

ORDINANCE NO. 79-28

AN ORDINANCE WITH RESPECT TO COMMITTEES

BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF CHATHAM, SANGAMON COUNTY, AS FOLLOWS:

Section 1. The Board of Trustees of the Village of Chatham, may, from time to time, establish such committees of the Board of Trustees as are or may be necessary and convenient for the conduct of Village business. Such committees shall be established by resolution of the Board, which shall delineate the powers, duties and functions of the committee so established.

Section 2. (a) The following standing committees of the Board are hereby established with such powers and duties as set forth, subject to the statutory powers of the President as executive officer of the Village:

1. Energy Committee - The Energy Committee shall monitor and supervise the operations of the Village electric and gas systems, functions, equipment, property and personnel, maintenance and construction of Village owned and operated energy systems, and shall review and recommend to the Village Board of Trustees policies and practices and rates therefor.

2. Streets Committee - The Streets Committee shall monitor and supervise construction, inspection, maintenance, operation of Village streets, personnel and all property associated therewith, and shall study, review and recommend policies and practices therefor to the Board of Trustees.

3. Public Health and Safety Committee - The Public Health and Safety Committee shall monitor and supervise Village operations with respect to police, fire, food and health, environmental quality, permits issued thereby and Village properties and personnel associated therewith, and shall review and recommend policies

and practices therefor to the Board of Trustees.

4. Finance Committee - The Finance Committee shall monitor and supervise all Village accounts, motor fuel tax funds, tax revenues, disbursements, collection of Village revenues, fees, energy charges, salaries and wages of Village personnel, preparation of budget, and shall review and recommend policies and practices therefor to the Board of Trustees.

5. Land Use Committee - The Land Use Committee shall monitor and supervise all planning, zoning, annexation and use of land, building permits, Village parks and recreation, engineering therefor, and shall review and recommend policies and practices therefor to the Board of Trustees.

6. Sewer and Water Committee - The Sewer and Water Committee shall monitor and supervise construction, inspection, maintenance of sewer and water systems of the Village, personnel and all property associated therewith, and shall review and recommend rates, policies and practices therefore to the Board of Trustees.

7. Administration and Public Affairs Committee - The Administration and Public Affairs Committee shall monitor and supervise all intergovernmental affairs, coordination of intra-governmental affairs, the management of the municipal building and personnel therefor, Village corporate meetings, compliance with Village ordinances and law, liquor permits and licensing and legal matters not otherwise delegated to a standing committee, and shall review and recommend policies and practices therefor to the Board of Trustees.

(b) In addition to the powers and duties hereinabove delegated, each such standing committee shall have all other powers and duties incidental thereto not otherwise specifically delegated to another standing committee.

Section 3. (a) Standing committees shall be composed of three members, each of whom shall be a Trustee of the Village. Notwithstanding any other provision of this ordinance to the contrary, the President shall be chairperson of the Administration and Public Affairs Committee and such committee shall be composed of the President and two members of the Board of Trustees. The President shall be ex officio member of all committees. No person shall be appointed chairperson of more than one standing committee.

(b) The members of all committees shall be appointed by the President with the advice and approval of the Board. One member of each such committee shall be selected as chairperson, by the President, with the advice and approval of the Board.

Section 4. (a) All committee meetings shall be conducted in accordance with Robert's Rules of Order, or such other rules of procedure as may be adopted by the committee.

(b) A majority of the members appointed to any committee constitutes a quorum. Ex officio members may not be counted for the purpose of determining the presence of a quorum.

Section 5. Meetings of committees may be called by the chairperson. The chairperson shall within two (2) days call a meeting of a committee upon the written request of a majority of the members thereof.

Section 6. (a) Any written committee reports shall be signed by a majority of the members thereof and filed with the Village Clerk. Minority reports may be filed.

(b) The chairperson of each committee shall report committee action to the President and Board of Trustees at the regular meeting thereof next ensuing after the occurrence of such committee action.

(c) The President shall promptly advise the appropriate committee chairperson of actions or occurrences relating to the subject of review, or filed of responsibility, which do not comport

with policies, procedures, or practices approved by the committee or the Board of Trustees; in case of an emergency concerning the subject or responsibility of a standing committee, the President or such other responsible Village official or employee shall promptly advise the chairperson of such committee of the occurrence. The chairperson shall forthwith advise the members of the said committee of such emergency and shall take such action as may be deemed necessary and convenient, all circumstances considered.

(d) The President shall provide each committee copies of correspondence and documents received and engaged in by the President relative to the subject of review or field of responsibility of the appropriate committee. The chairperson of each committee shall provide the President with copies of correspondence and documents received or engaged in by the committee relative to its subject of review or field of responsibility.

Section 7. (a) Term; Appointments to all committees shall become effective upon approval of such appointment by the Board of Trustees of the Village. Appointments to standing committees shall be for one year or for the appointee's term of office, whichever occurs sooner, unless sooner terminated by law, resignation or action of the Board of Trustees. Appointments to other committees shall be for the duration of the committee or the appointee's term of office, whichever occurs first, or unless sooner terminated by law, resignation or action of the Board of Trustees.

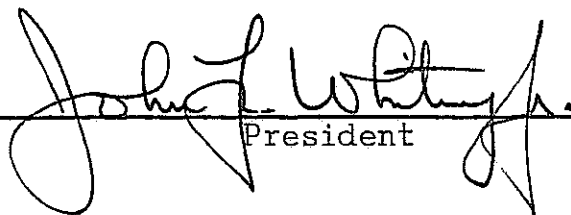
(b) An appointee or chairperson of a committee may be removed by vote of two-thirds of the members of the Board of Trustees.

Section 8. Transition; Nothing contained in this ordinance shall be construed to invalidate or revoke any action heretofore or hereafter taken, or to rescind or otherwise terminate

any committee appointments, powers, duties, or functions heretofore lawfully delegated or exercised until such standing committees as are created by this ordinance, and the chairpersons thereof, have been appointed and approved by the Board of Trustees as herein provided.

PASSED: 8/14/79

APPROVED: 8/14/79



President

ATTEST:

Carol J. Stephens