

VILLAGE OF DOWNERS GROVE
REPORT FOR THE VILLAGE COUNCIL WORKSHOP
JANUARY 5, 2009 AGENDA

SUBJECT:	TYPE:	SUBMITTED BY:
Change in Village Council Meeting Schedule	✓ Resolution Ordinance Motion Discussion Only	Dave Fieldman Village Manager

SYNOPSIS

Two ordinances have been prepared amending Section 2.1 of the Village Code and Council Rule 37 related to Village Council meeting practices. The proposed amendments would reduce the number of Village Council meetings from four meetings per month to three.

STRATEGIC PLAN ALIGNMENT

The Five Year Plan and Goals for 2008-2013 identified *Exceptional Municipal Organization*. A supporting objective of this goal is *Financially Sound and Sustainable Village Government*.

FISCAL IMPACT

This plan has minimal impact on the budget; however operating efficiencies will be realized if this plan is implemented.

RECOMMENDATION

Approval during the January 12, 2009 active agenda.

BACKGROUND

During the October 22, 2009 meeting, the Village Council directed staff to review and evaluate the current Council Meeting schedule and determine whether operational efficiencies or cost savings may be achieved through a reduction in the number of meetings. The Village's Municipal Code states the following:

- The regular formal meetings of the Council shall be held the first and third Tuesday of each month
- The regular workshop meetings of the Council shall be held the second and fourth Tuesday of each month.

Staff has determined that efficiencies could be realized by reducing the number of Village Council meetings from four meetings per month to three. A sample agenda has been attached to this report for informational purposes. The proposed schedule would result in Village Council meetings being held on the first, second and third Tuesdays of each month. Each of these meetings would be comprised of both workshop and Council meeting elements. The agenda for each meeting would include the following items:

- *Consent Agenda* - The Consent Agenda would include items that are routine in nature or an item that the Council has directed to be placed on the Consent Agenda as a part of a previously held discussion. Council will have the opportunity to remove items from the consent agenda to be considered individually for discussion or for approval on a future agenda.
- *First Reading* - First Reading would be for Ordinances and items that warrant additional discussion. These items would be voted on at the next Council meeting.
- *Active Agenda* - The Active Agenda would include items which were discussed during the First Reading section of the previous Council meeting. These items would be formally voted on during the meeting.

The proposed meeting format would eliminate the distinction between “Village Council Agendas” and “Village Council Workshop Agendas” and would allow for each meeting of the Village Council to include a section for active agenda items and a section for workshop items as well as the traditional elements of the Council meeting agenda.

Staff recognizes the significant shift from past Village practice to move from 24 Council meetings per year and 24 Workshop meetings per year to a total of 36 Council meetings annually. However, staff does believe that this shift could enhance productivity and ultimately improve the efficiency and quality of materials that are presented to the Village Council and the public by staff. The following is a summary of the benefits of this proposal:

- Allow for improved agenda management
- Increase in the number of meetings annually to conduct formal Village business (from 24 to 36)
- During construction season, the Public Works department receives numerous bids for projects and services. The proposed meeting schedule would allow Public Works items to be approved three times a month instead of two.
- A reduction in the review and approval time for routine items which do not require further discussion.
- Council review and approval of claims three times per month
- Reduces the amount of staff time associated with preparing for Village Council meetings. This provides staff with additional time to address other projects
- Increase in the amount of time available for staff to work on the implementation of items and policies as directed by the Village Council.
- Personnel cost savings could be realized if Council elects to close the cashier and permit windows on the fourth and fifth Tuesdays of each month.

In order to make these changes, an ordinance amending both Section 2.1 of the Village Code as well as Council Rule 37 would need to be adopted. In addition, a resolution amending the Village Council Policy on preparation of meeting agendas would need to be adopted.

ATTACHMENTS

Ordinances

Council Meetings

ORDINANCE NO. _____

AN ORDINANCE AMENDING COUNCIL MEETING PROCEEDINGS

BE IT ORDAINED by the Village Council of the Village of Downers Grove in DuPage County, Illinois, as follows: (Additions are indicated by **shading**/underline; deletions by ~~strikeout~~):

Section 1. That Section 2.1SEC. is hereby amended to read as follows:

2.1SEC. Council meetings.

(a) The regular ~~formal~~ meetings of the Council shall be held the first, **second** and third Tuesday of each month at the hour of 7:00 p.m. in the Downers Grove Village Hall. Any regular ~~formal~~ meeting falling upon a legal holiday shall be canceled or rescheduled.

(b) ~~The regular workshop meetings of the Council shall be held the second and fourth Tuesday of each month at the hour of 7:00 p.m. in the Downers Grove Village Hall. Any regular workshop meeting falling upon a legal holiday shall be canceled or rescheduled.~~

~~(e)~~ Special meetings, including emergency meetings, may be called from time to time by the Mayor or by any three members of the Council. Except in the case of an emergency meeting, not less than forty-eight hours notice shall be given to all members of the Council. Special meetings may be held without this notice to Council members when all members of the Council are present in person, or consent in writing to the holding of such meeting, such written consent to be filed with the Clerk prior to the beginning of the meeting. Provided, nothing herein shall authorize the conduct of any meeting in violation of the notice requirements of the Illinois Open Meetings Act. To the extent permitted by law, any Council actions, including formal approval, may be taken at a special meeting.

~~(d)~~ In conformance with the Illinois Open Meetings Act, and upon a majority vote of a quorum present at an open meeting, the Council may hold a meeting closed to the public, or close the portion of any open meeting for which proper notice has been given. Meetings or portions of meetings closed to the public shall be referred to as executive sessions. (R.O. 1925, § 16; Ord. No. 980, § 1; Ord. No. 999, § 1; Ord. No. 1024; Ord. No. 2339, § 1; Ord. No. 3266.)

Section 2. That Section 2.5. is hereby amended to read as follows:

2.5. Council rules.

The following rules shall govern the deliberations and proceedings of all Council meetings:

Rule 1. Presiding officers. The Mayor shall preside at all meetings of the Council. During the temporary absence or disability of the Mayor, the Mayor pro tem shall act as presiding officer of the Council. In the event both the Mayor and the Mayor pro tem are absent, the Council shall elect one of its members Acting Mayor, who shall act as presiding officer of the Council. The presiding officer shall not make or second motions but shall vote on all questions and matters brought before the Council. 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 appeal. All questions relating to the priority of business at any meeting shall be decided by the presiding officer without debate, subject to appeal. In case of any disturbances or disorderly conduct, the presiding officer shall have the power to require the chamber to be cleared.

Rule 2. Meetings via electronic means.

a. *Purpose.* It is the decision of the Village of Downers Grove that any member of the Village Council may attend any open or closed meeting of the Village Council via electronic means (such as by telephone, video or internet connection) provided that such attendance is in compliance with these rules and

Council Meetings

any applicable laws.

b. *Prerequisites.* A member of the Village Council may attend a meeting electronically if the member meets the following conditions: A quorum is physically present throughout the meeting; and, a majority of the Village Council votes to approve the electronic attendance at the beginning of the meeting.

- (i) The member should notify the Clerk or the Village Manager at least forty-eight (48) hours before the meeting, unless impractical, so that necessary communications equipment can be arranged. Inability to make the necessary technical arrangements will result in denial of a request for electronic attendance.
- (ii) The member must assert one of the following three reasons why he or she is unable to physically attend the meeting,
 - (1) The member cannot attend because of personal illness or disability; or
 - (2) The member cannot attend because of employment purposes or the business of the Village; or
 - (3) The member cannot attend because of a family or other emergency.
- (iii) The Clerk or the Village Manager, after receiving the electronic attendance request, shall inform the Village Council of the request for electronic attendance.

c. *Voting Procedures.* After a roll call establishing that a quorum is physically present, the presiding officer shall call for a motion that a member may be permitted to attend the meeting electronically after specifying the reason entitling the absent member to attend electronically. The motion must be approved by a vote of a majority of the Village Council.

d. *Adequate Equipment Required.* The member participating electronically and other members of the Village Council must be able to communicate effectively, and members of the audience must be able to hear all communications at the meeting site. Before allowing electronic attendance at any meeting, the Village Council shall provide equipment adequate to accomplish this objective at the meeting site.

e. *Minutes.* Any member attending electronically shall be considered an off-site attendee and counted as present electronically for that meeting. The meeting minutes shall also reflect and state specifically whether each member is physically present or present by electronic means.

f. *Rights of Remote Member.* A member permitted to attend electronically will be able to express his or her comments during the meeting and participate in the same capacity as those members physically present, subject to all general meeting guidelines and procedures previously adopted and adhered to. The member attending electronically shall be heard, considered, and counted as to any vote taken. Accordingly, the name of any member attending electronically shall be called during any vote taken, and his or her vote counted and recorded by the Clerk and placed in the minutes for the corresponding meeting. A member attending electronically may leave a meeting and return as in the case of any member, provided the member attending electronically shall announce his or her leaving and returning.

g. *Committees, Boards and Commissions.* These rules shall apply to all committees, boards and commissions established of the Village of Downers Grove.

Rule 3. Commencement of meeting. Each meeting of the Council shall convene at the time appointed for such meeting, as provided by Section 2-1. The Clerk, or someone appointed to fill his/her place by the presiding officer, shall thereupon immediately call the roll of members. A quorum for the transaction of business shall consist of a majority of all the Council, including the Mayor, entitled by law to be elected. If no quorum is present, the Council shall not thereby stand adjourned, but the members present shall have authority to adjourn or recess the meeting to a day certain by majority vote of those members present.

Rule 4. Filing or receipt of documents.

(a) Where the Council determines that it is desirable or necessary that a document be permanently maintained in the office of the Village Clerk, it may direct that the document be placed "on file". Materials placed on file by the Village Council shall be maintained by the Village Clerk with the official records of the Village Council, in the permanent files of the Village.

(b) Where the Council determines that it is desirable or necessary that a document be temporarily held in the office of the Village Clerk, it may direct that the document be "received". Materials received by

Council Meetings

the Village Council shall not be considered records or documents of the Village, and shall be held by the Village Clerk for a period of sixty 60 days, or such other time as the Council may direct.

Rule 5. Consent Agenda.

(a) The Village Manager or the Manager's designee shall establish and submit a consent agenda to be considered by the Village Council at each regularly scheduled Village Council meeting. Such consent agenda shall contain all matters, except ordinances, deemed by the Village Manager to be suitable and of a non-controversial nature. This is expected to include, but is not necessarily limited to approval of bids, bills payable, resolutions and miscellaneous motions as well as matters on which a preliminary vote or recommendation, awaiting the drafting of final documents, has been taken by the Council. The consent agenda may be adopted by a roll call vote and such roll call shall be recorded in the minutes of the Village Council as approving each item contained in said consent agenda. The motion to adopt the consent agenda shall be non-debatable.

(b) Any item may be removed from the consent agenda at the Council meeting by the request of any Council member in which case the item shall be considered separately.

(c) In the event one or more Council members wishes to receive further information regarding any individual item in a list of bills payable, said Council member shall immediately before the vote approval of the consent agenda so notify the Village Clerk who will make an appropriate reference in the minutes and such individual item shall be removed from the list of bills payable and the remainder of items approved as part of the consent agenda.

(d) The taking of a single vote on the consent agenda shall be deemed sufficient compliance with all requirements of law to all intents and purposes and with like effect as if the vote in each case had been taken separately by nays and ayes on the question of each resolution and motion included on the consent agenda. In particular, but without limitation, such vote shall be deemed to have authorized the suspension of the rules, waiving of first reading and pass on second reading, waiving competitive bidding and awarding contracts, approving and adopting resolutions, as needed per items listed in the consent agenda.

(e) In the event one or more Council members wishes to be recorded as passing or voting against any item included in the consent agenda, said Council member shall immediately before the vote approval of the consent agenda so notify the Village Clerk who will make an appropriate reference in the minutes to so record such negative votes.

Rule 6. Order of business. The Manager, or the Manager's designee shall establish and submit an agenda for each Council meeting. In the absence of a written agenda, the presiding officer of the meeting shall establish the order of business. The Village Clerk shall post or otherwise provide notice of the agenda as required under the Illinois Open Meetings Act.

Rule 7. Duties of members. While the presiding officer is putting the question, no Council member shall walk across or out of the Council chamber.

Every member, previous to speaking, making a motion, or seconding one, shall address the presiding officer by his/her last name preceded by the word "Mayor", and shall not proceed until recognized and named by the chair. Remarks shall be confined to the question under debate, avoiding personalities and refraining from impugning the motives of any other member's argument or vote.

When two or more members address the chair at the same time, the presiding officer shall name the member who is first to speak.

Rule 8. Visitors.

(a) Persons other than a member of the Council shall be permitted to address that body as follows:

- (1) With the consent of a majority of the members present.
- (2) During a public hearing. Provided comments and questions shall be limited to the purpose and scope of the public hearing.
- (3) During public comment portion of any meeting.

(b) Each person addressing the Council shall give his or her name and address in an audible tone of voice for the record, and unless further time is granted by the Council, shall limit his or her address to five (5) minutes.

Council Meetings

(c) All remarks shall be addressed to the Council as a body and not to any member thereof.

(d) No person, other than the Council and the person having the floor, shall be permitted to enter into any discussion, either directly or through a member of the Council, without the permission of the presiding officer.

(e) No question shall be asked of a Council member except through the presiding officer.

Rule 9. Presentation of Communications. When a member wishes to present a communication or other matter to be placed on file, he/she shall send it to the Mayor, or at the Mayor's discretion, the Village Clerk, who shall either read such matter when reached in its proper order, or shall describe its content in a manner sufficient for it to be identified, prior to its being placed on file.

Rule 10. Debate. No member shall speak more than once on the same question, except by unanimous consent, and then not until every other member desiring to speak shall have had an opportunity to do so; provided, however, that the proponent of the matter under consideration shall have the right to open and close debate. No member shall speak longer than ten (10) minutes at any one time, except by consent of the Council; and in closing debate on any question, as above provided, the speaker shall be limited to five (5) minutes, except by special consent of the Council.

While a member is speaking, no member shall hold any private discussion.

Rule 11. Call of member to order. A member, when called to order by the chair, shall thereupon discontinue speaking and take his/her seat, and the order or ruling of the chair shall be binding and conclusive, subject only to the right of appeal.

Rule 12. Appeals from decisions of the chair. Any member may appeal to the Council from a ruling of the chair and, if the appeal is seconded, the member making the appeal may briefly state his/her reason for the same, and the chair may briefly explain his/her ruling; but there shall be no debate on the appeal, and no other member shall participate in the discussion. The chair shall then put the question, "Shall the decision of the chair be sustained?" If a majority of the members present vote "No", the decision of the chair shall be overruled; otherwise, it shall be sustained.

Rule 13. Question of personal privilege. The right of a member to address the Council on a question of personal privilege shall be limited to cases in which his/her integrity, character, or motives are assailed, questioned, or impugned.

Rule 14. Voting. Every member of the Council who is present when a question is stated from the chair shall vote thereon, unless excused by the Council, or unless such member is personally interested in the question, in which case that member shall abstain. If a Council member is personally interested in the question, he/she shall disclose such interest and abstain from voting on the matter. The abstention shall count in the manner provided by law.

Rule 15. Special order of business. Any matter before the Council may be set down as a special order of business at a time certain, if a majority of the Council present vote in the affirmative, but not otherwise.

Rule 16. Seconding of motions required; written motions. No motion shall be put or debated in the Council unless it be seconded. When a motion is seconded, it shall be stated by the presiding officer before debate, and every motion in the Council, except motions of procedure, shall be reduced in writing, if required by a member, and the proposer of the motion shall be entitled to the floor.

Rule 17. Withdrawal of motions. After a motion or resolution is stated by the presiding officer, it shall be deemed to be in possession of the Council, but it may be withdrawn at any time before decision, by consent of the Council.

Rule 18. Division of questions. If any question under consideration contains several distinct propositions, the Council by majority vote of the members present may divide such question.

Rule 19. Record of motions. In all cases, the name of the member moving, and also the name of the member seconding, a motion, shall be entered in the minutes.

Rule 20. Taking and entering the votes. The "yeas" and "nays" or any "abstentions" upon any question shall be taken and entered in the minutes.

When the Clerk has commenced to call the roll of the Council for the taking of a vote by "yeas" and

Council Meetings

"nays" or any "abstentions", all debate on the question before the Council shall be deemed concluded, and during the taking of the vote, no member shall be permitted to explain his/her vote, but shall respond to the calling of his/her name by the Clerk by answering "yea" or "nay" or "abstain", as the case may be.

Rule 21. Announcement and change of votes. The result of all votes by "yeas", "nays", or "abstains" shall be announced by the Mayor, and no vote shall thereafter be changed.

Rule 22. Precedence of motions. When a question is under debate, the following motions shall be in order and shall have precedence over each other in order, as listed:

- (a) To adjourn to a day certain
- (b) To adjourn
- (c) To take a recess
- (d) To lay on the table
- (e) To submit the previous question
- (f) To amend
- (g) To defer or postpone to a time certain
- (h) To defer or postpone (without reference to time)
- (i) To defer or postpone indefinitely

Paragraphs (b), (d), and (e) shall be decided without debate.

Rule 23. Motions to adjourn. A motion to adjourn the Council shall always be in order except:

- (1) When a member is in possession of the floor;
- (2) When the members are voting;
- (3) When adjournment was the last preceding motion; or
- (4) When it has been decided that the previous question shall be taken.

A motion simply to adjourn shall not be subject to amendment or debate, but a motion to adjourn to a time certain shall be.

The Council may at any time adjourn over one or more regular meetings, on a vote of a majority of all the Councilmen authorized by law to be elected.

Rule 24. Previous question. This is the motion used to cut off debate and to bring the group to an immediate vote on the pending motion (i.e. the motion on the floor that was stated last). When the previous question is moved on the main question, and seconded, it shall be put in this form:

"Shall the main question now be put?"

If such motion be carried by a majority vote, all further amendments and all further motions and debates shall be excluded, and the question put without delay, upon the pending amendments in proper order, and then upon the main question.

Rule 25. Motions to lay on the table and to take from the table. A motion simply to lay a question on the table shall not be debatable; but a motion to lay on the table and publish, or with any other condition, shall be subject to amendment and debate.

A motion to take any motion or other proposition from the table may be proposed at the same meeting at which such motion or proposition was laid upon the table, provided a majority of the Councilmen present vote therefor.

A motion to lay any particular motion or proposition on the table shall apply to that motion or proposition only. An amendment to the main question or other pending question may be laid on the table and neither the main question nor such other pending question shall be affected thereby.

Rule 26. Indefinite postponement; motion to defer or postpone, without any reference to time. When consideration of a motion or other proposition is postponed indefinitely, the effect is to reject the proposition. A motion to postpone indefinitely opens the main question to debate. If passed, a motion to postpone indefinitely may be reconsidered.

A motion to defer or postpone, without reference to time, shall not be construed as a motion to postpone indefinitely, but shall be considered to be of the same general nature, and to possess the same general attributes so far as applicable under these rules, as a motion to postpone definitely or to time certain.

Rule 27. Motion to amend. A motion to amend an amendment shall be in order, but one to amend an

Council Meetings

amendment to an amendment shall not be entertained.

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.

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

Rule 28. Motion to substitute. A substitute for any original proposition under debate or for any pending amendment to such proposition may be entertained notwithstanding that at such time further amendment is admissible; and if accepted by the Council by vote, shall entirely supersede such original proposition or amendment, as the case may be, and cut off all amendments appertaining thereto.

Rule 29. 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, having once been made and decided in the negative, shall not be renewed, nor shall a motion to reconsider be reconsidered.

A motion to reconsider may be made and seconded only 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 has received 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.

Rule 30. The minutes. The Clerk shall keep the minutes of the proceedings of the Council. Within no more than fourteen (14) days after each meeting of the Council, the Clerk shall supply each member a typewritten, printed copy or electronic copy of the proceedings.

Rule 31. Style of ordinances. The style of all ordinances shall be: "BE IT ORDAINED by the Council of the Village of Downers Grove, DuPage County, Illinois..."

Rule 32. "Yea" and "nay" vote. The yeas, nays and abstentions shall be taken upon the passage of all ordinances and on all propositions to create any liability against the Village, or for the expenditure or appropriation of its money and in all other cases at the request of any member of the Council; and such vote shall be entered on the journal of the proceedings.

The Mayor and each Commissioner shall have the right to vote on all questions coming before the Council. Four members of the Council shall constitute a quorum. Except when a greater number is mandated by law, the affirmative vote of 4 members shall be necessary to adopt any motion, resolution or ordinance.

Rule 33. Adoption of Robert's Rules of Order Revised. The rules of parliamentary practice comprised in the latest published edition of Robert's Rules of Order Revised, shall govern the Council in all cases to which they are applicable, and in which they are not inconsistent with the special rules of this Council.

Rule 34. Temporary suspension of rules; amendments of rules. These rules may be temporarily suspended by a majority vote of all members of the Council entitled by law to be elected, and shall not be repealed, altered or amended, unless by concurrence of a majority of the Councilmen entitled by law to be elected.

Rule 35. Censure of members; expulsion of members. Any member acting or appearing in a lewd or disgraceful manner, or who uses abusive, obscene or insulting language to or about any member of the Council, or who does not obey the order of the chair, or who disregards the confidentiality of Village matters, may be, on motion, censured by a majority vote of the members present, or expelled by a three-fourths vote of all members elected.

Rule 36. Personal announcements. A member shall not address the Council with regard to; (1) his/her or another person's candidacy for election or re-election to any public office; (2) events sponsored by organizations other than the Village or other local civic organizations; or (3) other matters not related to the business of the Village, except as such matters may concern mayoral proclamations properly before the Council.

Rule 37. Reading. Each resolution or ordinance shall be reduced to writing and its contents summarized by the Mayor, or such other official as the Mayor may from time to time designate, before a vote

Council Meetings

is taken thereon. At any time prior to a final vote thereon, including such time as when a matter is scheduled for formal consideration, the Council, by a majority vote of its members present, may direct the Village Clerk to read aloud the complete text, or such portion thereof as the Council may instruct, of any resolution or ordinance. Proposed ~~resolutions and~~ ordinances shall be submitted to the Village Council for a first reading at a public meeting, ~~including any regular, workshop or special meeting,~~ not less than five (5) days before the meeting at which final action is to be taken thereon. Thereafter, such proposed resolutions or ordinances may be amended without further opportunity for public inspection but all such amendments shall be noted at the time of formal action on such ~~resolutions or~~ ordinances. Provided, the Village Council may, for such reasons as the Council determines appropriate, waive this reading requirement by majority vote of those present, and any vote to approve such item shall be deemed to include a motion to waive first reading.

Rule 38. Validity of enactments. The validity and enforceability of any ordinance, resolution or motion which is otherwise adopted in accordance with applicable law shall not be impaired or affected by any violation of any provision of these rules. (Ord. No. 1024; Ord. No. 1491, § 1; Ord. No. 2261, § 8; Ord. No. 2339, § 2; Ord. No. 2715, § 1; Ord. No. 2920, § 1; Ord. No. 3266, § 4.)

Section 3. That all ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 4. That this ordinance shall be in full force and effect from and after its passage and publication in the manner provided by law.

Mayor

Passed:

Published:

Attest: _____

Village Clerk