

Ordinance No. 97-73

**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. Administration. The Administration Committee shall monitor and supervise all matters relating to police, administration of the Village government, administration of the Village personnel code and personnel policies, finance, franchises, the Recreation Commission, 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 Economic Development. The Planning and Economic Development Committee shall monitor and supervise all matters relating to economic development, tax increment financing, programming of Village projects, planning and zoning, licensing and annexations. The Committee shall review and recommend policies and practice regarding these subjects to the Board of Trustees.

3. Public Property. The Public Property Committee shall monitor and supervise

all Village activities regarding parks, the cemetery, Village property and equipment, and land acquisition and building codes. The Committee shall review and recommend policies and practices on these subjects to the Board of Trustees.

4. Utilities and public works. The Utilities and Public Works Committee shall monitor and supervise all Village activities relating to streets, alleys, sidewalks, water, sewage collection and disposal, and recommend policies and practices regarding these subjects to the Board of Trustees.

### **B. Composition of Committees**

1. The Administration Committee shall be composed of the Village President and three trustees, one of which will be the Chairperson.

2. The Planning and Economic Development Committee shall be composed of three trustees.

3. The Public Property Committee shall be composed of three trustees, one of whom shall be the chairperson.

4. The Public Works and Utilities Committee shall be composed of three trustees, one of whom shall be the chairperson.

### **C. Appointment of Members; Ex Officio Members**

1. Members of all standing committees shall be appointed by the President with the advice and consent of the Board of Trustees. One member of each committee shall be selected as chairperson by the President, with the advice and consent of the Board of Trustees.

2. The President shall be an ex officio, nonvoting member of all committees other than the Administration Committee, of which he or she is a voting member. The Village Administrator shall be a nonvoting, ex officio member of all committees.

#### **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 of 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.

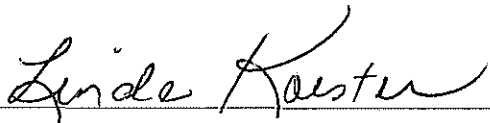
**F. Terms of Appointments** Appointments to all committees shall become effective upon approval of such appointment by the Board of Trustees of the Village. Appointments to standing committees shall be for two years or for the appointee's term of office, which ever occurs sooner, unless sooner terminated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

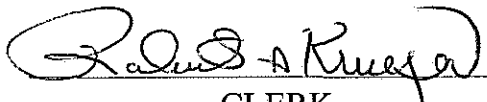
exercised until such standing committees as are created by this Ordinance, and the chairpersons thereof, have been appointed and approved by the Board of Trustees as herein provided.

**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 \_\_\_ day of November 1997.

  
\_\_\_\_\_  
President

ATTEST:

  
\_\_\_\_\_  
CLERK

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

PASSED: \_\_\_\_\_

APPROVED: \_\_\_\_\_

ABSENT: \_\_\_\_\_

**ORDINANCE CERTIFICATE**

STATE OF ILLINOIS            )  
  ) SS.  
COUNTY OF SANGAMON        )

I, the undersigned, do hereby certify that I am the duly qualified and acting Village Clerk of the Village of Chatham, Sangamon County, Illinois.

I do further certify that the ordinance attached hereto is a full, true, and exact copy of Ordinance No. 97-73 adopted by the President and Board of Trustees of said Village on the \_\_\_\_\_ day of November, 1997, said Ordinance being entitled:

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

I do further certify that prior to the making of this certificate, the said Ordinance was spread at length upon the permanent records of said Village, where it now appears and remains.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of said Village this \_\_\_\_\_ day of November, 1997.

\_\_\_\_\_  
Village Clerk