

## CHAPTER 2

### VILLAGE BOARD MEETINGS

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2.01 MEETING TIME AND DATE.

(1) **REGULAR MEETINGS.** Regular meetings of the Village Board shall be held on the first and third Wednesday of each calendar month at 7:00 P.M. Any regular meeting falling on a legal holiday shall be held on a day designated by the Village Board and at the same hour and place.

(2) **SPECIAL MEETINGS.** Special meetings of the Board may be called by 2 Trustees by filing a written request with the Clerk-Treasurer at least 24 hours prior to the time specified for such meeting. The Clerk-Treasurer shall immediately post a notice of the meeting together with the agenda and seasonably notify each Trustee of the time and purpose of such meeting.

(3) **PLACE OF MEETINGS.** All meetings of the Board, including special and adjourned meetings, shall be held in the Village office.

(4) **QUORUM.** Four Trustees, including the Village President, shall constitute a quorum, but a lesser number may adjourn from time to time or compel the attendance of absent members. A call of the house may be ordered by a majority vote if 3 Trustees are present.

2.02 **ORDER OF BUSINESS.** The business of the Village Board shall be conducted in the following order:

1. Call to order by presiding officer.
2. Roll call. If a quorum is not present, the meeting shall be adjourned, which may be to a specified date.
3. Report by the Village President, or his/her designee, regarding compliance with the Open Meeting Law.
4. Correction and approval of minutes of previous meeting.
5. Hear citizens requesting to address the Village Board.
6. Communications.
7. Committee reports.
8. Reports of Village officers.
9. Unfinished business from previous meeting.
10. New business, including introduction of ordinances and resolutions.
11. Payment of claims.
12. Adjournment.

2.03 PRESIDING OFFICER.

(1) **CONTROL OF MEETING.** The Village President shall preserve order and conduct the proceedings of the meeting. A member may appeal from the decision of the presiding officer. Such appeal is not debatable and must be sustained by a majority of the members present, exclusive of the presiding officer.

(2) **ABSENCE OF VILLAGE PRESIDENT.** If the Village President is absent at any meeting, the Clerk-Treasurer shall call the meeting to order and preside until the Board selects a Trustee to preside for that meeting.

2.04 COMMITTEES.

(1) STANDING COMMITTEES AND APPOINTMENTS. At the first regular board meeting in May, the Village President shall appoint 3 trustees to each of the standing committees. The standing committees and their jurisdiction are as follows:

(a) Finance Committee. Reviews budget amendments, financing of capital improvements and borrowing.

(b) Law Enforcement Committee. Reviews operation of the Police Department.

(c) Licensing and Ordinance Committee. Reviews all license applications requiring Village Board action and all proposed ordinances.

(d) Personnel Committee. Reviews salaries and working conditions with all Village employees and makes recommendations regarding same to the Village Board.

(e) Public Property Committee. Responsible for the operation and maintenance of all Village property, including parks, and the Village liability and property insurance program.

(f) Street Committee. Responsible for construction and maintenance of all Village streets and sidewalks.

(g) Utility Committee. Reviews the operation of all Village utilities and makes recommendations to the Village Board regarding rates and upgrading utility operations.

(h) Solid Waste Committee. (created Ord. #146) Responsible for dealing with solid waste.

The Village President shall be ex officio chairman of the Finance Committee and shall designate the chairmen of other standing committees.

(2) SPECIAL COMMITTEES. The Village President shall appoint all special committees and designate the chairman of each.

(3) COMMITTEE REPORTS. Each committee shall at the next regular meeting submit a written or oral report on all matters referred to it. Such report shall recommend a definite action on each item. Any committee may require any Village officer or employee to confer with it and supply information in connection with any matter pending before it.

2.05 ORDINANCES AND RESOLUTIONS. Ordinances, resolutions, bylaws, communications and other matters submitted to the Board shall be read by title and author and referred to the appropriate committee by the Village President. No ordinance, resolution or bylaw shall be considered unless presented in writing by a Trustee. Unless requested by a Trustee before final vote is taken, no ordinance, resolution or bylaw need be read in full.

2.06 GENERAL RULES. The deliberations of the Board shall be conducted in accordance with the parliamentary rules contained in Robert's Rules of Order, revised. No person other than a member shall address the Village Board except by majority vote of the members present. No ordinance, resolution or other motion shall be discussed or acted upon unless it has been seconded. No motion shall be withdrawn or amended without the consent of the person making the same and the person seconding it.

2.07 SUSPENSION OF RULES. These rules or any part thereof may be temporarily suspended in connection with any matter under consideration by a recorded vote of 2/3 of the members present.