CHAPTER 5

VILLAGE BOARD OF TRUSTEES

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1-5-1: MEETINGS OF THE BOARD OF TRUSTEES:

Regular Meetings: The regular meetings of the Board of Trustees shall be held on the first and third on days

of each month, at the hour of 7:00 P.M., central standard time, at the Board Room of the Frederick T. Owens Village Hall, 14700 South Ravinia Avenue, Orland Park, Illinois, unless otherwise ordered by resolution or motion at any regular meeting of the Board of Trustees. During that portion of the year when daylight savings time may be in effect in the Village, the said meetings shall be at the hour of 7:00 P.M., central daylight savings time. (Ord. 2396, 5-18-93)

Any regular meeting falling upon a legal holiday may be held on said date, may be omitted, or may be held at such time as the Board of Trustees shall designate in the schedule of meetings required to be posted for each calendar or fiscal year (as defined in this Code) in that certain Act entitled, "An Act in Relation to Meetings", approved July 11, 1957, as amended (5 ILCS 120/1 et seq.). The date of any regular meeting may be changed by the Board of Trustees as provided in said Act.

Special Meetings: Special meetings may be set at a regular meeting or may be held at any time on call for the same by the President or any three (3) or more Trustees; such call shall be communicated to the Village Clerk who shall proceed immediately to prepare notices of the same and shall cause them to be served on the President and other members of the Board of Trustees in person or by leaving a copy at their place of residence at least forty-eight (48) hours before the time of meeting except in the case of a bona fide emergency. Such notices shall describe in brief the nature or objects of the call. Notice of an emergency meeting shall be given as soon as practicable prior to the holding of the meeting. Notice of any special meeting shall also be given by the Village Clerk to any news medium entitled to receive such notice as provided in the Illinois Open Meetings Act. At every special meeting, the call for the same shall be read and afterwards filed by the Village Clerk, and no business other than that proposed by the call shall be in order at such meeting.

Place of Meetings: All meetings shall be held at the Board Room of the Village Hall and shall be open to the public except for those meetings or those portions of meetings that are not required to be open to the public as provided in the aforesaid State law.

1-5-2: PRESIDING OFFICER, PRESIDENT PRO TEM:

The Village President shall preside at all meetings of the Board of Trustees, and he shall vote on all questions.

If the President is absent from the Village or disabled for a period long enough incapacitating him from the performance of his duties, the President pro tem shall have all of the powers of the President and shall perform all of the duties of the President until the President is able to perform his duties or a vacancy in the office exists.

The President may nominate and the Corporate Authorities shall by election designate one of the members of the Village Board of Trustees to serve as President pro tem, if necessary. Such nomination and election shall occur annually, in December. 65 ILCS 5/3-11-7

If the President is absent from a meeting the Corporate Authorities may elect one of its members to act as temporary chairman. The temporary chairman shall have only the powers of a presiding officer and shall have only the right to vote as a Trustee on any ordinance, resolution or motion. 65 ILCS 5/3-11-15

1-5-3: QUORUM:
A majority of the corporate authorities shall constitute a quorum to do business. A smaller number, however, may adjourn from time to time and if the members present desire to compel the attendance of absent

members, they themselves, or by their agents, shall attempt to communicate personally to the absentees the call to the session.

1-5-4: RECORD OF PROCEEDINGS:

The Village Clerk, or someone appointed to so do, shall make a full record of the proceedings of the Board of Trustees in a journal as required by Statute, which journal shall be the only official record of said proceedings, certified copies of which shall be evidence as provided by Statute. (65 ILCS 5/1-2-5)

1-5-5: AGENDA PREPARED FOR BOARD MEETINGS:

The Village Clerk shall prepare an agenda for each meeting. For a regular meeting all Village officers, employees, consultants and members of advisory boards and commissions having business before the Board of Trustees shall communicate with the office of the Village Clerk not later than twelve o'clock (12:00) noon on the Friday preceding said regular meeting indicating what business is to be placed on the agenda. The Village Clerk shall post a copy of said agenda on the bulletin board in the Village Hall not later than four o'clock (4:00) P.M. on the Friday preceding the regular meeting. For a special meeting, the agenda shall be posted at the time notice of said meeting is posted on the bulletin board which shall not be later than forty-eight (48) hours prior to the time of convening of said special meeting. Such of the order of business enumerated in this Chapter as shall be applicable shall be the order of business for a special meeting.

1-5-6: ORDER OF BUSINESS:

The following order of business shall be followed in all regular meetings of the Board of Trustees unless suspended by a majority of the Trustees present.

At the hour selected for the meeting, the Village Clerk, or someone appointed to fill his place, shall proceed to call the roll of the Board of Trustees, mark the absentees and announce whether a quorum is present. If a quorum is present, the meeting shall be called to order, the Village President taking the chair if present, and the Trustees appointing a temporary chairman, if he should be absent. If a quorum does not appear, the Board of Trustees shall not thereby stand adjourned unless by the affirmative vote of a majority of the Trustees present. When a quorum is present, the Board of Trustees shall then proceed to the business before it, which shall be conducted in the following order:

1. Call to Order - Roll Call.

2. Pledge of Allegiance.

3. Reading of minutes of proceedings of the last preceding meeting or meetings unless reading be dispensed with on motion properly made and carried; approval of the same as published or read or as amended, if amendment be made.

4. Proclamations/Appointments.

5. Pre-Scheduled citizens and visitors.

6. Omnibus vote (consent agenda) on the several questions of the passage of any two or more of the designated ordinances, orders, resolutions or motions placed together for voting purposes in a single group.

7. Public Hearings (Ord. 2819, 1-2-96).
8. Agenda and Matters added to the Agenda
9. Reports and business matters of other Village officers and employees.
10. Reports and business matters of special committees.
11. Non-scheduled citizens and visitors.
12. Board comments.
13. Executive Session if any.
14. Adjournment.

1-5-7: RULES AND REGULATIONS OF BOARD PROCEEDINGS:

1-5-7-1: PRIORITY OF BUSINESS:

All questions relating to the priority of business shall be decided by the Village President or temporary chairman (hereinafter both referred to as presiding officer) without debate, subject to appeal to the members of the Board of Trustees present.

1-5-7-2: ORDER IN BOARD OF TRUSTEES' MEETING ROOM:

The presiding officer shall preserve order and decorum and may speak to points of order in preference to other members, and shall decide all questions of order, subject to an appeal to the other members of the Board of Trustees present. In case of appeal, no member shall speak more than once without the unanimous consent of the Trustees present.

No person not a member of the Board of Trustees shall address the Board of Trustees without the recognition of the presiding officer.

1-5-7-3: COMMUNICATIONS:

When a Trustee wishes to present a communication, petition, order, resolution or other matter, he shall first obtain recognition by the presiding officer, and shall briefly state its nature, before presenting the same.

1-5-7-4: LIMITATION ON DEBATE:

No Trustee, without leave of a majority of Trustees present, shall speak more than once upon the same subject, until every Trustee desirous of speaking shall have spoken; and no Trustee shall speak longer than five (5) minutes at any one time except by consent of a majority of the Trustees present.

1-5-7-5: CONDUCT OF MEMBERS DURING DEBATE:

While a member is speaking, no member shall hold any private discourse.

1-5-7-6: VOTING MANDATORY UNLESS EXCUSED:

Every Trustee who shall be present when a question is stated from the chair shall vote thereon unless excused by the Board of Trustees or unless to vote thereon would constitute a legal conflict of interest in which case the Trustee shall abstain from voting or take such other action as is required by law.

1-5-7-7: ORDERS, MOTIONS AND QUESTIONS:

1-5-7-7-1: SPECIAL ORDER:

Any matter before the Board of Trustees may be set down as a special order of business at a certain time if a majority of the Trustees present vote in the affirmative, but not otherwise.

1-5-7-7-2: MOTIONS:

No motion shall be put or debated unless it is seconded. When a motion is seconded, it shall be stated by the presiding officer or Village Clerk if requested by any Trustee before debate.

In all cases where a resolution or motion is entered on the minutes of the Board of Trustees, the names of the Trustees moving and seconding the same shall also be entered on the minutes.

1-5-7-7-3: ORDINANCES - VOTING - RULES FOR ATTENDANCE AT MEETING BY VIDEO OR AUDIO CONFERENCE:

Every ordinance and resolution, including any proposed amendment thereto, shall be reduced to writing and presented to the President and Board of Trustees at any Board meeting before vote thereon by the members is taken. Copies thereof shall be furnished to each Board member.

All resolutions and motions (1) which create any liability against the Village, or (2) which provide for the expenditure or appropriation of its money, or (3) which authorize the sale of any Village property and all ordinances shall be decided by a roll call vote, the result of which vote shall be recorded, and all ordinances passed by the Village Board shall be deposited with the Village Clerk.

Any meeting of the Board of Trustees at which a quorum of the Board of Trustees is physically present may be attended by a Trustee by means of video or audio conference under the following conditions:

a. The Trustee cannot be physically present at the meeting due to (i) personal illness or disability; (ii) employment purposes or the business of the Village; or (iii) a family or other emergency.

b. The Trustee desiring to attend a meeting of the Board of Trustees by means of video or audio conference for one of the reasons stated above must notify the Village Clerk before the meeting unless advance notice is impractical.

c. The absent Trustee's voice on the audio conference, after being identified by the rest of the Board as belonging to the Trustee, shall be simultaneously broadcast to the public present at the meeting and open to the media, and the Trustee shall also be able to hear any public comment regarding any issue or matter discussed at the meeting, if any.

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d. The Trustee shall publicly state the reason for not being physically present at the meeting. (3225, 2-1-99; Amd. Ord. 4349. 3-17-08)

1-5-7-7-4: QUESTIONS:

If the question under consideration contains several distinct propositions, any member may have the same divided.

When a motion is under debate the only motions in order shall be: (1) to adjourn to a day certain; (2) to adjourn; (3) to lay on the table; (4) the previous question; (5) to refer; (6) to amend; (7) to substitute; or (8) to postpone indefinitely or to a day certain. Of these, numbers (2), (3) and (4) shall be decided without debate.

1-5-7-8: ACTION ON MOTIONS:

1-5-7-8-1: TABLING:

An unqualified motion to lay a question on the table is not debatable, but a motion to lay on the table and publish, or with other condition, is subject to amendment and debate.

A motion to take a subject matter from the table may be adopted at the same meeting, provided two-thirds (2/3) of the Trustees present vote therefor.

1-5-7-8-2: PREVIOUS QUESTION:

When the previous question is moved and seconded, it shall be put in this form: "Shall the main question now be put?" If this is carried, by a 2/3 vote all further amendments and all further motions and debate shall be excluded, and the question put, without delay, upon the pending amendments in proper order, and then upon the main question.

1-5-7-8-3: INDEFINITE POSTPONEMENT:

When a motion is postponed indefinitely, it shall not be again taken up at the same meeting.

1-5-7-8-4: MOTION TO REFER:

A motion to refer to a standing committee shall take precedence over a similar motion for a special committee.

1-5-7-8-5: AMENDMENT OF MOTION:

A motion to amend an amendment shall be in order, but one to amend an amendment to an amendment shall not be entertained by the chair.

An amendment modifying the intention of a motion shall be in order, but an amendment relating to a different subject shall not be in order.

On an amendment to "strike out and insert", the paragraph to be amended shall first be read as it stands; then the words proposed to be stricken out, those to be inserted, and finally, the paragraph as it will stand if so amended shall be read.

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1-5-7-8-6: SUBSTITUTE MOTIONS:

A substitute for any original proposition in debate may be entertained when further amendment is not admissible; if accepted by the mover of such original proposition, or by the affirmative vote of a majority of the Trustees present, it shall entirely supersede such original proposition, and cut off all amendments appertaining to such original proposition.

1-5-7-9: RECONSIDERATION:

A vote or question may be reconsidered at any time during the same meeting or at the first regular meeting held thereafter. A motion for reconsideration, once having been made and decided in the negative, shall not be renewed, nor shall a motion to reconsider be reconsidered. No motion to reconsider the approval or denial of the recommendation of an advisory body required to hold public hearings shall be entertained except at the same meeting at which the original action was taken or after the matter has been referred to the advisory body for a further hearing and recommendation.

A motion to reconsider must be made and seconded by members who voted on the prevailing side of the question to be reconsidered unless otherwise provided by law; provided, however, that where a motion has received a majority vote in the affirmative, but is declared lost solely on the ground that a greater number of affirmative votes is required by Statute for the passage or adoption of such motion, then in such case a motion to reconsider may be made and seconded only by those who voted in the affirmative on such question to be reconsidered, so long as the issue presented is the same, no new information is forthcoming, and the rights of third parties have not intervened.

1-5-7-10: ADJOURNMENT:

A motion to adjourn the Board of Trustees shall always be in order except: 1) when a member is in possession of the floor; 2) while the yeas and nays are being called; 3) when the members are voting; 4) when adjournment was the last preceding motion; and 5) when it has been decided that the previous question shall be taken.

An unqualified motion to adjourn cannot be amended but a motion to adjourn to a time named may be and is open to debate.

1-5-7-11: AMENDMENT, REPEAL OR SUSPENSION OF RULES:

These rules may be amended or repealed at any regular or special meeting of the Board of Trustees; provided, however, that written notice of such amendments or motions for repeal shall have been presented to the Board of Trustees at a prior meeting of the Board of Trustees.

These rules may be temporarily suspended at any meeting by vote of a majority of the Trustees present.

1-5-7-12: ROBERT'S RULES OF ORDER ADOPTED:

The rules of parliamentary practice comprised in the latest published edition of Robert's "Rules of Order Revised" shall govern the Board of Trustees in all cases to which they are applicable and in which they are not inconsistent with the special rules of this Board of Trustees or the Statutes or laws of the State of Illinois.

1-5-7-13: POSTING RULES:

The Village Clerk shall prepare and display in the Board Room of the Village Hall a condensed digest of the provisions of the PUBLIC AND NEWS MEDIA PARTICIPATION Section of this Chapter. The Village Clerk shall further post a complete copy of the PUBLIC AND NEWS MEDIA PARTICIPATION Section of this Chapter on the bulletin board in the Village Hall. (Ord. 657, 6-9-75)

1-5-7-14: STANDING COMMITTEES:

1. The following shall be the standing committees of the Board of Trustees:

   Public Safety Committee
   Community Events & Outreach Committee
   Public Works & Engineering Committee
   Development Services & Planning Committee
   Parks, Recreation & Environmental Initiatives Committee
   Finance Committee
   (Ord. 3775, 7-21-03; Amd. Ord. 4267, 7-2-07; Amd. Ord. 4503, 8-3-09)

Each such committee shall consist of three (3) Trustees to be appointed by the Village President with the advice and consent of the Board of Trustees. One of said appointees to each committee shall be designated as chairperson at the time of appointment. Each Trustee shall only be chairperson of one such committee. There shall be no specific term of appointment with respect to said committees. The Village President shall be entitled to attend any and all of the meetings of said committees and participate in the deliberations and discussions but shall not have a vote. The committee shall make recommendations to the Board of Trustees only, except when the Board of Trustees has granted specific power and duty to act upon a specific matter.

1-5-7-14-1: MEETINGS:

Regular meetings of the following committees:
Finance
Community Events & Outreach
Public Works and Engineering
(Ord. 3775, 7-21-03; Amd. Ord. 4267, 7-2-07; Amd. Ord. 4503, 8-3-09)

shall be held on the first Monday of each month, at the hour of 6:00 P.M., central standard time, at the Village Hall, 14700 Ravinia Avenue, Orland Park, Illinois, and at the hour of 6:00 P.M., central daylight savings time when said time is in effect. (Ord. 3536 9-4-01; Amd. Ord 4553, 3-1-10)

Regular meetings of the following committees:
Development Services & Planning
Parks, Recreation & Environmental Initiatives
Public Safety
(Ord. 3775, 7-21-03; Amd. Ord. 4267, 7-2-07; Amd. Ord. 4503, 8-3-09)

shall be held on the third Monday of each month, at the hour of 6:00 P.M., central standard time, at the Village Hall, 14700 South Ravinia Avenue, Orland Park, Illinois, and at the hour of 6:00 P.M., central daylight savings time when said time is in effect. (Ord. 3536 9-4-01; Amd. Ord. 4553, 3-1-10)
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1-5-7-14-2: SPECIAL COMMITTEES:

Special committees shall be created from time to time as directed by the Board of Trustees.

1-5-8: PUBLIC AND NEWS MEDIA PARTICIPATION:

In order to secure the rights of the citizens of the Village to a fair and just representation of all the citizens by their elected officials, and to guarantee those duly elected officials an orderly and dignified forum in which to represent the rights of the said citizens, and to safeguard the rights of any resident of the Village and those persons having business with the Board of Trustees, and any visitors in physical attendance at a Board of Trustees meeting to hear and to see, without obstruction, the proceedings and actions of the elected officials, and to permit the persons in the news media to observe and report the proceedings and actions of the Board of Trustees, no person or persons will be allowed to engage in any activity that will disturb or disrupt the orderly proceedings of the Board of Trustees and for the attaining of this objective, the following provisions are hereby adopted and the following rules of conduct are hereby established:

1. The Office of the Village Manager (Clerk) shall provide for the Board Room of the Village Hall to be divided into three (3) sections, as follows:

    (1). One section for the seating of the Board of Trustees, Village Clerk, officers, employees and consultants of the Village, and members of advisory boards and commissions of the Village, which shall be distinctly designated.

    (2). One section furnished with sufficient tables or desks and chairs reserved for the members of the news media.

    (3). One section furnished with chairs for all other persons constituting the audience at said meeting.

2. No alcoholic beverages in any form or other intoxicating substance shall be permitted during the time of the meeting of the Board of Trustees.

3. No person, other than members of the Board of Trustees, the Village Clerk, officers, employees, and consultants of the Village, and members of advisory boards and commissions of the Village will be permitted to enter the section of the main meeting room set aside for the members of the Board of Trustees during the time of the meeting of the Board of Trustees unless permission is granted by the presiding officer. Any person or persons so permitted to enter said section shall place himself and conduct himself in such manner as directed by the presiding officer.
   Photographs, in addition to those permitted in the following paragraph, interviews, conversations, recording, or other contact with the members of the Board of Trustees, Village officers, employees, consultants, members of advisory boards and commissions of the Village, and with witnesses or persons appearing before the Board of Trustees will be allowed only during a recess or after the close of the meeting of the Board of Trustees.

4. Members of the audience and members of the news media, including photographers, will not be permitted free movement about the meeting room during the time of the meeting of the Board of Trustees. Any member of the audience and any member of the news media, including

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photographers, may enter and leave the meeting room at any time, provided such entrance and exit is made quietly and in an orderly fashion. If a photographer must move about the room, such movement shall be allowed, provided it is minimal, does not obstruct the view of any other person in physical attendance, and the photographer does not enter the section designated for the members of the Board of Trustees and others as set forth in this Section.

5. Members of the audience or members of the news media will not engage in conversation during the time of the meeting of the Board of Trustees.

6. Cameras, including still cameras, movie cameras, and television cameras using flash lights or lighting equipment other than the normal light furnished in the meeting room will not be allowed during the time of the meeting of the Board of Trustees unless by consent of a majority of the members of the Board of Trustees present.

7. Battery operated recording equipment will be permitted, provided the operation thereof is silent. The microphone or pick up shall not be placed in the section of the meeting room designated for the Board of Trustees as set forth above unless by consent of a majority of the members of the Board of Trustees present.

8. No equipment may be set up or in any way be used so as to obstruct the view of any person in the audience or any members of the news media. (Ord. 657, 6-9-75)

9. Persons wishing to address the Board of Trustees at the time allotted by the Board of Trustees for public discussion shall make this desire known in writing to the Village Clerk before seven o'clock (7:00) P.M. of the night of said meeting. Said person shall be permitted to speak only upon recognition of the presiding officer. (Ord. 657, 6-9-75)

1-5-9: SERGEANT AT ARMS:

The President of the Board of Trustees or acting chairman of the Board of Trustees shall appoint the Sergeant at Arms and such assistants as he deems necessary who shall preserve order, obey the directions of the Board of Trustees and of the presiding officer, and perform all duties usually appertaining to the office of Sergeant at Arms of deliberative assemblies. (Ord. 1288, 10-24-83)

1-5-10: VILLAGE PRESIDENT; LINE OF SUCCESSION:

Pursuant to the Emergency Interim Executive Succession Act (5 ILCS 275/1 et seq.), in the event of an attack upon the United States or a natural or manmade disaster in the Village resulting in the unavailability of both the Village President and Village President Pro-Tem, or the unavailability of the Village President when no Village President Pro-Tem has been elected, the duties and all of the rights and powers of the office of Village President shall be discharged by the designated emergency interim successors in the order specified below. Emergency interim successors for the Office of Village President are hereby designated as follows:

1. Most Senior Trustee available

2. Village Manager

3. Assistant Village Manager

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4. Chief of Police

5. Deputy Chief of Police

Other than taking the oath of office required in order to exercise the rights and powers and discharge the duties of the office of Village President, an emergency interim successor hereunder shall not be required to comply with any other provision of law relative to taking office. The emergency interim successor shall exercise the rights and powers and discharge the duties of the office of Village President until such time that either the Village President or previously elected Village President Pro-Tem are available to resume the duties of office, or the Board of Trustees elects a Village President Pro-Tem.
(Ord. 4382, 6-16-8)

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