

ITEM RES 2015-6271

VILLAGE OF DOWNERS GROVE
Report for the Village Council Meeting
6/9/2015

SUBJECT:	SUBMITTED BY:
Proposal to Amend Policy re: Preparation of Agendas	Dave Fieldman Village Manager

SYNOPSIS

A resolution has been prepared to amend the Village Council Policy regarding the preparation of Village Council agendas is being placed on the Village Council agenda.

STRATEGIC PLAN ALIGNMENT

The goals for 2011-2018 include *Exceptional Municipal Services*

FISCAL IMPACT

N/A

UPDATE & RECOMMENDATION

This item was discussed at the May 19, 2015 Village Council meeting under New Business and on the June 2, 2015 First Reading Agenda.

BACKGROUND

At the May 19 Council meeting, the Council discussed a proposal from Commissioner Olsen to amend the Village Council policy regarding the preparation of Village Council agendas in accordance with Village Council discussion held on May 12, 2015. The new policy would amend the procedures and notifications requirements for Village Council members to place new business items on an upcoming agenda. The proposal would also set parameters regarding the amount of staff time to be devoted to new business items.

Proposed amendments include:

- Village Council members proposing a new business item must submit a written summary of the proposal to the Village Manager.
- The amount of time that staff spends preparing the report for the new business item will be formally limited to four hours.



Village of Downers Grove

Official Village Policy Approved by Village Council

Description:	COUNCIL AGENDAS		
Res. or Ord. #:	Res.	Effective Date:	06/09/15
Category:	Legislative and General Management		
	<input type="checkbox"/> New Council Policy		
	<input checked="" type="checkbox"/>	Amends Previous Policy Dated:	01/12/10; 01/17/06
	Description of Previous Policy (if different from above):		

RESOLUTION NO. ____

**A RESOLUTION AMENDING A
VILLAGE COUNCIL POLICY REGARDING
PREPARATION OF VILLAGE COUNCIL AGENDAS**

WHEREAS, the Council of the Village of Downers Grove has determined that it is necessary and desirable to establish various procedures and rules governing the preparation of the agenda for Village Council meetings; and

WHEREAS, the purpose of this policy statement is to establish uniform guidelines for the preparation of Village Council meeting agendas with appropriate items for the special recognition, proclamation, consent agenda, resolution, ordinance and discussion.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of Downers Grove, DuPage County, Illinois, as follows:

1. The Village Council generally meets on the first, second and third Tuesday of each month. The Village Clerk is responsible for the preparation of the Village Council meeting agenda. Determination of whether various items are placed on the Council meeting agenda for consideration is made by the Village Manager pursuant to Chapter 2, Article 1, 2.5 Rules 5 & 6 of the Municipal Code.
2. The Mayor and members of the Village Council, or any of them, may direct the Village Manager to place an item that is within the purview of the Village on an upcoming Council meeting agenda under "New Business." The Village Council member must notify the Village Manager regarding the content of the proposed item no later than the Wednesday prior to the meeting at 9:00 a.m. A summary of the proposed item must be provided in writing by the Village Council member to the Village Manager in sufficient time to be included in the regular public notice and distribution of the Village Council meeting agenda. Such item shall be discussed under "New Business" to allow for the Village Council as an elected governing body to direct whether staff should further pursue the item and prepare the appropriate form of action for consideration at a later date, as determined by the Village Council.

3. Except as authorized by a majority of Village Council members, staff shall not devote more than four (4) hours of time to an item raised by an individual Village Council members outside of a duly called public meeting, unless the Village Manager, in his/her independent judgment, believes the matter is worthy of further study or consideration. In that event, the Village Manager shall notify all Village Council members that staff is pursuing an item that was raised by an individual Village Council member that will require more than four (4) hours of staff time, together with a brief description of the topic.
4. Residents who request that the Village Manager place an item on an upcoming agenda will be advised to present their item to the entire Village Council during the public comment portion of any meeting.
5. Members of the public who require special accommodations to attend a Council meeting should contact the Village Clerk at (630) 434-5535 in advance.
6. The Village Council meeting agenda will be available in the Office of the Village Clerk for public inspection forty-eight (48) hours in advance of the Village Council meeting.
7. That the validity of any ordinance, resolution or other action otherwise taken in accordance with applicable law shall not be invalidated, impaired or otherwise affected by noncompliance with the criteria or procedures set forth herein.
8. That all resolutions or parts of resolutions in conflict with the provisions of this Resolution are hereby repealed.
9. That this Resolution shall be in full force and effect from and after its passage as provided by law.

Martin Tully, Mayor

Passed:

Published:

Attest: April K. Holden, Village Clerk

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