

Chapter 2
BOARD OF TRUSTEES

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2.01 **GOVERNMENT OF VILLAGE** *Amended, 10-O-36*

The Village shall be governed by a Board of Trustees (also known as “Village Board”) which shall be elected at large and consist of a President and six Trustees. Members of the Board of Trustees shall be elected to serve four-year terms, or until their successors are elected and qualified, as provided by law. The Board of Trustees shall be the legislative department of the Village and shall perform such duties and have such powers as provided by law and by ordinance.

2.02 **PRESIDENT** *Amended, 10-O-36, 03-O-20, 00-O-9, 92-O-5*

A. Powers: The President of the Board of Trustees shall perform the duties and exercise the powers conferred upon the President of the Village and shall perform all duties provided, prescribed and permitted by the laws of the State and the ordinances of the Village.

B. Presides at Board Meetings: The President shall preside at all regular and special meetings of the Village Board, unless unavoidably prevented, but the President shall not vote upon questions considered by the Village Board except in case of a tie, when the President shall cast the deciding vote, or when the following circumstances arise:

1. Where one-half of the Trustees elected have voted in favor of an ordinance, resolution or motion even though there is no tie vote; or
2. Where a vote greater than a majority of the corporate authorities is required by the Illinois Municipal Code to adopt an ordinance, resolution, or motion.

C. Appointments: In all cases where an appointment by the President is subject to the advice and consent of the Village Board, the President shall notify the Trustees in writing of the intent to make said appointment. The notice shall contain the name and address of the proposed appointee and a supporting resume, and said notice shall be delivered to the Trustees at least 15 days prior to said appointment.

D. Committees: The President shall have the power and the authority to establish special committees and appoint, by and with the consent and advice of the Village Board, the special committee members. In the event the special committee becomes a permanent committee said committee shall be established by ordinance.

E. Investigations: The President shall have full power and authority to investigate all matters pertaining to the interest of the Village and the public welfare of its residents, and to make a written or oral report and recommendation thereon to the Village Board.

F. Village Property: The President shall exercise general supervision over all Village property and over the various administrative departments of the Village.

G. Supervision of Officers: The President shall supervise the conduct of all officers of the Village and shall examine the grounds of all reasonable complaints made against any of them and cause their violation of duty and other offenses, if any, to be promptly punished.

H. Bond: The President, before entering upon the duties of said office, shall execute a bond to the Village, in the penal sum found in Appendix B and with such sureties as the Village Board shall approve, conditioned for the faithful performance of the duties of the President's office. The cost of the bond shall be paid by the Village.

I. Salary of the President: The President shall receive an annual salary as found in Appendix B as remuneration for performance of the duties of the President. In addition, if the President shall act as Local Liquor Control Commissioner, an annual salary as found in Appendix B shall be paid as remuneration for performing the duties of the Local Liquor Control Commissioner.

If the President shall, for any reason, leave office prior to the expiration of the term, then the remuneration provided for herein shall be prorated as of the date service in office was terminated.

J. Acting President: In the event the office of President is vacated prior to the end of a term, said office shall be filled pursuant to the Illinois Municipal Code. The salary of the Acting President shall be the current salaries of the President and Local Liquor Control Commissioner less any compensation received on a monthly basis as a Trustee.

2.03 **OFFICE OF TRUSTEE** *Amended, 10-O-36, 03-O-20, 02-O-43, 00-O-40, 00-O-9, 91-O-95*

A. Committees: Each Trustee shall be a member of the Committee of the Whole of the Village Board. In the event any special committees are established, the membership may include some or all of the Trustees.

B. Meetings: It shall be the duty of each Trustee to attend all regular and special meetings of the Village Board, all Committee of the Whole meetings and any special committee of which the Trustee is a member. When unable to attend any meeting, the Trustee shall notify the Manager.

C. Salary of Trustees:

1. Trustees shall receive an annual salary as found in Appendix B of this Code as remuneration for performance of the duties of Trustee, payable in monthly installments.
2. Any person appointed to fill a vacancy in the Office of Trustee shall receive the same payment sum as the Trustee's predecessor.

D. Temporary President: In the absence of the President at a meeting, those Trustees present shall elect one of their members to preside over the meeting. The presiding officer shall not lose the right to vote as temporary president.

E. Vacancies: A vacancy in the Office of Trustee may be filled by the appointment of a Trustee by the President with the advice and consent of the remaining Trustees. However, no such appointment shall be made until the expiration of 30 days after the occurrence of a vacancy.

2.04 **MEETINGS** *Amended, 10-O-36, 10-O-06, 06-O-51*

A. Regular Meetings: All regular meetings of the Village Board shall be held on the first and third Tuesdays of each and every month, in the Village Hall at the hour of 7:30 p.m., except when such meeting shall fall on a public holiday, in which case the Village Board shall cancel such meeting or schedule a new meeting date, pursuant to the Illinois Compiled Statutes. Such meeting shall be held at the regular meeting hour. Any regular meeting may be adjourned to such time as the Village Board may direct.

B. Special Meetings: Special meetings of the Village Board may be called by the President or any three members of the Village Board upon the filing in the office of the Clerk, a statement, in writing setting forth the purpose of such special meeting, and directing the Clerk to give notice of the special meeting. Upon the filing of such statement the Clerk shall prepare a public notice of the special meeting and shall give public notice at least 48 hours before the meeting.

Public notice shall be given by posting a copy of the notice at the principal office of the Village Board and at the building in which the meeting is to be held. The Clerk shall also supply copies of the notice of any special meeting to registered news media. In addition, the Clerk shall make copies of said public notice and deliver the same to the President and each member of the Village Board, except the person or persons calling the special meeting; or such copy may be left at their place of residence at least 24 hours before the time for which the meeting is called.

C. Duty of Members to Attend: It shall be the duty of each member to attend all regular and special meetings of the Village Board. Four members of the Corporate Authorities (including the President) shall constitute a quorum to do business, but a smaller number may adjourn from time to time and compel absentees to attend any regular or special meeting by a written citation to that effect, stating the day and hour of such meeting. Such citation shall be signed by the President or Trustee issuing the same and may be served by any Village officer authorized to serve processes in the Village by reading the same to such absentees.

D. Rules for Meeting Attendance: Village Board meetings shall be held in accordance with the Open Meetings Act, 5 ILCS 120/1 *et seq.*, and more specifically Section 3.16 of this Code.

2.05 **RULES OF ORDER**

The President shall decide all questions of order. In all cases where the rules adopted by the Village Board are not applicable, the Village Board shall be governed by Roberts' Rules of Order.

2.06 DISTURBING MEETINGS

It shall be unlawful for any person or Village Board member to interrupt, interfere with or disturb any meeting of the Village Board. Any person violating this Section shall be subject to a fine as stated in Appendix B.

2.07 ANNUAL MEETINGS *Amended, 10-O-36, 06-O-59, 99-O-18*

The first regularly scheduled Village Board meeting in May shall be considered the annual meeting of the Village Board at which time all business of the previous fiscal year shall be terminated as far as possible. The inauguration of newly elected officers shall be held, and their terms shall commence, at the annual meeting. When a municipal election precedes this meeting and the official election results are not received to provide sufficient time to meet the requirements of the Open Meetings Act, the annual meeting shall be held at the next regularly scheduled Village Board meeting that will comply with the Open Meetings Act.

2.08 COMMITTEES *Amended, 19-O-16, 10-O-36, 07-O-29, 06-O-51, 03-O-64, 03-O-20, 00-O-9, 95-O-25*

A. The Board of Trustees shall meet as a Committee of the Whole on the second and third Tuesdays of each month. The meeting on the second Tuesday of the month shall begin at 7:30 p.m. The meeting on the third Tuesday of the month shall begin upon the completion of the preceding Village Board meeting, but in no event earlier than 7:45 p.m. The Committee of the Whole meetings shall be held in the Village Hall. In the event there is not sufficient business to bring before the Committee the meeting may be cancelled by the Chairperson and notice of said cancellation shall be given to the members and posted at the Village Hall, as well as provided to all media who have filed an annual request for such notice. A Trustee shall chair the Committee of the Whole meetings. At the annual meeting the President shall announce the Committee of the Whole chairperson schedule for the coming year. Each Trustee shall serve as chairperson for two consecutive months. The Manager shall arrange for the preparation and submittal of all meeting minutes. The Clerk shall be responsible for the preparation and submittal of all meeting minutes. Section 2.04-D shall govern attendance at Committee of the Whole meetings.

B. Committee of the Whole Matters: Business coming before the Committee of the Whole will generally be in three general categories: Community Development, General Administration, and Public Works and Safety. These general categories shall consist of the following matters:

1. Community Development: This category will include, but not be limited to the study and review of recommendations from staff and advisory review bodies regarding:
 - a. Concept plans presented by developers and individuals;
 - b. Proposed zoning amendments, special uses, zoning variations, planned developments, and annexation agreements; and
 - c. Proposed regulations or amendments to the Zoning Code, Subdivision Code, site development codes, and building codes.

2. General Administration: This category will include, but not be limited to, the study and review of recommendations from staff regarding:
 - a. Monthly reports of the Treasurer, Collector, and Budget Officer;
 - b. The employment of an auditing firm to perform the annual audit of the Village's financial records;
 - c. Fiscal year budget and tax levy ordinances, in compliance with public hearings for the same;
 - d. Matters of internal management and control policies and procedures, which shall include matters of insurance, tort liability, public relations, contractual employee performances, evaluations and training, records management, and the use of related technologies and licensing for the same;
 - e. Matters of both federal and state legislation and proposed intergovernmental agreements;
 - f. Matters pertinent to the application for and administration of federal and state grants;
 - g. Legal matters and litigation;
 - h. Personnel policies and procedures, salary structures, and related employment matters; and
 - i. Matters relative to community events.
3. Public Works and Safety: This category will include, but not be limited to, the review of staff recommendations and study matters with respect to:
 - a. The construction, use, grade, drainage, maintenance and repair of Village streets, alleys and sidewalks, and all appurtenances therein;
 - b. The operation, maintenance, and construction of the Village's water and sewer system and facilities;
 - c. The operation of all Village parks with respect to their maintenance, alterations, and improvements and recommend such park rules and regulations as deemed appropriate;
 - d. The duties set forth in Chapter 16, Cemeteries, of this Code;
 - e. Village structures and property owned and leased by the Village and formulate decisions with respect to their maintenance, repairs, demolition, and alterations;

- f. Transportation planning; and
- g. Public safety which shall include, but not be limited to, protection of persons and property, crime prevention, fire prevention/protection, and pedestrian and vehicle safety, including traffic control measures and procedures;
- h. Environmental protection and enforcement measures relative to public health issues and public nuisances, including control measures for the transport of hazardous materials through the Village; and
- i. Activities related to emergency management and disaster planning for the delivery of services to respond to requests for emergency medical services and disaster assistance in the wake of floods, hazardous material accidents, and other natural or manmade disasters.

C. Board Action: Following a Committee of the Whole meeting, any matters needing formal action by the Village Board will be placed on the agenda of a regular Village Board meeting.