

Executive Conference Room Usage Policy for Executive Sessions

Effective August 3, 2026, until amended, modified, or repealed, the City of Crest Hill Executive Conference Room shall be the preferred location for City Council Executive Session meetings. The room has a maximum occupancy of 20 people, as established by the applicable fire code, and Executive Session meetings should generally be held in this room whenever it is practical and feasible to do so.

Exceptions to the use of the Executive Conference Room for confidential Executive Session meetings may be made when circumstances warrant an alternative meeting location, including but not limited to:

- Attendance is expected to exceed the room's 20-person occupancy limit.
- The room temperature is uncomfortable (hot or cold) or otherwise unsuitable for occupancy.
- Technical difficulties exist with computers, displays, audio recording equipment, internet connectivity, or other equipment necessary for conducting the meeting.
- Health-related concerns exist, including situations where close proximity of attendees may increase the potential spread of a cold, flu, or other communicable illness.
- Severe weather conditions, weather alerts, or other emergency circumstances make it advisable to relocate meetings to a safer location, including the building's basement or other designated shelter area.
- Accessibility, operational, logistical, or other practical considerations make another meeting location more appropriate.

The Mayor (or their designee) as the chair of the meeting, after consulting with the City Administrator (or their designee) and City Clerk (or their designee) shall determine when an exception is appropriate and authorize the use of an alternative meeting location.

This policy is intended to promote efficient use of City facilities while allowing reasonable flexibility to address operational needs and unforeseen circumstances.