

Ordinance No. 97-13

**AN ORDINANCE ESTABLISHING STANDING COMMITTEES
OF THE VILLAGE BOARD**

BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF CHATHAM, ILLINOIS, AS FOLLOWS:

SECTION 1. Standing Committees

A. Establishment The following standing committees of the Board of Trustees are hereby established:

1. **Public Properties and Services.** The Public Properties and Services Committee shall monitor and supervise all matters relating to administration of the Village government, administration of the Village personnel code and personnel policies, police, licensing, parks and recreation, events and festivals, finance (other than budget), and public property other than utility property and streets; and all other matters not assigned any other standing committee. The committee shall review and recommend policies and practices respecting these subjects to the Board of Trustees.

2. **Planning and Utilities.** The Planning and Utilities Committee shall monitor and supervise all Village activities regarding streets, water, sewer, and electric utilities; planning and zoning, subdivisions, land acquisition, building permits, franchises, annexation and budgets, appropriations and taxation. The committee shall review and recommend policies and practices on these subjects to the Board of Trustees.

B. Composition

Each committee shall be composed of three trustees, one of whom shall be the chairperson thereof. The Village President and the Village Administrator shall be ex-officio, non voting members of each committee; however, the Village Administrator shall have no right to attend any committee meeting at which the Administrator's salary, benefits or performance is being considered in executive session.

C. Appointment of Committee Members

The Chairperson and other members of the standing committees shall be appointed by the President with the advice and consent of the Board of Trustees.

D. Committee Meetings

1. All committee meetings shall be conducted in accordance with Robert's Rules of Order, or such other rules of procedure as may be adopted by the committee.

2. A majority of the members appointed to any committee constitutes a quorum. Ex officio members may not be counted for the purpose of determining the presence of a quorum.

3. Meetings of committees may be called by the chairperson. The chairperson shall within two days call a meeting of a committee upon the written request of a majority of the members thereof.

4. Notices of meetings of committees shall be duly posted or published and such

meetings shall be open to the public, and otherwise conducted in full compliance with the Illinois Open Meetings Act as amended from time to time.

E. Reports

1. Any written committee reports shall be signed by a majority of the members thereof and filed with the Village Clerk. Minority reports may be filed.

2. The chairperson of each committee shall report committee action to the President and Board of Trustees at the regular meeting thereof next ensuing after the occurrence of such committee action.

3. The President shall promptly advise the appropriate committee chairperson of actions or occurrences relating to the subject of review, or field of responsibility, which do not comport with policies, procedures, or practices approved by the committee or the Board of Trustees. In case of any emergency concerning the subject or responsibility of a standing committee, the President or such other responsible Village official or employee shall promptly advise the chairperson of such committee of the occurrence. The chairperson shall forthwith advise the members of the committee of such emergency and shall take such action as may be deemed necessary and convenient, all circumstances considered.


4. The President shall provide each committee copies of correspondence and documents received and engaged in by the President relative to the subject of review or field of responsibility of the appropriate committee. The chairperson of each committee shall provide the President with copies of correspondence and documents received or engaged in by the committee relative to its subject of review or field of responsibility.

F. Terms of Appointments Appointments to all committees shall become effective upon approval of such appointment by the Board of Trustees of the Village. Appointments to standing committees shall be for two years or for the appointee's term of office, which ever occurs sooner, unless sooner terminated by law, resignation or action of the Board of Trustees.

SECTION 2. Nothing contained in this Ordinance shall be construed to invalidate or revoke any action heretofore or hereafter taken or to rescind or otherwise terminate any committee appointments, powers, duties or functions heretofore lawfully delegated or exercised until such standing committees as are created by this Ordinance, and the chairpersons thereof, have been appointed and approved by the Board of Trustees as herein provided.

SECTION 3. This Ordinance supersedes and all ordinances prior to the date hereof relating to standing committees. This Ordinance is effective upon its passage and approval.

PASSED this 13 day of May 1997.



President

ATTEST:



CLERK

AYES: 0

NAYS: Ø

PASSED: 5/13/97

APPROVED: 5/13/97

ABSENT: Ø