

General Information and Procedural Guidelines for Village Council Meetings

Statement of Purpose. These Guidelines are provided for the use and information of the public, and are intended to ensure that the following goals are achieved:

- that the public is fully informed of all actions taken by the Village Council;
- that the Village Council's deliberations and decision-making are fair and open;
- that members of the Village Council remain accessible to the citizens of the Village and receive their opinions and concerns with respect;
- that those who speak at Village Council meetings respect the time, opinions and rights of others; and
- that order is maintained at all meetings of the Village Council.

Meetings.

- **Open Meetings.** All meetings are held in compliance with the requirements of the Open Meetings Act, which includes giving proper notice, posting agendas, maintaining accurate minutes and making all final decisions in public.
- **Meeting Locations and Times.** Unless otherwise posted, all meetings of the Village Council are held at 7:30 p.m. in the Council Chambers on the 2nd floor of Village Hall, 510 Green Bay Road.
- **Regular Meeting Days.** Regular meetings are held on the 1st and 3rd Tuesday of each month
- **Holidays.** If the regular meeting date falls on a legal holiday, or if the meeting cannot be held on the regularly scheduled date for any other reason, such as a general election, the Village Council shall reschedule the meeting for another day; provided, that notice of the rescheduled meeting shall be given as required by the Illinois Open Meetings Act.
- **Study Sessions.** Study sessions are held on the 2nd Tuesday of each month. Study sessions afford the Council the opportunity to devote longer periods of time to the in-depth study of specific issues. The outcome of study sessions is generally a directive to Village staff to prepare materials as necessary for formal action at a regular Council meeting.

Agendas.

- **Posting.** Agendas are posted by the Village Manager's office at least 48 hours before each Council meeting. Agendas are posted at Village Hall and on the Village's web page: <http://www.villageofwinnetka.org/>.
- **Contents.** Each agenda contains all items the Council anticipates acting upon at the meeting.
- **Amended Agendas.** From time to time, it is necessary to amend the agenda for a regular meeting or study between the time it is first posted and the time of the meeting. Agendas for special meetings cannot be amended within 48 hours before the time of the meeting. Amended agendas will be posted in the same manner as the initial agenda.
- **Placing an Item on a Council Agenda.** Any citizen may request that a matter be placed on the agenda by filing a written request with the Village Manager prior to noon on the Wednesday preceding a Regular Council meeting. The written request must state the general nature of the matter and must include any supporting materials the requesting party wishes to be distributed to the Council. The Village President, in the exercise of his or her discretion, may grant or deny the request, or may set the matter on the agenda of a meeting to be held on a date other than the one requested.

Meeting Procedures.

- **Approval of Agenda.** Following the call to order of each meeting, the Council may approve the agenda as presented, or may amend the agenda and approve it as amended.
- **Consent Agenda.** Pursuant to the Council's rules of procedures, the Council, at any regular meeting, may take a single roll call vote on any two or more orders, ordinances, resolutions, proclamations or motions that have been placed together in a single group on the agenda for voting purposes, under the designation of "Consent Agenda." At the time of approval of the agenda, any Council member may remove an item from the "Consent Agenda" in which case the rest of the items will be acted on as a whole and the removed item(s) will be voted on separately.
- **Order of Calling Agenda Items.** Items will be discussed in the order listed on the agenda, unless otherwise determined by the Village President.
- **Discussion of Scheduled Agenda Items.** The general procedure for discussing scheduled agenda items is as follows:
 - Staff presentation, followed by Council questions.
 - Presentation by applicant or other interested party(ies), followed by Council questions.
 - Council discussion.
 - Audience comment may be permitted. (See Public Attendance and Participation, below.)
 - Village Staff may provide additional comment following all other speakers.
 - The Village President may allow Council members to ask questions of Village staff or of any speaker at any point in the process.
 - Additional Council discussion.
 - The Village President has the right to change these procedures as she/he determines is necessary to assure an orderly and thorough process.
- **Council Vote.** All actions requiring a vote shall be moved and seconded by a member of the Council.
- **Public Comment.** Audience members are permitted to address the Council about an item that is *not* on the agenda only during the "Public Comment" portion of the agenda. (See Public Attendance and Participation, below.)

Public Attendance and Participation. The Village of Winnetka encourages public attendance at all meetings. Public comment is subject to the following procedural guidelines:

- **Audience Comment on Agenda Items.** Audience members who wish to address the Council about an agenda item under consideration will have an opportunity to make comments and ask questions after presentations by the Village staff and the interested parties.
- **Audience Comment on Non-Agenda Items.** Audience members who wish to address the Council about any matter not on the agenda for Council consideration may do so only during the "Public Comment" portion of the agenda.
- **Procedures for Public Comment.**
 - The Village President will ask if anyone wishes to address the Council on a matter and will determine the order in which speakers will be recognized.

- As the Village President recognizes an audience member who wishes to speak, the speaker will rise and go to the microphone.
- Each speaker shall speak clearly into the microphone and shall provide his or her name and address, and his or her group affiliation (if any).
- All speakers shall address their comments and questions to the Council, and not to other members of the audience.
- Statements should be kept as brief and to the point as possible. Public comments should not be redundant.
- The Village President shall have the right and discretion to determine when and how to respond to public comments. An immediate response, discussion or debate shall not be required.
- The Village President shall have the right and discretion to control discussion and to determine both the length of time and the number of times a speaker may speak.
 - Unless an exception is granted by the Village President, each person will be allowed a maximum of three (3) minutes to speak.
 - The Village President will determine whether second public comments will be permitted, and if so, the appropriate amount of time for public comment, and will close off public comment at his/her discretion.
 - Members of the public will not be allowed to speak a second time until all members of the audience who wish to speak have been allowed to do so.

Minutes.

- The Open meetings Act requires that minutes include (i) the date, time and place of the meeting, (ii) which members of the public body were present, and which were absent, (iii) a summary of discussion on all matters proposed, deliberated or decided, and (iv) a record of any votes taken.
- Because minutes are a summary record of the Council's discussions and actions, speaker requests to append written statements or correspondence to the minutes are not favored. Written statements, correspondence and other written matter presented to the Council will be included in the Village's files rather than in the minutes.

It is hoped that by utilizing these Guidelines, participation will be maximized, both in terms of fairness and organization. If you have any questions concerning these guidelines, please contact the Village Manager's Office at (847) 716-3540.