

VILLAGE OF
ORLAND PARK
STATE OF ILLINOIS, COUNTY OF COOK

Ordinance No: 2456

File No: 930411

AN ORDINANCE ESTABLISHING RULES, ORDER OF BUSINESS AND
PROCEDURE FOR THE BOARD OF TRUSTEES OF THE VILLAGE OF ORLAND
PARK, COOK COUNTY, ILLINOIS

VILLAGE OF ORLAND PARK
COOK COUNTY, ILLINOIS

Published in pamphlet form this October 5, 1993, by authority of the President and
Board of Trustees of the Village of Orland Park, Cook County, Illinois.

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ORLAND PARK

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ORDINANCE NO: 2456

AN ORDINANCE ESTABLISHING RULES, ORDER OF BUSINESS AND PROCEDURE FOR THE BOARD OF TRUSTEES OF THE VILLAGE OF ORLAND PARK, COOK COUNTY, ILLINOIS

BE IT ORDAINED by the President and Board of Trustees of the Village of Orland Park, Cook County, Illinois, that the following shall be the rules, order of business and procedure for the conducting of business by the Board of Trustees:

SECTION 1

MEETINGS OF THE BOARD OF TRUSTEES. The regular meetings of the Board of Trustees shall be held on the first and third Mondays in each month at the hour of 7:00 p.m., Central Standard Time, in the Board Room of the Frederick T. Owens Village Hall, 14700 S. Ravinia Avenue, Orland Park, Illinois, unless otherwise ordered by the Board of Trustees in the manner provided by law. During that portion of the year when Daylight Savings Time may be in effect in the Village of Orland Park, the said meeting shall be at the hour of 7:00 p.m., Central Daylight Savings Time.

Any regular meeting falling upon a legal holiday may be held on said date, may be omitted, or may be held at such time as the Board of Trustees shall designate in the schedule of meetings required to be posted for each calendar or fiscal year in that certain Act entitled, "Open Meetings Act," approved July 11, 1957, as amended. The date of any regular meeting may be changed by the Board of Trustees as provided in said Act.

Special meetings may be set at a regular meeting or may be held at any time on call for the same by the President or any three or more Trustees; such call shall be communicated to the Village Clerk, who shall proceed immediately to prepare notices of the same, and shall cause them to be served on the President and other members of the Board of Trustees in person or by leaving a copy at their place of residence at least twenty-four (24) hours before the time of meeting except in the case of a bona-fide emergency; such notices shall describe in brief the nature or objects of the call. Notice of an emergency meeting shall be given as soon as practicable prior to the holding of the meeting. Notice of any special meeting shall also be given by the Village Clerk to any news medium entitled to receive such notice as provided in the aforesaid Open Meetings Act. At every special meeting, the call for the same shall be read and afterwards filed by the Village Clerk; and no

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business other than that proposed by the call shall be in order at such meeting. All meetings shall be held in the Board Room of the Village Hall and shall be open to the public except for those meetings or those portions of meetings that are not required to be open to the public as provided in the aforesaid Open Meetings Act.

SECTION 2

PRESIDING OFFICER. The Village President shall preside at all meetings of the Board of Trustees, and he shall have a vote on all questions presented to the Board of Trustees.

During the absence of the Village President, the Board of Trustees shall elect one of its members temporary chairman. The temporary chairman shall act as presiding officer, and shall vote on all questions on which the vote is taken by "yeas" and "nays," his/her name being called last. The temporary chairman shall only have such powers and duties as accrue to a presiding officer.

SECTION 3

QUORUM. A majority of the corporate authorities shall constitute a quorum to do business. A smaller number, however, may adjourn from time to time and if 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.

SECTION 4

ORDER OF BUSINESS. The following order of business shall be followed in all regular meetings of the Board of Trustees unless suspended by a majority of the Trustees present.

At the hour selected for the meeting, the Village Clerk or someone appointed to fill his place, shall proceed to call the roll of the Board of Trustees, mark the absentees and announce whether a quorum is present. If a quorum is present, the meeting shall be called to order, the Village President taking the chair if present, and the Trustees appointing a temporary chairman, if he/she should be absent. If a quorum does not appear, the Board of Trustees shall not thereby stand adjourned unless by the affirmative vote of a majority of the Board of Trustees present. When a quorum is present, the Board of Trustees shall then proceed to the business before it, which shall be conducted in the following order:

V I L L A G E O F
O R L A N D P A R K
S T A T E O F I L L I N O I S , C O U N T Y O F C O O K

- (1) Call to Order - Roll Call.
- (2) Pledge of Allegiance.
- (3) Approval of the minutes of the last preceding meeting or meetings as published or as amended, if amendment be made.
- (4) Proclamations/appointments.
- (5) Prescheduled citizens and visitors.
- (6) Omnibus vote (consent agenda) on the several questions of the passage of any two or more of the designated ordinances, orders, resolutions or motions placed together for voting purposes in a single group.
- (7) Public Hearings 7:30 p.m.
- (8) Reports and business matters of other Village officers and employees.
- (9) Reports and business matters of special committees.
- (10) Non-scheduled citizens and visitors.
- (11) Board comments.
- (12) Executive session.
- (13) Adjournment.

The Village Clerk shall prepare an agenda for each meeting. For a regular meeting, all Village officers, employees, consultants and members of Advisory Boards and Commissions having business before the Board of Trustees shall communicate with the office of the Village Clerk not later than 12:00 o'clock noon on the Friday preceding said regular meeting indicating what business is to be placed on the agenda. The Village Clerk shall post a copy of said agenda on the bulletin board in the Village Hall not later than 4:00 o'clock 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 be not later than twenty-four (24) hours prior to the time of convening of said special meeting. Such of the foregoing order of business enumerated in (1) through (13) above as shall be applicable shall be the order of business for a special meeting.

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SECTION 5

PRIORITY OF BUSINESS. All questions relating to the priority of business shall be decided by the Village President or temporary chairman (hereinafter both referred to as presiding officer) without debate, subject to appeal to the members of the Board of Trustees present.

SECTION 6

ORDER IN BOARD OF TRUSTEES' MEETING ROOM. PRIORITY IN POINTS OF ORDER. 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 an appeal to the other members of the Board of Trustees present. In case of appeal, no member shall speak more than once without the unanimous consent of the Trustees present.

SECTION 7

ADDRESSING BOARD OF TRUSTEES' MEETINGS. No person not a member of the Board of Trustees shall address the Board of Trustees without the recognition of the presiding officer and without identifying himself/herself, spelling the name and providing his/her home or business address.

SECTION 8

MAINTAINING ORDER IN BOARD OF TRUSTEES' MEETING ROOM. In case of any disturbances or disorderly conduct, the presiding officer shall have the power to have disorderly persons removed or to require the meeting room to be cleared.

SECTION 9

RECORD OF PROCEEDINGS. The Village Clerk, or someone appointed to so do shall make a full record of the proceedings of the Board of Trustees in a journal as required by statute, which journal shall be the only official record of said proceedings, certified copies of which shall be evidence as provided by statute.

SECTION 10

COMMUNICATIONS. When a Trustee wishes to present a communication, petition, order, resolution, ordinance or other matter, he/she shall first obtain

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recognition by the presiding officer, and shall briefly state its nature, before presenting the same.

SECTION 11

LIMITATION ON DEBATE. No Trustee, without leave of a majority of Trustees present, shall speak more than once upon the same subject, until every Trustee desirous of speaking shall have spoken; and no Trustee shall speak longer than five (5) minutes at any one time except by consent of a majority of the Trustees present.

SECTION 12

CONDUCT OF MEMBERS DURING DEBATE. While a member is speaking, no member shall hold any private discourse.

SECTION 13

VOTING MANDATORY UNLESS EXCUSED. Every Trustee who shall be present when a question is stated from the chair, shall vote thereon unless excused by the Board of Trustees or unless to vote thereon would constitute a legal conflict of interest in which case the Trustee shall abstain from voting or take such other action as is required by law.

SECTION 14

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

SECTION 15

MOTIONS - SECONDING - REDUCTION TO WRITING. No motion shall be put or debated unless it is seconded. When a motion is seconded, it shall be stated by the presiding officer or Village Clerk if requested by any Trustee before debate.

SECTION 16

DIVISION OF QUESTION. If the question under consideration contains several distinct propositions, any member may have the same divided when the sense admits of it.

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SECTION 17

MOVER'S NAME RECORDED. In all cases where a resolution or motion is entered on the minutes of the Board of Trustees, the names of the Trustees moving and seconding the same shall also be entered on the minutes.

SECTION 18

RESOLUTIONS, AMENDMENTS - READING. All resolutions and ordinances, and all proposed amendments to rules or ordinances, before being presented at any board meeting, shall be presented in writing and shall be read aloud only if such reading shall be requested by a majority of the Trustees present.

SECTION 19

PRECEDENCE OF QUESTION. When a motion is under debate, the only motions in order shall be: (1) to adjourn to a day certain; (2) to adjourn; (3) to lay on the table; (4) the previous question; (5) to refer; (6) to amend; (7) to substitute; or (8) to postpone indefinitely or to a day certain. Of these, numbers (2), (3) and (4) shall be decided without debate.

SECTION 20

ADJOURNMENT. A motion to adjourn the Board of Trustees shall always be in order except: (1) when a member is in possession of the floor; (2) while the yeas and nays are being called; (3) when the members are voting; (4) when adjournment was the last preceding motion; and (5) when it has been decided that the previous question shall be taken.

An unqualified motion to adjourn cannot be amended, but a motion to adjourn to a time named may be and is open to debate.

SECTION 21

PREVIOUS QUESTION. When the previous question is moved and seconded, it shall be put in this form: "Shall the main question now be put?" If this is carried, all further amendments and all further motions and debate shall be excluded, and the question put, without delay, upon the pending amendments in proper order, and then upon the main question.

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SECTION 22

TABLING OF MOTIONS. An unqualified motion to lay a question on the table is not debatable, but a motion to lay on the table and publish, or with other condition, is subject to amendment and debate.

A motion to take a subject matter from the table may be adopted at the same meeting, provided two-thirds of the Trustees present vote therefor.

SECTION 23

INDEFINITE POSTPONEMENT. When a motion is postponed indefinitely, it shall not be again taken up at the same meeting.

SECTION 24

MOTION TO REFER. A motion to refer to a standing committee shall take precedence over a similar motion for a special committee.

SECTION 25

AMENDMENT OF MOTION.

(1) A motion to amend an amendment shall be in order, but one to amend an amendment to an amendment shall not be entertained by the chair.

(2) 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.

(3) 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, those to be inserted, and finally, the paragraph as it will stand if so amended shall be read.

SECTION 26

SUBSTITUTE MOTIONS. A substitute for any original proposition in debate may be entertained when further amendment is not admissible; if accepted by the mover of such original proposition, or by the affirmative vote of a majority of the Trustees present, it shall entirely supersede such original proposition and cut off all amendments appertaining to such original proposition.

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SECTION 27

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 was 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.

SECTION 28

PUBLIC AND NEWS MEDIA PARTICIPATION. In order to secure the rights of the citizens of the Village of Orland Park to a fair and just representation of all the citizens by their elected officials, and to guarantee those duly elected officials an orderly and dignified forum in which to represent the rights of the said citizens, and to safeguard the rights of any resident of the Village of Orland Park and those persons having business with the Board of Trustees, and any visitors in physical attendance at a Board of Trustees' meeting to hear and to see, without obstruction, the proceedings and actions of the elected officials, and to permit the persons in the news media to observe and report the proceedings and actions of the Board of Trustees, no person or persons will be allowed to engage in any activity that will disturb or disrupt the orderly proceedings of the Board of Trustees and for the attaining of this objective, the following provisions are hereby adopted and the following rules of conduct are hereby established, to-wit:

A. The Village Manager shall provide for the Board Room (Main Meeting Room) of the Village Hall to be divided into three (3) sections, as follows:

- 1) One (1) section for the seating of the members of the Board of Trustees, the

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Village Clerk, officers, employees, and consultants of the Village, and members of Advisory Boards and Commissions of the Village, which shall be distinctly designated.

2) One (1) section furnished with sufficient tables or desks and chairs reserved for the members of the news media.

3) One (1) section furnished with chairs for all other persons constituting the audience at said meeting.

B. No alcoholic beverages or other intoxicating substance in any form shall be permitted during the time of the meeting of the Board of Trustees.

C. No person, other than members of the Board of Trustees, the Village Clerk, officers, employees, and consultants of the Village, and members of Advisory Boards and Commissions of the Village will be permitted to enter the section of the Board Meeting Room set aside for the members of the Board of Trustees during the time of the meeting of the Board of Trustees unless permission is granted by the presiding officer. Any person or persons so permitted to enter said section shall place himself and conduct himself in such manner as directed by the presiding officer. Photographs, in addition to those permitted in subsection E, interviews, conversations, recording, or other contact with the members of the Board of Trustees, Village officers, employees, consultants, members of Advisory Boards and Commissions of the Village, and with witnesses or persons appearing before the Board of Trustees will be allowed only during a recess or after the close of the meeting of the Board of Trustees.

D. Members of the audience or members of the news media will not engage in conversation during the time of the meeting of the Board of Trustees.

E. Members of the audience and members of the news media, including photographers, will not be permitted free movement about the Meeting Room during the time of the meeting of the Board of Trustees. Any member of the audience and any member of the news media, including photographers, may enter and leave the Meeting Room at any time provided such entrance and exit is made quietly and in an orderly fashion. If a photographer must move about the room, such movement shall be allowed provided it is minimal, does not obstruct the view of any other person in physical attendance, and the photographer does not enter the section designated for the members of the Board of Trustees and others as set forth in subsection A(1) of this Section.

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F. Cameras, including still cameras, movie cameras, and television cameras using flash lights or lighting equipment other than the normal light furnished in the Meeting Room will not be allowed during the time of the meeting of the Board of Trustees unless by consent of a majority of the members of the Board of Trustees present.

G. Battery operated recording equipment will be permitted provided the operation thereof is silent. The microphone or pick up shall not be placed in the section of the Meeting Room designated for the Board of Trustees as set forth above in subsection A(1) of this Section unless by consent of a majority of the members of the Board of Trustees present.

H. No equipment may be set up or in any way be used so as to obstruct the view of any person in the audience or any members of the news media.

I. Persons wishing to address the Board of Trustees at the time allotted by the Board of Trustees for public discussion shall make this desire known in writing to the Village Clerk before 7:00 o'clock p.m. of the night of said meeting. Said person shall be permitted to speak only upon recognition of the presiding officer.

SECTION 29

AMENDMENT OR REPEAL OF RULES. These rules may be amended or repealed at any regular or special meeting of the Board of Trustees; provided, however, that written notice of such amendments or motions for repeal shall have been presented to the Board of Trustees at a prior meeting of the Board of Trustees.

SECTION 30

SUSPENSION OF RULES. These rules may be temporarily suspended at any meeting by vote of a majority of the Trustees present.

SECTION 31

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 the Board of Trustees or the statutes or laws of the State of Illinois.

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SECTION 32

REPEAL. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed insofar as they conflict herewith.

SECTION 33

POSTING OF RULES. The Village Clerk shall prepare and display within the Board Room (Main Meeting Room) of the Village Hall a condensed digest of the provisions of Section 28 of this ordinance. The Village Clerk shall further post a complete copy of Section 28 of this ordinance on the bulletin board in the Village Hall.

SECTION 34

PENALTY. Any person who violates any of the provisions of Sections 7 and 28 of this ordinance shall upon conviction thereof be fined not less than TWENTY-FIVE DOLLARS (\$25.00) nor more than FIVE HUNDRED DOLLARS (\$500.00) for each offense of which such person shall be convicted.

SECTION 35

EFFECTIVE DATE. This ordinance shall become effective from and after its passage, approval and publication in the manner prescribed by law. It is ordered that publication of this ordinance be made by printing thereof in pamphlet form, said pamphlets to be deposited in the office of the Village Clerk of the Village of Orland Park for general distribution.

PASSED this October 4, 1993.

/s/ James V. Dodge, Jr.

VILLAGE CLERK

VOTING AYE: 7 - Trustee O'Halloran, Dubelbeis, Della Croce, Murphy, Fenton, Vogel and President McLaughlin

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VOTING NAY: 0

ABSENT: NONE

ABSTAINED: NONE

DEPOSITED in my office this October 4, 1993.

/s/ James V. Dodge, Jr.

VILLAGE CLERK

APPROVED this October 4, 1993.

/s/ Daniel J. McLaughlin

VILLAGE PRESIDENT

PUBLISHED this October 5, 1993.

/s/ James V. Dodge, Jr.

VILLAGE CLERK