

ORDINANCE NO. 89-52

AN ORDINANCE ESTABLISHING COMMITTEES

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

SECTION 1: Ordinance 87-14 is hereby repealed.

SECTION 2: The Board of Trustees may, from time to time, establish 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 as the Board, which shall delineate the powers, duties, and functions of the committee so established. The standing committees of the Village Board are established with the powers and duties as set forth in this chapter, subject to the statutory powers of the President as executive officer of the village.

SECTION 3: STANDING COMMITTEES

(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 chapter to the contrary, the President shall be Chair-person of the Administration and Public Safety Committee and that Committee shall be composed of the President and three members of the Board of Trustees. The President shall be ex officio member of all committees. No person shall be appointed Chair-person of more than two standing committees.

(B) The members of all committees shall be appointed by the President with the advice and approval of the Board. One member of each committee shall be selected as Chair-person by the President, with the advice and approval of the Board.

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

SECTION 4: MEETINGS

(A) Meetings of committees may be called by the Chair-person. The Chair-person shall within two 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 posed or published, and these 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.

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

SECTION 7: COMMITTEE STRUCTURE: The following committees are hereby established with the below named responsibilities:

(A) 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 Board of Trustees policies and practices and rates thereof.

(B) STREETS COMMITTEE: The Streets Committee shall monitor and supervise construction, inspections, maintenance, and operation of the 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.

(C) 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, and preparation of the budget; and shall review and recommend policies and practices therefor to the Board of Trustees.

(D) PARKS, RECREATION AND HUMAN SERVICES COMMITTEE: The Parks, Recreation and Human Services Committee shall supervise planning, construction, maintenance, and the use of village parks, cemeteries and recreational facilities. It shall either, as a committee of the whole or by its Chair-person, liaise with the Human Services Committee and the various social organizations and clubs in the community which provide many of the improvements and programs to the village. It shall review and recommend policies and practices regarding village parks, the cemeteries, human services and recreational programs to the Board of Trustees.

(E) PLANNING AND ZONING: The Planning and Zoning Committee shall monitor and supervise 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 Planning 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 shall review and recommend policies and practices pertaining thereto to the Board of Trustees.

(C) 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.

(D) All committee meeting shall be conducted in accordance with Robert's Rule of Order, or other rules of procedure as may be adopted by the committee.

#### SECTION 5: REPORTS; OTHER CORRESPONDENCE

(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 Chair-person of each committee shall report committee action to the President and Board of Trustees at the next regular meeting of the Board after the occurrence of the committee action.

(C) The President shall promptly advise the appropriate committee Chair-person of actions or occurrences relating to the subject of review or field 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 other responsible village official or employee shall promptly advise the Chair-person of that committee of the occurrence. The Chair-person shall forthwith advise the members of the committee of the 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 area of responsibility for the appropriate committee. The correspondence and documents received or engaged in by the committee relative to its subject of review of field of responsibility.

#### SECTION 6: TERM

(A) Appointments of all committees shall become effective upon approval of that appointment by the Board of Trustees. Appointments to standing committees shall be for one year or for the appointee's term of office, whichever occurs first, 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.

(F) SEWER AND WATER COMMITTEE: The Sewer and Water Committee shall monitor and supervise construction, inspection, and maintenance of sewer and water systems of the village, personnel and all property associated therewith; and shall review and recommend rates, policies, and practices therefor to the Board of Trustees.

(G) ADMINISTRATION AND PUBLIC SAFETY COMMITTEE: The Administration and Public Safety Committee shall monitor and supervise all intergovernmental affairs, village lands not in parks or cemeteries, village operations with respect to the police, fire, food and health, environmental quality, permits issued thereby, village properties and personnel associated therewith, the management of the municipal building and personnel therefor, village ordinances and law, and legal matters not otherwise delegated to a standing committee; and shall review and recommend policies and practices therefor to the Board of Trustees.

SECTION 8: EFFECTIVE DATE: This Ordinance shall be in full force and effect from and after its passage and approval.

PASSED: January 9, ~~1989~~ 1990

APPROVED: January 9, ~~1989~~ 1990

Carl D. Oblinger  
CARL D. OBLINGER  
VILLAGE PRESIDENT  
VILLAGE OF CHATHAM

ATTEST:  
Rose Miller  
ROSE MILLER, VILLAGE CLERK