

DIVISION 1

FUNCTIONS OF THE VILLAGE BOARD

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2-1-1: Meetings:

The regular meetings of the Board of Trustees shall be held on the second and fourth Monday of each month at 7:00 p.m.

Any regular meeting falling upon a legal holiday shall be held on the next following secular day at

the same hour and place.

Special meetings may be called by the President or any three members of the Board of Trustees by written request or notice being filed with the Clerk. Special meetings shall be called in compliance with the Illinois Open Meetings Act (5ILCS 120/1 et. seq.). The Sheffield Village Clerk shall provide written notice of such special meeting and the written notice shall specify the time and purpose of such meeting and shall be delivered to each member of the Board of Trustees personally, if he or she can be found, and if he or she cannot be found, then by leaving a copy of such notice at the home of such Trustee. The Clerk shall cause an affidavit showing service of such notice as herein provided to be filed in the Clerk's Office prior to the time fixed for such special meeting together with a statement of compliance with the notices to members of the media as provided in the Illinois Open Meetings Act (5 ILCS 120/1 et. seq.). The matters to be considered at any special meeting for the transaction of public business shall be limited to those matters set forth in the agenda served upon the Board of Trustees.

All meetings of the Board of Trustees shall be held in the Concord Township Hall, including special and adjourned meetings, and all meetings, except executive sessions thereof, shall be open to the public, as required by the Illinois Open Meetings Act (5 ILCS 120/1 et. seq.) (Amd. by Ord. No. 04-99-09-27)

2-1-2: PRESIDING OFFICER:

The President shall preside at all meetings of the Board of Trustees, but he shall have a vote only where the state statutes or the Village ordinances require more than a majority vote of the corporate authorities or in the event of a tie or where one-half of the Trustees elected have voted in favor of an ordinance, resolution or motion, even though there is no tie vote.

During the absence or disability of the President, the Board of Trustees shall elect one of its members president pro tem of the Board of Trustees, and he shall act as presiding officer of the Board of Trustees. Where the absence or disability of the President is to be of a very short duration and no individual is required to be granted the powers of the President, the Board of Trustees shall elect one of its members temporary chairman, when acting as presiding officer, shall vote on all questions on which the vote is taken by "yeas" and "nays", his name being called last. The President pro tem shall have all of the powers and duties as accrue to a presiding officer.

Each meeting of the Board of Trustees shall convene at the time appointed for such meeting, as provided by ordinance. The clerk, or someone appointed to fill his place by the presiding officer, shall thereupon immediately call the roll of members. If no quorum be present, the Board of Trustees shall not thereby stand adjourned, but the members present shall be competent to adjourn or recess the council by a majority vote.

If no quorum is present and the members present desire to compel the attendance of absent members, they themselves, or by their agents, shall attempt to communicate the call to the session personally to the absentees. Any absent member who refuses to attend the meeting (or a new meeting to which the members present have adjourned) after personal notice to attend may be fined by the members present a sum not to exceed twenty-five dollars (\$25.00) for each occurrence.

2-1-3: QUORUM - ORDER OF BUSINESS:

A quorum for the transaction of business shall consist of a majority of all the Board of Trustees entitled by law to be elected. The order of business shall be as follows:

- A. Call to order by presiding officer.
- B. Pledge of allegiance to flag.
- C. Roll call.
- D. Establishment of quorum.
- E. The reading and approval (with corrections and additions, if any) of the journal of the proceedings of the previous meeting or meetings.
- F. Reports and communications from mayor and other officers: Attorney, Engineer, Zoning, President, Treasurer, Clerk
- G. Report of the standing committees: Finance, Public Works, Public Safety, Public Property, Ordinances and Licenses, Planning, Election, Building and Zoning
- H. Report of special committees.
- I. Petitions, communications, orders, resolutions and ordinances by the Trustees.

J. Unfinished business.

K. Adjournment.

2-1-4: DUTIES OF THE PRESIDING OFFICER:

The presiding officer shall preserve order and decorum and may speak to points of order in preference to other members, and shall decide all questions of order subject to appeal. If he refuses to allow the Trustees to exercise their right to appeal a decision of the Chair, the Trustees may consider and pass upon the matter in spite of the Chair's failure to grant them an appeal.

In case of any disturbances or disorderly conduct the presiding officer shall have the power to require the chamber to be cleared.

2-1-5: DUTIES OF MEMBERS:

While the presiding officer is putting the question, no member shall walk across or out of the council chamber.

Every member, previous to his speaking, making a motion or seconding the same, shall address himself to the presiding officer and say: "Mr. President", and shall not proceed with his remarks until recognized and named by the Chair. He shall confine himself to the question under debate avoiding personalities and refraining from impugning the motives of any other members' argument or vote.

When two or more members address the Chair at the same time, the presiding officer shall name the member who is first to speak. The Trustees may by two-thirds vote expel a Trustee for disorderly conduct. Such Trustee may not be expelled a second time for the same offense.

2-1-6: VISITORS:

Any person, who resides in the Village and desires to address the Village Board during a regular meeting, shall first contact the President of the Village Board or any Trustee, and request, in writing, that he or she be placed upon the agenda for the meeting at which such person desires to be heard. The written request shall contain the matter or matters to be addressed by said person. No such person shall be allowed to address the Board unless two members thereof consent.

2-1-7: PRESENTATION OF NEW BUSINESS AND DEFERMENT:

When a member wishes to present a communication, petition, order, resolution, ordinance or other original matter, he shall send it to the desk of the clerk who shall read such matter when reached in its proper order. Upon the request of any two Trustees present, any report of a committee of the council shall be deferred (for final action thereon) to the next regular meeting of the Board of Trustees after the report is made.

2-1-8: DEBATE:

No member shall speak more than once on the same question, except by unanimous consent, and then not until every other member desiring to speak shall have had an opportunity to do so; provided, however, that the proponent of the matter under consideration or the chairman of the committee whose report is under consideration, as the case may be, shall have the right to open and close debate. No member shall speak longer than ten (10) minutes at any one time, except by consent of the board; and in closing debate on any question, as above provided, the speaker shall be limited to five minutes, except by special consent of the Board of Trustees.

While a member is speaking, no member shall hold any private discussion, or pass between the speaker and the Chair.

2-1-9: CALL OF MEMBER TO ORDER:

A member, when called to order by the Chair, shall thereupon discontinue speaking and take his seat and the order or ruling of the Chair shall be binding and conclusive, subject only to the right of appeal.

2-1-10: APPEALS FROM DECISIONS OF THE CHAIR:

Any member may appeal to the Board of Trustees from a ruling of the Chair and, if the appeal

is seconded, the member making, the appeal may briefly state his reason for the same, and the Chair may briefly explain his ruling; but there shall be no debate on the appeal and no other member shall participate in the discussion. The Chair shall then put the question, "Shall the decision of the Chair be sustained?" If a majority of the members present vote "no", the decision of the Chair shall be overruled; otherwise, it shall be sustained.

2-1-11: QUESTION OF PERSONAL PRIVILEGE:

The right of a member to address the Board of Trustees on a question of personal privilege shall be limited to cases in which his integrity, character, or motives are assailed, questioned or impugned.

2-1-12: VOTING:

Every member who shall be present when a question is stated from the Chair shall vote thereon, unless excused by the Board of Trustees, or unless he is personally interested in the question, in which cases he shall not vote.

2-1-13: SPECIAL ORDER OF BUSINESS:

Any matter before the Board of Trustees may be set down as a special order of business at a time certain if two-thirds of the Trustees present vote in the affirmative, but not otherwise.

2-1-14: SECONDING OF MOTIONS REQUIRED; WRITTEN MOTIONS - READING OF MOTIONS, RESOLUTIONS, ORDINANCES, MINUTES AND CORRESPONDENCE:

No motions shall be put or debated in the council or in committee unless it is seconded. When a motion is seconded, it shall be stated by the presiding officer before debate, and every motion in the council, except motions of procedure, shall be reduced to writing, if required by a member, and the member who proposed the motion shall be entitled to the floor. The reading of any motion, resolution or ordinance may be waived, as may the reading of the minutes of a previous meeting. Correspondence received by the clerk or mayor shall be distributed before the meeting to all members of the corporate authorities. Correspondence received by municipal officials need not be read in full at Board of Trustees meetings unless pertinent to a matter before discussion. Correspondence received may be summarized to Board of Trustees meetings.

2-1-15: WITHDRAWAL OF MOTIONS:

After a motion or resolution is stated by the presiding officer, it shall be deemed to be in possession of the Board of Trustees, but it may be withdrawn at any time before discussion, by consent of the Board of Trustees.

2-1-16: DIVISION OF QUESTIONS:

If any question under consideration contains several distinct propositions, the Board of Trustees by a majority vote of the members present may divide such question.

2-1-17: RECORD OF MOTIONS: In all cases where a resolution or motion is entered in the journal, the name of the member moving and seconding the same shall be entered.

2-1-18: TAKING AND ENTERING THE VOTES; EXPLANATION OF VOTES:

The "yeas" and "nays" upon any question shall be taken and entered in the journal. When the clerk has commenced to call the roll of the board for the taking of a vote by "yeas" and "nays", all debate on the question before the Board of Trustees shall be deemed concluded, and during the taking of the vote a member shall be permitted to briefly explain his vote and shall respond to the calling of his name by the clerk by answering "yea" or "nay", as the case may be.

2-1-19: ANNOUNCEMENT AND CHANGES OF VOTES:

The result of all votes by "yeas" and "nays" shall be announced by the clerk. No vote shall be changed after announcement by the clerk.

2-1-20: PRECEDENCE OF MOTIONS:

The following chart sets out commonly used motions in the order of their precedence as determined by Roberts Rules of Order. The Main or Principal Motion is at the bottom in rank. The other motions may be made while the Main Motion is pending, and must be dealt with before the Main Motion. They are arranged according to rank, the highest at the top of the list. Incidental motions, however, have no rank among themselves, yet take precedence over subsidiary motions. When any one motion is immediately pending, the motions above it on the list are in order and those below are out of order.

2-1-21: PRIVILEGED MOTIONS:

UNDEBATABLE:

- Fixed Time to Adjourn
- Adjournment
- Take Recess
- Question of Privilege

2-1-22: INCIDENTAL MOTIONS:

UNDEBATABLE, EXCEPT MOTION TO APPEAL:

- Appeal
- Division of Assembly
- Division of a Question
- Filling Blanks
- Objection
- Parliamentary Inquiry
- Point of Information
- Point of Order
- Suspend the Rules*
- Withdraw a Motion

2-1-23: SUBSIDIARY MOTIONS:

UNDEBATABLE

- Lay on the Table
- The Previous Question (Close Debate)*
- Limit or Extend Debate

DEBATABLE:

- Postpone to a Definite Time
- Refer to a Committee
- Amend the Amendment
- Amendment
- Postpone Indefinitely
- Main or Principal Motion

2-1-24: MISCELLANEOUS MOTIONS: AFTER ACTION HAS BEEN TAKEN ON MAIN OR PRINCIPAL MOTION:

- | | |
|-----------------|---------------|
| Take from Table | (undebatable) |
| Rescind | (debatable)** |
| Reconsider | (debatable) |
| Ratify | (debatable) |

2-1-25: MOTION TO REFER:

A motion to refer to a standing committee shall take precedence over a similar motion to refer to a special committee.

*Motions requiring a two-thirds vote.

**Requires two-thirds vote-without notice; and majority vote-with notice.

2-1-26: MOTION TO AMEND:

A motion to amend an amendment shall be in order, but one to amend an amendment to an amendment shall not be entertained. An amendment modifying the intention of a motion shall be in order; but an amendment relating to a different subject shall not be in order.

On an amendment to "Strike out and insert", the paragraph to be amended shall first be read as it stands, then the words proposed to be stricken out, then those to be inserted, and finally the paragraph as it will stand if so amended shall be read.

An amendment to the main question or other pending question may be referred to a committee and neither the main question nor such other pending question shall be affected thereby.

2-1-27: FILLING OF BLANKS:

When a blank is to be filled, and different sums or times proposed, the question shall be taken first on the least sum or the longest time.

2-1-28: MOTION TO SUBSTITUTE:

A substitute for any original proposition under debate or for any pending amendment to such proposition may be entertained notwithstanding that at such time further amendment is admissible; and if accepted by the Board of Trustees by vote, shall entirely supersede such original proposition or amendment, as the case may be, and cut off all amendments appertaining thereto.

2-1-29: RECONSIDERATION:

A vote or question may be reconsidered at any time during the same meeting, or at the first regular meeting held thereafter. 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. No motion to reconsider the approval or denial of the recommendation of an advisory body required to hold public hearings shall be entertained except at the same meeting at which the original action was taken or after the matter has been referred to the advisory body for a further hearing and recommendation.

A motion to reconsider must be made and seconded by members who voted on the prevailing side of the question to be reconsidered, unless otherwise provided by law; provided, however, that where a motion has received a majority vote in the affirmative, but is declared lost solely on the ground that a greater number of affirmative votes is required by statute for the passage or adoption of such motion, then in such case a motion to reconsider may be made and seconded only by those who voted in the affirmative on such question to be reconsidered, so long as the issue presented is the same, no new information is forthcoming, and the rights of third parties have not intervened.

2-1-30: STANDING COMMITTEES:

The following shall be the standing committees of the Board of Trustees:

- A. Committee on Water
- B. Committee on Buildings and Grounds
- C. Committee on Cemetery
- D. Committee on Purchasing
- E. Committee on Streets and Alleys
- F. Committee on Finance
- G. Committee on Ordinances
- H. Committee on Garbage
- I. Committee on Police
- J. Committee on Claims
- K. Committee on Complaints
- L. Committee on Band
- M. Committee on Sewerage

Each regular committee shall consist of three members to be appointed by the President with the advice and consent of the board.

Any report of a committee shall be deferred, for final action thereon, to the next regular meeting after the report is made, upon the request of any two members of the Board of Trustees.

2-1-31: THE JOURNAL:

The clerk shall keep the journal of the proceedings of the Board of Trustees. The clerk shall supply to each member, before the next board meeting, a typewritten copy of the proceedings.

2-1-32: STYLE OF ORDINANCES:

The style of all ordinances shall be: "BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF . . .", as is provided by statute.

2-1-33: "YEA" AND "NAY" VOTE:

The "yeas" and "nays" shall be taken upon the passage of all ordinances and on all propositions to create any liability against the Village, or for the expenditure or appropriation of its money, and in all other cases at the request of any member of the Board of Trustees: and such vote shall be entered on the journal of the proceedings, as is provided by statute.

2-1-34: APPROVAL OR VETO:

All ordinances passed by the Board of Trustees, before they take effect, shall be deposited with the Village Clerk, and if the President approves thereof, he shall sign the same and such as he shall not approve he shall return to the Board of Trustees with his objections thereto in writing at the next regular meeting occurring not less than five days after the passage thereof. Such veto may extend to any one or more items or appropriations contained in any ordinance making an appropriation, or to the entire ordinance; and in case the veto only extends to a part of such ordinance, the remainder thereof shall take effect and be in force. But in case the President shall fail to return any ordinance with his objections thereto by the time aforesaid, he shall be deemed to have approved such ordinances and the same shall take effect accordingly.

Upon the return of any ordinance by the President, the vote by which the same was passed shall be reconsidered by the Board of Trustees; and if, after such reconsideration, two-thirds of all the members elected to the Board of Trustees shall agree, by "yeas" and "nays" to pass the same, it shall go into effect notwithstanding the President may refuse to approve thereof.

2-1-35: RECORD OF ORDINANCES:

The clerk shall keep a record of all ordinances passed in an ordinance book for such purposes.

2-1-36: PUBLICATION:

All ordinances imposing any penalty for a violation thereof or, making any appropriation shall be published as required by statute, either in a newspaper or in pamphlet form in which case, the ordinance in its pamphlet shall be displayed for a reasonable period in three (3) public places, including the Village Hall.

2-1-37: TIME OF TAKING EFFECT:

No ordinance which must be published to comply with the foregoing section shall go into effect until ten (10) days after it is so published unless a statement of the urgency of the ordinance is contained in it and it achieves passage by a two-thirds vote of the members of the corporate authorities then holding office. In all other cases, the ordinances shall go into effect upon the passage thereof, as provided by statute, even though the operation of the ordinance may not take effect until a later date.

2-1-38: ADOPTION OF ROBERTS' RULES OF ORDER REVISED:

The rules of parliamentary practice comprised in the latest published edition of Roberts' "Rules of Order Revised" shall govern the Board of Trustees in all cases to which they are applicable and in which they are not inconsistent with the special rules of this Board of Trustees or the statutes or laws of the state.

2-1-39: TEMPORARY SUSPENSION OF RULES; AMENDMENT RULES:

These rules may be temporarily suspended by a vote of two-thirds of all the Trustees entitled by law to be elected, and shall not be repealed, altered or amended, unless by concurrence of two-thirds of all the Trustees entitled by law to be elected.

2-1-40: CENSURE OF MEMBERS; EXPULSION OF MEMBERS:

Any member acting or appearing in a lewd or disgraceful manner, or who uses opprobrious, obscene or insulting language to or about any member of the Board of Trustees, or who does not obey the order of the Chair, shall be, on motion, censured by a majority vote of the corporate authorities and, in addition, may be fined not to exceed twenty-five dollars (\$25.00) for each such occurrence. With the concurrence of two-thirds of the trustees elected, the Board of Trustees may expel a Trustee but not a second time for the same offense.

2-1-41: ORDINANCES REPEALED:

All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

2-1-42: SEPARABILITY:

It is the intention of the Village Board that each separate provision of this ordinance shall be deemed independent of all other provisions herein, and it is further the intention of the Village Board that if any provision of this ordinance be declared invalid, all other provisions thereof shall remain valid and enforceable.

(Ord. No. 0-8-90-7-16)