

CHAPTER 5
PRESIDENT AND BOARD OF TRUSTEES

Section

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§1-5-1: MEETINGS:

(A) Regular:

The Village Board of Trustees shall hold its regular meetings at the Village of Tower Lakes Village Hall at 400 N. Illinois Route 59, Tower Lakes, IL, or at such other suitable location as is convenient to the public, on the third Monday of each month at a time to be determined pursuant to legal notices as are required by Illinois statutes.

(Ord. 94-370, 7-18-1994; Amd. Ord. 2018-01, passed 01-15-18)

(B) Special:

The President or any two (2) trustees may call special meetings of the Village Board. Each Trustee shall be notified of any special meeting by written notice of the meeting personally delivered or emailed to each Trustee or personally delivered to his or her residence not less than twenty four (24) hours prior to said meeting, or by mailing said notice to each Trustee not less than ninety-six (96) hours prior to said meeting. Any Trustee may waive notice by written waiver of notice executed before or after the special meeting. In addition, notice shall be given as required by the Illinois Open Meetings Act (5 ILCS 120).

(Ord. 66-1.2, 12-5-1966; Amd. 1979 Code; Amd. 2014 Code; Amd. Ord. 2018-01, passed 01-15-18)

(C) Open Meetings Act Compliance:

Notice of all public meetings of the Village shall be given as required by the Illinois Open Meetings Act (5 ILCS 120), as amended from time to time.

(Amd. Ord. 2018-01, passed 01-15-18)

§1-5-2: COMMITTEES:

(A) Appointment:

There shall be appointed by the President, with the approval of the Trustees, the following standing committees, each of which shall consist of three (3) members unless a larger number is appointed by the President, and all of which committees the President shall be ex officio a member:

Finance
Police
Health and Environmental
Utilities
Roads and Stormwater
Communication

The President, with the approval of the Trustees, may appoint such other committees as may be deemed necessary.

(Amd. Ord. 2021-10, passed 06-21-21)

(B) Reports Of Committees:

Committees to which matters are referred shall report in writing on the request of the Board of Trustees. (Ord. 98-434, 11-16-1998)

§1-5-3: PROCEDURE FOR CONDUCT OF MEETINGS, RULES AND REGULATIONS:

(A) Order of Business:

The order of business to be observed at all meetings of the Board of Trustees shall be as follows, unless suspended by the corporate authorities:

1. Roll call of members.
2. Reading of minutes of the previous meeting and approval thereof.
3. Reports of officers.
4. Reports of committees.
5. Unfinished business.
6. New business.
7. Adjournment.

The above order of business may be suspended upon a majority vote of the Trustees present at such Village meeting.

(Amd. Ord. 2018-01, passed 01-15-18)

(B) Quorum:

A majority of the members of the Corporate Authorities (i.e., the President and Board of Trustees) shall constitute a quorum.

(Amd. Ord. 2018-01, passed 01-15-18)

(C) Questions of Order:

The Village President shall decide all questions of order and he or she and the Board of Trustees shall be governed in their decisions by parliamentary law as prescribed by “Robert's Rules of Order” as revised from time to time.

(D) Addressing Presiding Officer, Board:

1. Every Village Trustee, previous to speaking or making a motion, shall address himself to the presiding officer and shall proceed with his remarks only after being recognized and named by the chair. Remarks shall be confined to the question before the Corporate Authorities of the Village.
2. A Village Board member, when called to order by the President, shall thereupon discontinue speaking.
3. After appropriate announcement by the presiding officer: no member of the Village Board shall speak longer than five (5) minutes at any time except by consent of the Village Board; and in closing debate on any question, the speaker shall be limited to three (3) minutes except by special consent of the Village Board.
4. No person other than members of the Board of Trustees, the Village Clerk, Village President or Village Attorney shall address the Board of Trustees at a public meeting except: (i) as provided in Section 1-5-7, "Rules Relative to Public Comments at Public Meetings", of this Chapter, or otherwise (ii) at the discretion of the Village President or by consent of a majority of members of the Board of Trustees present at such public meeting.

All remarks are to be addressed to the corporate authorities. In case of any disturbance, offenders may be ordered by the Village President to leave.

(Amd. Ord. 2018-01, passed 01-15-18)

(E) Motions:

No motion shall be put to or debated in the Village Board or in committee unless it be seconded. When a motion is seconded, it shall be stated by the presiding officer before debate and every motion of the Village Board, except motions of procedure, shall be reduced to writing by the Village Clerk and the proposer of the motion shall be entitled to the floor before other Village Trustees.

(Ord. 66-1, 10-31-1966; Amd. 1979 Code; Amd. Ord. 2018-01, passed 01-15-18)

§1-5-4: PROCEDURE FOR PASSAGE OF ORDINANCES:

The procedure for the passage of an ordinance shall be as follows:

- (A) A proposed ordinance may be introduced by any member of the Board of Trustees.
- (B) When first introduced, said proposed ordinance shall be read to the Board of Trustees by the Village Clerk, unless copies thereof have been distributed to the Board of Trustees.
- (C) The ordinance may then be referred to the proper committee for consideration and report, or may be called up for passage at the meeting at which it was introduced, or any subsequent meeting.
- (D) The voting upon the passage of an ordinance shall be by ayes and nays and the Village Clerk shall call upon each member of the Board of Trustees in order to record his or her respective vote on such ordinance. The Village President may vote as provided by State statute.

(Ord. 66-1, 10-31-1966; amd. 1979 Code; amd. 2014 Code; Amd. Ord. 2018-01, passed 01-15-18)

§1-5-5: INAUGURATION AND COMMENCEMENT OF TERMS OF ELECTED VILLAGE OFFICERS:

The inauguration of newly elected Village officers shall occur at the first regular or special meeting of the Corporate Authorities of the Village in the month following the official proclamation by the Election Department of the Lake County Clerk of the results of such election, prior to items of new business on the agenda but in no event later than during the month of June following an election in April.

(Ord. 95-380, 3-20-1995; Amd. Ord. 2018-01, passed 01-15-18)

§1-5-6: RULES FOR PARTICIPATION IN MEETINGS VIA ELECTRONIC MEANS:

Members of any public body of the Village, including, but not limited to, members of the Village Board, may participate in meetings via electronic means, provided no such participation in such meetings shall occur via such means unless in compliance with the following rules:

(A) Purpose:

The purpose of these rules is to prescribe rules for the participation by members of a public body of the Village in meetings of such public body in accordance with the Illinois Open Meetings Act when such meeting is conducted wholly or partially via electronic means. These rules for participation in meetings by members of any public body of the Village via electronic means are intended to be consistent with and supplement the Illinois Open Meetings Act.

(B) Minutes Of Meetings:

Minutes of the public body of the Village shall reflect and record whether the members were physically present or present by means of audio, video, or other electronic means.

(C) Limitations On Participation In Meetings Via Electronic Means:

The following rules shall apply for the participation in any meeting at which any member of a public body of the Village is participating through the use of audio, video, or other electronic means:

1. If a quorum of the members of the public body of the Village is physically present as required by the Illinois Open Meetings Act, a member of that body may attend the meeting by other means if the member is prevented from physically attending because of: a) personal illness or disability, b) employment purposes or the business of the public body, or c) a family or other emergency. "Other means", for the purposes of this section, shall mean attendance by audio, video, or other electronic means.
2. A quorum of members of a public body of the Village must be physically present at the location of an open meeting. A quorum of members of a public body of the Village must also be physically present at the location of a closed meeting. Other members who are not physically present at any open or closed meeting of such a public body may participate in the meeting by other means consistent with the rules set forth in this section and the Illinois Open Meetings Act.
3. If a member of a public body of the Village wishes to attend a meeting by other means, the member must notify the recording secretary or clerk of the public body before the meeting, unless such advance notice is impractical.

4. At the commencement of any such meeting of a public body of the Village, the presiding officer shall announce to the public such method of attendance of those participating by other means and the reason.
5. If the presiding officer of a public body of the Village attends the meeting through the use of other means, he or she shall vacate the chair and a duly elected or appointed temporary chair who is physically present shall preside.
6. When one or more members of a public body attend a meeting of such public body via other means, all votes shall be by roll call.
7. No more than two (2) members of a public body of the Village may attend a meeting through the use of other means at the same remote location.
8. When other means are used to allow a member of a public body to participate in a meeting without being physically present, each time a member using such other means wishes to speak, such member shall endeavor to identify himself or herself by name and be recognized by the presiding officer before speaking.
9. The Village staff or consultants of the Village are authorized to participate in the proceedings of any public body of the Village by other means.

(D) Member(s) Considered Present:

Any member of a public body of the Village shall be considered present wherein the member is present by other means wherein voices are received by any location.
(Ord. 2006-011, 9-18-2006, eff. 1-1-2007)

§1-5-7: RULES RELATIVE TO PUBLIC COMMENTS AT PUBLIC MEETINGS:

(A) Limited Public Forum:

1. All public meetings of public bodies of the Village shall be and are hereby declared to be a limited public forum for comments by members of the public as required by the Illinois Open Meetings Act, but any statements made and/or opinions expressed by members of the public in attendance at such public meeting(s) do not reflect the views of the Village or of any officer, employee, or public body of the Village, but rather, represent only the views of the persons making such statements and/or presenting such opinions who are solely responsible for the content thereof.
2. Any member of the public making comments at any public meeting(s) of any public body of the Village shall do so in a manner so as to not disturb and/or disrupt any of the proceedings of such public meeting(s).
3. All members of the public in attendance at a public meeting of any public body of the Village shall have an opportunity to be heard during that portion or those portions of the public body's agenda designated for public comment on the agenda for such meeting, or if there is no such item on the agenda, then at the end of the public body's agenda prior to adjournment. Any member of the public offering comments at a public meeting of any public body of the Village shall make such comments during that portion or those portions of the public body's agenda designated for public comment on the agenda for such meeting, or if there is none, then at the end of the public body's agenda prior to adjournment. Any member of the public wishing to offer comments at such a public meeting shall wait to make such comments until recognized by the chair for such purpose, provided, however, the chair of the public body, or the public body by a vote of at least a majority, may move the time designated for public comment(s) on

a particular issue to what the chair or public body deems to be a more appropriate or convenient place on the agenda of the public body.

(B) Limitations:

1. The chair of the public body, or the public body by a vote of at least a majority of a quorum, may limit public comments to maintain, encourage, and foster civility. The chair may take such actions as are required to maintain an orderly and civil meeting. The chair may declare as out of order patently offensive or obscene comments or gestures.
2. The chair may impose reasonable limitations on public comment presented at any public meeting, such as time limits and/or limitations on repetitious, irrelevant or immaterial testimony, which ruling(s) may be overruled by a majority of at least a quorum of the public body. Time limits, if imposed, shall be fair and even-handedly administered. The chair may rule on all questions related to the relevancy of any public comment(s), which ruling(s) may be overruled by a majority of at least a quorum of the public body. The chair may also impose reasonable conditions and/or limitations on public comments, including but not limited to time limitations, after giving due consideration to factors present in particular proceedings, including, but not limited to, the following:
 - (a) The complexity of the issue;
 - (b) Whether the member of the public offering comments possesses special expertise;
 - (c) Whether the public comments are a matter of taste or personal opinion or concern an issue or proposal;
 - (d) The degree to which the person's comments relate to the factors which can be legally considered relative to any particular issue or proposal.
3. Any member of the public making comments at a public meeting may be required to sign in on a list or form provided by the Village and provide his or her name and identify in a general way on such list or form the issue(s) on which such person wishes to comment.
4. A member of the public may appear and make comments at a public meeting on his or her own behalf or may be represented by an attorney. Any attorney representing any party or objector(s) at such public meeting shall file a written appearance and include thereon the name(s) of all of his or her clients, and any such attorney shall also be subject to the same rules of conduct at a public meeting as provided by this Village Code.

(C) Recording:

Any member of the public attending, participating in, and/or speaking at such a public Village meeting should recognize the fact that, pursuant to the Illinois Open Meetings Act, the Village is legally required to allow the recording of such public meetings and those in attendance and cannot prevent and/or control the dissemination, use, and/or republication of such recording(s).

(Amd. Ord. 2018-01, passed 01-15-18)