

**Chapter 2.16**  
**Meetings**

**Sections:**

- 2.16.010 General guidance.**
- 2.16.020 Regular village board.**
- 2.16.030 Special village board.**
- 2.16.040 Committees.**

**2.16.010 General guidance.**

A. All meetings shall follow the parliamentary procedures found in *Robert's Rules of Order*.

B. All meetings shall be subject to Chapter 1.12 of this code.

C. A quorum must be present for any meeting to take place.

D. Agendas shall be prepared for every governmental meeting by the presiding officer of that meeting.

E. Minutes of every governmental meeting shall be submitted to the village clerk.

**2.16.020 Regular village board.**

A. Regular meetings of the village board shall take place on the second Wednesday of each calendar month at 7 pm at the community center. If that date is a legal holiday, the meeting shall take place the next day at the same time and location.

B. 4 trustees shall constitute a quorum.

C. If the president is absent, the clerk shall call the meeting to order, call the roll, and preside until the board selects a trustee to preside at the meeting.

**2.16.030 Special village board.**

A. A special village board meeting may be called by 2 trustees filing a written request with the village clerk at least 24 hours prior to the specified meeting time. The clerk shall immediately notify each trustee of the date, time, location, and purpose of the special meeting.

B. All other rules in this chapter apply equally to special meetings.

**2.16.040 Committees.**

A. The committee chairperson shall prepare the meeting notice and agenda.

B. All other rules in this chapter apply equally to committee meetings.