

2.4(e) Board Work-Study Session

The Township Board shall conduct a work-study session prior to each regularly scheduled meeting of the Board of Trustees, provided a request has been submitted. Any elected official, or department head, requesting the meeting with the Board must do so by noon on the Thursday preceding the work-study by submitting a memo and any supporting documents into Municode.

The Clerk will notify the Board of Trustees, via email, if the work-study session has been canceled due to lack of an agenda. Work-Study sessions shall be publicly noticed meetings that will not be televised but rather audio recorded. Minutes from the work-study session will be included in the succeeding consent agenda.

1. Personnel matters are to originate through a work-study session
2. No motions are to be made in a work-study session
3. No action will take place in the board meeting that immediately follows the work-study session but may be included and any other future meeting as directed by the Board.