



Agenda
Village of Glen Ellyn
Special Village Board Workshop
Monday, July 28, 2025
6:00 PM
Glen Ellyn Civic Center, Room 301

Meeting Procedures Statement

Visitors are most welcome to attend all meetings of the Village Board and can find copies of the Agenda at the meeting or online at www.glenellyn.org prior to the meeting. Any individual with a disability requiring a reasonable accommodation in order to participate in a meeting should contact The Village of Glen Ellyn ADA Coordinator, 630-469-5000, at least five (5) business days in advance of the next scheduled meeting. All matters on the Agenda may be discussed, amended, and acted upon.

- A. Call to Order**
- B. Pledge of Allegiance**
- C. Roll Call**
- D. Audience Participation**

- 1) Open:

Members of the public are welcome to speak to any item not specifically listed on tonight's agenda for up to (3) three minutes. For those items which are on tonight's agenda, the public will have the opportunity to comment when the item is discussed. Please complete the Audience Participation form and turn it in to the Village Clerk. It is requested that one spokesperson for a group be appointed to provide comment for the entire group. When recognized, please step to the microphone and state your name and provide your comment. Individuals wishing to address the Board shall exercise proper decorum and respect for the proceedings and the business of the Village Board, and shall refrain from abusive demeanor and language. The practice of ceding time to other speakers shall be prohibited, except in the discretion of the presiding officer of the meeting. Public officials are not obligated to respond to questions.

- E. Board Governance Discussion**
 - 1) Proposed Governance Documents Applicable to Village Board Meetings and Boards and Commissions (Village Manager Franz and Village Attorney Stephanides)
- F. Adjourn**



Glen Ellyn Village Board
535 Duane Street
Glen Ellyn, IL 60137

Meeting 7/28/2025 6:00 PM
Department: Administration
Department Head: Mark Franz
Category: Discussion Item
Prepared By: Paul Stephanides

**AGENDA ITEM (ID
2025-649)**

DOC ID: 2025-649

Proposed Governance Documents Applicable to Village Board Meetings and Boards and Commissions (Village Manager Franz and Village Attorney Stephanides)

Statement of the Issue:

Staff have been directed to prepare documents that formalize procedures to govern Village Board meetings. Many of these procedures were also drafted to govern Village boards and commissions.

Analysis:

Over the past year, the Village Board directed staff to formalize certain Board policies and procedures through the development of an ordinance and supporting protocols for official adoption. This initiative originated from a Village Board Strategic Planning Meeting facilitated by an outside consultant where the Board reached a consensus on the need to formalize these procedures.

Over the last five months, staff have worked closely with Trustee Kalinich and Simon who volunteered to assist in this effort. The attached ordinance and Protocols reflect the outcomes of those collaborative meetings. At the Village Board Workshop on July 28, staff will present these proposed documents, gather feedback from the full Board, and work toward building consensus for their adoption at a future Board meeting.

Highlights of the draft ordinance include:

- (1) Codification of the procedures used to select a President Pro Tem;
- (2) Codification of when the Village President votes on agenda items;
- (3) Procedure for the Village President to appoint Trustee liaisons to boards and commissions with the consent of the Village Board;
- (4) Codification of attendance by Board members and members of boards and commissions by electronic means;
- (5) Rules for audience participation at public meetings; and
- (6) Procedures to address disturbances at public meetings.

Highlights of the draft Protocols include:

- (1) Adoption of the Illinois Municipal League's civility pledge;
- (2) Duties of a Chair of a public meeting;
- (3) Procedure for when a roll call vote is required;

- (4) Establishment of the precedence of motions made at meetings;
- (5) Formal establishment of a policy for proclamations; and
- (6) Procedures for Village communications.

Staff looks forward to the discussion and receiving more direction at this Village Board Workshop.

Budget Impact:

N/A

Contribution to Strategic Plan

Strategic Priority: Effective Governance. Action Item: Effective Village Board and Board/Commission process and meetings.

Action Requested:

Discussion Purposes only

Attachments:

1. Procedures Ordinance - Draft
2. Protocols - Draft
3. Resolution - Protocols

DRAFT



Village Of Glen Ellyn

Ordinance No. xxxx-VC

An Ordinance Amending Title 1 (“Administrative”) of the Glen Ellyn Village Code Regarding Village Board Procedures, Electronic Attendance, and Rules for Audience Participation

**Adopted by the
Village President and the Board of Trustees
of the Village of Glen Ellyn
DuPage County, Illinois
This ____ Day of _____, 2025.**

Published in pamphlet form by the authority of the
Village President and Board of Trustees
of the Village of Glen Ellyn, DuPage County,
Illinois, this ____ day of _____, 2025.

Ordinance No. xxxx-VC

**An Ordinance Amending Title 1 (“Administrative”)
of the Glen Ellyn Village Code Regarding Village Board
Procedures, Electronic Attendance, and Rules for Audience Participation**

WHEREAS, the Village of Glen Ellyn (“Village”) is a home rule unit of government as provided by the provisions of Article VII, Section 6 of the Illinois Constitution of 1970; and

WHEREAS, as a home rule unit of government, the Village is expressly empowered to perform any function pertaining to its government and affairs, including, but not limited to the power to regulate for the protection of the public health, safety, morals, and welfare; and

WHEREAS, the Village Board has determined to amend Title 1 (“Administrative”), Chapter 6 (“Board of Trustees”) of the Glen Ellyn Village Code regarding Village Board procedures to further establish an efficient and effective forum for Village Board meetings as set forth herein; and

WHEREAS, the Village Board has also determined to codify its rules for electronic attendance at Board meetings without being physically present as required by Section 7 of the Open Meetings Act, 5 ILCS 120/7, and to adopt rules for public comment as required by Section 2.06(g) of the Open Meetings Act, 5 ILCS 120/2.06(g).

NOW, THEREFORE, BE IT ORDAINED BY THE VILLAGE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF GLEN ELLYN, DUPAGE COUNTY, ILLINOIS, in the exercise of their home rule powers, as follows:

Section 1. Recitals Incorporated. The foregoing recitals and all exhibits attached to this Ordinance are incorporated as though fully set forth in this Section 1.

Section 2. Village Code Amended. Title 1 (“Administrative”), Chapter 1 (“Official Village Code”) of the Glen Ellyn Village Code is amended to add a new Section 1-1-7

(“Administering Oaths”) as follows:

1-1-7. Administering oaths:

Whenever the administration of an oath is required by law or this Code, such oath may be administered by the Village President, Village Clerk, Plan Commission Chair, Zoning Board of Appeals Chair, the Village Attorney or the Plan Commission or Zoning Board of Appeals recording secretary.

Section 3. Village Code Amended. Title 1 (“Administrative”), Chapter 5 (“Village President”) of the Glen Ellyn Village Code is amended to add the underlined language and delete the overstricken language as follows:

1-5-2. No Bond ~~bond~~; oath.

(A) No Bond ~~bond~~: ~~Before entering upon the duties of his office, the~~ The President shall ~~give not be required to give a bond in the sum of \$3,000.00, with surety to be approved by the Board of Trustees, conditioned upon his faithful performance of his duties.~~

(B) Oath: ~~He~~ The President shall take the oath of office prescribed by ~~statute~~ law.

* * * *

1-5-6. President Pro Tem:

The Village Board shall select a Trustee to serve as President Pro Tem on a rotating basis for a three (3) month period. The rotation shall be based upon a Trustee’s seniority with the longest serving Trustee being initially selected to serve and in the case of a tie, the Trustees shall serve in alphabetical order. The President Pro Tem shall preside at all Board meetings in the absence of the President. If the President is temporarily absent from the Village or is unable to perform the duties of the office due to disability or incapacity, the President Pro Tem shall perform the duties and possess all the rights and powers of the President. The Trustee serving as President Pro Tem shall continue to vote as a Trustee and shall not be entitled to vote both as President Pro Tem and as a Trustee. If the President Pro Tem is unable to serve, the Trustee with the next longest seniority shall serve as President Pro Tem and in the case of a tie, Trustees shall serve in alphabetical order.

* * * *

Section 4. Village Code Amended. Title 1 (“Administrative”), Chapter 6 (“Board of Trustees”) of the Glen Ellyn Village Code is amended to add the underlined language and delete the overstricken language to read as follows:

1-6-2. Oath:

Members of the Board of Trustees shall take the oath as prescribed by statute law.

1-6-3. Meetings.

(A) *Regular meetings:* The regular meetings of the Board of Trustees shall be held on the second and fourth Monday in each calendar month in each year at the hour of 7:00 p.m. The meeting place of the Board of Trustees shall be ~~in the boardroom,~~ in the Galligan Board Room in the Village Civic Center; unless otherwise specified by the Board of Trustees.

(B) *Village Board workshops:* One Village Board workshop meeting will be held each month unless otherwise specified by the Board of Trustees or the Village Manager. ~~The Village Board shall hold the workshop~~ Workshop meetings shall be held at the hour of 7:00 p.m. ~~on the third Monday of every a month of each year.~~ At the workshop, the Village Board may discuss any item of current business or matters involving future attention. ~~No formal action shall be taken at any workshop meetings.~~ The meeting place of the Board of Trustees for a workshop meeting shall be in the Civic Center, unless otherwise specified by the Board of Trustees.

(C) When the day of a regular meeting or workshop would occur on a holiday observed by the Village or on a holiday observed by the federal government, the regular meeting shall be held on the Tuesday following the regular meeting or workshop date unless otherwise determined by the Board by resolution not later than the next preceding regular meeting or workshop.

(D) *Special meetings:* Special meetings may be called by any three members of the Board of Trustees, ~~or by the President or by the Village Manager;~~ provided, that a written notice of such special meeting shall be given in the manner provided by ~~law~~ Section 2.02 of the Open Meetings Act, 5 ILCS 120/2.02, as amended.

(E) *Emergency meetings:* Emergency meetings may be called as provided by ~~statute~~ Section 2.02 of the Open Meetings Act, 5 ILCS 120/2.02, as amended.

(F) *Closed executive session:* All Village Board regular, workshop, special or emergency meetings shall be open to the public. The Board may hold closed executive sessions as provided in Section 2 of the Open Meetings Act, 5 ILCS 120/2, as amended. During any properly convened Village Board open meeting, a motion may be made to go into closed executive session. The motion shall specify one (1) or more exceptions contained in the Open Meetings Act. Only those specified exceptions stated in the motion may be considered discussed at the closed executive session. The motion to go into closed session must be seconded and passed by roll call vote of a majority of Village Board members present as required by Section 2a of the Open Meetings Act, 5 ILCS 120/2a, as amended. Except as required under the Open Meetings Act, matters discussed in closed session are deemed confidential and are not to be disclosed.

(G) Conclusion of meetings and workshops: Village Board meetings and workshops shall conclude no later than 10:00 p.m. If a meeting does not conclude by 10:00 p.m., a motion must be adopted by a majority vote of the elected Board members to continue the meeting past 10:00 p.m. If the motion fails, a motion to adjourn shall be in order.

1-6-4. President to preside; voting.

The President shall preside at all meetings of the Board of Trustees; The President ~~but~~ shall vote ~~only in those cases as provided by law~~ follows:

(A) Where the vote of the Trustees has resulted in a tie;

(B) Where one-half of the Trustees elected have voted in favor of an ordinance, resolution, or motion even though there is no tie vote; or

(C) Where a vote greater than a majority of the corporate authorities is required by law or a provision of this Code to adopt an ordinance, resolution or motion.

1-6-5. Quorum.

A majority of the Trustees, or three Trustees and the President, shall constitute a quorum to ~~do~~ conduct business; ~~but and no ordinance may be passed except on the favorable vote of a majority of elective members.~~ Any ordinance, resolution, or motion shall be passed as provided by law.

* * * *

1-6-7. Rules of order.

(A) *Order of business:* The order of business to be considered at regular meetings of the Board of Trustees shall be as follows:

1. Call to order.

2. Roll call.

3. Pledge of Allegiance led by a member of the Village Board, or by a member of a group or organization associated with the Village or an individual.

4. ~~Village recognition.~~

5 4. Audience participation.

5. Recognitions.

6. Presentations.

6 7. Consent agenda (omnibus vote), which may include, but is not limited to, the approval of meeting minutes, approval of payroll and vouchers and other items considered to be routine in nature.

7 8. Reports, motions, resolutions and ordinances.

9. Trustee liaison reports.

8 10. Other business.

11. Reminders.

9 12. Adjournment.

(B) *Rescinding action:* ~~No~~ A vote or action of the Board of Trustees shall be rescinded at any special or regular meeting ~~unless, there~~ There shall be present at such special or regular meeting as many members of the Board as were present at the meeting when such vote or action was taken.

(C) *Resolutions:* Any resolution submitted to the Board of Trustees shall be reduced in writing before being voted ~~on upon the request of the President or any two members of the Board.~~

(D) *Suspension of rules:* The rules of order, other than those prescribed by ~~statute~~ law, may be suspended at any time by the consent of a majority of the Trustees present at any meeting.

(E) *Robert's Rules of Order:* The latest edition of "Robert's Rules of Order" shall govern the deliberations of the Board of Trustees, except when in conflict with any ~~of the foregoing rules provisions of this Code or as otherwise adopted by the Board of Trustees.~~ The President shall decide all questions of order.

(F) *Two readings of ordinances:* Upon the request of the President or upon the request of any two or more Trustees, two readings of any ordinance shall be required before final action of the passage thereof is taken; ~~otherwise~~ Otherwise, an ordinance may be passed when first presented. Any request by either the President or any two or more Trustees for two readings of an ordinance shall be made before any vote is taken on the proposed ordinance or as reflected on an agenda. When two readings of an ordinance are requested by either the President or any two or more Trustees, the first reading shall take place at the same meeting as the request to require two readings, and the second reading shall not take place sooner than the regular or adjourned meeting of the Board of Trustees ~~subsequent to~~ after the meeting at which the first reading was presented. ~~In the event an ordinance fails to receive a favorable vote of a majority of the elective members on first reading, it shall nevertheless proceed to a second reading for final action. The vote taken at the second reading shall supersede the vote taken at the first reading. If an ordinance requires two readings pursuant to this section, no vote shall take place on the ordinance at the first reading.~~

(G) *Vote required:* The passage of all ordinances for whatever purpose and any resolution or motion to create any liability against the Village or for the expenditure or appropriation of funds shall require the concurrence of a majority of all Board members then holding office including the

President unless otherwise expressly provided by state statute or this Code. A roll call vote of ayes and nays shall be taken and recorded in the meeting minutes for all ordinances or resolutions or for any other matter coming before the Board which creates any liability against or obligation on the part of the Village or for the expenditure or appropriation of its money and in every instance where a request therefor is made by any Trustee. Motions and other matters coming before the Board may be adopted by voice vote unless there is a specific request for a roll call vote. The President shall determine the outcome of all voice votes.

(H) *Motions to reconsider:* A motion to reconsider an item previously voted upon at a meeting may be made at the same meeting under new business. The motion must be made by a member who voted on the prevailing side and passed by two-thirds (2/3) of the members then holding office. If so passed, the item will be placed on the next regular meeting agenda for consideration. A motion to reconsider a vote taken at the previous regular meeting may also be made at the next regular meeting and must be made by a member who voted on the prevailing side and passed by two-thirds (2/3) of the vote of the members then holding office. If so passed, the item will be placed on the next regular meeting agenda for consideration. Once a motion to reconsider is made and not passed, a motion to reconsider shall not be subsequently considered.

(I) *Abstentions:* A vote to abstain shall not be counted in the number of votes cast and shall not be counted with the prevailing or non-prevailing side.

(J) *Suspension of rules:* The rules of order may be suspended at any time by a majority vote of the Board members present at a meeting.

(k) *Protocols:* The Village Board of Trustees may by a duly adopted resolution, approve protocols and procedures applicable to meetings and activities of the corporate authorities and its members, which may also be applicable to Village boards and commissions.

* * * *

1-6-10. Trustee liaisons to boards and commissions:

The President shall appoint a Trustee to serve as a liaison to each of the Village's boards and commissions established by this Code with the advice and consent of the Board of Trustees. Trustee liaisons shall attend meetings of the board or commission to which they serve as a liaison to observe the activities and discussion of the respective board or commission and report to the Village Board on such activities and discussion.

1-6-11. Attendance by electronic means:

(A) *Majority present:* A quorum of the Village Board must be physically present at a meeting for a member to attend by electronic means.

(B) *Request to attend electronically:* A Village Board member wishing to attend a regular or workshop meeting of the Village Board electronically by telephonic or video means must notify

the Village Manager at least four (4) hours before a scheduled meeting. Such notice for an emergency meeting shall be given by a Board member as early as possible.

(C) *Basis to attend electronically:* Attendance electronically is permitted if a Board member is prevented from physically attending because of:

1. *Personal illness or disability;*
2. *Employment purposes or other public business;*
3. *A family or other emergency; or*
4. *Unexpected childcare obligation.*

(D) *Procedure to attend electronically:* After a roll call establishing that a quorum is physically present, the President shall call for a motion that a member may be permitted to attend the meeting electronically. Such motion shall include the reason for the absence per one of the basis's above. All members physically present are permitted to vote on whether such attendance shall be permitted and the motion must be approved by a majority vote of those members physically present.

(E) *Adequate equipment required:* Before allowing electronic attendance at a meeting, adequate equipment shall be provided by the Village so that the member participating electronically and other members of the Village Board are able to communicate effectively and members of the audience are able to hear all communications at the meeting site.

(F) *Minutes:* Any member attending a meeting electronically shall be counted as present for that meeting. The meeting minutes shall also reflect whether each member is physically present or present by electronic means.

(G) *Rights of member attending electronically:* A member attending a meeting electronically shall be permitted to participate in the same capacity as those members physically present. The member attending electronically shall be heard, considered and counted as to any vote taken. The member's name shall be called during a vote and their vote shall be counted and recorded by the Village Clerk and placed in the meeting minutes. The member attending electronically may leave a meeting and return, as in the case of any member, provided the member announces their leaving the meeting and returning to the meeting.

(H) *Section applicable to boards and commissions:* This section shall be applicable to all Village boards and commissions and shall govern the electronic attendance of any of their members.

1-6-12. Audience participation:

(A) *Sign-up procedure:* Members of the public who wish to address the Village Board at a Village Board meeting shall sign up before speaking identifying themselves by name and indicating whether they wish to provide comment on a particular agenda item or during audience participation.

(B) *Audience participation agenda item:* The purpose of the audience participation portion of an agenda is to allow members of the public an opportunity to address the Village Board on matters not specifically listed on a meeting agenda.

(C) *Procedure:* During audience participation or after the introduction of each agenda item, members of the public shall be called in the order that they signed up. Speakers shall address the Village Board from the podium, unless an accommodation is necessary, and state their name before providing their comment.

(D) *Three (3) minute limit per speaker:* Speakers shall limit their comment to no more than three (3) minutes unless additional time is granted by the President or by a majority vote of the Village Board. A timer shall be operated by the Village Clerk to notify speakers when the allotted time has expired. Upon the expiration of the applicable time, speakers shall stop speaking and leave the podium unless additional time is granted or unless there are questions directed to the speaker by Village Board members. Speakers shall not cede their time to other speakers except in the discretion of the President or a majority vote of the Village Board. The President may limit repetitive or redundant public comment.

(E) *Time limit for audience participation:* Audience participation shall be limited to no more than thirty (30) minutes in total unless extended for a time certain by the President or by a majority vote of the Village Board.

(F) *Written public comment not to be read:* Written public comment shall not be read aloud at a meeting unless otherwise determined by the President or by a majority vote of the Village Board.

(G) *Public comment limits:* Groups of speakers should consolidate their comments and avoid repetition using representative speakers. Except during audience participation, speakers shall limit their comments to the item under consideration. Speakers shall address their remarks to the Village Board as a whole and not to any individual members. Speakers shall not ask questions of individual Board members or Village staff members without first obtaining permission from the President and the Board shall not be required to respond. Speakers shall refrain from making direct threats or personal attacks of Board members, Village staff, other speakers or audience members. Board members may ask questions of speakers at the conclusion of their comments.

(H) *Presentations:* Notwithstanding the rules of this Section, petitioners, applicants or sponsors of a particular agenda item shall be called at the beginning of said agenda item and may address the Village Board concerning the item for no more than ten (10) minutes. After members of the

public have had an opportunity to address the Village Board pursuant to the rules provided in this Section, the petitioner, applicant or sponsor shall have no more than five (5) minutes to reply to any comments or questions from members of the public or Board members. There shall be no additional public participation on said agenda item after the reply period unless granted by the President or by a majority vote of the Village Board.

(I) *Section applicable to boards and commissions:* This section shall be applicable to all Village boards and commissions and shall govern audience participation at any Village boards and commissions' meetings with the chair and the recording secretary of such board and commission assuming the duties of the President and Village Clerk.

1-6-14. Disturbing a meeting:

Any person may be removed from a Board meeting by the President or a majority vote of the Board if that person addresses or attempts to address the Village Board except in conformance and compliance with the rules provided in this chapter, or otherwise acts in a disorderly manner to disrupt the ability of the Village Board to efficiently conduct its meeting. In addition, such person shall be subject to all penalties as provided by law, including the general penalty provision set forth in Section 1-4-1 of this Code. This section shall also be applicable to any Village board or commission meeting and the chair of an applicable board or commission shall have the same authority of the President as set forth herein.

Section 5. Severability and Repeal of Inconsistent Ordinances. If any section, paragraph, clause, or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this Ordinance. All ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 6. Repeal of Ordinance No. 5758 and Ordinance No. 6907. Ordinance No. 5758, "An Ordinance Defining Meeting and Adopting Procedures for Remote Participation," adopted on May 26, 2009, and Ordinance No. 6907, "An Ordinance Amending Ordinance No. 5788, Defining Meeting and Adopting Procedures for Remote Participation to all Advisory Boards and Commissions," are superseded, replaced and repealed pursuant to this Ordinance.

Section 7. Effective Date. This Ordinance shall be in full force and effect from and after the passage, approval, and publication in pamphlet form.

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Passed by the Village President and Board of Trustees of the Village of Glen Ellyn,
Illinois, this ____ day of _____, 2025.

Voting	Ayes	Nays	Abstain	Absent
Desai Bhagwakar				
Christiansen				
Kalinich				
Simon				
Szymanski				
Thompson				
Burket (in case of a tie)				

Approved by the Village President of the Village of Glen Ellyn, Illinois, this ____ day of
_____, 2025.

James Burket, Village President

ATTEST

Caren Cosby, Village Clerk



DRAFT

Adopted _____, 2025

Village of Glen Ellyn Protocols for the Village Board and Village Boards and Commissions

I. INTRODUCTION

These Protocols for meetings and other matters govern the Village Board and all Village boards and commissions. They are established to promote and protect the health, safety, and general welfare of the Village of Glen Ellyn's ("Village") residents and visitors to create an efficient and effective forum for public engagement and positive and professional atmosphere within which the Village's business can be conducted.

All purpose of Village public meetings is to conduct the business of the Village Board and Village boards and commissions. All public meetings shall be conducted in accordance with the Illinois Open Meetings Act, 5 ILCS 120/1 *et seq.*, applicable state statutes, the Village Code and these protocols, as all may be amended from time-to-time and any additional rules adopted by a Village board or commission that are specifically applicable to the business of that board or commission.

II. CIVILITY PLEDGE

The Village adopts the "Civility Pledge" promulgated by the Illinois Municipal League applicable to all members that serve on the Village Board or any Village boards or commissions:

In the interest of civility, I pledge to promote civility by listening, being respectful of others, acknowledging that we are striving to support and improve our community and understanding that we each may have different ideas for achieving that objective.

III. MEETING PROCEDURES

To conduct the business of the Village at a meeting in an efficient manner, the matters below

shall govern.

A. Duties of the Chair (for purposes of these Protocols, the chair includes the President, President Pro Tem and the chair of a board or commission)

1. The chair of a meeting is responsible to manage a meeting.
2. All questions of order shall be addressed to the chair and decided by the chair.
3. Decisions of the chair shall not be subject to further discussion or debate other than a motion and a second to appeal the decision of the chair which shall be subject to a voice vote. All members shall respect the decisions of the chair.
4. Members shall speak when recognized by the chair. When two (2) or more members seek to speak at the same time, the chair shall name the member who shall speak first.
5. The latest edition of "Robert's Rules of Order" shall govern the deliberations of the Board of Trustees, except when in conflict with any provisions of the Village Code or as otherwise adopted by the Board of Trustees or a board or commission as applicable. The President shall decide all questions of order.

B. Following the Agenda

1. The chair shall follow the agenda for a meeting and shall be responsible for the initial introduction of an item.
2. Discussion of matters not on an agenda should be avoided. As a courtesy, if a Board members wishes to introduce an item for discussion at a meeting that is not on the agenda, the member should endeavor to share the item with the Village Manager and the President at least twenty-four (24) hours in advance of the meeting.
3. An agenda order may be changed by the President or at the request of an individual Trustee subject to the approval of the President.
4. Trustee liaison reports shall be provided as needed at Board meetings and shall be limited to no more than three (3) minutes in total per report.

C. Roll Call Votes

A roll call vote of "ayes" and "nays" shall be taken and recorded in the meeting minutes for all ordinances and for all resolutions or motions that create any liability against or obligation on the part of the Village, or for the expenditure or appropriation of Village money, and in all other

instances where requests are made by a member as determined by the chair.

D. Subsidiary Motions

When a motion is pending before the Village Board or a board or commission, no other motion shall be considered except one of the following motions:

1. To table.
2. Call the question, which if seconded and adopted by a two-thirds (2/3) vote, ends debate on an item
3. Postpone indefinitely
4. Postpone to a time certain
5. Amend the motion
6. Adjourn, which shall be in order except when:
 - i. A member has the floor
 - ii. A motion on the main question is pending
 - iii. A motion to reconsider is pending

IV. PROCLAMATIONS

Proclamations are strictly honorary in nature and do not carry legal or legislative significance, nor constitute an endorsement by the Village. Proclamations positively impact the Glen Ellyn community by increasing public awareness, advancing knowledge through education, marking important milestones, accomplishments, endeavors and pertinent work on behalf of and for Village residents.

A. Proclamations may be issued for the following purposes:

1. Village-sponsored events;
2. Matters of public awareness about an issue for a local community organization;
3. National or international groups hosted by a Village resident or the Village Board;
4. The 100th birthday of a Village resident;

5. Key milestones for local not-for-profits and local businesses (e.g., a 25th anniversary);
6. Individuals who have greatly contributed to the betterment of the community;
7. Arts, cultural or historic celebrations occurring in or proximate to the Village;
8. A Village resident or not-for-profit organization requesting local recognition of a nationally established commemorative observance as defined by the United States Library of Congress; and
9. A significant accomplishment by a student, team or group in athletics or academics from a public or private school or college located in the Village or who attended a public or private school or college located in the Village or was a current or former resident of the Village. Such schools shall include Glenbard West High School and Glenbard South High School.

B. To ensure that proclamations highlight attention upon Village-related activities, proclamations shall not be issued for the following:

1. Matters of ideological or religious beliefs, or individual conviction;
2. National, regional, or other organizations with no direct relationship to or location within the corporate limits of the Village of Glen Ellyn;
3. Issues which may imply official bias on a matter under consideration;
4. Political or religious issues not within the immediate responsibility or sphere of influence of the Village;
5. Subjects in conflict with Village policy or the well-being of its residents;
6. Request or advertisement related to a for-profit business; and
7. Requests by those who reside outside the Village.

C. The Village reserves the right to approve, edit, and decline all requests for proclamations in its discretion. The approval and issuance of a proclamation does not guarantee it will be presented at a public meeting .

D. Proclamation requests are subject to the following:

1. Requests must be submitted at least thirty (30) days in advance;

2. Requests must be made by a Village resident or Village based organization;
3. Proclamations shall be limited to one per year per organization. A new request must be submitted and approved each year. The Village may elect not to issue a formal proclamation for events or honors which occur on an annual basis; and
4. Requests may be submitted by local elected officials within the Village's jurisdiction. Requests submitted within one month of an election for any local office will not be accepted.

V. COMMUNICATIONS

A. General Communications

1. *Contemporaneous communications.* Board members should avoid contemporaneous communications to avoid violating the Open Meetings Act. If an individual Board member nonetheless sends an email to the Board as a whole, Board members should not reply to all but may direct a private response to the original sender. These limitations do not apply to communications regarding scheduling matters.
2. *Use of blind copy.* Substantive email questions that are directed to staff may be copied to all members of the Board utilizing a "blind copy" function and noting the full board bcc in the salutation. Use of the blind copy avoids group communications outside of a public meeting.
3. *Communication through the Village Manager.* Communication with staff generally should be made through the Village Manager.
4. *Ex parte communications.* Village Board members and members of board and commissions should avoid situations that could give rise to claims of partiality or bias toward applicants or petitioners who have matters pending before the Village. Thus, communications outside of an applicable public hearing process should be avoided.

B. Responding to Email Sent to the Village Board

1. The Village Manager's Office is responsible for responding to all Village Board inquiries sent to the Village Board group email, "Contact the Board," or Village website contact link.
2. Board members may wish to respond to emails directly but are encouraged to blind copy all Board members on their reply for the purpose of: (1) avoiding

contemporaneous communications; and (2) informing the other members of the Board that the email has been responded to by an elected official.

3. The Village Manager shall provide the Board with the questions and answers that are provided in response to individual Board members regarding Board meeting agenda items.

C. Individual Board Emails

Village staff does not receive a copy of individual Board emails sent directly to Board members. If there is a need for a staff response or guidance, the Board member should contact the Village Manager as needed.

D. Use of Social Media

1. The Village Communications Coordinator maintains and operates the Village's official social media accounts for the purpose of disseminating information concerning the Village.
2. Board members are not required to maintain any social media accounts or have a presence on social media. Members may choose to post and/or comment on social media sites using their personal accounts with the understanding that such posts and/or comments do not represent the official position of the Village.
3. If a Board member has an individual social media account, it is the responsibility of the member to monitor their own activities to ensure they are not in violation of the Open Meetings Act as a public official. For example, it is a violation of the Open Meetings Act if more than two Trustees comment on another Trustee or President's thread.
4. Any account maintained by an individual Board member may be considered a public forum for First Amendment purposes. It is recommended that professional/Village activities and personal activities be kept separate on social media.

VI. REPEAL OF PREVIOUSLY ADOPTED POLICIES

The provisions of these Protocols shall supersede and replace all previously adopted policies, resolutions, ordinances, motions or other provisions on the matters set forth herein by the Village Board and all previously adopted policies, resolutions, ordinances, or motions are repealed, including but not limited to Resolution No. 24-08, "A Resolution to Adopt a Policy Pertaining to Proclamations and Supporting Resolutions," adopted on June 24, 2024.



Village of Glen Ellyn

Resolution No. xxxx

**A Resolution Approving and Adopting
Village of Glen Ellyn Protocols for the Village Board
and Village Boards and Commissions**

**Adopted by the
Village President and the Board of Trustees
of the Village of Glen Ellyn
DuPage County, Illinois**

This ____ Day of _____, 2025

Resolution No. xxxx

**A Resolution Approving and Adopting Village of Glen Ellyn Protocols for the
Village Board and Village Boards and Commissions**

BE IT RESOLVED by the Village President and Board of Trustees of the Village of Glen Ellyn, DuPage County, State of Illinois (“Village”), in the exercise of their home rule powers, that the Village of Glen Ellyn Protocols for the Village Board and Village Boards and Commissions, attached hereto and incorporated herein by reference are approved and adopted.

THIS RESOLUTION shall be in full force and effect from and after its adoption and approval as provided by law.

Adopted by the Village President and Board of Trustees of the Village of Glen Ellyn, Illinois, this ____ day of _____, 2025.

Voting	Ayes	Nays	Abstain	Absent
Desai Bhagwakar				
Christiansen				
Kalinich				
Simon				
Szymanski				
Thompson				
Burket (in case of a tie)				

Approved by the Village President of the Village of Glen Ellyn, Illinois this ____ day of _____, 2025.

James Burket, Village President

ATTEST

Caren Cosby, Village Clerk