

VILLAGE OF ANTIOCH

12-07-13

**AN ORDINANCE AMENDING § 1-4-6
OF THE MUNICIPAL CODE OF ANTIOCH
ADDING RULES FOR REMOTE MEETING ATTENDANCE**

ADOPTED BY THE PRESIDENT AND BOARD OF TRUSTEES

OF THE

VILLAGE OF ANTIOCH, ILLINOIS

ON

July 16, 2012

**Published in pamphlet form by authority of the Village Board
of the Village of Antioch, Lake County, Illinois,
this 18th day of July, 2012**

LAWRENCE M. HANSON	President	DENNIS B. CROSBY	Trustee
		MARY C. DOMINIAK	Trustee
LORI K. FOLBRICK	Clerk	JAY JOZWIAK	Trustee
		SCOTT A. PIERCE	Trustee
ROBERT J. LONG	Attorney	TED P. POULOS	Trustee
		GEORGE C. SAKAS	Trustee

ORDINANCE 12-07-13

**AN ORDINANCE AMENDING § 1-4-6
OF THE MUNICIPAL CODE OF ANTIOCH
ADDING RULES FOR REMOTE MEETING ATTENDANCE**

WHEREAS, the Illinois Open Meetings Act allows elected officials to attend meetings by remote audio or video link under specified conditions (5 ILCS 120/7), and

WHEREAS, the corporate authorities are required to adopt internal rules and regulations consistent with those specified conditions by the said statute when the Board wishes to allow remote attendance, and

WHEREAS, the corporate authorities have reviewed the draft rules set forth on Exhibit A hereto and find that the same meet the requisites of the said statute, allow for remote attendance in appropriate settings and still favoring personal attendance at meetings, and

WHEREAS, the corporate authorities find that the draft rules set forth on Exhibit A should be adopted,

NOW THEREFORE, BE IT ORDAINED by the Village of Antioch, Lake County, Illinois, as follows:

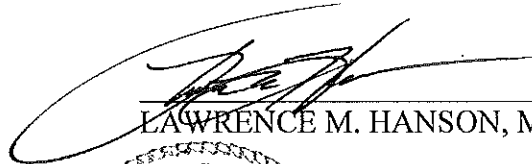
SECTION ONE: Section 1-4-6 of the Antioch Municipal Code is hereby amended and shall hereafter read as set forth on Exhibit A hereto.

SECTION TWO:

This Ordinance shall be in full force and effect from and after its passage, approval and publication as required by law.

PASSED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF ANTIOCH, ILLINOIS,
ON THIS 16th DAY OF JULY, 2012.

ATTEST:


LAWRENCE M. HANSON, MAYOR


LORI K. FOLBRICK, VILLAGE CLERK

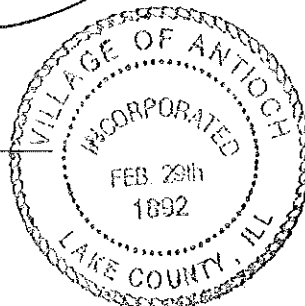


EXHIBIT A
(additions underlined, deletions in ~~strikeout~~)

1-4-6: RULES AND ORDER:

A. Meeting Rules Adopted: Subject to the provisions of Section F relating to remote attendance at meetings, and except as provided in rule 2 below, the village board of trustees shall observe at its meetings the following rules and order of business:

Rule 1. The mayor shall, if present, take the chair at the hour appointed for the meeting of the village board. If he be not present, the village board shall elect a temporary chair, who shall act in his stead.

Rule 2. The order of business of the village board shall be as follows:

1. Call to Order.
2. Pledge of Allegiance.
3. Roll call.
4. Absent Trustees Wishing To Attend Remotely.
5. Mayor's report.
6. Citizens wishing to address the board.
7. Consent Agenda including minutes of prior meetings and routine matters, provided that any elected official may ask that one or more items be removed and voted on separately as a matter of personal privilege.
8. Regular business, including set motions, resolutions and Ordinances for debate and/or adoption.
9. Administrator's report.
10. Clerk's report.
11. Trustee and Liaison reports.
11. Executive session.
12. Adjournment.

So long as there is complete compliance with the provisions of the Illinois open meetings act, the village board of trustees may, prior to its approval, alter or amend the contents of the proposed meeting agenda upon motion duly made, seconded, and receiving a majority vote of the trustees present at the duly convened meeting. For example, and without limitation, matters on the proposed agenda may be stricken therefrom or the sequence of the items on the proposed agenda may be rearranged.

Rule 3. The mayor shall preserve order and decorum. He may speak to points of order in preference to any other member and shall decide points of order, subject to an appeal to the village board by any two (2) members; on which appeal no member shall speak more than once, unless by leave of the board of trustees.

Rule 4. The mayor may call upon any member to perform the duties of chair; no such substitution, however, shall extend beyond the adjournment of the particular meeting.

Rule 5. No member shall speak more than twice to the same question, unless permitted by the village board.

Rule 6. No motion shall be put or debated until it is seconded, and every question shall be distinctly stated by the mayor before it is open for debate.

Rule 7. Every member present when a vote is taken shall vote unless excused by the board of trustees, or unless he shall or may become directly interested in the matter pending, in which case no such member shall vote.

Rule 8. In all cases, when a resolution is offered or motion made, it shall be entered on the journal of the board of trustees; the name of the member offering or making the same shall also be entered on such record. And it is further provided that, in case such motion or resolution is not seconded, it shall not be entered upon the journal unless the member presenting such motion or resolution requests that the same be so entered.

Rule 9. When a question before the board of trustees contains two (2) or more distinct propositions, any member of the board of trustees may call for a division of the question, and the vote shall be taken on each distinct proposition separately.

Rule 10. Every ordinance shall, when introduced, be laid over until a future meeting.

Rule 11. The foregoing rules of procedure and order of business shall be adhered to by the mayor and board of trustees unless the same shall be temporarily suspended by a majority vote of all the members of the board of trustees present. These rules shall be subject to amendment or modification at a regular meeting next following a regular meeting at which notice in writing specifying the proposed amendment is presented.

- B. Rescinding Action: No vote or action of the village board of trustees shall be rescinded at any special meeting unless there be present at such special meeting as many members of the village board of trustees as were present at the meeting when such vote or action was taken, as is provided by statute.
- C. Addressing Meetings: Except during the time allotted for public comment, no person other than the mayor or a member of the village board of trustees shall address the village board at any regular or special meeting except upon the consent of a majority of the members present.
- D. Disturbing Meetings: It shall be unlawful to disturb any regular or special meeting of the village board of trustees or of any committee thereof, or to behave in a disorderly manner at any such meeting. Any person violating the provisions of this subsection shall be fined not less than one dollar (\$1.00) nor more than one hundred dollars (\$100.00) for each offense.
- E. Robert's Rules Of Order: "Robert's Rules Of Order" shall govern the deliberations of the board of trustees, except when in conflict with any of the foregoing rules.
- F. Remote Attendance At Board Of Trustees Meeting.

Policy Considerations:

It is the policy of the Corporate Authorities of Antioch that the presence of the elected officials at all public meetings is highly desirable. The public's ability to view actions being taken by elected officials and to make meaningful input into the decision-making process will be materially impaired by the lack of direct access to elected officials in the public forum provided by meetings of the Board of Trustees. Accordingly, the provisions for remote attendance at meetings set forth in this section are intended to provide for the public's good, not necessarily for the convenience or ease of the elected officials. As such, this policy should be used sparingly and in strict conformance with the provisions described herein.

1. Definitions

For purposes of this policy, the following terms shall have the following meanings:

- (a) "Attend by electronic means" means attending by audio or video conference.
- (b) "Meeting" means any gathering, whether in person or by video or audio conference, telephone call, electronic means (such as, without limitation

electronic mail, electronic chat, and instant messaging), or other means of contemporaneous interactive communications, of a majority of a quorum of the members of the Board of Trustees held for the purposes of discussing public business.

(c) "Public building" means any building or portion thereof owned or leased by any public body.

2. Electronic Participation

(a) If a quorum of the members of the Board of Trustees is physically present as required by 5 ILCS 120/7, a majority of those members present may allow a member to attend the meeting by means of video or audio conference if the member is prevented from physically attending because of the following exclusive reasons and no others:

- (a) personal illness or disability; or
- (b) employment purposes; or
- (c) business of the public body; or
- (d) a family or other emergency.

3. Notification Requirements

(a) If a member wishes to attend a meeting by audio or video conference, then the member must notify the Clerk before the meeting unless such advance notice is impractical.

4. Consideration of Request for Electronic Participation

(a) Consideration of a member's request for electronic participation shall occur under the agenda item titled "Absent Trustees Wishing to Attend Remotely".

(b) Any member physically present may state an objection to allowing remote attendance. In the absence of any such objection, the remote attendance shall be deemed to be allowed without objection.

(c) Upon the making of an objection, those members physically present shall consider whether any such request meets the requirements of Paragraph 2, and vote regarding whether such member may be allowed to participate electronically or whether the objection should be upheld.

(d) An objection shall be upheld only where there is an affirmative majority vote of the members physically present.

(e) Any member requesting to attend the meeting by electronic means may participate in the debate on such question but may not vote on the approval of their own request.

(f) If more than one member requests to attend the meeting by electronic means, such requests will be considered in the order in which notification was received by the Clerk as required in Paragraph 3.

(g) Any member whose request to attend the meeting by electronic means is approved may not vote on the approval of any other member's request considered during that meeting, but may participate in any debate on the question.

(h) Any member whose request for attendance by electronic means is denied may continue to listen to and/or view the meeting via electronic means, but may only participate to the same extent in which a member of the public physically present at the meeting could participate.

5. Closed Sessions

(a) Any member's request to attend by electronic means only the closed session of any such meeting shall be considered and voted upon in open session and otherwise in accordance with the Open Meetings Act.

6. Reimbursement of costs associated with attendance by electronic means

(a) Reasonable costs associated with or occasioned by a member's attendance at a meeting by electronic means shall be reimbursed by the Village to the member.

