

CHAPTER 6

VILLAGE BOARD OF TRUSTEES

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1-6-1: **COMPOSITION OF BOARD; QUALIFICATIONS; TERM:** The Village Board of Trustees shall consist of six (6) members who shall be elected at large by the electors residing in the Village, and who shall hold office for a term of four (4) years, one-half to be elected every second year in the regular April election.

No person shall be elected to the office of Trustee who is not eighteen (18) years of age or more; nor who has not been a resident of the Village for at least one year, nor who is not an elector of the Village.

If there is a failure to elect any Village officer, or if the person elected fails to qualify, the person filling the office shall continue in office until his successor has been elected and has qualified.

1-6-2: **VACANCY IN OFFICE:** Whenever a vacancy occurs in the office of Trustees, such vacancy shall be filled for the remainder of the term at the next election of Trustees, unless filled at a special election as provided by the Statutes of the

State of Illinois. During the period from the time a vacancy occurs until a Trustee is elected and has qualified, the vacancy may be filled by the appointment of a Trustee by the President and remaining Trustees, voting jointly.

1-6-3: **STANDING COMMITTEES:**

A. There are hereby established the following standing committees of the Village:

Committee on Finance
Committee on Water & Sewer
Committee on Streets
Committee on Ordinance and Health
Committee on Licenses and Public Safety
Committee on Public Property & Forrestry

B. Each standing committee shall consist of three (3) Trustees. The Village President shall designate the chairman of each committee.

C. All special reports requested of any committee by the President shall be made at the next succeeding meeting of the Board of Trustees, unless otherwise directed by the President.

D. If requested by a majority vote of the Board of Trustees, committee reports shall be in writing and shall be signed by the committee chairman or acting chairman.

1-6-3-1: **COMMITTEE ON FINANCE:** The Committee on Finance shall:

A. Make recommendations to the President and Board of Trustees as to any suggested changes in the accounting system of the Village and the accounting methods used by any Village official receiving or disbursing Village funds.

B. Not later than the regular meeting in June of each fiscal year, prepare and submit to the President and Board of Trustees a written statement of the proposed appropriation for the fiscal year of such sums of money as may be deemed necessary to defray all necessary expenses and liabilities of the Village, and specifying in detail the object and purpose for which each appropriation shall be made and the

amount thereof. Such appropriation statement shall specify in detail the amount of each appropriation to be provided for by tax levy upon all property subject to taxation within the Village as such property is assessed and equalized for State and County purposes for the current year.

C.

Not later than the regular meeting in July of each fiscal year, submit to the President and Board of Trustees, in final form, the proposed appropriation ordinance for the fiscal year specifying in detail the object and purpose for which each appropriation shall be made and the amount thereof. Such proposed ordinance shall specify in detail the amount thereof to be provided for by tax levy upon all property subject to taxation within the Village as such property is assessed and equalized for State and County purposes for the current year.

D.

D. Have the authority to examine the books and records of any Village official receiving or disbursing Village funds.

E.

E. Recommend to the corporate authorities the banking institutions in which the Village Treasurer shall be authorized to deposit Village funds.

1-6-3-2:

COMMITTEE ON STREETS:
Streets shall:

The Committee on

A.

Be responsible for recommendations to the corporate authorities for the maintenance, operation and repair of public streets, alleys, and ways.

B.

Supervise the work of and receive reports from the Superintendent of Public Works and shall transmit the same to the corporate authorities with its recommendations thereon.

C.

Submit all bills of the Superintendent of Public Works to the Committee on Finance with its approval or disapproval.

D.

Make recommendations for future public works and their coordination with existing facilities in conjunction with

foreseeable land development.

1-6-3.3: **COMMITTEE ON WATER & SEWERS:** The Committee on Water and Sewers shall:

- A. Be responsible to the Corporate Authorities for the maintenance, operation and repair of the water supply and distribution systems, the sewer mains and manholes and operation of the sewage treatment plant.
- B. Supervise the work of and receive reports from the Superintendent of Public Works and shall transmit the same to the corporate authorities with its recommendations thereon.
- C. Submit all bills of the Superintendent of Public Works to the Committee on Finance with its approval or disapproval.
- D. Make recommendations for future public works and their coordination with existing facilities in conjunction with foreseeable land development.

1-6-3-4: **COMMITTEE ON ORDINANCE AND HEALTH:** The Committee on Ordinance and Health shall:

- A. Be responsible to the corporate authorities for the recommended changes in the Village Ordinances.
- B. Advise the Board of Trustees for the health and welfare of the village residents.

1-6-3-5: **COMMITTEE ON LICENSES AND PUBLIC SAFETY:** The Committee on Licenses and Public Safety shall:

- A. Oversee licenses and quality of service and make recommendations to the corporate authorities.
- B. Oversee Police and Fire Protection.

1-6-3-6: **COMMITTEE ON PUBLIC PROPERTY & FORRESTRY:** The
Committee on Public Property & Forrestry shall:

- A. Be responsible for the collection of fees for permits and the inspection of construction in the Village.
- B. Be responsible for the maintenance of Village equipment and upkeep of structures owned by the Village.
- C. Be responsible for maintenance of trees and shrubbery upon public property within the Village.

1-6-4: **RULES OF ORDER:**

- A. Rescinded Action: No vote or action of the Board of Trustees shall be rescinded at any special meeting unless there be present at such special meeting as many members of the Board of Trustees as were present at the meeting when such vote or action was taken, as provided by Statute.
- B. Addressing Meetings: No person, other than the President or a member of the Board of Trustees or other municipal officer or employee, shall address that body at any regular or special meeting of the Board except upon consent of a majority of the members present.
- C. General Rules: The President shall take the chair at the hour to which the Board of Trustees shall have adjourned and call all members to order. The roll shall be called and if a quorum be present, the Board of Trustees shall then proceed to the business before them, which shall be conducted in the following order:
 - 1. Roll Call.
 - 2. Treasurer's Report.
 - 3. Minutes.
 - 4. Bills.
 - 5. Committee Reports.
 - 6. Unfinished Business.
 - 7. New Business.
 - 8. Adjournment.

Rule 2. Every member present when a question is taken shall vote, unless excused by the Board of Trustees; and unless he may be directly interested in the question, in which case he need not vote; and every motion shall be reduced to writing, if the President or any member so desires.

Rule 3. Every question or motion, when seconded, shall be stated by the President distinctly, before it is open for debate. The President may call any member to perform the duties of the chair; but each substitution shall not extend beyond an adjournment.

Rule 4. The ayes and nays upon any question shall be taken and entered upon the journal.

Rule 5. A motion to lay on the table simply shall not be debatable; but a motion to lay on the table, with any conditions, shall be subject to amendment and debate.

Rule 6. All committees shall be appointed by the President unless specifically directed by the Board of Trustees.

Rule 7. All reports of committees shall be addressed to "The Board of Trustees of the Village of Dakota". All select, or standing committees to whom any matter shall be referred, shall report thereon in writing as soon as the second regular meeting of the Board of Trustees after such reference.

Rule 8. Every ordinance shall be read when introduced.

Rule 9. When a motion has once been carried in the affirmative, or negative, it shall be in order for any member who voted on the side which prevailed to move a reconsideration thereof at the same meeting, or at the next regular meeting of the Board of Trustees, but not thereafter; but no question that has been once decided and reconsidered and decided a second time, shall again be reconsidered.

Rule 10. These rules shall not be repealed, altered, suspended, or amended unless by the concurrence of two-thirds.