

## CHAPTER 1

### VILLAGE BOARD MEETINGS

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#### **1.01 MEETING TIME AND DATE**

(1) Regular Meetings. Meetings of the Village Board shall be held at such times as the Village Board directs, but the Board shall meet at least once every month.

(2) Special Meetings. Special meetings of the Village Board may be called by any two trustees in writing, filed with the Clerk, who shall thereupon reasonably notify all the trustees of the time and place of the meeting by either written or oral communication.

(3) Place of Meeting. Unless otherwise directed by the Village Board, all meetings shall be held at the Village Hall/Community Building.

#### **1.02 PRESIDING OFFICER**

The President shall preside at all meetings when present. In the President's absence, the Board may select another trustee to preside. The President shall be, by virtue of the office, a Trustee and have a vote as Trustee. The President shall sign all ordinances, rules, bylaws, regulations, commissions, licenses and permits adopted and authorized by the Board and all orders drawn on the treasury.

#### **1.03 ORDINANCES AND RESOLUTIONS**

Ordinances, resolutions, bylaws, communications and other matter submitted to the Board shall be referred to the Village Board by the President. No Ordinance shall be considered unless presented in writing. Unless requested by a Trustee before a final vote is taken, no ordinance, resolution or bylaw need be read in full.

#### **1.04 GENERAL RULES**

Whenever there is any question of parliamentary procedure raised, the issue shall be decided by a majority vote of the Board.

## **1.05 SUSPENSION OF RULES**

These rules or any part thereof may be temporarily suspended in connection with any matter under consideration by a recorded vote of 2/3 of the members present.