



January 4, 2013

TO: Transportation and Safety Committee  
FROM: Carl Goldsmith, Director of Public Works *g*  
SUBJECT: Meeting Procedures

At the request of Trustees Wilson, staff has provided the Committee with the attached report that articulates the Village of Lombard's procedures for filling a Temporary Chairperson for Standing Committees. The Village Board of Trustees approved the amendment to Section 30.23 of the Village Code to ensure that Committees could conduct business, in the event that the Chairperson and the Alternate Chairperson are not available. Under the revised policy, the Chairperson can appoint a Temporary Chairperson from the membership of the committee or appoint another Trustee to serve as Temporary Chairperson. The Chairperson is required to notify the Village Manager of such an appointment in advance of the meeting. If a Trustee is appointed as Temporary Chairperson, that individual shall only vote to break a tie on any matter brought before the committee.

The amendment provides that a quorum is defined as four (4) voting members of the committee and either the Chairperson, Alternate Chairperson or Temporary Chairperson if the Temporary Chairperson is a Trustee. In the event that the Temporary Chairperson is a voting member of the Committee, the quorum is established as five (5) voting members.

Should you have any questions, please feel free to contact me.

VILLAGE OF LOMBARD  
REQUEST FOR BOARD OF TRUSTEES ACTION  
For Inclusion on Board Agenda

  X   Resolution or Ordinance (Blue)        *Waiver of First Requested*  
       Recommendations of Boards, Commissions & Committees (Green)  
       Other Business (Pink)

TO: PRESIDENT AND BOARD OF TRUSTEES  
FROM: David A. Hulseberg, Village Manager  
DATE: August 7, 2012 (B of T) Date: August 23, 2012  
TITLE: Standing Advisory Committees and the Designation of a Temporary Chairperson  
SUBMITTED BY: Department of Community Development *MLD*

**BACKGROUND/POLICY IMPLICATIONS:**

The Department of Community Development transmits for your consideration an ordinance amending Title 3, Chapter 30, Section 30.23 of the Lombard Village Code in regard to Standing Advisory Committees and the Designation of a Temporary Chairperson.

Staff recommends approval of this amendment.

Please place this item on the August 23, 2012 Board of Trustees agenda.

**Fiscal Impact/Funding Source:**

**Review (as necessary):**

Village Attorney X \_\_\_\_\_ Date \_\_\_\_\_  
Finance Director X \_\_\_\_\_ Date \_\_\_\_\_  
Village Manager X \_\_\_\_\_ Date \_\_\_\_\_

**NOTE: All materials must be submitted to and approved by the Village Manager's Office by 12:00 noon, Wednesday, prior to the Agenda Distribution.**



## MEMORANDUM

**TO:** David A. Hulseberg, AICP, ICMA-CM, Village Manager

**FROM:** William J. Heniff, AICP, Director of Community Development *WH*

**DATE:** August 23, 2012

**SUBJECT:** Standing Advisory Committees – Temporary Chairperson

Attached for Village Board consideration is a proposed amendment to Section 30.23 of the Village Code pertaining to the designation of a temporary chairperson for standing advisory committees.

As the existing code is currently written, if the Chairperson of a Standing Advisory Committee is unavailable to attend a meeting, the Alternate Chairperson can fulfill the role of the Chairperson. However, based upon the current code provisions, a quorum must include four voting members as well as the Chairperson or alternate Chairperson. If the Chairperson or Alternate Chairperson are unavailable to attend, regardless of the number of members present, a quorum is not established and a meeting cannot be held.

The proposed amendment would provide for a process for the establishment of a Temporary Chairperson. As proposed, the Committee Chairperson can appoint a Temporary Chairperson from the membership of the standing committee or another Village Trustee to perform the duties of the Chairperson. The Chairperson is required to inform the Village Manager of such a designation who shall inform the voting members of the respective committee accordingly.

### **ACTION REQUESTED:**

Attached is a draft Ordinance which includes the proposed amendments prepared by Village Counsel to Section 30.23 of Village Code creating the process for establishing a Temporary Chairperson for Standing Advisory Committees.

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE AMENDING TITLE 3, CHAPTER 30, SECTION 30.23  
OF THE LOMBARD VILLAGE CODE IN REGARD TO  
STANDING ADVISORY COMMITTEES AND  
THE DESIGNATION OF A TEMPORARY CHAIRPERSON**

BE IT ORDAINED by the President and Board of Trustees of the Village of Lombard, DuPage County, Illinois, as follows:

**SECTION 1:** That Title 3, Chapter 30, Section 30.23 of the Lombard Village Code is amended, by revising subsections (B), (E) and (F) as follows, with new language shown as underlined, and deleted language shown as lined through:

as follows:

A. That subsection (B) thereof is amended to read in its entirety as follows:

(B) Voting Members. Each Standing Advisory Committee shall, in addition to the Chairperson, consist of eight (8) voting members who shall be residents of the Village. The Alternate-Chairperson shall chair the Standing Advisory Committee meeting only in the absence of the Chairperson, and shall not otherwise be required to attend meetings of the Standing Advisory Committee. In the event that neither the Chairperson nor the Alternate-Chairperson can attend a meeting of the Standing Advisory Committee, the Chairperson shall designate either another Trustee or a voting member of the Standing Advisory Committee to serve as the Temporary Chairperson for said meeting, and shall advise the Village Manager of said designation. Upon receipt of a Temporary Chairperson designation, the Village Manager shall advise the voting members of the Standing Advisory Committee of said designation. Voting members of the Standing Advisory Committees shall serve in such capacity for two (2) year terms, beginning on the 22<sup>nd</sup> day in May in each odd numbered year. The Chairperson, ~~or the~~ Alternate-Chairperson in the absence of the Chairperson, or the Temporary Chairperson, if a Trustee, in the absence of the Chairperson and Alternate-Chairperson shall only vote in instances where the vote of the voting members of the Standing Advisory Committee has resulted in a tie. Voting members of the Standing Advisory Committees shall only serve on one (1) Standing Advisory Committee at a time.

B. That subsection (E) thereof is amended to read in its entirety as follows:

~~(E) Quorum. A quorum of a Standing Advisory Committee for purposes of conducting business shall be no less than four (4) voting members along with either the Chairperson or Alternate-Chairperson.~~ A quorum of a Standing Advisory Committee, for purposes of conducting business, shall be no less than four (4) voting members, along with either the Chairperson, Alternate-Chairperson, or Temporary Chairperson, if the Temporary Chairperson is a Trustee, or no less than five (5) voting members if a Temporary Chairperson is chairing the meeting and the Temporary Chairperson is a voting member of the Standing Advisory Committee.

C. That subsection (F) thereof is amended to read in its entirety as follows:

~~(F) Recommendations. A recommendation by a Standing Advisory Committee must be approved by an affirmative vote of no less than a majority of those voting members who are present or one-half (1/2) of those voting members who are present and the Chairperson or Alternate Chairperson.~~ A recommendation by a Standing Advisory Committee must be approved by an affirmative vote of no less than a majority of those voting members who are present, or one-half (1/2) of those voting members who are present and the Chairperson, Alternate-Chairperson, or Temporary Chairperson, if the Temporary Chairperson is a Trustee.

**SECTION 2:** That this Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

Passed on first reading this \_\_\_\_ day of \_\_\_\_\_, 2012.

First reading waived by action of the Board of Trustees this \_\_\_\_ day of \_\_\_\_\_, 2012.

Passed on second reading this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
William J. Mueller, Village President

ATTEST:

\_\_\_\_\_  
Brigitte O'Brien, Village Clerk

Published by me in pamphlet form this \_\_\_\_\_ day of \_\_\_\_\_,  
2012.

\_\_\_\_\_  
Brigitte O'Brien, Village Clerk