



VILLAGE OF LINCOLNWOOD

PROTOCOLS AND PROCEDURES FOR MEETINGS AND ACTIVITIES OF THE PRESIDENT & BOARD OF TRUSTEES

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Amended by Resolution No. R-2020-2252, June 16, 2020
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I. MEETING RULES AND PROCEDURES

A. Parliamentary Procedure.

1. Meetings shall be conducted in accordance with these Protocols and Procedures. For all matters not governed by these Protocols and Procedures, matters of the Village Board shall be governed by the most recent edition of *Robert's Rules of Order*. In the case of an inconsistency or conflict between these Protocols and Procedures and *Robert's Rules of Order*, these Protocols and Procedures shall apply and control. In the event that these Protocols and Procedures, or *Robert's Rules of Order*, are in conflict with a specific provision of a Village code or ordinance or a state statute, then the code, ordinance or statute shall apply and control.
2. The rules of parliamentary procedure may be temporarily suspended or altered by a majority vote of all the Trustees then in office.

B. Quorum. A quorum shall consist of a majority of the entire Board of Trustees, including the Village President.

1. A quorum shall be necessary to transact the business of the Village Board.
2. If no quorum is present, the Village Board shall not thereby stand adjourned, but the members present may adjourn or recess the Village Board by a majority vote.

C. Presiding Officer. The presiding officer has the responsibility and authority to control the meeting. The Village President shall be the presiding officer at all regular Village Board meetings and special meetings. At any meeting of the Village

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Board where a quorum is present and the President is temporarily absent, the provisions of Section 2-7-1 of the Village Code shall govern.

D. Questions of Order: Decisions.

1. All questions of order shall be addressed to, and decided by, the presiding officer. The presiding officer shall decide all questions of parliamentary procedure without debate.
2. Any member may appeal to the board from a ruling of the presiding officer and the member making the appeal may briefly state his or her reason for making the appeal, and the presiding officer may briefly explain his or her ruling; but there shall be no debate on the appeal and no other member shall participate in the discussion. The presiding officer shall then put the question, "Shall the decision of the presiding officer be sustained?" If a majority of the members present vote "No", the decision of the presiding officer shall be overruled; otherwise it shall be sustained.

E. The Floor. The presiding officer shall determine who has the floor.

1. Members should act at all times so that the meeting is conducted in a smooth and orderly manner.
2. Members shall address all comments and discussion through the presiding officer. Every member, previous to his or her speaking or making a motion, shall address the presiding officer as "Mr./Ms. President" or "Mr./Ms. Presiding Officer", but shall not proceed with his or her remarks until recognized and named by the presiding officer.
3. A member recognized by the presiding officer shall confine himself/herself to the question under debate.
4. No member shall speak more than once on the same question, except by permission of the presiding officer, and then not until every other member desiring to speak shall have had an opportunity to do so.
5. No member shall speak longer than five minutes at any one time, except by consent of the presiding officer.
6. While a member is speaking, no member shall hold any private discussion, nor pass between the speaker and the presiding officer.
7. A member, when called to order by the presiding officer, shall thereupon discontinue speaking. The order or ruling of the presiding officer shall be binding and conclusive, subject only to the right to appeal pursuant to Section 1.D.2 of these Protocols and Procedures.

8. The presiding officer shall have the power to require the meeting room to be cleared in case of any disturbances or disorderly conduct which prevents the meeting from being continued in an orderly manner.
- F. Motions. Any member can make a motion upon recognition by the presiding officer. A motion may be withdrawn by the maker thereof so long as the motion is withdrawn before the motion is put to a vote.
- G. Subsidiary Motions. When a question is pending before the Village Board, no other motion shall be in order except only one of the following motions:
1. to fix the time to adjourn;
 2. to adjourn;
 3. to take a recess;
 4. to raise a question of privilege;
 5. to call for the orders of the day;
 6. to lay on the table;
 7. to call the previous question;
 8. to postpone to a definite time;
 9. to postpone indefinitely;
 10. to refer to committee;
 11. to amend; and
 12. to the main motion.
- H. Undebatable Motions and Exceptions to Order. A motion to adjourn or to lay on the table shall be decided without debate.
- I. Motion to Adjourn.
1. A motion to adjourn cannot be amended, but a motion to adjourn to a given day or time shall be open to amendment and debate.
 2. A motion to adjourn is always in order, except when:
 - a. A member is in possession of the floor;
 - b. A motion on the main question is pending;

- c. A motion to reconsider is pending; or
- d. The immediately preceding motion was a motion to adjourn.

J. Motion to Postpone Indefinitely. When a question is postponed indefinitely, it shall not be taken up again before the next regular meeting.

K. Motion to Amend. A motion to amend an amendment shall be in order, but a motion to amend an amendment to an amendment shall not be entertained.

L. Voting.

1. A vote shall be taken in order to pass all ordinances and on all propositions to create any liability against the Village, or for the expenditure or appropriation of its money, and upon any question and in all other cases at the request of any member of the Village Board. The vote shall be commenced by the clerk, who will call the roll of the Village Board for taking of a vote by "yeas" and "nays".
2. All debate on the question before the Village Board shall be deemed concluded by the commencement of the vote. However, during the taking of the vote, a member shall be permitted to briefly explain his or her vote and shall respond to the calling of his or her name by the clerk by answering "yea" or nay".
3. Every member present shall vote unless he or she has an interest in the matter, in which event he or she shall disqualify himself/herself. Also, all members shall be seated.
4. If any question under consideration contains several distinct propositions, the Village Board by a majority vote of the members present may divide such questions.
5. The presiding officer shall announce the result of the Village Board's vote and such votes shall be entered into the journal of the proceedings, as provided by statute.

M. Amendments. Only one amendment at a time may be offered to any question before the Village Board. The vote shall first be taken on the amendment, and then on any additional amendments that may be proposed. Finally, a vote shall be taken on the principal motion as finally amended.

N. Reconsideration.

1. 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, once having been made and decided in the negative, shall not be renewed. If a matter has been decided, and a motion to

reconsider such matter has been defeated, the matter may nonetheless come before the Village Board at a future time by way of a motion to rescind or as a new motion. If the presiding officer determines that new facts are to be presented to the Board or that there is a likelihood that the Board will reverse its previous decision, he or she shall rule the motion in order. If a motion is continuously brought before the Board and rejected, the presiding officer may rule its reintroduction under a motion to rescind or as a new motion to be out of order.

2. No motion to reconsider the approval or denial of the recommendation of an advisory body required to hold public hearings shall be entertained except at the same meeting at which the original action was taken or after the matter has been referred to the advisory body for a further hearing and recommendation.
 3. A motion to reconsider must be made 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 a 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 only by those who voted in the affirmative on such question to be reconsidered, so long as the issue presented is the same, no new information is forthcoming, and the rights of third parties have not intervened.
- O. Reports, Communications, and Petitions. All communications, reports, petitions or any other papers addressed to the Village Board shall be made available to the Village Clerk prior to the meeting. The Village Clerk shall distribute copies or read such materials to the members of the Village Board.
- P. Censure of Members. Any member acting or appearing in a lewd or disgraceful manner, or who uses opprobrious, obscene or insulting language to or about any member, or who does not obey the order of the presiding officer, shall be, on motion, censured by a majority vote of the Village Board and, in addition, may be fined in an amount not to exceed \$25.00 for each occurrence.
- Q. Consent Agenda/Omnibus Voting. The Village Board at any meeting may take a single vote by "ayes" and "nays" on the several questions of the passage of any two or more orders, ordinances, resolutions, proclamations or motions placed together for voting purposes in a single group. In such event, the ayes and nays on such matters shall be entered in the minutes as the ayes and nays for each order, ordinance, resolution, proclamation or motion included in the roll call. The question of the passage or failure of each order, ordinance, resolution, proclamation or

motion shall be determined individually by the number of affirmative votes cast. Such matters may be listed together on any agenda under the title "Consent Agenda." Before considering a vote on the Consent Agenda, any member of the Village Board shall have the right to remove a matter from the Consent Agenda and add it to the Regular Business Agenda. Members of the public shall not have the right to remove a matter from the Consent Agenda, but shall be allowed to comment on a matter on the Consent Agenda during the Public Comment Time (even if the Public Comment Time occurs after the consideration and approval of the Consent Agenda by the Village Board).

II. PUBLIC COMMENT AND PARTICIPATION

Except as allowed in the determination of the presiding officer, which determination may be overridden by a majority of the Village Board, members of the public, including residents and taxpayers of the Village and neighboring jurisdictions, federal, state, and local governmental officials and representatives, the media, petitioners, and applicants, will be allowed to address and make comments to the Village Board only: (i) during a "public hearing" convened by the Village Board, as provided in Section II.A below, or (ii) during the "public comment time," as provided and defined in Section 11.B below.

All public comment shall be subject to, and in accordance with, the general rules governing all public comment set forth in Section 11.D below.

Unless the meeting has been designated to be a remote/virtual meeting in accordance with the rules and procedures of applicable Illinois law, any person desiring to make a public comment must do so in person at the location at which the meeting is taking place. Written comments addressed to the Village Board will be distributed to the Village Board, but will not be read during the public comment time.

A. Rules Governing Public Hearings Convened by the Village Board.

1. During any and all public hearings convened by the Village Board, the presiding officer shall recognize and allow to speak any person desiring to speak. In the event that all persons desiring to speak are not able to do so within the time limit allowed for the public hearing, the presiding officer shall either extend the time limit for the public hearing, or adjourn the public hearing to a new date and time.
2. The time limit for comments by each person or group shall be set and announced in advance by the presiding officer. The time limits may vary for each public hearing. The presiding officer may allow representatives speaking on behalf of groups or associations a longer time limit than that allowed for individual speakers. In the event that no time limit is set or announced in advance of the public hearing,

no person or group shall speak for more than five minutes.

3. The order of speakers shall be set and announced in advance by the presiding officer.
4. Advance speaker registration may be required by, and in the sole discretion of, the presiding officer.
5. Cross-examination of witnesses by petitioners, or members of the public, or their representatives, shall be allowed during public hearings, but only upon written request made to the presiding officer on a form provided by the Village Clerk, and submitted to the Village Clerk or to the presiding officer prior to the beginning of the public hearing.

B. Rules Governing the Public Comment Time.

1. Except as expressly provided in these Rules, the agenda of every regular and special meeting of the Village Board and Committee of the Whole shall include a reservation of time during the meeting for public comment ("*public comment time*").
2. When a regular meeting of the Village Board and Committee of the Whole are scheduled for the same night, the public comment time shall occur only during the Village Board meeting. Nothing herein shall prevent the presiding officer from accepting public comment during the Committee of the Whole meeting.
3. Except as expressly provided in these Rules, the presiding officer shall recognize and allow to speak any person desiring to speak during public comment time.
4. In the event that a matter about which a person desires to speak is the subject of a specific item on the **Regular Business agenda (as opposed to the Consent Agenda)** of the same meeting as the public comment time, and public comment will be allowed in the determination of the presiding officer (which determination may be overridden by a majority of the Village Board) during that agenda item, the presiding officer may refuse to allow such person to speak about such matter during the public comment time. If no public comment will be allowed by the presiding officer (which determination may be overridden by a majority of the Village Board) during the specific agenda item, then the person shall be allowed to speak about such matter during the public comment time even though it is the subject of a specific item on the agenda of the same meeting. **Members of the public shall be allowed to comment on a matter on the Consent Agenda during the Public Comment Time (even if the Public Comment Time occurs after the consideration and approval of the Consent Agenda by the Village Board).**

5. No person shall speak during the public comment time for more than three minutes, unless the presiding officer specifies a longer or shorter time period at the outset of the presiding officer, which specification may be overridden by a majority of the Village Board. Such longer or shorter time period shall be applicable to all persons participating in the public comment time at the same meeting.
 6. The presiding officer may recognize Village residents to speak before all other persons desiring to speak; provided that Village residents shall be subject to the same time limitations and time period restrictions as all other persons desiring to speak.
 7. The total amount of time allocated for public comment time at the beginning of each Village Board meeting shall be six minutes, unless determined otherwise by the presiding officer, which determination may be overridden by a majority of the Village Board. In the event that all persons desiring to speak during the public comment time are not able to do so within the initial six-minute time limit allowed, the public comment time shall occur again during the same Village Board meeting, but only after the completion of all other matters on the agenda for the Village Board meeting. At that time, all persons who did not speak during the initial public comment time shall be given the opportunity to speak.
- C. Prohibition of Public Comment outside of Public Comment Time. No person shall be allowed, or have the right, to address or make comments to the Village Board during a public meeting (other than during a duly convened public hearing or during the public comment time), unless the presiding officer determines (which determination may be overridden by a majority of the Village Board) otherwise and recognizes such person. The presiding officer shall have the right to refuse to recognize any person, other than a member of the Village Board, at any time during a public meeting, except as expressly provided herein during a public hearing or during the public comment time.
- D. Rules Governing All Public Comment.
1. Each speaker shall be required to state, in a clear manner so that it can be recorded by the Village Clerk, their name and whether or not they are a resident of the Village.
 2. If a speaker is representing, or speaking on behalf of, an individual, group, or association, the speaker shall be required to state the nature of such representation.
 3. Speakers desiring to use audio or visual equipment in connection with a presentation shall make arrangements with the Village Manager for such use in advance of the meeting.
 4. Public comment on a subject related to a matter for which a public hearing is required should be provided to the body conducting the public hearing at the time such hearing is held.

5. In the interest of promoting the efficient conduct of public business, speakers should refrain from repeating their own testimony and comments, and should refrain from repeating testimony and comments that have previously been provided to the Village Board by other individuals.
 6. Speaker time limits shall be strictly enforced by the presiding officer.
 7. No person may be discourteous, belligerent, impertinent, threatening, disparaging, or otherwise uncivil. The presiding officer may limit the comments of any person who engages in such conduct. No person may continue to speak after the presiding officer has taken the floor from that person.
 8. All questions or statements from the floor must be directed to the presiding officer. All others will be ruled out of order.
 9. No member should interrupt a speaker during a presentation. The presiding officer shall have the right to interrupt a speaker in order to enforce these, or other applicable, rules.
- E. Interruptions and Other Disturbances. No person shall interrupt the proceedings of a Village Board meeting or cause any other form of disturbance or disruption.