

# **CHAPTER 1**

## **VILLAGE BOARD MEETINGS**

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### **1.01 MEETING TIME AND DATE.**

- (1) Regular Meetings. Regular meetings of the Village Board shall be held on the second Monday of each calendar month at 7:00 p.m. The November and December board meetings may be convened at an earlier date to meet with state budgetary guidelines. Any regular meeting falling on a legal holiday or an unsuitable date shall be held on a date agreed to by the Board. Such date will be arranged by the Clerk and communicated to said Board telephonically or electronically, and posted as required by state law, as may be amended from time to time. (Ord. 2018-02 on 8-10-18)
- (2) Special Meetings. Special meetings of the Board may be called by the Village President or by two Trustees by filing a written request with the Clerk at least twenty-four hours prior to the time specified for such meeting. The Clerk shall immediately notify each Trustee of the time and purpose of such meeting. The notice shall be delivered to each Trustee personally, including telephonically or electronically, and posted as required by law, as may be amended from time to time. Special meetings may be held without personal service of notice when all members of the Board are present, or consent in writing to the holding of the meeting. (Ord. 2018-02 on 8-10-18)
- (3) Place of Meetings. All meetings of the Board, including special and adjourned meetings, shall be held in the Village Hall.
- (4) Quorum. A majority of the members elected shall constitute a quorum. A call of the house may be ordered by majority vote if two Trustees are present.

### **1.02 ORDER OF BUSINESS.**

The business of the Village Board shall be conducted in such manner and such order as the Board may, from time to time, determine. One possible format is as follows: (Ord. 2012-03 on 08-13-12)

- (1) Call to order by presiding officer
- (2) Roll call. (If a quorum is not present, the meeting shall thereupon adjourn, which may be to a specified date.)
- (3) Public comment
- (4) Reading, correction and approval of minutes of previous meeting
- (5) Committee reports, if necessary
- (6) Reports of Village officers
- (7) Accounts payable
- (8) Unfinished business from previous meeting
- (9) New business
- (10) Adjournment.

### **1.03 PRESIDING OFFICER.**

- (1) Control of Meeting. The Village President shall preserve order and conduct the proceedings of the meeting. A Trustee may appeal from the decision of the presiding officer. Such appeal is not debatable and must be sustained by a majority of the Trustees present, exclusive of the presiding officer.
- (2) Absence of President. During the temporary absence or disability of the president at any meeting, the President may appoint a trustee to conduct said meeting or the Board of Trustees shall elect one of its members to act as president pro tem who during the absence or disability of the president shall perform the duties of the office. (Ord. 2012-03 on 08-13-12).
- (3) Participation in Debate. The presiding officer may speak upon any question or make any motion if he vacates the chair and designates a Trustee to preside temporarily.

### **1.04 COMMITTEES.**

The Board shall establish committees for such purposes as the Board may, from time to time, determine.

### **1.05 ORDINANCES AND RESOLUTIONS.**

Ordinances, resolutions, communications and other matters submitted to the Board shall be read by title and author. No ordinance or resolution shall be considered unless

presented in writing by a Trustee. Unless requested by a Trustee before final vote is taken, no ordinance or resolution need be read in full.

**1.06 GENERAL RULES.**

The deliberations of the Board shall be conducted in accordance with the parliamentary rules contained in the most current edition of "Robert's Rules of Order", (Ord. 2012-03 on 08-13-12) which is hereby incorporated in this section by reference. 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.

**1.07 SUSPENSION OF RULES.**

These rules or any part thereof may be temporarily suspended in connection with any matter under consideration by a recorded vote of the Trustees present.

**1.08 ADDRESSING MEETINGS.**

No person other than a member of the Board of Trustees shall address the body at any regular or special meeting unless so recognized by the President. Public comment, as per Robert's Rules of Order, provides the forum for public comment.