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1 Sec. 2-76. - Regular meetings.

2 The council shall meet regularly ~~on the second and fourth Tuesday~~
3 ~~of each month at 6:00 pm.~~ in the city council chambers or at such
4 other place and time within the limits of the city on the dates at the
5 hour as the mayor and the council may from time to time direct. If a
6 regular meeting day falls on a legal holiday, then the council shall
7 meet at the same hour on the next business day following.

8 (Code 1969, § 2-66; Ord. No. 093-33, § 1, 4-20-93; Ord. No. 095-63, §
9 1, 8-15-95; Ord. No. 001-68, § 1, 6-26-01)

10 Sec. 2-77. - Special meetings.

11 (a) The mayor may call special meetings of the city council. In so
12 doing, he shall adhere to all notice requirements prescribed by
13 ~~law statute and ordinance.~~ Three (3) aldermen may call special
14 meetings of the city council. The mayor or such three (3) aldermen,
15 as the case may be, shall file in the office of the city clerk a
16 statement in writing setting forth the object and purpose of such
17 special meeting and direct the clerk to give notice of the same.

18 (b) Upon the filing of such statement, the city clerk shall cause such
19 notice to be served upon the several members of the city council in
20 the manner required by law, personally upon the mayor and each
21 ~~aldermen, or delivered to his office or legal residence at least~~
22 ~~twenty-four (24) hours prior to such special meeting,~~ which notice
23 shall set forth the object and purpose of such special meeting and
24 the time and place thereof. In addition, public notice of such
25 meetings must be given in the manner prescribed by state law.

26 (Code 1969, §§ 2-50, 2-67)

27 **State Law reference-** Open Meetings Act, Ill. Rev. Stat. Ch. 102, § 41
28 et seq.

29 Sec. 2-78. - Agenda.

30 The mayor or a person acting at the mayor's direction shall prepare
31 the agenda for all regular and special meetings of the council and shall
32 direct the clerk to provide notice of such agendas in the manner required
33 by law, and shall cause a written copy to be delivered to the legal
34 ~~residence of each member of the council at least twenty-four (24) hours~~
35 ~~in advance of the regular or special meeting.~~

1 (Code 1969, § 2-49)

2
3 Sec. 2-80. - Attendance.

4 (a) At the time set for a meeting of the city council, if there is
5 less than a quorum present, one (1) or more of the aldermen present
6 may compel the attendance of the absentees by issuing an order in
7 writing to the police chief, or any official or member of the police
8 department, to bring to such meeting any and all absent members found
9 in the city who are not unable, through sickness, to attend.

10 (b) If a quorum of the city council or any of its committees is
11 physically present at the location of a duly-noticed meeting as
12 required by the Open Meeting Act, a majority of the city council or
13 the committee, as the case may be, may permit a physically absent
14 member to participate in the meeting by video or audio conference,
15 provided that the member is prevented from physically attending the
16 meeting because of an extended (1) personal illness or disability or
17 (2) a family or other emergency reasonably expected to extend beyond
18 fourteen (14) consecutive days. If a member wishes to attend a meeting
19 by other means, the member must notify the city clerk or the committee
20 secretary at least twenty-four (24) hours before the meeting unless
21 advance notice is impractical. A physically absent member may not
22 preside over a meeting via video or audio conference, however, he or
23 she may participate in the meeting to the same extent as physically
24 present members. A physically absent member's participation by video
25 or audio conference shall be reflected in the minutes of the meeting.

26 (c) To the extent permitted by law, the city council or any of its
27 committees may conduct meetings without the physical presence of a
28 quorum, provided that such meetings comply with the requirements of
29 the Open Meetings Act. Meetings conducted under this paragraph shall
30 offer members of the public an opportunity to offer public comment
31 in substantial accord with the rules adopted by the city council or
32 committees.

33 (Code 1969, § 2-69; Ord. No. 019-032, Exh. A, 5-28-19)

34
35 Sec. 2-81. - Temporary chairman.

1 In the absence of the mayor, acting mayor or mayor pro tem, from a
2 regular or special council meeting, or of the committee of the whole,
3 the members present ~~the city council~~ may elect an alderman to act as
4 temporary chairman for the duration of the meeting. The temporary
5 chairman shall have only the powers of a presiding officer and a right
6 to vote in his capacity as alderman on any ordinance, resolution or
7 motion.

8 (Code 1969, § 2-71)

9
10 Sec. 2-97. - Robert's Rules.

11 The latest published edition of Robert's Rules of Order, Newly Revised
12 shall govern the council in all cases to which it is applicable and in
13 which it is not inconsistent with ordinances or laws of the state.

14 (Code 1969, § 2-82(10))

15
16 Sec. 2-98. - Meetings to be public.

17 All regular and special meetings of the council, including committee
18 meetings of the council, shall be ~~public open~~ meetings, except when
19 closed as authorized by law ~~where otherwise provided by statute.~~

20 (Code 1969, § 2-82(1))

21 **State Law reference-** Open Meetings Act, Ill. Rev. Stat. Ch. 102, ¶ 43
22 et seq.

23 Sec. 2-100. - Order of business.

24 (a) At the hour selected for the meeting, the clerk or someone appointed
25 to fill his place, shall proceed to call the roll of councilmembers,
26 mark the absentees and announce whether a quorum is present. Upon the
27 appearance of a quorum, the council shall be called to order, the
28 mayor taking the chair if present. In the absence of the mayor or
29 mayor pro tem, the alderman having the longest continuous tenure
30 shall convene the council and preside until the council elects from
31 its membership a temporary chairperson. ~~, and the council appointing~~
32 ~~a temporary chairman if he should be absent.~~ If a quorum does not
33 appear, the council shall not thereby stand adjourned unless by a
34 vote of the members present. When a quorum is present, the council

1 shall proceed to the business before it, which shall be conducted in
2 manner set forth in the agenda. ~~the following order:~~

3 ~~(1) Approval of the minutes of former meetings.~~

4 ~~(2) Consent agenda.~~

5 ~~(3) Presentation of petitions and communications.~~

6 ~~(4) Reports from the mayor.~~

7 ~~(5) Unfinished business.~~

8 ~~(6) Reports from the committee of the whole.~~

9 ~~(7) New business.~~

10 ~~(8) Miscellaneous matters.~~

11 ~~(9) Adjournment.~~

12 (b) All questions relating to the priority of business shall be decided
13 by the chair, without debate, subject to appeal.

14 (c) The council may by resolution adopt a general outline setting forth
15 the regular order of business of its meetings to be reflected on
16 meeting agendas.

17 (Code 1969, § 2-82(3))

18 Sec. 2-101. - Consent agenda.

19 (a) When the mayor prepares the agenda for regular meetings of the
20 city council, he shall cause to be placed on the consent agenda
21 section such matters requiring council consent that he considers to
22 be routine or which the committee of the whole has by unanimous
23 consent authorized for placement on the consent agenda. All such
24 matters placed on the consent agenda shall be fully stated motions,
25 resolutions or ordinances. For the purposes of this paragraph, the
26 mayor may consider as routine any matter belonging to a category of
27 topics which the city council has, by resolution, determined do not
28 ordinarily require previous consideration by a standing committee or
29 by the committee of the whole and which do not ordinarily require
30 council deliberation prior to adoption. Routine items may be
31 accompanied by an abbreviated memorandum and shall be conspicuously
32 identified on the consent agenda.

33 (b) Upon council consideration of the consent agenda, the clerk shall
34 read by title all items contained thereon. Following the reading of
35 the consent agenda, the chair shall entertain a motion and a second

1 to approve the consent agenda. The chair shall then inquire of the
2 council first ask if there are any motions requests to remove items
3 from the consent agenda. Upon the request of an alderman, any item
4 on the consent agenda shall be removed and Any item on that agenda
5 may be removed and considered separately under the "unfinished
6 business" portion of the city council agenda order of business upon.
7 A request shall not require a second unless the committee of the
8 whole directed the item be placed on the consent agenda and the
9 alderman requesting the removal of an item was present at said
10 meeting. a motion and seconded by members of the council. Such motions
11 shall not be debatable. After aldermen have had an opportunity to
12 make removal motions requests, the chair shall call the question on
13 the consent agenda.

14 (c) Whenever in advance of a meeting of the city council an alderman
15 expects to request the removal of any item from the consent agenda
16 under paragraph (b), the city council requests that the alderman, at
17 the earliest opportunity, make reasonable efforts to notify the
18 author of any memorandum attached to the item of his intention to
19 request the item's removal from the consent agenda in order to afford
20 the administrative service an opportunity to respond to or address
21 the concerns the alderman or the city council may raise during
22 deliberations on the item as part of the unfinished business. Failure
23 of an alderman to provide notice under this paragraph shall not be
24 cause to reject the alderman's request to remove the item from the
25 consent agenda.

26 (d) When approved by a majority vote, the individual motions, resolutions
27 and ordinances contained on the consent agenda and approved therein
28 shall have the same effect and force as they would have had if
29 individually approved by the council.

30 (Code 1969, § 2-82(2), (3))

31
32 Sec. 2-104. - Voting.

33 (a) A roll call vote shall be required to be taken upon the adoption
34 of ordinances and resolutions, on other matters as required by law,

1 and the approval of payment of bills, and as requested by the mayor
2 or two (2) aldermen.

3 (b) Every motion, resolution or ordinance shall be reduced to writing
4 and read before a vote is taken thereon, except where a copy of a
5 resolution or ordinance has been given in advance to each member of
6 the council and then it shall be read by title only.

7 (c) Each alderman present when a question is taken shall is expected
8 to vote yea or nay thereon unless excused by the council or unless
9 his abstention or recusal is required by any provision of law or
10 ordinance~~he may be directly interested in the question and so announce~~
11 ~~his interest, in which case he shall neither vote nor shall he be~~
12 ~~counted in determining the number of councilmembers present for the~~
13 ~~votes on the matter.~~

14 (d) The consideration of motions, resolutions and ordinances shall be
15 governed by the provisions of section 2-136.

16 (Code 1969, § 2-82(8); Ord. No. 094-06, § 1, 1-18-94)
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