

CHAPTER 1

VILLAGE BOARD PROCEDURAL RULES

I. MEETINGS

- A. Regular Meetings: Regular meetings of the Village Board shall be held on the second Tuesday of each calendar month at 6:30 p.m. Any regular meeting falling on a holiday shall be held the following day at the same hour and place.
- B. Special Meetings: Special Meetings of the Board may be called by any two board members. Notice of Special Meetings will be posted a minimum of 24 hours prior to the meeting, unless it is an emergency meeting, then notice will be posted a minimum of two hours in advance. The two board members who call the meeting must be present at the special meeting.

Any resident who requests a special meeting will be assessed a \$200 special meeting fee to cover the cost of the meeting.

- C. Place of Meeting: All meetings of the Board, including Special and Adjourned Meetings, shall be held at the Village Hall.
- D. Quorum: Two-thirds of the Village Trustees, including the Village President, shall be a quorum. A lesser number may compel the attendance of absent members and adjourn. A majority of all members shall be necessary to a confirmation. In case of a tie, the Village President shall have a vote.

II. ORDER OF BUSINESS

The business of the Village Board shall be conducted in the following order:

- A. Call to order by the Village President
- B. Roll call (If quorum is not present, the meeting shall thereupon adjourn, which may be to a specified date.)
- C. Reading, correcting, and approving of minutes of previous meeting.
- D. Treasurer's Report
- E. Issues from the Public
- F. Review & Pay Vouchers
- G. Unfinished business from previous meeting
- H. New Business
- I. Adjourn

III. PRESIDING OFFICER

- A. Control of Meetings: The Village President shall preserve and conduct the proceedings of the meetings.

- B. Absence of the President: If the Village President is absent at any meeting, the Clerk shall call the meeting to order and shall preside until the Board selects a trustee to preside for that meeting.

IV. ORDINANCES AND RESOLUTIONS

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

V. 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 two-thirds of the members present.

VI. AMENDMENT OF RULES

These rules may be amended at any regular board meeting with the concurrence of two-thirds of the members present, provided the amendment shall be introduced in writing at the previous meeting.

(10/01)