

RULES OF ORDER & PROCEDURES FOR THE BOARD OF TRUSTEES OF THE VILLAGE OF VILLA PARK, ILLINOIS

The following Rules of Order and Procedures were adopted by the Board of Trustees of Villa Park Illinois by Resolution, as amended effective September 8, 2025.

- I. Preparation of Village Board Agenda
 - A. The official order of business for agenda items is established by Section 2-406 of the Municipal Code of Village Park (referred to for the rest of this policy as “the Code” or the Municipal Code.”)
 1. The Board shall adopt an agenda as part of any regular or special meeting.
 2. The agenda of the Board of Trustees should be approved and any proposed amendments made by a majority vote of the corporate authorities in attendance at the meeting during the segment of the meeting entitled “Amendments to the Agenda”. Once the agenda is approved, no further amendments may be made to the agenda without a motion that is seconded and approved by a two-thirds majority of the corporate authorities in attendance at the meeting. The presiding officer is not allowed to remove or add items at any time by another process.
 3. The Board may adopt an agenda at a workshop or work session where no formal business will be conducted.
 - B. Placing items on the agenda of the Board of Trustees (referred to for the rest of this policy as “the Board”), one of the following procedures shall be followed:
 1. The Village Manager with the input from President of the Board of Trustees creates the agenda and may add items as needed for the agenda of the Board of Trustees. [See Municipal Code 2-503(5)].
 2. If a Trustee believes an item needs consideration by the Board, that Trustee may contact the Village President or Village Manager and request that the item be placed on the next available agenda. The Village President and Village Manager shall determine if the urgency of the item is such that it needs to be added to the next agenda in which case, they shall add the item to the agenda as an ordinance, resolution or they may place the topic under New Business for discussion.
 3. During the New Business section of the agenda any member of the Board of Trustees may make a motion to add an item to the agenda of the next regular meeting of the Board. If the motion is given a second and there is an affirmative vote of the Board of Trustees, the item will be included on the next agenda.
 4. Items may be brought back to the floor under Unfinished Business at the request of a Trustee and with the permission of the Chair if it continues a topic discussed previously, and there was no resolution of the topic. No resolution or ordinance may be passed, but a consensus of the topic may be taken.

5. If two or more Trustees submit in writing to the Village Manager, Village Clerk and Village President a request for a specific item to be placed on the agenda in a timely fashion, it shall be added to the next agenda. An item for New Business must be submitted at least five days prior to the meeting to be included in New Business or two weeks prior to the meeting if the request includes direction to Staff for a Resolution or an Ordinance to be prepared. An email sent from their Village email address shall serve as adequate written notice. The time stamp of the email shall serve as the time stamp to determine if the notice was sent in a timely fashion.
6. The blind copy mechanism shall not be used on any communications between the members of the Board of Trustees or between the Village staff and the members of the Board of Trustees.

C. Placing items on the Agenda for Committee of the Whole.

The process for placing items on the agenda is detailed in agenda items is established by Section 2-403 of the Code of ordinances, *"The agenda for the committee of the whole will be prepared by the village manager in consultation with the village president. The village board, by motion and majority vote at a prior village board meeting, may add an item to the agenda of an upcoming committee of the whole meeting. An agenda for each committee of the whole meeting shall be posted at village hall and at the location of the meeting at least forty-eight (48) hours in advance of the holding of the meeting."*

D. New Business

1. New Business is the only part of the Board agenda when new items may be brought up for discussion that were not on the printed agenda and were not officially added by an amendment of the agenda at the beginning of the meeting. The Board may discuss new items for the purpose of deciding if they should be placed on a future agenda as an as action items. Items may be placed on the agenda for discussion or action where a resolution or an ordinance is not required
2. While no ordinance, resolution or policy may be adopted under New Business, the Board may take consensus vote on items to be placed on future agendas, requests for reports from the staff, and interpretation of previous direction from the Board.

E. Unfinished Business.

Items that are postponed from previous meetings, but do not require an ordinance or resolution shall be placed under Unfinished Business and taken up at the next meeting unless a different meeting is specified. Items placed on the agenda under Unfinished Business shall be committed to writing as part of the agenda and may be voted on or a consensus taken. Items discussed previously, but not postponed are not eligible for unfinished business unless specifically requested in time to include them on the agenda.

II. Conducting Business at Meetings of the Board of Trustees

A. Robert's Rules of Order (Robert's) shall be used at meetings of the Board of Trustees (Board) except where special rules are adopted by a Resolution that was published on the official Agenda and passed by a vote of the Board. The adopted rules shall be followed except that the Board may suspend the rules for a particular motion by a 2/3 vote for suspension [Code 2-410, or majority with 24-hour notice], or specific exceptions noted below.

1. Speaking Privileges. "The President presides and decides points of order, preserves decorum, keeps the discussion on the item under discussion, clears persons creating a disturbance." [Code 2-421(b)]
 - a) Trustees may speak on any issue in front of the Board but must be recognized by the President. The President shall recognize each Trustee who requests to speak at least once on each agenda item and motion if they request the floor, unless there is a cause for recusal.
 - b) Trustees may speak more than once provided that every Trustee has had a chance to speak. If a Trustee has not spoken on an issue, they will have priority over other Trustees who have already spoken once.
 - c) The Village Manager of his/her designee may be recognized to speak on agenda items to the Board. After an agenda item is introduced, the Manager may be recognized to answer questions or to discuss items on the agenda after Board members have had a chance to be recognized or when requested to speak by the President.
2. Public Comments.
 - a) Members of the public may speak for up to three (3) minutes [Code 2-408(d)] during periods allotted for Public Comment. The time for Public Comment shall be thirty (30) minutes for each of the two comment periods on the agenda of Board of Trustees Meetings and one comment period for Committee of the Whole meetings. All of the time limits in this section may be extended by a majority vote of the Board after a motion is made and seconded. Staff will provide inobtrusive warnings of time limits.
 - b) Speakers who are residents shall be allowed to speak before nonresidents [Code 2-408(d)].
 - c) Speakers from the audience must be recognized by the President and give their legal name for the record.
 - d) Speakers must identify the agenda item(s) that they wish to address during "Public Comments on Agenda Items,"
 - e) Speakers during "Comments on Non-Agenda Items" must refrain

from speaking on agenda items unless permitted by the President.

3. The President may allow public comment on other agenda items but shall rule speakers out of order if their comments are not relevant to the topic under discussion.
4. Comments from the public should not be read into the record during the Public Comment periods of the agenda.
5. Emails from the public directed to the Board shall be sent to The Village Clerk who shall maintain the emails, distribute them to the Board, and append them to minutes of the next Board meeting.

B. Actions by the Board shall be at Board meetings and may not be acted upon unless on the agenda. [Code 2-406(d)]

"At the time of consideration of approval of the agenda, upon passage of a motion by a majority of the quorum present, the agenda may be amended to add or delete specific items. If new items are added, only discussion of such items may occur during the meeting, and no action on the new items may take place until a subsequent meeting."

1. Motions. Robert's Rules shall apply for motions before the Board except that motions of one or two sentences do not need to be submitted in writing to the Village Clerk (the Clerk). The Clerk, however, shall read each motion before a vote or consensus is taken.
2. Requests of staff. If a request of staff for information, or a specific single act requires Board action, it may be made under New Business and approved by a consensus without a specific item on the agenda.
3. Voting. The President may vote on ordinances and resolutions if a majority has already voted in favor of an ordinance, resolution, or motion; in the event of a tie vote; or if a vote greater than a majority is required [Code 2-422]. All Trustees are expected to vote on each resolution, ordinance and motion unless they state a reason to abstain or recuse from voting on the issue before discussion begins.
4. Recusal. An elected official shall recuse himself from an agenda item if he has an actual conflict of interest under Section 3.1-55-10 (a) of the Illinois Municipal Code or may recuse themselves if there is a common law conflict of if there is such an appearance of a conflict, where the elected official may appear to have a direct benefit in the outcome of a vote of the Board. The President may deny the recusal if the Village Attorney does not agree that sufficient reason exists. Trustees shall recuse themselves before an issue is debated.
5. Abstention. A Trustee may abstain from a vote, but the President may ask the Trustee to state the reason for the abstention and the Board may by a motion second and vote require the Trustee to vote. Any abstention counts toward the negative side on a vote and does not reduce the number needed to approve any item. Therefore, if the vote is three affirmative, and three

negative, the abstention with count as a fourth negative vote.

C. Challenging Actions of the Chair.

The decision of the Chair may be challenged by any member of the Board by a motion with a second. The motion shall be, "shall the decision of the Chair stand." A 2/3 majority voting in the negative shall be required to overturn the decision of the Chair.

D. Direction to Commissions

1. The Board is responsible for approving all administrative policies adopted by the Commissions by a Resolution passed by the Board and may override any policies established by the Commissions by a Resolution of the Board. The intent, purpose, powers, duties, and membership of the various Commissions shall be defined by ordinance and may not be expanded except by the Board.
2. The Board may direct Commissions ("Commissions" includes Boards that are created by and report to the Board of Trustees) to address issues within the purview of that Commission as defined in the Village Code and bring back recommendations to the Board.
3. Commission budgets are approved by the Board through the annual budget adoption process. The Village Manager is responsible for making any expenditures necessary to implement programs in a Commission's budget within parameters adopted by the Board and Village Manager. The Village Manager shall implement proper accounting and reimbursement procedures as necessary. The Village Manager has the authority to approve expenditures up to 10% above the total funds budgeted for any Commission, not to exceed \$2,500 total.
4. Recording. All Commission meetings shall be recorded either by digital audio recording or audio/visual recording and all such recordings shall be made available to the public on the Village website or other internet services available to the public. The meetings of the Zoning and Planning Commission, Traffic and Safety Commission and the Parks and Recreation Advisory Commission shall be video recorded. All meetings of the Village, including meetings of Joint Review Boards staffed by the Village, that requires a 48-hour notice period under 5 ILCS 120/2.02 (a) shall be audio recorded, unless it is video recorded with audio. The Board may waive this policy for individual meetings. Recordings will be made available to the public on the Village website as soon as practicable but within two weeks at a maximum.
5. Commission Agendas. Each Commission agenda shall include the following items:
 - a. Roll Call and determination of a quorum
 - b. Adoption of the Agenda
 - c. Approval of Minutes (from previous meetings)
 - d. New Business

e. Comments from the Public

f. Comments from Liaison(s)

Aside from Roll Call, items may be in any order and additional agenda items may be added. All actions of the Commissions shall be made by an action at a meeting by motion, second and majority vote.

III. Board Directions to Staff.

A. Direction to the staff. Directions to staff must be made through the Village Manager. [Code 2-303 (a)]

"The board of trustees shall act in all matters as a body and individual trustees shall not seek to influence the official acts of the village manager, or any other officer, or to interfere in any way with the performance by such officers of their duties..."

B. Requests for Information

1. Requests for information must be informational or serve a legislative purpose. [Sec. 2-303 (a)]

Nothing contained herein shall prevent any trustee from requesting from the manager such information as may be proper and necessary to the performance of the trustees' duties, whether the trustee acts as a trustee, or as a liaison, or as a member of any board, committee or commission."

2. Information and reports will typically be sent to all elected officials, even if only requested by one Trustee, unless it is routine or trivial in nature.

3. If the Village Manager determines that a request for information will take more than two staff hours to complete, the Manager will seek direction to complete the task from the Board at the next Board Meeting, unless the Manager determines it is in the best interest of the Village to complete it anyway. Requests requiring Board action shall be placed on the agenda under New Business.

4. Information provided to the Board that specifically states that it is confidential or privileged shall be treated as such by all staff and elected officials with whom it is shared. Employees who violate this provision are subject to disciplinary action up to dismissal by the Village Manager. Elected officials shall be governed by Section 3-323 of the Village Code. The Village Manager shall cite the proper exception to the 5 ILCS 140 et seq, if requested to do so. If there is a dispute the Village President, the Village Attorney and the Village Clerk shall meet, confer, and decide if they believe the record should be considered confidential or privileged.

C. Requests for action/service.

1. A request to address a service concern of a constituent may be sent to the Village Manager or a department head by letter or email if the Village Manager is copied on the email. Unsolicited direct contact by elected officials of staff by phone should be avoided. Elected Officials should only

contact employees about Village business below the department head level if directed by the Village Manager or a department head.

2. Requests of staff to address concerns at an elected official's personal home or business shall be directed to the Village Manager or a department head by email with a copy sent to the Village Manager. Automated request systems may also be used when available.
3. Nothing in this policy should be construed to suggest that elected officials and Village employees may not have non-Village related conversations or meet casually for non-Village related business or converse at Village events.

IV. **Social Media Policies**

- A. **Village Social Media Accounts.** The Village of Villa Park maintains multiple social media accounts, including, but not limited to, accounts on Facebook, Twitter, Instagram, YouTube, and LinkedIn. These "Village Social Media Accounts" are used to communicate with the public on Village-related news and events. They are maintained by Village employees. Elected Officials shall not post material directly from or to a Village Social Media Account. Any Elected Official who wants something published on Village Social Media Accounts, either attributed to the Elected Official or attributed generally to the Village, must submit a request to the Village Manager or his/her designee, who will determine whether the information will be posted. The Board of Trustees may also require the posting of information on Village Social Media Accounts by a majority vote at an open meeting.
- B. **Elected Official Social Media Accounts.** Elected Officials may choose to maintain social media accounts on their own for the purpose of communicating with the public on Village-related news and events. These "Elected Official Social Media Accounts" are not maintained by Village employees. A social media account used by an Elected Official primarily for personal communication will still be considered an Elected Official Social Media Account any time the account is used to communicate Village business.
- C. **Restrictions.** Elected Officials are generally allowed to use their Elected Official Social Media Accounts for any purpose and in any manner, subject to the following restrictions:
 1. Elected Officials shall maintain decorum in all dealings with the public, whether in person or on social media. Elected Officials should refrain from personal insults, profanity, ethnic slurs, inflammatory content, and other conduct unbecoming of a representative of the Village.
 2. Elected Officials shall not use any names of employees, vendors, suppliers, residents, or other Elected Officials without those individuals' prior approval.
 3. Elected Officials shall obey all privacy protection laws. Elected Officials shall protect confidential and privileged Village information at all times. No information discussed in executive session shall be mentioned or alluded

to. No information regarding litigation shall be shared without prior approval of the Village Attorney.

4. Elected Officials shall not make any posts or comments that would lead to the removal of the posts or comments if another user had made them, as detailed below in (D)(2).
5. Elected Officials shall refrain from posting or sharing false, inaccurate, or misleading information. If an Elected Official learns that information previously posted or shared is false, inaccurate, or misleading, the Elected Official shall correct the prior post and indicate that the post was corrected.
6. Elected Officials should not interact with other Elected Officials on their Social Media Accounts to avoid violations of the Open Meetings Act.

D. Managing Elected Official Social Media Accounts

1. Elected Officials may not block, ban, or otherwise frustrate any user from interacting with an Elected Official Social Media Account.
2. Elected Officials may remove user's comments from their Elected Official Social Media Account, but only if the comments fall under one of these categories:
 - a. Slanderous, libelous, or defamatory language or content against any person.
 - b. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, or sexual orientation.
 - c. Sexual content or links thereto.
 - d. Commercial solicitations.
 - e. Private or sensitive information of any individual, including addresses and phone numbers.
 - f. Conduct or encouragement of illegal activity.
3. Prior to the removal of any post or comment from an Elected Official Social Media Account, the Elected Official must create and save a copy of the post or comment in another non-public format (e.g., a screenshot).

V. Additional Policies of the Board (reserved)

VI. Amendments to the Rules and Procedures of the Board

Amendments to the Rules of Order and Procedures for the Board of Trustees for the Village of Villa Park (Rules) may be made by a motion, with a second and a majority vote. The changes will be in force at the start of the next meeting of the Board for which the change applies. (e.g. A change in the Rules for a Committee of the Whole Meeting will be in order at the next meeting of the Committee of the Whole.)

Attachment A

Roberts Rules Cheat Sheet

Roberts' Rules of Order

Cheat Sheet

Action	What to Say	Can interrupt speaker?	Need a Second?	Can be Debated?	Can be Amended?	Votes Needed
Introduce main motion	<i>"I move to..."</i>	No	Yes	Yes	Yes	Majority
Amend a motion	<i>"I move to amend the motion by // (add to strike words or both)"</i>	No	Yes	Yes	Yes	Majority
Move item to committee	<i>"I move that we refer the matter to the committee."</i>	No	Yes	Yes	Yes	Majority
Postpone item	<i>"I move that we postpone the matter until..."</i>	No	Yes	Yes	Yes	Majority
End debate	<i>"I move the previous question."</i>	No	Yes	No	No	2/3
Procedure problem	<i>"Point of order."</i>	Yes	No	No	No	Chair decides
Recess the meeting	<i>"I move that we recess until..."</i>	No	Yes	No	Yes	Majority
Adjourn the meeting	<i>"I move to adjourn the meeting."</i>	No	Yes	No	No	Majority
Request information	<i>"Request for information."</i>	Yes	No	No	No	No vote
Overrule the chair's ruling	<i>"I move to appeal from the decision of the chair."</i>	Yes	Yes	Depends	No	Majority
Extend the allotted time	<i>"I move to extend the time by ___ minutes."</i>	No	Yes	No	Yes	2/3
Enforce the rules or point out incorrect procedure	<i>"Point of order."</i>	Yes	No	No	No	Chair decides
Table a Motion	<i>"I move to lay the motion on the table..."</i>	No	Yes	No	No	Majority—urgent business

Verify voice vote questioned	<i>"I call for a division."</i>	No	No	No	No	No vote
Object to considering some undiplomatic matter	<i>"I object to consideration of this matter..."</i>	Yes	No	No	No	2/3 in negative
Take up a previously tabled item	<i>"I move to take from the table..."</i>	No	Yes	No	No	Majority
Reconsider something already disposed of	<i>"I move to reconsider our action to..."</i>	Yes	Yes	Depends	No	Majority*
Consider something out of its scheduled order	<i>"I move to suspend the rules and consider..."</i>	No	Yes	No	No	2/3
Close the meeting for executive session	<i>"I move to go into executive session."</i>	No	Yes	No	No	Majority
Personal preference-noise, room temperature, distractions	<i>"Question of Privilege"</i>	Yes	No	No	No	No vote unless vote requested

*A member may make a motion to reconsider something that was already disposed; however, the reconsidered motion may not be subsequently reconsidered. A motion to reconsider must be made during the same meeting and can extend to a meeting that lasts for more than one day.