

CHAPTER 2 BOARD OF TRUSTEES

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2.01 GOVERNMENT OF VILLAGE

The Village of Bull Valley shall be governed by a Board of Trustees which shall be elected at large and shall consist of a President and six (6) Trustees.

2.02 ELECTION, TERMS AND POWERS *1991-12*

The members of the Board of Trustees shall be elected and serve for a four-year (4) term, and until their successors are elected and qualified, as provided by law. The Board of Trustees shall be the legislative department of the municipal government and shall perform such duties and have such powers as provided by law and by ordinance.

That those persons elected to the office of Village Trustee in the Village of Bull Valley shall begin their terms of office as the first order of business after roll call at the first regular meeting of the President and Board of Trustees of the Village of Bull Valley following their election to office.

2.03 REGULAR MEETINGS

All regular meetings of the President and Board of Trustees shall be held at such time and place as the President and Board of Trustees shall from time to time determine.

2.04 SPECIAL MEETINGS

Special meetings of the Board of Trustees or other board, committee or commission of the Village may be called by the President or chairman and any two (2) members of the Board of

Trustees, other board, commission or committee provided that twenty-four (24) hours prior thereto, the following is accomplished:

- A. Written notice is given to all members of the public body by delivering to their residences a notice of the meeting which shall include the date, time, place, and subject matter of the special meeting. Minutes of the special meeting shall indicate how notice was provided to the members.
- B. Notice of the meeting shall be posted at the location of the meeting and at the police station. Said posted notice shall indicate the date, time, place and subject matter of the special meeting.
- C. Notification of the special meeting shall be given to all news media requesting notification as provided by law.

2.05 **MEETING ATTENDANCE** *Amended, 2006-07-16*

A. Each meeting of the Board of Trustees shall convene at the time appointed for such meeting, as provided by Ordinance. The Clerk, or in his absence, a member of the Board or a recording secretary, shall thereupon immediately call the roll of members. If no quorum is present, the Board shall not thereby stand adjourned, but the members present shall be competent, by majority vote, to adjourn or recess the Board to another time or date prior to the next regularly scheduled meeting.

B. Rules for Meeting Attendance: In addition to holding meetings pursuant to the Open Meetings Act, 5 ILCS 120/1 *et seq.*, Village Board meetings shall be subject to the following rules:

- 1. A quorum of the Village Board shall be physically present at the location of an open or closed meeting.
- 2. Provided a quorum is physically present, a member may be allowed to attend the meeting by audio or video conferencing.
- 3. Any member who wishes to be considered present at a meeting via audio or video conference may make such a request to the Village Board by notifying the Clerk prior to the meeting, unless advance notice is impractical, that the member cannot physically attend the meeting for one of the following reasons:
 - a. Personal illness or disability;
 - b. Employment purposes or Village business; or
 - c. A family or other emergency.

4. An affirmative vote by a majority of the Village Board physically present may allow a member to attend a meeting as provided herein.
5. The Clerk shall record in the minutes of every meeting the members physically present, absent and present by audio or video conference.

2.06 **OPEN MEETINGS ACT** *Amended, 2006-07-16*

All Village meetings shall comport with the Illinois Open Meetings Act (Illinois Revised Statutes 1987, Ch. 102, Par. 41 *et seq.*). Inter alia said Act provides:

- A. Except as provided in Paragraph D below, no meeting shall be held by the members of a public body without proper notice and without being open to the public;
- B. A meeting is defined as any gathering, whether in person or by video or audio conference, telephone call, electronic means (such as, without limitation, electronic mail, electronic chat, and instant messaging), or other means of contemporaneous interactive communication, of a majority of a quorum of the members of a public body held for the purpose of discussing public business. The majority of a quorum of the Village Board is any three members. The majority of a quorum of a three-person committee is two members.
- C. The Act does not apply to meetings or conferences of department heads, staff or employees;
- D. Public business covering the following topics may be discussed in a closed session if so decided by the members of the public body in an open session:
 1. Collective bargaining matters;
 2. Land acquisition or sale;
 3. Litigation;
 4. Appointment, employment or dismissal of an employee or officer and salary schedule for class of employees;
 5. Testimony regarding complaint lodged against an employee or officer to determine whether it is valid;
 6. Discussion of matters when a Federal regulation requires a closed session;
 7. Discussion by an advisory committee which is appointed to provide the public body with professional consultation on matters germane to its field of competence;

8. Discussion under any unfair housing ordinance;
9. Discussions relating to consideration of the appointment of a member to fill a vacancy on a public body covered by this Act.

2.07 **QUORUM**

A majority of the members of the Board of Trustees shall constitute a quorum thereof.

2.08 **VOTE REQUIRED**

The passage of all ordinances for whatever purpose and of any resolution or motion 1) to create any liability against the Village, or 2) for the expenditure or appropriation of its money shall require the concurrence of a majority of all members then holding office on the Village Board, including the President, unless otherwise expressly provided by State statute or any other act governing the passage of any ordinance, resolution or motion. The yeas and nays of each Village Board member shall be taken upon the question of the passage of the designated ordinances, resolutions and/or motions which shall be recorded in the journal of the Village Board.

2.09 **ORDINANCES-APPROVAL/VETO**

All resolutions and motions 1) which create any liability against the Village, or 2) which provide for the expenditure or appropriation of its money, or 3) sell any Village property and all ordinances passed by the Village Board shall be deposited with the Village Clerk. If the President approves of them, he shall sign them. **Those which he disapproves, he shall return to the Village Board with his written objections at the next regular meeting of the Village Board occurring not less than five (5) days after their passage.** The Village President may disapprove of any one or more of the sums appropriated in any ordinance, resolution or motion making an appropriation. If so, the remainder shall be effective. However, the Village 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 or motion with his written objections within the designated time, it shall become effective despite the absence of his signature.

2.10 **RECONSIDERATION PASSING OVER VETO**

Every resolution and motion specified in Section 2.09 and every ordinance which is returned to the Village Board by the President shall be reconsidered by the Village Board at the next regular meeting. If, after such reconsideration, two-thirds (2/3) of all the trustees then holding office on the Village Board shall agree at such regular meeting to pass an ordinance, resolution and/or motion, notwithstanding the President's refusal to approve it, then it shall be effective. The vote on the question of passage over the President's veto shall be by yeas and nays of each Village Board member and shall be recorded in the journal.

2.11 RECONSIDERATION AT SPECIAL MEETING

No vote of the Village Board shall be reconsidered or rescinded at a special meeting unless there are present at the special meeting as many trustees as were present when the vote was taken.

2.12 RIGHT OF THE PRESIDENT TO VOTE

A. The President is required to vote as follows:

1. Where the vote of the trustees has resulted in a tie; or
2. Where one-half (1/2) of the trustees elected have voted in favor of an ordinance, resolution or motion even though there is no tie vote; or
3. Where a vote greater than the majority of the corporate authorities is required by State statute or local ordinance to adopt an ordinance, resolution or motion.

B. In each instance specified above, the President shall vote. Nothing in this section shall deprive an acting President or President Pro Tem from voting in his capacity as trustee, but he shall not be entitled to another vote in his capacity as acting President or President Pro Tem.

2.13 RULES OF ORDER *Amended, 2018-19-06, 2010-11-07*

A. Motions, Resolutions and Ordinances. All motions, resolutions and ordinances submitted to the Board of Trustees shall be reduced to writing before being voted upon. Where such are adopted and entered upon the minutes of the proceedings of the Board of Trustees, the name of the member moving the adoption, and the name of the member seconding same shall be entered in the minutes. On each matter submitted to the Board of Trustees upon which a vote is taken, the vote of each member voting, as well as the vote of the President when he is required by law or by ordinance to vote, shall also be entered in the minutes.

B. Addressing Meetings. Any person other than the President, member of the Board of Trustees, or Village officer wishing to address the Board of Trustees at any regular or special meeting shall be governed by the following rules of public speaking:

1. Any member of the public may address the Board of Trustees at any public meeting, during the portion of the meeting designated on the agenda as "Public Comment" or other similar term.
2. Each speaker shall sign in, be recognized in turn, and be permitted to speak. Each speaker shall be limited to a time period of three (3) minutes per person, for a total of thirty (30) minutes per meeting. At the discretion of the President, the three minutes per person time limit and/or the thirty (30) minute total time limit may be extended.

3. The Board of Trustees may ask questions for clarification of the speaker's comments and may invite members of the public in attendance to sign in and speak, but is not required to answer questions posed by the speaker or address concerns raised by the speaker, and will not engage in debate with the speaker.
4. The speaker may be stopped if he or she engages in personal attacks, offense language or topics; if his or her speech has become off-topic, repetitious, or disruptive; or if he or she has been allowed to continue to speak for a considerable time beyond the time allotted.

C. Suspension of Rules. The rules of order, other than those provided by law, may be suspended at any time by the affirmative vote of a majority of the members present at any meeting of the Board of Trustees.

D. Robert's Rules of Order. Robert's Rules of Order, Official Edition No. 75, shall govern the deliberations of the Board of Trustees, except as is otherwise provided by law or ordinance.

2.14 RECORDS

The Village Clerk shall keep the minutes and records of the proceedings of the Board of Trustees.

2.15 COMMITTEES *Amended, 1991-92-1*

A. Standing Committees. There shall be the following standing committees of the Board of Trustees:

Committee on Planning, Zoning and Building;
Committee on Finance;
Committee on Parks and Stickney House;
Committee on Public Safety;
Committee on Roads and Bridges; and
Committee on Ways, Means and Legislation.

B. Special Committees. The President and Board of Trustees shall appoint such special committees as from time to time it deems necessary.

C. Membership. The President shall, with the advice and consent of the Board of Trustees, appoint the members of the Board of Trustees to the committees. The committees shall be chaired by a member of the Board of Trustees. The chairman of each committee (except the Committee of Planning, Zoning and Building) shall appoint Bull Valley residents to serve on all committees, except non-residents of the Village may serve upon the advice and consent, to the appointment, by the President and Board of Trustees.

2.16 **DUTIES OF STANDING COMMITTEES** *Amended, 1991-92-1*

The duties of the standing committees shall be as follows:

- A. Committee on Planning, Zoning and Building. The Committee shall consist of the chairman of the Zoning Board of Appeals, the chairman of the Plan Commission and one member of the Village Board who shall be the chairman of the Committee. The Committee shall recommend to the Board all regulations, restrictions and conditions proper for the construction, erection, removal, alteration or moving of all structures or buildings within the Village and the prescription of penalties provided for the violation of such regulations.

The Committee shall investigate, review and recommend to the Board of Trustees regulations, restrictions and conditions proper for the height and bulk of buildings; the regulations and limitations of intensity of use of lot areas; the regulation and determination of open spaces within and surrounding all buildings; the classifications, regulation and restriction of location of all trade and industries; the location of buildings designed for specified industrial, commercial, retail, business, residential and other uses and the division of the Village into districts for such purposes; and the prescription of penalties for the violation of such regulations.

The chairman of the Committee shall act as liaison between the Board and the Building Inspector and shall oversee the Building Department of the Village.

- B. Committee on Finance. The Committee shall audit all bills and accounts, approve the Treasurer's monthly report, approve the reports of any Village collectors, manage and protect the various funds of the Village, recommend to the Board the annual appropriation and tax levy ordinances, report to the Board when requested so to do concerning the finances of the Village, manage the insurance of the Village and shall perform such other duties as may be provided for by law or by ordinance.
- C. Committee on Parks and Stickney House. The Committee shall have charge of all park areas owned by or controlled by the Village and shall recommend to the Board all regulations proper for the care and management of such areas.

The Committee shall oversee the restoration and operation of the Stickney House and shall perform such other duties as may be provided for by law or ordinance.

- D. Committee on Public Safety. The Committee shall oversee the activities of the Police Department, shall review and recommend budgetary matters concerning the Police Department, shall oversee and regulate the activities of the Police Department and report to the Board of Trustees regarding these activities.

The Committee shall recommend to the Board all regulations, restrictions and conditions proper for the general safety of the inhabitants of the Village.

- E. Committee on Roads and Bridges. The Committee shall have charge of all grading, graveling, paving, digging, trenching, cleaning, clearing, vacating or opening of all streets, alleys, curbs and sidewalks in the Village, and shall recommend to the Board any purchase, change or disposition of machinery or equipment.

The Committee shall have the authority to order all repairs done as shall be necessary to keep the equipment of the Village in good and proper working order and in good condition so as not to suffer damage to such property or loss thereof by reason of faulty working conditions or failure to repair or replace faulty parts or essential elements thereof. In this respect, the Committee shall be limited to the expenditure of \$500.00 in any one month without it first having received the prior approval of the President and Board of Trustees, unless an emergency exists, in which case the Committee may expend up to \$1,000.00 if prior approval of the Village President is received.

The Committee shall oversee the maintenance, construction and reconstruction of the bridges in the Village. The Committee shall perform such other duties as may be provided for by law or by ordinance.

- F. Committee on Ways, Means and Legislation. The Committee shall have the responsibility to investigate any financing for certain projects that shall come before the Board of Trustees. Based on information this Committee develops, it shall recommend to the Village Board the financing of projects. Upon direction from the Village Board the Committee shall attempt to secure any financing determined by the Village Board.

The Committee shall monitor Federal and State legislation affecting the Village and, as needed, recommend positions for the Village Board to take relative to any legislation.