

#### 1-5-5: AGENDA PREPARED FOR BOARD MEETINGS:

The Village Clerk shall prepare an agenda for each meeting. The Village President, any Village Trustee or the Village Manager may direct the Village Clerk to place an item on the agenda for all regular meetings of the Board of Trustees for consideration if the request is timely made and shall communicate with the office of the Village Clerk not later than twelve o'clock (12:00) noon on the Friday preceding said regular meeting indicating what business is to be placed on the agenda. The Village Clerk may place items on the agenda of all regular meetings of the Board of Trustees that are necessary to perform the Clerk's duties as prescribed by the laws of the State of Illinois and the Ordinances of the Village of Orland Park. The Village Clerk shall post a copy of said agenda on the bulletin board in the Village Hall not later than four o'clock (4:00) P.M. on the Friday preceding the regular meeting. For a special meeting, the agenda shall be posted at the time notice of said meeting is posted on the bulletin board which shall not be later than forty-eight (48) hours prior to the time of convening of said special meeting. Such of the order of business enumerated in this Chapter as shall be applicable shall be the order of business for a special meeting.