
**THE VILLAGE OF HOMER GLEN
WILL COUNTY, ILLINOIS**

**ORDINANCE
NUMBER 24-002**

**AN ORDINANCE AMENDING CHAPTER 5, OF THE VILLAGE CODE
OF ORDINANCES RELATING TO OFFICIAL MINUTES**

**CHRISTINA NEITZKE-TROIKE, Village President
CANDICE BIELSKI, Village Clerk**

**Village Trustees
JENNIFER CONSOLINO
DAN FIALKO
CURT MASON
CJ MCNAUGHTON
ROSE REYNDERS
SUSANNA E. STEILEN**

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AN ORDINANCE AMENDING CHAPTER 5, OF THE VILLAGE CODE OF ORDINANCES
RELATING TO OFFICIAL MINUTES

WHEREAS, the Village of Homer Glen, Will County, Illinois (the “Village”) is a home rule municipality pursuant to Section 6(a), Article VII of the 1970 Constitution of the State of Illinois, and as such may exercise any power and perform any function pertaining to its government and affairs (the “Home Rule Powers”); and

WHEREAS, the Village President and the Village Board of Trustees of the Village of Homer Glen may from time to time create or amend the text of the Municipal Code of Homer Glen when it is determined to be in the best interest of the Village; and

WHEREAS, the Village President and the Village Board of Trustees believe it is in the best interest of the Village to amend Chapter Five of the Village Code to include guidelines for the official minutes.

NOW, THEREFORE, BE IT ORDAINED by the Village President and Village Board of Trustees of the Village of Homer Glen, Will County, Illinois, by and through its Home Rule Powers, as follows:

Section 1. That the above recitals and legislative findings are found to be true and correct and are hereby incorporated herein and made a part hereof, as if fully set forth in their entirety.

Section 2. That Chapter 5, of the Village Code of the Village of Homer Glen is hereby amended by deleting the stricken language and adding the underlined language as follows:

Article II. Board of Trustees, Rules of Procedure**5-5. Minutes.**

A. Procedure. The Clerk shall draft written minutes of all official meetings of the public body, which shall be submitted by the second regular meeting for approval. The Clerk will email draft minutes to the members before the scheduled meeting for review. Members may point out errors or omissions in the draft, and any corrections shall be made prior to adoption upon a motion or at the request of the Clerk.

B. Contents.

(1) The minutes shall include:

(a) the date, time and place of the meeting;

(b) the members of the public body recorded as either present or absent and whether the members were physically present or present by means of video or audio conference; and,

(c) a summary of discussion on all matters proposed, deliberated, or decided; and

(d) a record of every motion and vote taken, whether by roll call or voice vote. Roll call votes shall specify how each member voted.

(2) The minutes should be a brief and concise record of what took place. Minutes shall not be a verbatim record. Speeches, discussions, or statements should not be copied into the minutes, except when the public body may so order in exceptional cases, such as when statements are necessary for explaining votes, or when such information is necessary to understand what took place at the meeting. Full texts of communications, reports, etc., should not be included except in unusual instances when the public body instructs the Clerk to include them. These items must be submitted to the Clerk prior to the meeting. All reports of the public body or any written statements from public comment, will be included in the minutes as an attachment. Other items, such as ordinances, should appear with their full descriptive titles.

C. **Approval of Open Meeting Minutes; Posting on Websites.** Open meeting minutes must be approved within thirty (30) days after the meeting or at the public body's second subsequent regular meeting, whichever is later. Open meeting minutes must be made available for public inspection within seven days after the minutes are approved or accepted by the public body. The minutes must be posted on the Village website within ten (10) days after they are approved and shall remain online for at least sixty (60) days.

D. **Recordings.** The Clerk may cause all open meetings of the Corporate Authorities to be recorded by tape or other audio recording means for the purpose of preparing the official minutes of the meeting. The recordings shall be public records; however, they shall not be official records of the meetings, nor constitute the official minutes. Any defect in such recordings or failure to fully record any meeting shall not affect the validity of any action or meeting.

E. **Closed Session Minutes.** All closed sessions shall be recorded by the Clerk.

(1) The public body should approve closed session minutes in the next subsequent closed session. Closed session minutes must be reviewed at least semi-annually in an open meeting to determine whether they may be released to the public.

(2) At meetings where closed session minutes are being reviewed, the public body must make a determination:

(a) that the need for confidentiality still exists as to all or part of those minutes; or,

(b) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection. The public body must report its determination in open session.

(3) Recordings from closed session meetings may be destroyed *after* 18 months if:

(a) the public body has approved the minutes, and

(b) the public body votes to destroy the recording.

Article III Village President

§5-~~5~~6 - §5-9 Reserved.

Section 3. The various portions of this Ordinance are hereby expressly declared to be severable, and the invalidity of any such portion of this Ordinance shall not affect the validity of any other portions of this Ordinance which shall be enforced to the fullest extent possible.

Section 4. All policies, ordinances, resolutions, motions or orders in conflict with this ordinance are hereby repealed to the extent of such conflict.

Section 5. This Ordinance shall be in full force and effect from and after its passage and approval in the manner provided by law.

Adopted this 10th day of January, 2024 pursuant to a roll call vote as follows:

	<u>YES</u>	<u>NO</u>	<u>ABSENT</u>	<u>ABSTAIN</u>
Consolino				X
Fialko			X	
Mason	X			
McNaughton	X			
Reynders			X	
Steilen	X			
Neitzke-Troike (Village President)				
TOTAL	3		2	1

APPROVED by the Village President on January 10, 2024.



Christina Neitzke-Troike
Village President

ATTEST:


Candice Bielski
Village Clerk