

**APPROVED MINUTES - SPECIAL BOARD MEETING ON PROTOCOLS  
PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF OAK PARK  
HELD ON MAY 7, 2009 AT 7:00  
IN SECOND FLOOR CONFERENCE ROOM AT PUBLIC WORKS**

**OFFICIAL RECORD**

**PRESENT:** Trustees Hale, Hedges, Johnson, Lueck, Brewer, Pate, President Pope  
(7:14 p.m.)  
**ABSENT:** None  
**Also present:** Teresa Powell, Tom Barwin, Lisa Shelley, Ray Heise  
**QUORUM:** Trustee Hale called the meeting to order at 7:01 p.m.

**PROTOCOL MEETING OBJECTIVES**

The Board discussed meeting objectives. These protocols are meant to provide general rules of engagement for the President and the Village Trustees while conducting the business of the Village of Oak Park. These guidelines will serve as a framework for conducting efficient and effective Board meetings, for proper use of communication tools such as e-mail, for respectful interactions with staff and each other, and for strengthening the Village Manager form of government in the Village as a whole. It is suggested that the Board review them at least annually to make any adjustments deemed appropriate.

**BOARD MEETINGS**

**A. EXECUTIVE SESSION**

1. Agenda preparation:
  - a. Staff will set number, order, and time limits for agenda items and will provide a draft on the Tuesday prior to each board meeting.
  - b. Board will provide feedback in 48 hours.
  - c. Staff will remove items from agenda if not ripe for decision and will provide a written report to the board with additional details.
2. Board Direction to Staff
  - a. Staff will provide clear recommendations or options to be considered and will provide needed information in advance.
  - b. After discussion, Village Manager will state direction and Clerk will provide reminder.
3. Legal memoranda
  - a. Except for rare urgent matters, no detailed legal memoranda will be provided just prior to board meetings.
4. Minutes
  - a. Executive Session minutes will detail the reason for the session, the particular subject matter, the direction given, and a summary.
  - b. Minutes will be presented to the board for approval in a timely manner.

## REGULAR MEETINGS

5. Agenda Preparation
  - a. Staff will follow procedures noted for Executive sessions to prepare agendas.
  - b. Board will provide feedback in 48 hours.
  - c. Staff will remove items from agenda if not ripe for decision and will provide a written report to the board with additional details.
6. Consent Agenda
  - a. Board members wishing to remove items from the Consent Agenda will follow informal deadline of Thursday before the Board meeting.
  - b. The President will read the summary title of each Consent Agenda item.
  - c. Non-discussion – Regular Agenda was proposed as an alternative for items removed from the Consent Agenda for a separate vote.
7. Public Comment
  - a. Any individual may provide public comment for up to three minutes during the non-agenda public comment period or during the consideration of a specific agenda item.
  - b. A maximum of 30 minutes will be devoted to non-agenda public comment at the usual time of each meeting, with any additional comments at the conclusion of the Regular Meeting.
  - c. any individual may provide public comment for up to three minutes during the non-agenda public comment period or during the consideration of a specific agenda item
  - d. Public comment may be received from any individual on up to three agenda items at a Regular meeting
  - e. The public comment form will be revised to reflect these changes.
8. Staff/Outside Expert Speaking Limits
  - a. Staff or outside expert presentations will be limited to 10 minutes, unless an advance request is made and deemed appropriate for 20 minutes
9. Board Deliberation
  - a. Agenda items will be read by the President, followed by a brief summary from staff or a board/commission chair.
  - b. Trustees will limit questions to no more than 5 minutes each to the extent possible.
  - c. Trustee comments following questions will be limited to no more than 3 minutes each.
  - d. Any additional comments from Trustees should be limited to one minute
  - e. The President will speak at the end of the comment period, where he may add his own substantive comments, summarize the Board's consensus or majority direction, or help an evenly divided Board arrive at a decision.
  - f. No additional comments will be made during the roll call.
  - g. The President will monitor speaking times and may be assisted by the Clerk.
10. First / Second Reading
  - a. The Village Attorney will provide clarification on the rules regarding, and expectations related to, a first and second reading of an item

## B. SPECIAL MEETINGS

1. Agenda preparation, speaking time limits, and Board direction, same as above.
2. Public Comment will be allowed for agenda items, but there will be no non-agenda public comment. Same limits apply as for Regular meetings.
3. Special meetings should be held for more in-depth and study. Action items should not generally be a part of a Special Meeting agenda.

## INDIVIDUAL ROLES

### A. Role of Village President

1. The Village President must strive for transparency in dealings with staff at Village Hall and should keep Trustees informed of meetings and significant interactions on a weekly basis to be included in the weekend packet
2. The President should respond to Trustee e-mails and voice mails in a timely manner
3. Trustees should have use of the President/Trustee office for meetings and public office hours, and a scheduling mechanism needs to be put in place to facilitate the use of the office
4. The President and the Clerk should research and work to implement a set process for Commission Chair replacements in a timely and orderly fashion

### B. Role of Trustees

1. Trustees should provide feedback on their Citizen Board/Commission liaison role
2. Interaction with staff should go through the Village Manager with a copy to the Manager's Administrative Assistant. Small action items can be sent directly to staff but must be copied to the Manager and his assistant. There should be no commentary on performance or personal issues with any staff member in such communication
3. Board members should generally avoid stating their position on issues currently before the Board in e-mail communication sent to all members of the Board simultaneously
4. When an individual Board member nonetheless sends such an email, recipients may not reply to all, but may direct a private response to the original sender
5. These limitations do not apply to communications regarding organization, logistics, or scheduling.
6. Substantive e-mail questions that are directed to staff may be copied to all members of the Board
7. Citizen outreach (door-to-door, written, response to emails/voice mails) can be handled individually by each Trustee as he or she deems appropriate

### C. Role of Village Clerk and Village Attorney

1. Discussion of these roles was deferred to a future meeting.

## BOARD COMMITTEES

### A. Committees and structure

1. Permanent and Ad Hoc currently include:
  - a. Permanent: Finance, Personnel (3 individuals), Economic Development (OPDC liaison), Reinventing Local Government (performance i.e. BPS,

marketing, user-friendly etc.), Intergovernmental Affairs/Legislative  
Agenda

b.Ad Hoc: Protocols, RDA teams, etc.

2. Board Committee will generally have two representatives, with the exception of the Personnel Committee
3. Each Committee will create a scope of work by using a template (see attached)
4. Appointments will be made by the President
5. Committee meetings as needed but should allow for a reduction in the number of Special Meetings
6. Committee will report to the full Board as required by issues which are ripe for action in a given area. Reports can also be provided quarterly by using a template (see attached).
7. No minutes will be kept of a Committee meeting
8. Each Committee will provide a Scope of Work to the Board and will prepare periodic reports to the board.

#### **ADJOURN**

It was moved by Ray Johnson, seconded by Glenn Brewer to adjourn. A voice vote was taken and the motion was approved. The meeting adjourned at 10:56 p.m. Thursday, May 7, 2009.

SUBMITTED AND RECORDED  
IN THE OFFICE OF:

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TERESA POWELL, VILLAGE CLERK