

**RESOLUTION No. R-20-32**

**A RESOLUTION REVISING THE RULES OF ORDER  
AND PROCEDURE OF THE MAYOR AND BOARD OF TRUSTEES**

**WHEREAS**, with the approval of Resolution R-10-34, the Mayor and Board of Trustees of the Village of Park Forest, Cook and Will Counties, Illinois, in the exercise of their home rule authority, adopted Rules of Order and Procedure to govern the deliberations, meetings, and functioning of the Mayor and Board of Trustees, hereinafter referred to as "Board" of the Village of Park Forest, Cook and Will Counties, Illinois, hereinafter referred to as "Village" and the Committees thereof.

**WHEREAS**, in order to ensure efficient handling of public business of the Village of Park Forest, the Mayor and Board of Trustees have determined that it is in the best interest of the Village of Park Forest and its residents to amend the current Rules of Order and Procedure of the Mayor and Board of Trustees.

**NOW, THEREFORE, BE IT RESOLVED** that the Rules of Order and Procedure of the Mayor and Board of Trustees are hereby amended as follows:

**Section 1.** The Rules of Order and Procedure are amended by adding the underlined language and deleting the overstricken language to read as follows:

**RULES OF ORDER**

- I. Meetings
  - A. Regular meetings of the Board shall be held, as necessary, at the Village Hall on the third (3<sup>rd</sup>) and fourth (4<sup>th</sup>) Mondays (the latter as needed upon conference of the Mayor and Village Manager) of each month at 7:00 p.m. unless otherwise ordered at a regular meeting. Meetings shall adjourn no later than 11:00 p.m. unless continued by consent of two-thirds (2/3) of the members of the Board present.
  - B. Rules/Committee of the Whole Meetings of the Board shall, as necessary, be held at the Village Hall on the first (1<sup>st</sup>) and fourth (4<sup>th</sup>) Mondays (the latter as needed upon conference of the Mayor and Village Manager) of each month at 7:00 p.m. unless otherwise ordered at a regular meeting. Meetings shall adjourn no later than 11:00 p.m. unless continued by consent of two-thirds (2/3) of the members of the Board present.
  - C. In July and August the Rules/Committee of the Whole Meeting of the Board shall be held on the second Monday of the month and Regular meeting shall be held on the third Monday of the Month. In December the Rules/Committee of the Whole Meeting of the Board shall be held on the first Monday of the month and the Regular meeting shall be held on the second Monday of the Month

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- D. Special meetings may be held at any time at call of the Mayor or of any two (2) Trustees. The call shall be made in writing, duly signed, and be presented to the Village Clerk. The Clerk shall immediately serve, or cause to be served, written notice of the special meeting on the Mayor and Trustees. The written notice shall include the agenda of the special meeting and shall be served, except in case of emergency, at least forty-eight (48) hours before the meeting. At a special meeting, no business other than that listed on the agenda shall be in order.

All meetings of the Board shall be open to the public and news media, except that a closed executive session can be declared as provided by law. The board may invite such persons to a closed executive session as may be required for advice and information. The executive session may not take final action on any matter under discussion

- E. Saturday Morning Rules/Committee of the Whole Meetings shall generally be held on the first Saturday of each month primarily for the purpose of giving an audience to citizens. Saturday Meetings shall begin at 10:00 a.m. If citizens are present, the meeting shall remain in session until noon, adjourning at that time. If no citizens are present, the meeting may adjourn at 11:00 a.m. For each meeting, an agenda shall be prepared and posted and minutes shall be taken whether or not a quorum is present. No action may be taken at a Saturday Morning Rules/Committee of the Whole Meeting.
- F. Notice of all meetings shall be given according to the Illinois Open Meetings Act. A schedule of meeting dates shall be adopted prior to January 1 of each calendar year.

## II. Presiding Officer

- A. The Village Mayor shall be the presiding officer at all meetings of the Board.
- B. The senior trustee is hereby designated Mayor *pro tempore* and shall serve as temporary chair in the absence of the Village Mayor, unless another trustee is chosen by the Board. The senior trustee shall be the trustee who has the longest current continuous term of service on the board. If a tie exists, the presiding officer shall be chosen by lot from among those senior trustees. In the absence of both the Village Mayor and the Mayor *pro tempore*, the next senior trustee who is present shall chair that meeting.
- C. In the absence of the Village Mayor the Village Clerk shall call the meeting to order and name the appropriate officer, per paragraph B above, as the presiding officer.
- D. The presiding officer shall preserve order and decorum. The presiding officer may speak to a subject before the Board, but no more than once without relinquishing the chair. The presiding officer may speak to points of order in preference to the Trustees. The presiding officer shall decide all questions of

order, subject to appeal to the Board. When two or more Trustees request the floor, the presiding officer shall name the order in which they are to be heard. In case of any disturbance or disorderly conduct, the presiding officer shall have the power to have the meeting cleared of any or all visitors.

### III. Conduct of Meetings

#### A. Quorum

A quorum for the transaction of business shall consist of four members of the Board.

#### B. Regular Meetings

The order of business shall be as set forth on the agenda. The general agenda format shall be:

1. Call to order, and in the absence of the Village Mayor, naming of the presiding officer by the Village Clerk
2. Roll Call
3. Pledge of Allegiance
4. Public Hearings
5. Reports of Village Officers
6. Reports of Liaisons to Advisory Boards and Commissions and Task Forces
7. Citizens' Comments, Observations, Petitions (Comments may be limited to five minutes per speaker and no more than three individuals shall address the same subject. The Clerk of the Board shall operate a timing device which indicates when each allotted time period ends. The same individual is prohibited from addressing more than two subjects in one meeting. Public comment on a topic may be restricted to a time limit of 30 minutes unless otherwise specifically granted by Presiding Officer).
8. Approval of the Consent Agenda including approving the minutes of the previous Board meeting or meetings and executive sessions.
9. Debatable Agenda
  - (a) Second Reading of Ordinances
  - (b) Unfinished Business
  - (c) New Business, including the introduction of ordinances, resolutions, motions
10. Executive Session
11. Adjournment

#### C. Rules/Committee of the Whole Meetings

The order of business for Rules/Committee of the Whole Meetings shall be as set forth on the agenda. The general agenda format shall be:

1. Call to order, and, in the absence of the Mayor, naming of the presiding officer by the Village Clerk
2. Roll Call
3. Items for Discussion
4. Citizens' Comments, Observations, Petitions on matters on the meeting agenda (Comments may be limited to five minutes per speaker and no more than three individuals shall address the same subject. The Clerk of the Board shall operate a timing device which indicates when each allotted time period ends. The same individual is prohibited from addressing more than two subjects in one meeting. Public comment on a topic may be restricted to a time limit of 30 minutes unless otherwise specifically granted by Presiding Officer).
5. Reports of Village Officers: Manager, Trustees, Mayor, Clerk, Attorney
6. Executive Session
7. Adjournment

D. Disruptions

Disruptive behavior during any public comment or any other time during a Board meeting shall not be permitted.

1. "Disruption" Defined

Disruptions shall include:

- a. Speaking when not recognized by the Presiding Officer.
- b. Abusive comments and/or "personal attacks" directed to or relating to the Board, and Supervisor, any Village staff or Village employee.
- c. Profanity, threats, or displays, including unauthorized "show of hands", placards, use of noise makers, applauding, jeers, "cat-calls" and similar demonstrative conduct.
- d. Off topic discussions. Disruption includes public comment on a topic other than that under the jurisdiction of the Board, discussion on items other than that under the Agenda item under consideration by the Board.

E. Handling Disruptions

When a disruption occurs, the presiding officer shall first warn the party making the disruption of (1) the nature of the disruption, (2) that the disruption is not permitted, and, when appropriate, (3) if the disruption continue that such party may be ejected from the meeting. Repeated disruptions shall not be tolerated and any party or group which continues disruptive behavior after admonition shall be ejected by the Police Chief or his/her designee, or the meeting may be adjourned to a future date and time.

F. Saturday Morning Rules/Committee of the Whole Meetings

The primary order of business at a Saturday Morning Rules/Committee of the Whole Meeting shall be to give an audience to citizens for their comments, observations, and petitions. However, the agenda may include other matters for discussion as long as the audience to citizens is given precedence.

G. Agendas

1. The following agenda format shall be in force at regular board meetings:

(a) The Consent Agenda shall contain matters which are repetitive in nature, purchases which have been authorized by budget and accompanied by adequate documentation as to conformance with budgetary and purchasing policy, appointments, and other routine matters. Any item on the Consent Agenda may be moved at the request of any member of the Board at any time. There shall be no debate or discussion regarding consent agenda items

(b) The Debatable Agenda shall contain all ordinances and matters requiring further amplification or discussion.

2. The Village Manager shall, after consultation with the Village Mayor, prepare agendas for Regular and Rules/Committee of the Whole meetings in accordance with paragraphs III B and III C and shall distribute the printed agenda with all supporting documents not later than 48 hours before the meeting. Priority of business shall follow the printed agenda unless changed by the presiding officer, subject to approval of the Board of Trustees. The Village Mayor or any trustee may place a matter on the agenda for consideration by filing a written request with the Village Manager.

3. The Village Manager shall be responsible for ensuring that no item is deleted from a Rules/Committee of the Whole agenda and is listed in the order received.

H. Appointments **to volunteer boards, commissions or committees** shall be submitted by the Mayor for advice and consent by the Board. **Prior to any appointment being listed on a Regular Meeting agenda for vote, the application for such appointment will be shared with the Village Trustees a minimum of 14 days in advance.**

**Recommended appointments of chairs and vice-chairs for volunteer boards, commissions or committees shall take into consideration board/commission/committee member recommendations and shall be shared with Village Trustees at least 14 days in advance of being listed on a Regular Meeting agenda for vote.**

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**Where possible, approved appointees to volunteer boards, commissions or committees will be encouraged to attend Village Board Meetings for introduction.**

IV. Duties of Members of the Board

- A. While the presiding officer is putting the question or while business is being transacted, no Trustee shall leave the room except by consent of the presiding officer. No trustee shall speak or offer a motion without first addressing the chair and being recognized.
- B. In speaking during the discussion of any question, members of the Board shall confine their remarks to the question under debate, avoiding personalities and refraining from impugning the motives of any other member of the Board or the staff. Members of the Board shall not speak more than once upon any subject until other members of the Board who wish to speak shall have relinquished the floor. Members of the Board shall not make comments that violate any law or village ordinance, particularly comments such as those related to a political campaign that violate Section 2-605 of the Village Code.
- C. Every Trustee present when a question is stated shall vote thereon, unless he or she abstains.

V. Motions

- A. No motion shall be debated unless it has been seconded. Any motion shall be submitted in writing, if requested by the presiding officer or any Trustee. If any motion or question contains two or more distinct propositions, the presiding officer or any Trustee may have it divided with the consent of the Board.
- B. After a motion or resolution is stated by the presiding officer, it may not be withdrawn from consideration except by unanimous consent of the Trustees present.
- C. When a blank is to be filled and different sums or times proposed, the question shall be taken first on the least sum or the longest time.
- D. A motion to approve the consent agenda shall not be debatable.
- E. A motion to reconsider may be introduced by any member of the Board on the prevailing side of the question at the same meeting at which the question was voted upon or at the next Regular Meeting of the Board. A motion to reconsider may only be presented at a Special Meeting at which there are present at least as many members of the Board as were present when the original vote was taken.

VI. Precedence of Motions

A. When a question is under debate, the following motions are in order and shall have preference over each other in the order listed:

1. Adjournment to a day certain
2. Adjournment
3. To take a recess
4. To declare an executive session
5. To lay on the table
6. The previous questions
7. To refer to committee
8. To amend
9. To substitute
10. To defer or postpone to a time certain
11. To postpone

B. Number 2, 4, 5, and 6 are not debatable.

VII. Resumption of Business after Recess

A. The Board shall, at all recessed meetings, resume business at the same order on which it was engaged immediately preceding the last recess, with the exception of orders numbers 1 and 2 of Rule III B and C.

VIII. Voting

A. The yeas and nays upon all ordinances, contracts and expenditures of money shall be taken and entered on the minutes. The yeas and nays on any other questions acted upon by the Board shall be taken and entered on the minutes upon the request of any member of the Board made previous to such a vote, or immediately following.

B. The result of all votes shall be announced by the Village Clerk and no vote shall be changed after such announcement.

C. Except as provided by state law, the passage of all ordinances for whatever purpose, and of any resolution or motion (i) to create any liability against the village or (ii) for the expenditure or appropriation of its money shall require the concurrence of a majority of all members then holding office on the village board, including the village Mayor.

IX. Standing Committees

A. Standing committees of the Board shall be Committees A, B, and C. The Village Mayor shall be an ex-officio, non-voting member of each standing committee and

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shall not count toward the presence of a quorum. Each standing committee shall have four members and each trustee shall serve on two standing committees.

B. With the advice and consent of the Board, the Mayor shall appoint the committee chairs and assign Trustees to committees every two years, with the goal that each trustee serve as a committee chair at least once during his or her four year term. Standing committee assignments shall be made following each election, but no later than at the first regular meeting in May of each year. Each committee shall enlist such assistance from other Trustees as the Committee or Board may find desirable. All committees may utilize staff in their deliberations and discuss assigned items with all interested parties including citizens, civic and service organizations, commissions, developers, other governmental units, and commerce and industry groups. No committee shall obligate the Village for the expenditure of any money in connection with the outside assistance, except with prior and proper authorization of the Board. The committee will keep the Board aware of the committee activities and will report any policy matters to the Board before any action, publicity or opinions are presented to the public.

C. Matters shall be assigned to standing committees as needed.

#### X. Committee Procedure

A. The Committee Chair shall schedule meetings on an “as needed basis.”

B. All committees shall hold meetings in accordance with law.

C. Upon motion, the Board may, by a majority vote, discharge a committee of further consideration of a matter referred to it, and order the matter placed on the Board’s agenda

D. The Village Mayor shall review all potential agenda items to determine if such matters should be assigned to a committee or included on the agenda of the Board of Trustees.

E. When a committee to which a matter has been referred, with instructions to report at a time named in the order of reference, is not ready to report at such time, the matter so referred shall, unless further time is warranted, be considered as though reported back without recommendation.

#### XI. Ordinances and Resolutions

A. All ordinances, resolutions, and motions shall be introduced to the Board in printed or written form.

B. Any proposed ordinances may be prepared or reviewed by the Village Manager or the Village Attorney as directed by the Board.

- C. The Village Manager shall prepare copies of all proposed ordinances and resolutions, together with copies of the attachments and shall distribute these to the Board.
- D. At least 48 hours before the first reading of an ordinance or presentation for adoption of a resolution or motion, all information concerning language and purpose of the ordinance, resolution or motion, as proposed, shall be distributed to the Board. With respect to resolutions or motions, the full text need not be submitted if a reasonable explanation of its contents is presented within the required period.
- E. The first reading of any ordinance shall be for information and assignment as required for study by the appropriate committee and/or advisory boards. There shall be no vote at first reading. A staff presentation of the proposed ordinance shall be made at first reading, and brief discussion and questions may be allowed at the pleasure of the presiding officer. The proposed ordinance will be placed on the agenda of the next rules meeting or can be assigned to the appropriate committee for full examination and discussion.
- F. The second reading of an ordinance calls for final action. A roll-call vote shall be taken.
- G. If an ordinance is amended in committee, it shall be reported in such revised form. Each Trustee shall be furnished with a copy of the revised ordinance.
- H. Unless these rules are waived by the Board, Ordinances shall not be passed until they have had first reading at a regular or special meeting, discussion at a Rules/Committee of the Whole meeting, and second/final reading at a regular or a special meeting on three (3) separate days.
- I. Except as otherwise provided by state law, any ordinance which contains a statement of its urgency in the preamble or body thereof, other than an ordinance adopted under Article 8 of the Illinois Municipal Code, may take effect immediately upon its passage provided that the corporate authorities, by a vote of 2/3 of all the members then holding office, so direct.

XII. Privileges of Floor

- A. No persons, other than the presiding officer, trustees, village officers, or persons invited by the presiding officer or the Board, shall have the privilege of the floor, except as provided under Rules I and III of these Rules.
- B. Persons other than the presiding officer, trustees, and village officers shall not be permitted to address the Board except upon introduction by the presiding officer or by the Chair of the appropriate committee.

XIII. Suspension of Rules

- A. Any provision of these Rules other than article XVI, not governed by state law or Village ordinance, may be temporarily suspended at any meeting of the Board, by an affirmative vote of two-thirds (2/3) of the members of the Board present.

XIV. Appeal from Decisions of the Presiding Officer

- A. Any Trustee may appeal a ruling of the presiding officer to the Board. If the appeal is seconded, the Trustee making the appeal may make a brief statement of the reasons for the appeal, and the presiding officer may briefly explain the ruling, but there shall be no debate on appeal and no other Trustee shall participate in the discussion. The presiding officer shall then put the question, "Shall the decision of the chair be sustained?" If the majority of the Trustees present vote "Aye," the ruling of the chair is sustained, otherwise it is overruled.

XV. Parliamentary Authority.

- A. The parliamentary authority shall be *Robert's Rules of Order, Newly Revised*, 10<sup>th</sup> Edition, Perseus Publishing.

XVI. Amendment of Rules

These rules may not be amended except by a resolution submitted in writing and placed on the agenda of a regular meeting under the order of new business. This requirement shall be waived only by a unanimous roll call vote of those present.

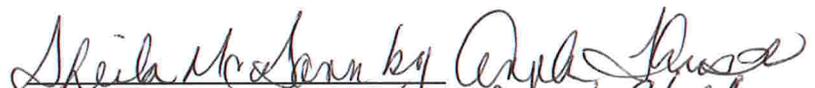
**Section 2. Effective Date.** This resolution shall be in effect as of October 19, 2020.

ADOPTED this 19<sup>th</sup> day of October, 2020

APPROVED:

ATTEST:

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Village Clerk  
Deputy Clerk