ORLAND PARK

Consideration of Procedures to Streamline Village Board Meetings

Committee of the Whole

April 6, 2026

MEETING EFFICIENCY REVIEW & RECOMMENDATIONS

- Legal counsel (Ancel Glink) reviewed recent Village Board meetings to identify areas to improve efficiency and streamline processes
- The focus was to reduce meeting length while maintaining compliance with the Illinois Open Meetings Act (OMA) and ensuring transparency
- The Open Meetings Act (OMA) requires that posted agendas clearly set forth the general subject matter of items to be considered for final action and that the public be adequately informed of the business being conducted
- Counsel has provided recommendations to uphold compliance while minimizing repetitive language during meetings

CONSENT AGENDA RECOMMENDATIONS

One of the primary observations from the review involved the way items on the Consent Agenda are introduced. While the Open Meetings Act (OMA) requires public recital of items, the current practice of reading full titles into the record is not required. Legal counsel advises that agenda items may be summarized without compromising compliance.

For example:

Full Title:

- Riveria County Club located at 8801 143rd Street, Due Diligence Professional Services Contract Award

Summarized Title:

- Riviera Country Club Professional Services Contract Award

Village staff will also be directed to be more cognizant of the length of agenda titles when drafting items to support this effort.

PROPOSED MOTIONS FOR APPROVAL

Similarly, Trustees currently spend a significant amount of time reciting lengthy motions not included on the Consent agenda.

To improve efficiency, Trustees may utilize shorter more concise motions such as:

- "I move to approve the ordinance as presented."
- "I move to approve the resolution as presented."
- "I move to approve the contract with [vendor] in an amount not to exceed [$ amount]."

Example 1

Proposed Motion:

I move to approve a contract for professional services with Company X located in Hometown, Illinois in an amount not to exceed $200,000 for ABC building located at 123 Main Street, and authorize the Village Manager to execute all related contracts subject to Village Attorney review.

Shortened Motion:

I move to approve the contract with Company X in an amount not to exceed $200,000.

Example 2

Proposed Motion:

I move to adopt Ordinance 6095, entitled: ORDINANCE AMENDING TITLE 1 (ADMINISTRATION) CHAPTER 16 (PROCUREMENT) SECTION 1-16-7 (CONSTRUCTION BIDDING AND CONTRACTS) ESTABLISHING CRITERIA FOR THE DETERMINATION OF A RESPONSIBLE BIDDER FOR VILLAGE CONSTRUCTION PROJECTS.

Shortened Motion:

I move to approve the ordinance as presented.

PROPOSED MOTIONS FOR APPROVAL CONTINUED…

Full motion language will continue to be included in the agenda materials prepared for the Board and be available to the public through the Village's Legislative Information Center.

PRESENTATIONS AT COTW AND BOARD MEETINGS

Presentation Efficiency Improvements

- Staff will create condensed versions of detailed agenda presentations for use during meetings
- Full presentations will remain available to the Village Board and public in advance
- Meeting presentations will focus on key highlights rather than full content
- Board members are encouraged to review complete materials prior to meetings