

CHAPTER 2

VILLAGE BOARD MEETINGS

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2.01 MEETING TIME AND DATE (Am. Ord. #1-88; Am. Ord. #4-94, Am. Ord. 10-2005).

(1) **REGULAR MEETINGS.** (Am. 3-2010) Regular meetings of the Village Board shall be held on the first and third Tuesdays of each month at 7:00 p.m. in the Village Hall. Any regular meeting falling on a legal holiday shall be held on the preceding Monday at the same hour and place.

(2) **SPECIAL MEETINGS.** Special meetings of the Board may be called by the Village President 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 reasonably notify each Trustee of the time and purpose of such meeting.

(3) **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 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 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) Reports of Village officers.
- (8) Payment of claims.
- (9) Unfinished business from previous meeting.
- (10) New business, including introduction of ordinances and resolutions.
- (11) 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 office. 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.

(3) (Rep. Ord. #6-99).

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

2.05 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.

2.06 SUSPENSION OF RULES. These rules, or any part thereof, may be temporarily suspended in connection with any matter under consideration by a majority of the Board.

2.07 STANDING COMMITTEES. (1) **COMMITTEE APPOINTMENTS** (Am. Ord. #5-2012, Ord. #7-1997, Ord. #10-1999). At the first regular Village Board meeting in May, the Village President shall appoint 3 Trustees to each of the standing committees. The Village President shall be ex officio chairman of the Finance Committee and shall designate the chairmen of other standing committees. He shall appoint all special committees and designate the chairman of each. All committee appointments, except designation of chairmen, shall be subject to confirmation by a majority vote of the Village Board. The standing committees shall be as follows:

- (a) Finance Committee
- (b) Electric Utility Committee
- (c) Sewer Utility Committee
- (d) Water Utility Committee
- (e) Streets Committee
- (f) Public Safety Committee
- (g) Parks Committee
- (h) Law Enforcement Committee
- (i) Industrial Park Committee

(j) Memorial Park Committee

(2) COMMITTEE REPORTS. Each committee shall, at the next regular Village Board meeting, submit a written report on all matters referred to it. Such report shall recommend a definite action on each item and shall be signed by a majority of the committee. Any committee may require any Village officer to confer with it and supply information in connection with any matter pending before it.