

Chapter 2 - The Village Board of Trustees

Article 1 – General Provisions

- 201 Election Functions
- 202 Meetings
- 203 Special Meetings
- 204 Presiding Officer
- 205 Quorum
- 206 Standing Committees
- 207 Duties of Standing Committees
- 208 Special Committees
- 209 Membership in Committees
- 210 Records
- 211 Disturbing Meetings
- 212 Salary

Article 2 – Rules of Order

- 213 Order of Business
- 214 Robert's Rules of Order

Article 3 - Electronic Attendance at Meetings Rules

- 215 Rules Statement
- 216 Prerequisites
- 217 Authorization to Participate
- 218 Adequate Equipment Required
- 219 Minutes
- 220 Rights of Remote Member
- 221 Applicable to Village Board and Standing Committees

Article 1 - General Provisions

201 Election Functions

The members of the Board of Trustees shall be elected and serve for a four-year term as is provided by statute. The terms of the members of the Village Board elected in the April election shall begin at the first regular or special meeting of the Village Board in May. If certified election results are not made available from the County Clerk at the first regular or special meeting in May, the term of office shall begin at the first regular or special meeting following receipt of the certified election results. The Board of Trustees shall be the legislative division of the Village government and shall perform such duties and have such powers as may be authorized by statute. *(Revised Ord. 2006-65)*

202 Meetings

The regular meetings of the Board of Trustees shall be held in the Council Room on the first and third Tuesday's of each month at 6:00 p.m. Provided that if the regular meeting falls on a legal holiday, the meeting shall take place on the next day at the same hour and place. Adjourned meetings may be held at such other times as the Board of Trustees may determine, after proper public notice thereof shall have been given.

203 Special Meetings

Special meetings of the Board of Trustees may be called by the President or 3 trustees; with notice of such meeting shall be given to each Trustee at least 48 hours before the time set for the meeting. In case all the elected members of the Board of Trustees are present at any special meeting then the requirements of notice shall be unnecessary and shall be deemed waived.

204 Presiding Officer

The President shall be the presiding officer of the Board of Trustees at all regular or special meetings and when the Board of Trustees meets as a committee of the whole.

205 Quorum

A majority of the elected members of the Board of Trustees shall constitute a quorum thereof.

206 Standing Committees

(Revised Ord. 2007-39)

The following shall be the Standing Committees of the Board of Trustees:

- A. Finance Committee
- B. Parks Committee
- C. Personnel Committee
- D. Public Works Committee
- E. Safety Committee

207 Duties of Standing Committees

The duties of the Standing Committees shall be as follows:

207.1 **Finance Committee.** It shall be the duty of the Finance Committee to:

- A. Review the monthly financial report of the Treasurer on a frequent and ongoing basis and submit recommendations regarding it to the Village Board.
- B. Advise the Village Board on the management and protection of the Village funds.
- C. Prepare and recommend to the Village Board the annual budget and appropriations and tax levy ordinances.
- D. Research and develop necessary financial reports to insure and protect the financial future of the Village.
- E. Provide financial direction for the Village.
- F. Perform such other duties as may be assigned to the committee from time to time by the President.

207.2 **Parks Committee.** It shall be the duty of the Parks Committee to:

- A. Develop short and long range plans for recreational facilities and programs.
- B. Monitor the usage of the park's facilities and ensure that a high standard of safety and maintenance is in place for all park properties.
- C. Perform such other duties as may be assigned to the committee from time to time by the President.

207.3 **Personnel Committee.** It shall be the duty of the Personnel Committee to:

- A. Consider and make recommendations to the Village Board with regard to personnel policies, salary structure and other employment matters.
- B. Perform such other duties as may be assigned to the committee from time to time by the President.

207.4 **Public Works Committee.** It shall be the duty of the Public Works Committee to oversee and make recommendations to the Village board with respect to: the construction, use, grade, drainage, maintenance and repair of Village streets and sidewalks and all appurtenances therein, the operation, maintenance and construction of the Village's water and sewer system facilities, transportation planning, equipment purchases for the Public Works Department over \$10,000, salt storage proposals, MFT Program, Water and Sewer Meter Reading Program, surplus property sale approval for the Public Works Department property, street lighting issues, IDOT Agreements/Resolutions and payments, Village Refuse, Recycling and Landscape Waste Program, sewer and water connection fee waivers and related requests, Municipal Centre building and grounds improvement issues, engineering agreements, construction contracts for streets, sewer and water improvements, payments to contractors for improvement projects, and Village Engineer. In addition, perform such other duties as may be assigned to the committee from time to time by the President. (*Revised Ord. 2005-12*)

207.5 **Safety Committee.** It shall be the duty of the Safety Committee to:

- A. Implement Village Board approved policy matters and establish and monitor goals for the Police Department.
- B. Review the Police Department's annual budget and approve department expenditures.
- C. Review and resolve complaints from the public and police personnel.
- D. Perform such other duties as may be assigned to the committee from time to time by the President.

208 Special Committees

The President shall appoint such special committees as the President may deem necessary or as may be directed by the Board of Trustees.

209 Membership in Committees

All standing and special committees shall be appointed by the President, subject to the consent of the Board of Trustees. The President shall designate the chairperson. Every standing and special committee of the Board of Trustees shall consist of 3 or more members of the Board including the chairperson and may include the President as a member. (*Revised Ord. 2005-18*)

210 Records

The Village Clerk shall keep the minutes and records of the Board of Trustee proceedings.

211 Disturbing Meetings

It shall be unlawful to disturb any regular or special meeting of the Board of Trustees or of any committee thereof, or to behave in a disorderly manner at any such meeting.

212 Salary

Each Trustee taking office for a new term on or after May 1, 2009 shall be paid the sum of \$5,000.00 per year. *(Revised Ord. 2008-21)*

Article 2 - Rules of Order

213 Order of Business

(Revised Ord. 2007-50)

The order of business at meetings of the Board of Trustees shall be as follows:

Call to Order

Roll Call

President's Report

Clerk's Report

Engineering Report

Building and Zoning Report

Public Works Report

Police Department Report

Committee Reports

Public Discussion

Consent Agenda *(items listed on the Consent Agenda will be approved by a single vote of the Board unless a member of the Board request that a separate vote be taken on any item)*

Unfinished Business

New Business

Other Business

Adjournment

214 Robert's Rules of Order

Robert's Rules of Order shall govern the deliberation of the Board of Trustees except when in conflict with any of the foregoing rules.

Article 3 - Electronic Attendance at Meetings Rules

(Revised Ord. 2009-30)

215 Rules Statement

It is the policy of the Village that any members of the Village Board may attend any open or closed meeting of the Village Board via electronic means (such as by telephone, video or internet connection) provided that such attendance is in compliance with these rules and any applicable laws. For purposes of the Village Code, "meeting" shall be as defined in 5 ILCS 120/1.02 of the Open Meetings Act (as may be amended from time to time) and shall mean any gathering, whether in person or by video or audio conference, telephone call, electronic means (such as, without limitation, electronic mail, electronic chat and instant messaging), or other means of contemporaneous interactive communication, of a majority of a quorum of the members of a public body held for the purpose of discussing public business.

216 Prerequisites

A member of the Village Board may attend a meeting electronically if the member meets the following conditions:

- A. The member should notify the Village Clerk at least 48 hours before the meeting, unless impractical, so that necessary communications equipment can be arranged. Such notice shall be in writing, if possible. Inability to make the necessary technical arrangements will result in denial of a request for remote attendance.
- B. The member must assert one of the following three reasons why he or she is unable to physically attend the meeting:
 1. The member cannot attend because of personal illness or disability; or
 2. The member cannot attend because of employment purposes or the business of the Village; or
 3. The member cannot attend because of a family or other emergency.

217 Authorization to Participate

- A. The Village Clerk or his or her designee, after receiving the electronic attendance request, shall inform the Village Board of the request for electronic attendance.
- B. After establishing that there is a quorum physically present at a meeting where a member of the Village Board desires to attend electronically, the presiding officer shall state that (i) a notice was received by a member of the Village Board in accordance with these Rules, and (ii) the member will be deemed authorized to attend the meeting electronically unless a motion objecting to the member's electronic attendance is made, seconded, and approved by two-thirds of the members of the Village Board physically present at the meeting. If no such motion is made and seconded or if any such motion fails to achieve the required vote by the members of the Village Board, physically present at the meeting, then the request by the member to attend the meeting electronically shall be deemed approved by the Village Board and the presiding

officer shall declare the requesting member present. After such declaration by the presiding officer, the question of a member's electronic attendance may not be reconsidered.

218 Adequate Equipment Required

The member participating electronically and other members of the Village Board must be able to communicate effectively, and members of the audience must be able to hear all communications at the meeting site. Before allowing electronic attendance at any meeting, the Village Board shall provide equipment adequate to accomplish this objective at the meeting site.

219 Minutes

Any member attending electronically shall be considered an off-site attendee and counted as present electronically for that meeting if the member is allowed to attend. The meeting minutes shall also reflect and state specifically whether each member is physically present or present by electronic means.

220 Rights of Remote Member

A member permitted to attend electronically will be able to express his or her comments during the meeting and participate in the same capacity as those members physically present, subject to all general meeting guidelines and procedures previously adopted and adhered to. The member attending electronically shall be heard, considered, and counted as to any vote taken. Accordingly, the name of any member attending electronically shall be called during any vote taken, and his or her vote counted and recorded by the Clerk and placed in the minutes for the corresponding meeting. A member attending electronically may leave a meeting and return as in the case of any member, provided the member attending electronically shall announce his or her leaving and returning.

221 Applicable to Village Board and Standing Committees

These rules shall apply to the Village Board and Standing Committees of the Village Board.