

CHAPTER 2
BOARD OF TRUSTEES

2.01 GOVERNMENT OF VILLAGE The Village of Johnsburg shall be governed by a Village Board which shall be elected at large and shall consist of a President and six Trustees.

2.02 ELECTION, TERM AND POWERS

- A. The members of the Village Board shall be elected and serve for a four-year term, and until their successors are elected and qualified, as provided by law. The Village Board shall be the legislative department of the municipal government, and shall perform such duties and have such power as provided by law and by ordinance.

- B. The term of the members of the Village Board elected at the April election shall begin at the first meeting in May. If the election results are not available at the first meeting in May, the term of office shall begin at the first regular or special meeting following receipt of the election results.

2.03 REGULAR MEETINGS The regular meetings of the Village Board shall be held in the Board Room at 1515 Channel Beach Avenue, Johnsburg, Illinois, on the first and third Tuesday of each month at 7:00 p.m. beginning the first meeting in April 2014; provided that if the regular meeting falls on a legal holiday or election day the meeting shall take place on the next Thursday at the same hour and place. Recessed meetings may be held at such other times as the Board may determine.

2.04 SPECIAL MEETINGS Special meeting of the Village Board may be called by the President or any three (3) members of the Board of Trustees, provided that written notice of such meetings shall be given to each member of the Village Board no less than twenty-four (24) hours before the time set for such meetings. Whenever all of the members of the Village Board are present at any special meeting, the requirement of notice of such special meeting shall be deemed waived.

2.05 PRESIDING OFFICER

- A. The President shall be the presiding officer of the regular and special meetings of the Village Board, and of other meetings when the Village Board convenes as a Committee of the Whole. In the absence of the President, the Village Clerk shall open the meeting and the Temporary Chairman shall be established in accordance with 2.05-B as stated below.

- B. In accordance with and pursuant to the Illinois Emergency Interim Succession Act, which is incorporated herein by reference, the following officers are hereby designated as the emergency interim successors to the office of the Village President in the following order:
 - 1. The Village Trustee with the highest number of years in office;
 - 2. The Village Trustee with the second highest number of years in office;
 - 3. The Village Trustee with the third highest number of years in office;

4. The Village Trustee with the fourth highest number of years in office;
5. The Village Trustee with the fifth highest number of years in office;
6. The Village Trustee with the sixth highest number of years in office.

C. The emergency interim successor shall exercise the powers and discharge the duties of the office of the Village President until such time as a vacancy which may exist shall be filled in accordance with the law, or until the Village President, or the preceding emergency interim successor, again becomes available to exercise the powers and discharge the duties of his office.

2.06 QUORUM A majority of the elected members of the Village Board shall constitute a quorum thereof, but no ordinance shall be passed except upon the affirmative vote of a majority of the elected members of the Village Board or as otherwise provided according to law.

2.07 RULES OF ORDER

A. Order of Business. The order of business at meetings of the Village Board shall be as follows:

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Audience Participation
5. Omnibus Agenda/Approval
6. President's Report
7. Communications and Petitions
8. New Business
9. Unfinished Business
10. Executive Session, if required
11. Motions following Executive Session, if any
12. Adjournment.

B. Motions, Resolutions and Ordinances. All resolutions and ordinances submitted to the Village Board shall be reduced to writing before being voted upon. However, nothing

shall preclude the Village from orally modifying any such resolution and/or ordinances at any meeting and incorporating such modification subsequently into such resolution or ordinance. Where such are adopted and entered upon the minutes of the proceedings of the Village Board, the name of the member moving the adoption, and the name of the member seconding same shall be entered in the minutes. On each matter submitted to the Village Board upon which a vote is taken, the vote of each member voting, as well as the vote of the President when required by law or by ordinance to vote, shall also be entered in the minutes.

- C. Addressing Meetings. To the extent that a member of the public wishes to address the Village Board or other public body of the Village at a public meeting one may do so during “Audience Participation”. Comments by a member of the public shall be limited to five minutes in duration. Interrogation of, or personal invectives against Village staff, officers or office holders will not be permitted.
- D. Suspension of Rules. The rules of order, other than those provided by law, may be suspended at any time by the affirmative vote of a majority of the members present at any meeting of the Village Board.
- E. Robert's Rule of Order. Robert's Rule of Order, Official Edition No. 75, shall govern the deliberations of the Village Board, except as is otherwise provided by law or ordinance.

2.08 RECORDS The Village Clerk shall keep the minutes and records of the Board proceedings.

2.09 COMMITTEES

- A. Standing Committees. There shall be the following standing committees of the Board of Trustees:

Committee of the Whole
Community Affairs Committee
Development and Governmental Affairs Committee
Economic Development Committee
Finance Committee
Ordinance Committee
Public Works and Municipal Properties Committee

- B. Special Committees: The Village Board may establish special committees as it deems necessary, either standing or temporary.
- C. Committee Membership: The President shall appoint the members of all standing committees and special committees with the advice and consent of the Village Board. The President shall appoint a chairperson, who shall be a member of the Village Board, for each committee. Standing committees shall consist of not less than seven members, including the chairperson. In the event a Committee consists of less than seven members

due to the resignation, death or permanently vacated position of a Committee Member, a majority of the members still serving on the Committee shall constitute a quorum.

D. Committee Reports: It shall be the duty of each committee chairperson to report to the Village Board in writing any business conducted by their committee in a timely manner. All committee meetings shall comply with the Open Meetings Act.

E. Review: The Village Board shall annually review the assignment of goals for each Committee.

2.10 RULES OF MEETING ATTENDANCE: In addition to holding meetings pursuant to the Open Meetings Act, 5 ILCS 120/1 *et sec.* meetings of each public body of the Village shall be subject to the following rules:

A. A quorum of the public body shall be physically present at the location of an open or closed meeting.

B. Provided a quorum at a public meeting is physically present, a member of such body who wishes to attend a meeting via audio or video conference may make such a request to the Village Board by notifying the Clerk prior to the meeting, unless advance notice is impractical, that the member cannot physically attend the meeting for one of the following reasons:

1. Personal illness or disability;
2. Employment purposes or business of the public body; or
3. A family or other emergency.

C. In turn, provided the criteria set forth above is met, an affirmative vote by a majority of the public body physically present may allow a member to attend a meeting as provided herein.

D. The Clerk shall record in the minutes of every meeting the members physically present, absent and present by audio or video conference.

2.11 CODE OF CONDUCT

A. CONDUCT OF ELECTED OFFICIALS. The President, Trustees and Committee Members of the Village of Johnsburg shall adhere to the following conduct:

1. Each of the Trustees, Committee Members and President shall conduct him or herself at each public meeting in a manner consistent with the highest standards of professional conduct, personal integrity, and honesty;
2. Each of the Trustees, Committee Members and President shall undertake his or her duties in a fair and impartial manner, refraining at all times from inappropriate discrimination or the dispensation of special privileges;

3. Each of the Trustees, Committee Members and President shall respect that the Village of Johnsburg maintains a workplace that strives to facilitate the growth and performance of its officers and employees;
4. Each of the Trustees, Committee Members and President shall ensure that the Village's workplace is free from hostility or harassment in any form and that the workplace is conducive to the provision of services to Village residents in an efficient and effective manner and shall undertake no action that causes hostility or constitutes harassment in the Village workplace;
5. Each of the Trustees, Committee Members and President shall refrain from utilizing or attempting to utilize his or her position to threaten or intimidate an employee of the Village, officer of the Village or resident;
6. Each of the Trustees, Committee Members and President at each public meeting shall conduct him or herself in a manner consistent with the Illinois Open Meetings Act and all other applicable statutory mandates for officials, including refraining from any criminal or quasi-criminal conduct related to the position; and
7. Each of the Trustees, Committee Members and President shall at each public meeting refrain from any conduct toward other Board members, residents or Village employees which is derogatory or harassing.

B. ENFORCEMENT AND PENALTY. The Board of Trustees, upon receiving a written complaint from any resident, employee, officer or other elected or appointed representative of the Village may elect, in its discretion to conduct a hearing thereon. Upon a finding of facts that there occurred a violation of this Ordinance by a Trustee, Committee Member or the President, the Board shall issue a censure or levy a fine for such violation against the offending official as set forth below.

1. **First Offense.** For the initial violation of this Ordinance (Section 2.11), the Board may move to publicly censure the Trustee, Committee Member or the President, as the case may be, with an affirmative vote of not less than two-thirds (2/3) of the Trustees then holding office.
2. **Second Offense.** For a second violation of this Ordinance (Section 2.11), upon not less than two-thirds (2/3) of the affirmative vote of all the Trustees then holding office direct that such President or Trustee, as may be the case, shall be fined \$300. A Committee Member committing a second violation of this Ordinance shall be removed from their position on the Committee.

3. **Third and Subsequent Offenses.** Upon the affirmative vote of two-thirds (2/3) of all the then Trustees holding office finding that the Trustee or President, as the case may be, committed a third or subsequent violation of this Ordinance as set forth in Section 2.11, the fine shall be \$500.