

## Champaign, IL Code of Ordinances

### Sec. 2-58. - Presentation of agenda items, revisions, additions and deletions.

- (a) In order to facilitate the orderly conduct of business, an agenda shall be prepared for each regular or special meeting. An "agenda" shall consist of an agenda summary sheet listing items to be considered at a meeting, those materials prepared or distributed under the direction of the City Manager that will be considered by the Council at a meeting, those items postponed to a meeting on a particular date, and those items taken off the table or reconsidered by the Council.
- (b) Subject to these rules, items of business may be placed on a regular meeting agenda by any Council Member or the City Manager.
- (c) When a Council Member wishes to place an item on the regular meeting agenda, the Council Bill or other information shall be presented to the City Manager's office no later than 9:00 a.m. on the Monday of the week prior to the Council meeting so that the information may be included as part of the regular agenda which will be distributed to the members on or before Friday afternoon preceding the meeting.
- (d) No item shall be placed on the regular meeting agenda which, in the opinion of the City Attorney, is substantially similar to an item or concerns subject matter which is the same as an item that was previously defeated by the Council for a period of six (6) months after the item was defeated unless:
  - (1) The rules are suspended as provided for herein; or
  - (2) A matter is moved to be reconsidered in accordance with the rules.
- (e) Prior to the commencement of any regular meeting, Council Bills or other agenda items contained on an agenda may be revised with the unanimous consent of all members of the City Council present, provided that the Clerk shall correct the original agenda item prior to the call of the revised Council Bill.
- (f) The addition or deletion from the published agenda for any regular or special meeting or study sessions which require Council voting or polling shall only be in order when made by a motion to suspend the rules. The agenda shall be considered published when posted on the Worldwide Web.
- (g)
  - (1) When a public hearing or Council Bill has been postponed to a particular date, it shall be in order for the item to be called on the postponed date.
  - (2) If an item which was continued to a particular date is not called on that date, it shall be considered continued until the next regular or special meeting until the matter is called.
  - (3) No final action as "final action" is defined under the Open Meetings Act, shall be taken on an agenda item unless the item is published as, and if, required by law.

(C.B. No. 2006-272, § 1, 11-7-06; C.B. No. [2017-187](#), § 5, 9-19-17)

### Sec. 2-59. - Order of business.

At any regular or special meeting, the Council shall proceed to transact the business before it in the following order:

- (1) Call to order;
- (2) Invocation;
- (3) Pledge of allegiance;
- (4) Roll call;
- (5) Special Recognition;

- (6) Approval of minutes;
- (7) Correspondence;
- (8) Public hearings;
- (9) Action on Council Bills;
- (10) Audience participation;
- (11) Council and City Manager comments;
- (12) Vouchers;
- (13) Payroll; and
- (14) Adjournment.

Provided that the City Manager may provide for adjournment into Study Session or Closed Session if reasonably convenient for the Council.

(C.B. No. 2006-272, § 1, 11-7-06; C.B. No. [2017-187](#), § 6, 9-19-17)

Sec. 2-61. - Introduction of Council Bills; debate.

- (a) All Council Bills shall be introduced at the meetings by the Clerk. The Presiding Officer shall call upon the Clerk to perform this duty. After the bill has been introduced, moved and seconded, the Presiding Officer shall call for debate of the issue.
- (b) Subject to section 2-62, the Presiding Officer shall give members of the audience an opportunity to speak upon all Council Bills prior to Council debate.
- (c) The Presiding Officer shall allow each Council Member to speak with regard to each Council Bill. No Council Member shall speak more than five (5) minutes on any one question, except by unanimous consent. A Council Member shall not speak more than once on each topic until every other member who so desires shall have had the opportunity to speak.
- (d) While a Council Member is speaking, no member shall hold any private discussion or pass between the speaker and the Chair.

(C.B. No. 2006-272, § 1, 11-7-06)

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## Joliet, IL Code of Ordinances

### Sec. 2-23. - Meetings of the mayor and city council.

- (a) *General.* The mayor and city council shall meet at the Joliet Municipal Building or in another accessible facility reasonably convenient to the public. All meetings shall conform to the requirements of the Open Meetings Act (5 ILCS 120/1 et seq.), as amended. The city manager and the city clerk, or their respective designees, shall attend every meeting of the mayor and city council along with such other persons as the mayor and city council or the city manager may deem appropriate. The city manager shall prepare and publish an agenda for each meeting of the mayor and city council giving reasonable notice to the public of the items that may be considered and acted upon at the meeting. The mayor and city council shall determine the form of the agenda and the manner in which it conducts business.
- (b) *Meeting schedule.* The mayor and city council shall hold regular meetings at 6:30 p.m. on the first and third Tuesday of each month in order to conduct public hearings and to consider and take final action on items that appear on the regular meeting agenda and to engage in such other lawful business that the mayor and city council deem to be in the public interest. The mayor and city council shall also hold regular meetings at 5:30 p.m. on every Monday that immediately precedes the regular Tuesday meetings held pursuant to this section in order to consider and discuss those items that appear on the regular meeting agenda for the Tuesday meeting and to consider other matters it deems appropriate. The foregoing notwithstanding, the mayor and city council may take final action in compliance with the Open Meetings Act at either the Monday or Tuesday meetings.
- (c) *Holidays.* Whenever an official holiday shall fall on the day of any regular meeting of the mayor and city council, no regular meeting shall be held on the holiday, and the regular meeting falling on that holiday shall be held on the day following the holiday. Whenever a regular Monday meeting is postponed until a Tuesday on which a regular meeting is to be held pursuant to subsection (b) of this section, the regular Tuesday meeting shall be a combined meeting. Any meeting rescheduled pursuant to this subsection shall be done so by operation of this section and without requiring official action by the mayor and city council. Any regular meeting rescheduled pursuant to this section shall be held at their customary meeting times as set forth in this article unless otherwise indicated in the meeting notice issued by the city clerk.
- (d) *Special meetings.* Special meetings may be called from time to time by the mayor or by at least three (3) members of the city council by giving written notice of not less than forty-eight (48) hours to all members of the mayor and city council. In addition, notice of the special meeting shall be given in accordance with Section 2.02 of the Open Meetings Act (5 ILCS 120/2 et seq.), as amended. If all members of the mayor and city council are present at any special meeting that is to be reconvened within twenty-four (24) hours, no notice of the reconvened meeting shall be required to be given to the members of the mayor and city council. In the case of any special meeting in the event of a bona fide emergency, as that term is used in the Illinois Open Meetings Act, the pre-meeting notice requirement of forty-eight (48) hours shall be inapplicable; however, the mayor or the three (3) members of the city council calling the emergency special meeting, or the city clerk if requested by the caller(s), shall notify all members of the mayor and city council prior to convening the emergency special meeting.
- (e) *Cancellation of meetings.* A regular meeting of the city council may be cancelled by the giving of written notice by the mayor to all members of the city council not less than seventy-two (72) hours in advance of the meeting. In addition, a regular meeting may be cancelled by majority vote of the mayor and city council taken in open session. In all cases, notice of meeting cancellation shall be given in accordance with Section 2.02 of the Open Meetings Act (5 ILCS 120/2 et seq.), as amended.
- (f) *Attendance at meetings.* Persons holding the office of mayor or city councilperson are expected to attend all regular meetings of the mayor and city council and to take part in legislative deliberations and to cast votes they deem to be in the best interests of the City of Joliet and in keeping with their fiduciary obligations to the people.

(g) After being absent for five (5) regular or combined Tuesday city council meetings within any fifty-two-week period, a city council member shall not be compensated for any subsequently missed regular or combined Tuesday city council meetings within said fifty-two-week period.

(Ord. No. 17355, § 2, 4-6-15; Ord. No. 17585, § 2, 3-7-17)

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## Peoria, IL Code of Ordinances

### Sec. 2-31. - Submission of matters for council consideration.

All reports, communications, ordinances, resolutions, contract documents or other matters to be submitted to the council shall, not later than 12:00 p.m. on Wednesday preceding each council meeting, be delivered to the city clerk, either electronically or by other methods, whereupon the city clerk shall immediately arrange an agenda of such matters according to the order of business and furnish each member of the council, the mayor, the city manager and the corporation counsel with a copy of the same prior to the council meeting and as far in advance of the meeting as time for preparation will permit.

(Code 1957, § 2-19; Ord. No. 17171, § 1, 12-9-14)

### Sec. 2-32. - Filing of resolutions, etc.

All reports and resolutions shall be filed with the city clerk and entered on the minutes.

(Code 1957, § 2-21)

### Sec. 2-76. - Procedure for passage of ordinances.

No ordinance introduced to the city council shall be required to be read in full but shall be read by title only.

(Code 1957, § 2-15)

### Sec. 2-77. - Preparation of ordinances, etc.

The corporation counsel shall cause to be prepared all ordinances, resolutions and other instruments pertaining to council business, pursuant to the direction of the council, or which he is requested to prepare by the city manager, by any department head with the approval of the city manager, or which he shall prepare on his own initiative.

(Code 1957, § 2-16)

### Sec. 2-78. - Approval or disapproval of ordinances, etc., before final action by council.

No ordinance, resolution or instrument pertaining to council business shall be finally acted upon by the council until it has been examined and approved or disapproved with reason for such disapproval by the corporation counsel and the city manager, who shall indicate their approval or disapproval within 72 hours after an ordinance, resolution or instrument is presented to them; provided, however, that the necessity of such approval may be waived by the affirmative vote of two-thirds of all members of the council, including the mayor.

(Code 1957, § 2-17)

Sec. 2-79. - Sponsorship of ordinances, etc.

Ordinances, resolutions and other matters or subjects requiring action by the council must be introduced and sponsored by a member of the council, except that the city manager or corporation counsel may present ordinances, resolutions and other matters or subjects to the council, and any councilmember may assume sponsorship thereof by moving that such ordinances, resolutions, matters or subjects be adopted; otherwise, they shall not be considered.

(Code 1957, § 2-18)

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Bloomington, IL Code of Ordinances

**§ 2-203. [Ch. 2, Sec. 15] Meetings - regular and adjourned.**

- A. Beginning September 2018, regular meetings of the City Council of the City of Bloomington shall be held on the second and fourth Monday of each month at the hour of 6:00 p.m. in the Council Chambers of the City Hall in the City of Bloomington, Illinois, or at such other place in said City as the Council shall designate; provided, however, that should any such regular meeting fall upon any holiday recognized by and under the laws of the United States or the State of Illinois, then said regular meeting so falling on said holiday shall be held on the day following such regular meeting date at the same hour and at the place aforesaid. **[Ord. No. 2018-70]**
- B. An adjourned meeting may be held for the purpose of completing the unfinished business of a regular meeting at such time as may be determined by the Council. **[Ord. No. 2011-63]**
- C. On the third Monday of each month at 6:00 p.m., the City Council shall meet as a Committee of the Whole. The agenda for such meeting shall be prepared by the City Manager in consultation with the Mayor. A portion of the meeting shall be dedicated to previewing upcoming non-routine agenda items, including a standing item for the consideration of Agenda Initiatives as set forth in § 2-210A(2). A time for public comment shall be conducted the manner set forth in § 2-501 of this chapter. No final action, beyond action on setting future agenda items and/or Agenda Initiatives, may be taken at a meeting of a Committee of the Whole unless it has been called as a Special Meeting as required by § 2-204 of this chapter. To the extent appropriate, the Rules set forth in § 2-208 of this chapter shall govern the proceedings of meetings of a Committee of the Whole. For purposes of this section, a nonroutine agenda item shall include: (1) the expenditure of money over \$250,000; (2) development agreements; (3) amending the City Code; and/or (4) the implementation or modification of policies. The failure to preview a non-routine agenda item at a Committee of the Whole shall not prohibit its consideration and/or action at a future meeting. **[Ord. No. 2018-70]**

**§ 2-210. [Ch. 2, Sec. 18.2] Agenda items and voting.**

- A. Agenda items. In accordance with this section, items can be placed on a meeting agenda by: (i) the Mayor; (ii) the intended Chairperson of the meeting, in the absence of the Mayor; (iii) the City Manager or designee thereof; or (iv) by the Agenda Initiative



process. For each regular agenda item, the City Manager (or his designee) in consultation with the Mayor (or the Chairperson of the meeting, in the absence of the Mayor), shall designate a time

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for the presentation of the agenda item and a time for the Council discussion. Once the time allotted for on the agenda item has expired, the item shall either be tabled to a date certain or called upon for a vote unless the Council, by a majority vote, votes to extend, for a specified amount of time, the time for discussion and consideration of the time at the meeting. **[Ord. No. 2018-49]**

- (1) Regular meeting agendas. For each regular meeting of the City Council, the City Manager shall be responsible for placing items on the agenda he or she believes to be in the best interests of the City. Initiatives of the City Council may also be placed on the agenda after following the process set forth in Subsection A(2) below. While the Mayor reserves the right to direct the placement of items on a regular meeting agenda, the Mayor shall utilize the agenda initiative process outlined in Subsection A(2) in relation to any non-routine City matters or proposals. **[Ord. No. 2018-49]**
- (2) Agenda initiatives. A agenda initiative is a proposal of the Mayor or a Council member that involves, for example: (1) the expenditure of money not within the City budget; (2) modifications to the City Code; (3) formation/modification of City policies; (4) the introduction of an ordinance or resolution; (5) the formation/modification of committees; and/or (6) appropriating City staff time from an existing operational activity or need. All agenda initiatives shall be on a form completed by either the Mayor or individual Council member supporting the initiative. The form shall be derived by the City Manager and must specify the nature of the request, the estimated cost and/or staff time (if known), and what, if any, existing projects or programs are proposed to be reduced in lieu of the new project. A portion of each Committee of the Whole shall be dedicated to the agenda initiatives of the Council members and/or Mayor, if any. The Agenda Initiative Form, once completed and timely submitted, will be included in the meeting packet. At the Committee of the Whole, a majority of the Alderman present can vote to: (1) have the initiative placed on a future City Council agenda for further consideration or action; (2) have staff evaluate and prepare an analysis on the proposed initiative and bring it back for further Council discussion; or (3) deny the initiative being placed on a future agenda and/or having City staff evaluate and analyze the proposed initiative. The same agenda initiative cannot be brought forward more than once in a six-month period unless two-thirds of the City Council votes to place the

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agenda initiative back on the table for consideration. **[Ord. No. 2019-34]**

B. Voting.

- (1) No vote may be taken on a matter that has not been included on the agenda that was provided prior to the meeting in accordance with the Open Meetings Act. However, the proposed motion, for a matter that has been properly included on the agenda, may be modified and voted upon to the extent that it only extends into subject matter that would be reasonably related to the announced agenda item.
- (2) No vote on an agenda item shall be taken without a quorum of a majority of Council members present.
- (3) Subject to limitations in these rules, the Chairperson may call for a voice vote or a roll call vote. The City Clerk, or designee thereof, shall conduct each roll call vote in a specific order that will rotate from meeting to meeting.
- (4) No Council member may vote by agency, proxy, or if not in attendance, except that Council members may participate, be in attendance, and vote by electronic means as authorized by law.
- (5) The Chairperson may vote as allowed under Illinois statutes. **[Ord. No. 2012-7]**

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