



WELCOME...

**TO A VILLAGE
BOARD MEETING**

The Board of Trustees appreciates your interest in the operation of the Village.

All meetings of the Village Board, its Commissions and Committees are subject to the "Open Meetings Act."

All public meetings are directed by official procedures and we are pleased to present you with this guide on how to appropriately participate.

Village of Lincolnwood

847-673-1540

**6900 N. Lincoln Avenue
Lincolnwood, IL 60712**

www.lincolnwoodil.org

Background and Guidelines

Background

The Village of Lincolnwood is a home rule municipality and was incorporated in 1911.

Village Board

The Village Board consists of the Village President, the Village Clerk and six Trustees who serve as the legal governing authority through which the business of the Village is conducted. Board members are elected to four-year terms. Only when this group is at legally constituted meeting such as the Village Board, do they have the authority to establish or change policy, or award contracts. The Village Board has appointed professional staff to manage the operation of the Village on a day-to-day basis which includes the Village Administrator and Department Directors.

Committee of the Whole

This meeting is held before the Village Board Meeting. It is an informal meeting consisting of the Village Board and Village staff to discuss issues in greater detail. No action is taken at these meetings. The meetings are open to the public.

Meetings

The Village Board generally meets on the first and third Thursday of every month at 7:30 pm in the Village Board Council Chambers, located at 6900 N. Lincoln Avenue to conduct Village business and at other times when special meetings are called. Notice of all meetings, including regularly scheduled, commission, special and committee meetings, is in accordance with all provisions of the Illinois Open Meetings Act and are posted in Village Hall and on the Village's website. Regular Village Board meetings are conducted with a predetermined agenda consisting of the following sections:

VILLAGE PRESIDENT'S REPORT:

The Mayor may wish to make announcements or address pertinent issues at this time.

CONSENT AGENDA:

All Ordinance and Resolutions listed under the Consent Agenda are passed by a single vote. If anyone wishes to speak to any matter on the Consent Agenda, the matter will be removed from the Consent Agenda and added to Regular Business. This can be done by filling out a "Speaker Request Form" (See "Addressing the Board of Trustees").

REGULAR BUSINESS:

These are Ordinances and Resolutions which are individually considered and discussed by the Village Board.

VILLAGE ADMINISTRATOR REPORT:

The Village Administrator may wish to make announcements or address pertinent issues at this time.

BOARD, COMMISSION AND COMMITTEE REPORTS:

Members of other Boards, Commissions and Committees may wish to make announcements or address pertinent issues at this time.

CLERK'S REPORT:

The Clerk may wish to make announcements or address pertinent issues at this time.

TRUSTEE REPORTS:

Any or all of the Trustees may wish to make announcements or address pertinent issues at this time.

PUBLIC FORUM: The public is invited to address the Village Board regarding any issue facing the Village (See “Addressing the Board of Trustees”).

ADJOURNMENT: The Mayor officially calls for a motion to adjourn the meetings. A vote is taken and the meeting will conclude.

ADDRESSING THE BOARD OF TRUSTEES

The Village Board invites communication from residents to facilitate and conduct Village Board meetings; however, the following procedures will be followed:

1. In order to address the Board of Trustees, please fill out a “Speaker Request” form located at the back of the Council Chambers and provide it to the Village Clerk.
2. At a meeting, each speaker should, when recognized by the President approach the podium and state their name and address. Comments should be brief and non-redundant.
3. Comments should be directed to the Village President. Comments may be responded to immediately or through a follow-up process.
4. A Village Board meeting is not a forum for personal attacks against individuals. Persons with complaints regarding Village employees should contact the Village Administrator before or after the meeting.
5. Behavior, such as applauding, cheering, jeering, or booing disrupts Board Meetings. Persons in attendance should conduct themselves with professional decorum. Cell phones shall be placed in silent mode.

Continued on back panel.

6. Persons or organizations are encouraged to contact elected officials or the Village Administrator's office by letter, telephone (847-745-4717) or e-mail to discuss Village services and concerns. Our goal is to foster an environment, which encourages a fair discussion and exchange of ideas without fear of personal attacks.

Role of Staff at Meetings

The Village Administrator and Department Directors regularly attend Village Board meetings. Although staff provides recommendations on agenda items, they do not vote.

Live Broadcast of Board Meetings

Regular Village Board meetings will be broadcast on Cable Channel 6 or U-Verse Channel 99 as indicated on the Village's public access television station. Re-broadcasts occur on Mondays and Thursdays.

Commissions and Committees

The Village also operates through official recommendatory commissions and committees. These bodies are generally advisory to the Village Board.

Workshops and Information Sessions

Occasionally the Village will hold workshops or information sessions for issues such as the budget, capital improvements, or specific policy modifications. While these meetings are open to the public, they do not always offer a formal period for resident participation.

Online Resources

The following information about Village Board Meetings can be found online at www.lincolnwoodil.org.

- Agendas
- Board Packets
- Minutes
- Archived Village Board Meeting Videos

Village of Lincolnwood Board of Trustees

Village President

Gerald Turry

Boar of Trustees

Lawrence Elster

Lawrence Froman

Thomas Heidtke

Nicholas T. Leftakes

Jesal B. Patel

Renee Sprogis-Marohn

Village Clerk

Beryl Herman

Village Administrator

Timothy Wiberg

Village Attorney

Steve Elrod

To ensure full accessibility and equal participation for all interested citizens, individuals with disabilities who plan to attend and who require certain accommodations in order to observe and/or participate in this meeting, or who have questions regarding the accessibility of these facilities, are requested to call 847-745-4717 promptly to allow the Village to make reasonable accommodations.