

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE
VILLAGE OF EAST DUNDEE, COOK AND KANE COUNTIES, ILLINOIS,
PROVIDING FOR RULES OF ORDER AND PROCEDURE**

BE IT ORDAINED by the President and Board of Trustees of the Village of East Dundee, Cook and Kane Counties, Illinois, (the "*Village*") as follows:

Section 1. Chapter 30 of the Village of East Dundee Code of Ordinances is hereby amended by deleting sections 30.05 through and including 30.12 and replacing said Sections with the following:

RULES OF ORDER AND PROCEDURE

Section 30.05. MEETINGS.

(A) Regular meetings of the Board of Trustees shall be held at Village Hall Annex, unless otherwise specified, on the first and third Mondays of each month. The meetings shall begin at 6:00 p.m. unless otherwise ordered at a regular meeting.

(B) In every case where the regular meeting falls on a legal holiday, the regular meeting may be held on the day following such holiday.

(C) Special meetings or Work Shop meetings may be held at any time on call of the President or of any three (3) Trustees. Such call shall be made in writing, duly signed, and shall be presented to the Village Clerk at least fifty (50) hours prior to the time specified for such meeting. The Clerk shall immediately serve, or cause to be served, written notice of such special meeting on all members of the Board of Trustees. The written notice shall describe briefly the object of the special meeting and shall be served, except in case of emergency, at least forty-eight (48) hours before the meeting. At a special meeting, no business other than that proposed by the call shall be in order.

(D) In addition to any notice requirement prescribed by the Board of Trustees, public notice of meetings must be given as prescribed in Section 2.02 and 2.03 of the Open Meetings Act (5 ILCS 120/1, *et seq.*).

(E) All regular and special meetings of the Board of Trustees shall be open to the public, except that a closed executive session can be declared for purposes permitted by statute by a majority vote of the members of the Board present. The presiding officer may invite such persons as may be required for advice and information. During any executive session, a formal vote may not take on any matter under discussion, except as to adjournment of the executive session.

(F) News media so requesting shall be provided with the agenda for all meetings of the Board of Trustees and their representatives shall be entitled to attend all open meetings.

Section 30.06 PRESIDING OFFICER.

(A) The President shall be the presiding officer at all meetings of the Board of Trustees. Except as provided in the Municipal Code (65 ILCS 5/1-1-1, *et seq.*), he/she shall not vote on any ordinance, resolution, or motion except where the vote of the Board of Trustees has resulted in a tie; or where one half of the Board of Trustees elected have voted in favor of an ordinance, resolution, or motion even though there is no tie vote; or where a vote greater than a majority of the Board of Trustees is required to adopt an ordinance, resolution or motion. In each instance specified, the President shall vote. Nothing in this section shall deprive an Acting President or President Pro Tem from voting in his/her capacity as Trustee, but he/she shall not be entitled to another vote in his/her capacity as Acting President or President Pro Tem.

(B) The President shall nominate one (1) Trustee at the commencement of each fiscal year to act as the presiding officer of the meeting in the absence of the President, and one (1) alternate in the event of the unavailability of the appointed Trustee, which Trustee shall perform the duties of the President as presiding officer.

(C) The presiding officer shall preserve order and decorum. The presiding officer may speak to a subject before the Board of Trustees without relinquishing the chair. The presiding officer shall decide all questions of order, subject to appeal to the Board of Trustees. When two (2) or more Trustees request the floor, the presiding officer shall name the order in which they are to be heard. In case of any disturbance or disorderly conduct, the presiding officer shall have the power to have the chamber cleared of any or all visitors.

Section 30.07 DUTIES OF MEMBERS OF THE VILLAGE BOARD.

(A) While the presiding officer is putting the question or while business is being transacted, no Trustee shall leave the Board of Trustees chamber except by consent of the presiding officer. No Trustee shall speak or offer a motion without first addressing the chair and being recognized.

(B) In speaking during the discussion of any question, members of the Board of Trustees shall confine their remarks to the question under debate, avoiding personalities and refraining from impugning the motives of any other member of the Board or the staff. Members of the Board of Trustees shall not speak more than once upon any subject until other members of the Board who wish to speak shall have relinquished the floor.

(C) A Trustee, when called to order by the presiding officer, shall thereupon discontinue speaking on the order of the presiding officer, which order shall be binding and conclusive, subject only to right of appeal as provided in Section 30.30.

(D) Every Trustee present when a question is stated shall vote thereon, unless excused by the Board, or unless he or she has a personal interest in the question.

Section 30.08 STANDING COMMITTEES.

(A) Standing committees of the Board of Trustees shall be as follows:

- (1) Finance
- (2) Streets
- (3) Public Safety
- (4) General Village Committee
- (5) Community Events Committee
- (6) Utility Committee

(B) Except for the Committee of the Whole, each standing Committee shall consist of three (3) Trustees with the President as an Ex-Officio member. The President shall assign Trustees to each Committee each fiscal year but no later than at the first regular meeting in June each year. Each Committee shall enlist such assistance from other Trustees as the Committee may find desirable. No Committee shall obligate the Village for the expenditure of any money in connection with its operation except with prior and proper authorization of the Board of Trustees. The Committee shall keep the President aware of the Committee activities and will report any policy matters to the President before any action, publicity or opinions are presented to the public.

(C) Assignments to the Standing Committees shall be made by the Village President.

(D) Committee Procedures.

(1) All Committees shall hold meetings in accordance with the Open Meetings Act.

(2) A copy of the agenda of each Committee meeting shall be delivered to the President along with a copy of the minutes of the meeting.

(3) The Committee shall report on all matters under discussion upon request of the President at any regular Board of Trustees meeting. Upon the request of any two (2) Trustees present, any report of a Committee shall be

deferred, for final action thereon, to the next regular meeting of the Board after the report is made.

(4) Any person who requests to address the Committee shall be limited to two (2) minutes, unless otherwise directed by the Committee Chairperson.

Section 30.09 VISITORS.

Except during the time allotted for audience and visitors comments as provided in Section 10.07, no person other than a member of the Board of Trustees shall address that body, except with the consent of the presiding officer.

Section 30.10 CONDUCT OF MEETINGS.

(A) *Quorum.* Four (4) members of the Board of Trustees shall constitute a quorum and the affirmative vote of a majority of Trustees holding office shall be necessary to adopt any motion, resolution, or ordinance, unless a greater number is required by law. If a quorum is not present, the meeting shall thereby stand adjourned and there may be no further discussion by the Trustees present. A smaller number, however, may adjourn from time to time and may compel the attendance of absentees, under penalties (including a fine for failure to attend) as set forth by ordinance as may be amended from time to time.

(B) *Agendas.* The Village President shall have the authority concerning the preparation, placement, or removal of all items for the agenda for all meetings of the Board of Trustees. Any two (2) Trustees may add an item to the agenda which may not be removed by the Village President. The Village Clerk shall distribute the printed agenda with all supporting documents not later than forty-eight (48) hours before the meeting. Priority of business shall follow the printed agenda unless changed by the presiding officer, subject to appeal of the Board of Trustees.

(C) The current edition of Robert's Rules of Order shall govern the proceedings of the Board of Trustees where these Rules of Order and Procedure are silent, and when not in conflict with statutes or ordinances.

(D) Public Comment on agenda items only shall be permitted after the meeting has been called to order, roll call taken and the Pledge of Allegiance recited. No person recognized by the presiding officer may speak more than once or speak longer than five (5) minutes. All other public comments shall be heard after conclusion of all business and prior to adjournment. No person recognized by the presiding office may speak more than once or more than five (5) minutes.

Section 30.11 MOTIONS.

(A) No motion shall be debated unless it has been seconded. If any motion or question contains two (2) or more distinct propositions, the presiding officer may have the same divided with the consent of Board.

(B) After a motion or resolution is stated by the presiding officer, it may be withdrawn from consideration by the maker and the seconder with the consent of majority of the Board.

(C) A motion to reconsider may be introduced by any member of the Board on the prevailing side of the question at the same meeting at which the question was voted upon or at the next regular meeting of the Board. A motion to reconsider may only be presented at a Special Meeting at which there are present at least as many members of the Board as were present when the original vote was taken. 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. A motion to reconsider need not be seconded.

Section 30.12 ORDINANCES AND RESOLUTIONS.

(A) All ordinances and resolutions shall be introduced to the Board in printed or written form.

(B) Any proposed ordinances may be prepared or reviewed by the Village Attorney as directed by the Village President, Village Board, or Village Administrator.

(C) The Village Clerk shall prepare copies of all proposed ordinances and resolutions, together with copies of the attachments and shall distribute these to the Board.

Section 30.13 ORDER OF BUSINESS.

At every meeting of the Board of Trustees, the order of business shall be as follows:

- (A) Call to order;
- (B) Roll call;
- (C) Pledge of Allegiance;
- (D) Public comment or agenda items only;

(E) Consent agenda:

(1) Contains all routine items such as, but not limited to:

- (a) Approval of past minutes;
- (b) Approval of claims;
- (c) Annual standard type resolutions;
- (d) Department reports;
- (e) Treasurer's report; and,
- (f) Others.

(2) The following rule applies to the consent agenda:

- (a) Any member of the Village Board may, by request, have any item removed from the consent agenda. That item would be discussed immediately after approval of the remaining items.
- (b) The remaining items are approved by motion.

(F) Correspondence;

(G) Bid awards, all competitive bid awards that require Village Board approval;

(H) Old business, this section of the agenda includes items previously discussed at a Board meeting;

(I) New business, this section of the agenda includes all items of a general nature, including resolutions and ordinances being put before the Board for the first time;

(J) Reports:

- (1) Village President;
- (2) Trustee/Committee;
- (3) Village Administrator;
- (4) Village Attorney;
- (5) Village Engineer;
- (6) Chief of Police;
- (7) Director of Public Works; and,
- (8) Building Official.

(K) Executive session, this section may be held only after a vote of the Village Board and only for those reasons outlined and contained in the Open Meetings Act;

(L) Miscellaneous/announcements, such as next meeting of the Board;

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(M) Public Comment on other than agenda items; and,

(N) Adjournment.

Section 30.14 PRIVILEGES OF THE FLOOR.

(A) No persons, other than the presiding officer, the Trustees, Village Officials or persons invited by the presiding officer, shall have the privilege of the floor.

(B) Persons other than the presiding officer, Trustees and Village Officials shall not be permitted to address the Board except upon introduction by the presiding officer or during the audience portion of the meeting.

(C) No person recognized by the presiding officer during the public comment portion may address the Board more than once or speak for longer than five (5) minutes, ~~except with the unanimous consent of all Board members present,~~ including the Village President.

(D) The presiding officer may have any person disrupting the meeting or speaking when not recognized removed from the meeting. Disrupted behavior shall include, but not be limited to, use of profane language or slanderous language.

Section 30.15 SUSPENSION OF RULES.

Any provision of these Rules not governed by the Illinois statutes or Village Ordinances may be temporarily suspended at any meeting of the Board, by affirmative vote of four (4) of the members of the Board present.

Section 30.16 APPEAL FROM DECISIONS OF THE PRESIDING OFFICER.

Any Trustee may appeal to the Board from a ruling of the presiding officer. If the appeal is seconded, the Trustee making the appeal may make a brief statement of the reasons for the appeal, and the presiding officer may explain the ruling briefly, but there shall be no debate on appeal and no other Trustee shall participate in the discussion. The presiding officer shall then put the question, "Shall the decision of the presiding officer be sustained?" If the majority of the Trustees present vote "Aye," the ruling of the presiding officer is sustained, otherwise it is overruled.

Section 30.17 AMENDMENT OF RULES.


These rules may be amended or new rules adopted by an affirmative vote of five (5) members of the Village Board.

Section 2. Sections 30.13, 30.14, 30.15, 30.16, 30.17 and 30.18 are hereby renumbers as Sections 30.17 through 30.23.

Section 3. If any Section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions hereof.

Section 4. This Ordinance shall be in full force and effect upon its passage, approval, and publication as provided by law.

Signed and Approved this 8th day of July, 2013.



Village President

AYES: Trustees Gorman, Lynam, Skillicorn,
Selep, Wood and President Miller

NAYS: Ø

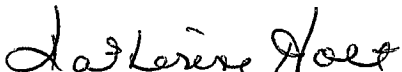
ABSENT: Trustee Ruffalo

PASSED: July 8, 2013

RECORDED: July 12, 2013

PUBLISHED IN PAMPHLET FORM
by Authority of the Board of Trustees:

July 12, 2013



Village Clerk