Commission will be served thereby.

Section 4. Chairman. The Chairman shall:

(a) be the principal executive officer of the Commission, and unless otherwise determined by the members of the Board of Commissioners, shall preside at all meetings of said Board;

(b) sign in the name of the Commission all leases, contracts, deeds of conveyance, or other instruments in writing executed by the Board of Commissioners;

(c) sign in the name of the Commission all checks, drafts or other orders for the payment of monies, and all notes, bonds or other evidence of indebtedness issued in the name of the Commission; and

(d) in general perform all duties incident to the office of the Chairman and such other duties as may be prescribed by the Board of Commissioners from time to time.

Section 5. Vice-Chairman. In the absence of the Chairman or in the event of his inability or refusal to act, the Vice-Chairman shall perform the duties of the Chairman, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chairman. The Vice-Chairman shall also perform such other duties as from time to time may be assigned to him by the Board of Commissioners.

Section 6. Secretary. The Secretary shall:

(a) keep the minutes of the meetings of the Board of Commissioners in one or more books provided for that purpose, which book or books shall always be open to the inspection of the public;

(b) see that all notices are duly given in accordance with these By-Laws or as required by law;

(c) be custodian of the Commissioner's records and seal, and affix said seal to documents, the execution of which on behalf of the Commission under its seal is duly authorized in accordance with the provisions of these By-Laws;

(d) keep a register of the names and post office addresses of all Commissioners and the news media;

(e) keep general charge of the books of the Commission;

(f) keep on file at all times a complete copy of the By-Laws of the Commission containing all amendments thereto which copy shall always be open to the inspection of the public, and at the expense of the Commission, forward a copy of the By-Laws and of all amendments thereto to each Commissioner;

(g) sign in the name of the Commission all leases, contracts, deeds of conveyance or other instruments in writing executed by the Board of Commissioners;

(h) attest to the signatures of the Chairman and Treasurer on all checks, drafts or other orders for the payment of monies, and all notes, bonds or other evidence of indebtedness issued in the name of the Commission; and

(i) in general, perform all duties incident to the office of Secretary, and such other duties as from time to time may be assigned to him by the Board of Commissioners.

Section 7. Treasurer. The Treasurer shall:

(a) have charge and custody of and be responsible for all funds and securities of the Commission;

(b) be responsible for the receipt of and the issuance of receipts for all monies due and payable to the Commission and for the deposit of all monies in the name of the Commission in such State or National Bank or Banks as shall be designated as a depository by the Board of Commissioners;

(c) sign in the name of the Commission all checks, drafts or other orders for the payment of monies, and all notes, bonds or other evidence of indebtedness issued in the name of the Commission; and

(d) in general, perform all duties incident to the office of Treasurer, and such other duties as from time to time may be assigned to him by the Board of Commissioners.

Section 8. Bonds of Officers. The Treasurer and any other officer or agent of the Commission charged with the responsibility for the custody of any of its funds or property shall give bond in such sum and with such surety as the Board of Commissioners shall determine. The Board in its discretion may also require any other officer, agent or employee of the Commission to give bond in such amount and with such surety as it shall determine.

Section 9. Powers and Duties of Officers. The powers and duties of officers, agents and employees shall be fixed by the Board of Commissioners subject to the provisions of these By-Laws and the Act.

ARTICLE VI

SEAL

The corporate seal of the Commission shall be in the form of a circle and shall have inscribed thereon the name of the Commission and the words "Corporate Seal".

ARTICLE VII

FINANCIAL TRANSACTIONS

Section 1. Contracts. All contracts to be let by the Commission, where the amount thereof is in excess of two thousand five hundred dollars (\$2,500.00), shall be let to the lowest responsible bidder, or bidders, on open competitive bidding after public advertisement published at least once in each week for three consecutive weeks prior to the opening of bids, in a daily newspaper of general circulation in DeKalb County. All bids shall be opened to public inspection in the Office of the Commission for a period of at least forty-eight (48) hours before award is made. All contracts let by the Commission shall be in accord with the Act, and be executed by the Chairman and the Secretary in the name of the Commission.

Section 2. Borrowing. All borrowing of money shall be in accord with the Act.

Section 3. Checks, Drafts, Etc.. All checks, drafts or other orders for the payment of monies, and all notes, bonds, or other evidence of indebtedness issued in the name of the Commission shall be signed by the Chairman and the Treasurer, and attested to by the Secretary.

Section 4. Deposits. All funds of the Commission shall be deposited from time to time to the credit of the Commission in such State or National Bank or Banks as may be designated as a depository by the Board of Commissioners.

Section 5. Fiscal Year. The fiscal year of the Commission shall begin on the first day of December of each and every year, and shall end on the last day of November of the following year.

Section 6. Accounting System and Reports. The Board of Commissioners shall cause to be established and maintained, in accordance with generally accepted principles of accounting, an appropriate accounting system.

Section 7. Annual Audit. The Board of Commissioners shall cause to be conducted an annual audit of the books, records and accounts of the Commission.

ARTICLE VIII

MISCELLANEOUS

Section 1. Rules and Regulations. The Board of Commissioners shall have the power to make and adopt such rules and regulations not inconsistent with law or these By-Laws, as it may deem advisable for the government, control and management of the affairs of the Commission.

Section 2. Inspection of Records. All records of the Commission shall be open to the inspection of the public at all reasonable hours.

ARTICLE X

AMENDMENTS

These By-Laws may be altered, amended or repealed by the concurring vote of three-fifths of all the Commissioners, at any regular or special meeting, provided the notice of such meeting shall have contained a copy of the proposed alteration, amendment or repeal.