

**CHAPTER 5**  
**BOARD OF TRUSTEES**

**SECTION:**

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**1-5-1: ELECTION, FUNCTIONS AND TERM OF OFFICE:** The Board of Trustees, consisting of six (6) members, shall be elected to office for a four (4) year term, according to the method provided by Statute. The Board shall be the legislative department of the Village government, and shall perform such duties and have such powers as may be delegated by Statute to it. (1963 Code, 2.01) Each elected official of the Village shall hold thou the last meeting of the fiscal year upon the conclusion of his term in office, at which time any newly elected official shall take office unless it is otherwise provided by Illinois State Statute. (Ord. 947, 3-18-81)

**1-5-2: VACANCIES:** If a vacancy occurs in the office of Trustee, the vacancy shall be filled for the remainder of the term at the next election of Trustees, unless a special election is called. Until such election is held the vacancy may be filled by the appointment of a Trustee by the President and the remaining Trustees voting jointly. (1975 Code)

**1-5-3: OATH AND SALARY:** The members of the Board of Trustees shall take the oath of office by Statute, and shall receive such compensation as may be provided by ordinance. (1963 Code, 2.03)

**1-5-4: MEETINGS:**

(A) The regular stated meeting of the President and Board of Trustees shall be held in the Council Chambers of the Municipal Building, in the Village on the first and third Tuesday, in each and every month at the hour of seven o'clock (7:00) P.M. and the Monday immediately preceding Tuesday's meeting at the hour of five o'clock (5:00) P.M., except when said first and third Tuesday may happen to be a public holiday, in which case the Board shall meet at the same hour on the next day following and adjourned meetings may be held at such time as may be determined by the President and Board of Trustees. Monday meetings shall be informal and open discussion and no votes shall be taken.

(B) **Special Meetings:** Special meetings may be called by the President or any three (3) Trustees upon at least a twenty four (24) hour written notice personally served on all

members and the President, except that if all the Trustees are present at a special meeting no notice of the meeting is necessary and the notice shall be deemed waived. (1963 Code, 2.05)

**1-5-5: PRESIDING OFFICER:** The President shall be the presiding officer of regular and special meetings of the Board of Trustees and when the Board meets as a committee of the whole. (1963 Code, 2.06)

**1-5-6: PRESIDENT'S VOTE:** The President shall not vote on any ordinance, resolution or motion except: (1) Where the vote of the Trustees has resulted in a tie; or (2) where one-half (1/2) of the Trustees have voted in favor of an ordinance, resolution or motion even though there is no tie vote; or (3) where a vote greater than a majority of the corporate authorities is required by State Statute to adopt an ordinance, resolution or motion. In the latter, however, the President may not vote where vote is being taken to override his veto. In the instance specified the President must vote. Nothing in this Section shall deprive the President Pro Tem from voting in his capacity as Trustee, but he shall not be entitled to another vote in his capacity as President Pro Tem. (1963 Code, 2.07;amd. 1975 Code)

**1-5-7: PRESIDENT'S VETO POWER:** All resolutions and motions which create any liability against the Village, or which provide for the expenditure or appropriation of its money, or to sell any Village property, and all ordinances passed by the Board of Trustees shall be deposited with the Clerk. If the President approves of any of them, he shall sign it. And if he disapproves of any of them, he shall return it to the Board with his written objection at the next regular meeting of the Board occurring not less the five (5) days after its passage. The President may disapprove of any one or more sums appropriated in any ordinance, resolution, or motion making an appropriation, and if so, the remainder shall be effective. The President may disapprove entirely of an ordinance, resolution or motion making an appropriation. If the President fails to return any ordinance or any specified resolution with his written objections, within the designated time, it shall become effective despite the absence of his signature. (1963 Code, 2.08)

**1-5-8: PASSAGE OVER VETO, RECONSIDERATION:** Every resolution and motion specified in Section 1-5-7 and every ordinance which is returned to the Board of Trustees by the President shall be reconsidered by the Board. If, after such reconsideration, two-thirds (2/3) of all Trustees elected to the Board shall agree to pass an ordinance, resolution or motion, notwithstanding the President's refusal to approve it, it shall be effective. The vote on the question of passage over the President's veto shall be by yeas and nays, and shall be recorded in the journal. (1963 Code, 2.09)

**1-5-9: RULES AND ORDER OF BUSINESS:** Hereafter, and until further order of the Board, the rules and order of business of the President and Board of Trustees shall be as follows:

## ORDER OF BUSINESS

1. Call to order
2. Roll Call
3. Moment of Silence & Pledge of Allegiance
4. Special Communications
5. Petitions
6. Resignations
7. Appointments
8. Resolutions
9. Report of Officers
10. Finance Committee Report
11. Bills
12. Report of Standing Committees
13. Report of Special Committees
14. Unfinished Business
15. New Business
16. Citizens

1. The President shall take the chair at the appointed hour, and call the members to order. If a quorum be present, he shall cause the minutes of the last meeting to be presented, unless a majority present at the meeting votes to dispense with the reading of said minutes. A majority of all members elected to the President and Board of Trustees shall constitute a quorum.

2. The President shall preserve order and decorum, may speak only to points of order and in preference to any member and decide questions of order subject to an appeal to the President and Board of Trustees by any two (2) members, on which appeal no member may speak more than once, unless by leave of the President and Board of Trustees.

3. Every question or motion when seconded shall be stated by the President distinctly before it is open for debate. When a question is put, if the President is in doubt or a division is called for by any member, the Board shall decide. The President may call any member to perform the duties of the chair; but such substitution shall not extend beyond an adjournment.

4. Every member, previous to his speaking, shall arise from his seat and address the chair, and say, "Mr. President", and shall not proceed with his remarks until named and recognized by the chair.

5. If any member is speaking, or otherwise transgresses the rules of the President and Board of Trustees, the President shall, or any member may, call him to order, and the member called to order shall immediately sit down, unless permitted to explain and the Board, if appealed to, shall decide without debate. If the decision be in favor of the member called to order, he shall be at liberty to proceed. If against him and the case requires it, he shall be liable to the censure of the Board.

6. No person shall speak more than twice on the same question, unless permitted by the Board, and no member of the Board shall leave his seat to speak to any other member of the Board or any other person in the hall without first obtaining permission of the President.

7. Every member, when a question is taken, shall vote unless excused by the President and Board of Trustees, unless he be directly interested in the question, in which event no member shall vote and every motion shall be reduced to writing, if the President or any member desires it.

8. After a report is made or a motion stated by the President, it shall be deemed as in possession of the President and Board of Trustees, but it may be amended or laid on the table, or withdrawn at any time before the question is taken.

9. When a question is under debate no motion shall be received but to adjourn, lay on the table, the previous question, postpone to a certain day, to commit, to amend, or postpone indefinitely; which several motions shall have precedence in the order in which they are arranged. A motion to adjourn shall always be in order and decided without debate.

10. A motion for the "previous question", to lay the question on the table, or commit it until it is decided, shall preclude all amendments and debate on the main question and a motion to postpone a question indefinitely or to adjourn to a certain day shall, until it is decided, preclude all amendments to the main question.

11. The "previous question" shall be as follows: "Shall the main question now be put?"

12. The ayes and nays shall be taken upon the passage for all ordinances and shall be entered upon the minutes of the proceedings and a concurrence of a majority of all the members elected to the President and Board of Trustees, shall be necessary to the passage of any ordinance.

13. Every ordinance shall be numbered when introduced, and published when ordered by the President and Board of Trustees.

14. When an ordinance is introduced it shall be read and laid over until the next regular meeting, unless the rules are suspended. It may be given first reading in condensed form if unanimously approved by the Board. If the rules are suspended, it shall be read the second time by title only and put upon its passage.

15. When any standing or special committee shall be appointed, the Clerk shall deliver the names of the committee to the Chairman of the same on the day and after their appointment, and the Chairman shall call them together, and when a quorum of the committee is present it shall transact such business as may come before it.

16. All standing and select committees, to whom any matter is referred, shall report at the regular meeting giving facts and their opinions thereof, and said report shall be a majority of said committee, permitting also a minority report.

17. When a motion contains several distinct propositions, any member may call for a division of the question, so as to take the vote on each proposition separately.

18. All petitions address to the President and Board of Trustees of said Village, shall be in writing and filed with the Clerk at least ten (10) days before being presented to the President and Board of Trustees at a regular or special meeting, and no action shall be taken on said petition until the next regular meeting, or any meeting thereafter following the date the aforesaid petition is filed.

All petitions shall be accompanied by an affidavit, acknowledged by a notary public, by the person or persons circulating said petition and stating that the signatures on the petition are

the true genuine signatures signing same and that they were signed by said petitioners in the presence of the circulator.

19. In all cases where a resolution or motion shall be entered on the minutes of the President and Board of Trustees, the name of the member moving the same shall be entered on the minutes.

20. All reports made by committee, and all resolutions adopted by the President and Board of Trustees shall be held and preserved by the Clerk.

21. The ayes and nays shall always be taken on a motion to adjourn.

22. On taking the ayes and nays on any question, the names of the members shall be called, and the senior member's name shall be called first. Each member shall answer to motion and second and then the senior members name shall be entered on the proceedings.

23. When the President and Board of Trustees is in session, or when a member is speaking or the Clerk is reading any paper to the President and Board of Trustees, no member shall enter into a private conversation, or any way disturb the proceedings of the President and Board of Trustees.

24. No chairman of a standing committee or select committee shall contact any liability against the Village until a majority of the committee have recommended such expenditure, and have so reported to the President and Board of Trustees.

25. The following standing committees shall be annually appointed by the President, by and with the consent and approval of the Board of Trustees:

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|--------------------------|-----------------------|
| 1. Finance               | 11. Public Building   |
| 2. Police                | 12. Printing          |
| 3. Fire                  | 13. Ordinance         |
| 4. Civil Defense         | 14. Traffic           |
| 5. Playground            | 15. Zoning            |
| 6. Health                | 16. Pollution         |
| 7. Public Works          | 17. Beautification    |
| 8. Lights                | 18. Railroad          |
| 9. Community Development | 19. Dare              |
| 10. Insurance            | 20. Liquor Commission |

26. The ayes and nays shall be taken upon the passage of all resolutions or propositions to create any liability against the Village or the expenditure or appropriation of any money, and all other cases at the request of any member, and shall be entered upon the journal of its proceedings, and a concurrence of a majority of all members present at the meeting shall be necessary for the passage of any such resolution or proposition; and all Village officers shall bring in their reports in writing.

27. No motion for reconsideration of any ordinance or other matter shall be entertained by the chair, unless made before adjournment of the President and Board of Trustees at the meeting it is acted on and then only when the same number are present and made by a member having voted with the majority.

28. No person, other than a member of the President and Board of Trustees, shall be permitted to speak on any subject, at a meeting of said Board, unless called upon by the President, or unless such person shall have first received permission of the Board to be heard, stating the subject upon which he desires to be heard and the Clerk shall get name and address.

29. The above rules of procedure and order of business shall be adhered to invariably by the President and Board of Trustees unless the same shall be temporarily suspended by a two-thirds (2/3) vote of all members elected to the President and Board of Trustees.

30. The rules of Parliamentary practice comprised in Robert's Rules of Order, shall govern the Board in all cases in which they are applicable and in which they are not inconsistent with the standing rules and orders of the Board.

31. THIS PARAGRAPH INTENTIONALLY LEFT BLANK.

32. No bill shall be presented by the Clerk for presentation to the proper committee on or before one o'clock (1:00) P.M. on Friday preceding the regular meeting.

33. All select or special committees must approve and sign or reject all bills preceding the regular meeting. (Ord. 738; rev 1986)

**1-5-10: COMMITTEES:** Each standing and special committee shall consist of three (3) members, unless the Board shall otherwise direct. Members of committees shall be appointed by the President. The President shall be an ex-officio member of each committee. (1963 Code, 2.18)

**1-5-11: RESCINDED ACTION:** No vote or action of the Board of Trustees shall be rescinded at any special meeting of the Board unless there is present at such meeting as many members of the Board as were present at the meeting when such vote or action was taken, as provided by Statute. (1963 Code, 2.11)

**1-5-12: RESOLUTIONS:** On request of any two (2) members of the Board, any resolutions submitted to the Board of Trustees shall be reduced to writing before being voted upon. (1963 Code, 2.12)