

**NOTES**



**CITIZEN'S GUIDE TO  
VILLAGE BOARD MEETINGS**

**Village of South Elgin**

Steven Ward  
Village President

# WELCOME

Welcome to the Village Board Meeting of the Village of South Elgin. The President and Board of Trustees are the governing body of the Village. We are pleased to provide you with this Citizen's Guide to Village Board Meetings.

South Elgin is your Village and your comments and concerns are important to us. We invite you to participate.

## IMPORTANT FACTS

The Village Board meets regularly on the first and third Mondays of each month. Please call Village Hall at (847) 742-5780 to confirm meeting dates.

The Village Board Meetings begin at 7:00 p.m. with the Committee of the Whole. The Committee of the Whole is a working session of the Board. No official action is taken at the Committee of the Whole.

The Regular Board Meeting follows the conclusion of the Committee of the Whole. All residents of South Elgin are welcomed and encouraged to attend. Regular meetings of the Village Board are presided over by the Village President. The General Order of Business for Regular Board Meetings includes a *Public Comment* section for items under consideration by the Board of Trustees and an *Addresses from the Audience* section for general comments.

## VILLAGE ADMINISTRATOR

**Steven Super**

During Board Meetings, the Village Administrator will often address the Board of Trustees and respond to questions. The Village Administrator is the Chief Administrative Officer of the Village and is appointed by the Village Board. The Village Administrator is responsible to the governing body for the administration of all activities, functions and programs of the Village in accordance with state law and the policies and guidelines adopted by the Board of Trustees.

## MANAGEMENT STAFF

### Department Heads

Department Heads are appointed by the Village Board to administer certain Village operations and to provide technical assistance and information to the Village Administrator and the Board of Trustees.

The Department Head Staff of the Village of South Elgin are:

**Megan Golden, Deputy Village Administrator**

**Gerald Krawczyk, Jr., Police Chief**

**Arthur Skibley, Finance Director**

**Richard Gallas, Public Works Director**

**Kimberly Wascher, Director of Parks & Recreation**

### Village Attorney

Also attending the meetings is the Village Attorney who advises the Board on legal issues. The Village Attorney is **Derke Price of Ancel, Glink, Diamond, Bush, DiCianni & Rolek, P.C.**

**VILLAGE BOARD**

**Steven Ward, Village President**

The Village President is elected each four years. The Village President presides at Board Meetings and is entitled to full voting rights to break ties and has veto power. The Trustees are elected for four year terms, according to the method provided by Illinois Statute.

The Village Board is the legislative body of the Village government. It determines all matters of Village policy and must approve all Village ordinances and resolutions as well as adopt the annual Village budget. The current Board of Trustees are:

**Jennifer Barconi, Trustee**

**Lisa Guess, Trustee**

**Michael Kolodziej, Trustee**

**Scott Richmond, Trustee**

**John Sweet, Trustee**

**Greg Lieser, Trustee**

**VILLAGE CLERK:**

**Margo M. Gray**

The Village Clerk is elected for a four year term. The Village Clerk is the keeper of the Village Seal and all official records and papers of the Village. The Village Clerk is the agent for publications of notices to comply with the Open Meetings Act and is a deputy registrar for new voters. At the Village Board Meeting, the Village Clerk attends and keeps a record of its proceedings.

**SEATING CHART**



1. **Scott Richmond, Trustee**

6. **Steven Super, Administrator**

2. **Greg Lieser, Trustee**

7. **Michael Kolodziej, Trustee**

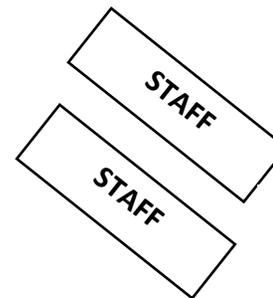
3. **Jennifer Barconi, Trustee**

8. **Lisa Guess, Trustee**

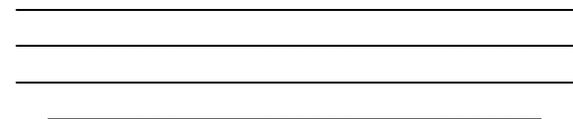
4. **Margo M. Gray, Village Clerk**

9. **John Sweet, Trustee**

5. **Steven Ward, Village President**



**AUDIENCE**



## REGULAR MEETING OF THE VILLAGE BOARD

### General Order of Business

An agenda of business items is prepared for each Regular Board Meeting. The General Order of Business for all official Regular Board Meetings is as follows:

- A. Call to Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Appointments and Presentations
- E. Communications and Information Items
- F. Public Comment (*agenda items*)
- G. Consent Agenda (*which includes approval of bills to be paid and approval of prior Village Board Meeting Minutes*)
- H. General Business
- I. Trustee Reports
- J. Village President Report
- K. New Business
- L. Addresses from the Audience (*non-agenda items*)
- M. Closed Session, if necessary
- N. Adjournment

### Public Comment

Citizens may address the governing body on items under discussion if recognized by the Village President under the *Public Comment Section* of the Order of Business. When addressing the Village Board, please state your name and address. In order to ensure that all persons may have an opportunity to speak, a three minute time limit may be set by the President for each speaker. When a larger number of citizens are scheduled to speak, please avoid repeating statements previously made.

### Order of Discussion:

Generally, the order of discussion, after introduction of an item by the Village President, includes comments and information by Village staff, followed by Village Board questions or inquiries. At the close of public discussion, the item is then considered by the Village Board and appropriate action taken. Comments may not be made by members of the audience during this period. The Village Code prohibits anyone from disturbing any meeting of the Board of Trustees or Committee thereof (Ord. 1998-21).

### Addresses from the Audience

A citizen desiring to speak on an item which is not on the agenda may do so under the *Addresses From The Audience* section of the Order of Business. Discussion may be limited to three minutes. The Village Board will not take immediate formal action following your comments unless the matter was placed on the formal agenda. However, items introduced under Addresses From the Audience may become agenda items for future meetings.

### Agenda Information

The Village Board meets the first and third Monday of the month at 7:00 p.m. Copies of the formal agenda are available in the Village Clerk's office within 48 hours of the regularly scheduled evening meetings. The formal agenda is also posted on the website and the Bulletin Board of the lobby of Village Hall on Friday afternoons preceding the regularly scheduled meeting. Information regarding the Board Meeting or agenda may be obtained from the Administrator's office by calling (847)742-5780.

### Special Board Meetings

Occasionally, the Village Board will convene a Special Board Meeting for the purpose of discussing a specific topic. Please be aware that the only topic that may be discussed at a Special Board Meeting is the specific item scheduled for that meeting.