

Village of De Soto
Ordinance No. 18

VILLAGE BOARD MEETINGS

Section 1: MEETING TIME AND PLACE

- (1) Regular Meetings: At the end of each monthly board meeting the village board shall set the time, date and location for the next village board meeting and this shall be posted at the usual posting locations.
- (2) Special meetings: Special meetings of the Board may be called by two trustees by filing a written request with the Clerk or by the Village President and the Clerk at least 24 hours prior to the time specified for such meeting. The Clerk shall immediately notify each Trustee of the time and purpose of such meeting at her/his usual place of abode and shall post a notice of such meeting at the usual posting locations. Special meetings may be held without notice when all members of the Board are present or consent in writing to the holding of said meeting. No business shall be transacted at a special meeting except for the purpose stated in the posted notice, unless all Trustees are present.
- (3) Place of Meetings: All meetings of the Board shall be held in the Village Hall unless otherwise posted.
- (4) Quorum: A majority of Trustees constitutes a quorum. One Trustee may attend a meeting by telephone and shall be included in the quorum count.

Section 2: ORDER OF BUSINESS

The business of the Village Board shall be conducted in the following order, unless the majority of the board members present approve changes.

1. Call to order by presiding officer.
2. Roll call. If a quorum is not present, the meeting shall be adjourned to a future date.
3. Reading, correction and approval of minutes of the previous meeting.
4. Approval of agenda.
5. Approval of bills.
6. Public comments.
7. Committee reports.
8. Reports of Village Officers.
9. Old business.
10. New business

Section 3. PRESIDING OFFICER

- (1) Conduct of Meeting: The Village President shall conduct the proceedings of the meeting and shall preserve order. A member may appeal a decision of the presiding officer. Such appeal is not debatable and must be sustained by a majority of the members present, exclusive of the presiding officer.
- (2) Absence of President: If the President is absent from any meeting, or attending by telephone, the Senior Trustee shall call the meeting to order and preside.

Section 4. COMMITTEES

Committees of the Village shall be specified by resolution.

Section 5. ORDINANCES AND RESOLUTIONS

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

Section 6. GENERAL RULES

The deliberations of the Board shall be conducted in accordance with the parliamentary rules contained in Robert's Rules of Order Revised (1951), which is hereby incorporated in this section by reference. No person other than a member of the Board shall address the Board except by majority vote of the member present. No ordinance, resolution or other motion shall be withdrawn or amended without the consent of the person introducing the same and the person seconding it.

Section 7. 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 2/3rds of the members present.

PASSED AND APPROVED THIS 1st DAY OF October, 2005

Village President *Chris Mussatti*
Chris Mussatti

ATTEST:

Carrie A. Brudos

Carrie A. Brudos, Village Clerk

POSTED:10-7-05