

ORDINANCE 8714

AN ORDINANCE TO RESCIND ORDINANCE NO. 79-28,  
TO RE-ESTABLISH CERTAIN STANDING COMMITTEES, AND  
TO REORGANIZE AND REDEFINE CERTAIN OTHER STANDING  
COMMITTEES OF THE VILLAGE:

WHEREAS, Ordinance No. 79-28 adopted, passed and approved on August 14, 1979, authorized the establishment of committees of the Board of Trustees as may be necessary and convenient for the conduct of Village business and established seven (7) standing committees:

WHEREAS the Committee system has been in use for eight years, and has proved to be beneficial both in the division of responsibilities and the efficient use of time of trustees and president of the Village, but during intervening years there have been a number of changes, including but not limited to:

1. The Village, by reason of its population growth, has established a Board of Police Commissioners pursuant to the requirements and procedures set forth in the Illinois Municipal Code, thereby removing from the Board of Trustees and the President, most of the direct burdens and responsibilities with regard to the testing, interviewing, employing, disciplining and supervising of the Police Department;

2. There has been a substantial increase in the areas of the Village devoted to leisure and recreational use, primarily through the extraordinary efforts of several service clubs and other dedicated citizens, and the need to supervise the maintenance and orderly use thereof has become a significant responsibility.

(3) The enactment by the Illinois Legislature of the "Open Meetings Act" is applicable to meetings of such committees and requires certain formal prior notice of the time and place of meetings, and the keeping of certain written minutes thereof;

WHEREAS, but for abolishing one and creating another, the Village Board desires to continue all existing standing committees, and to maintain the procedures for appointment of members and the respective duties and responsibilities thereof, but in order to have all such standing committees defined and established in one Ordinance for convenience and certainty, Ordinance 79-28 should be rescinded, and substantial parts of it repeated and readopted as a part of this Ordinance 87-\_\_

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF CHATHAM, SANGAMON COUNTY, ILLINOIS:

ORDINANCE 79-28 is hereby rescinded in its entirety and shall be of no further force or effect. In its place and stead the following is adopted:

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 system, 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 and alleys, personnel and all property associated therewith, and shall study, review and recommend policies and practices therefor to the Board of Trustees.

3. Parks and Recreation Committee - The Parks and Recreation and Committee shall supervise planning, construction, maintenance, and use of Village Parks and recreational facilities, and shall either as committee of the whole or by its Chairperson liaise with the <sup>Village</sup> ~~Summer Recreation Program~~ <sup>Board</sup> ~~Committee~~ and the various social organizations and clubs in the community which provide many of the improvements and programs at the Village parks, and shall review and recommend policies and practices regarding Village parks and recreational programs 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 the operation and maintenance of the Village cemetery and other Village lands, except for lands dedicated to parks and recreational facilities, those used by the electric, sewer, or water systems, or those otherwise specifically under the jurisdiction of another standing committee, and also all matters of planning, zoning, annexation, land use, and building permits pertaining to private lands within the Village, and in such endeavors consult and cooperate with the Zoning Board of Appeals, the Plan Commission, the Director of Building and Zoning Administration, and any other public or private organizations and committees concerned with land use, zoning, and development of lands, and review and recommend policies and practices pertaining thereto 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 Health and Safety Committee- The Administration and Public Health and Safety Committee shall monitor and supervise all intergovernmental affairs, Village operations with respect to police, fire, food and health, environmental quality, permits issued thereby and Village properties and personnel associated therewith, the management of

the municipal building and personnel therefor, 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 Health and Safety 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. (A) 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.

(B) Notices of meetings of committees shall be duly posted or published and such meetings shall be open to the public, and otherwise conducted in full compliance with the Illinois Open Meetings Act as amended from time to time.

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 any 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 of 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.

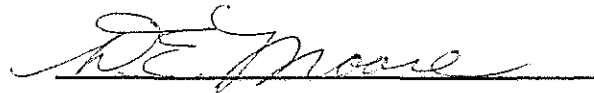
(B) An appointee or chairperson of a committee may be removed by vote of two-thirds of the members of the Board of Trustees.

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.

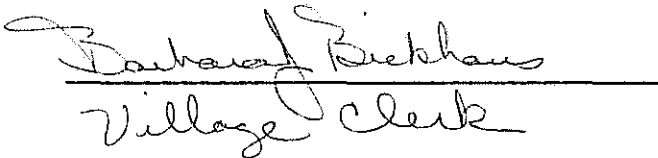
PASSED: 10-13-87

APPROVED: 10-13-87



President

ATTEST:



Village Clerk