

Guide to Village Board Packets

- 1.) Check calendar for committee meetings held in the week(s) prior to the Village Board meeting.
- 2.) Touch base with the secretary for the committee or committees that may have met that week to find out if any item from that committee needs to move forward to a Village Board meeting.
- 3.) Check the prior Village Board meeting for any "Future Agenda Items". List on the new agenda for upcoming meeting.
- 4.) Check with the secretaries from committees on minutes that may have been approved and include them in the agenda.
- 5.) Check for any liquor licenses, etc. to be placed on the agenda.
- 6.) Place agenda items in Municode and check to make sure that they have a cover sheet, if applicable and supporting documentation. DO NOT create documentation for an agenda item unless it is approved by the individual bringing the agenda item forward. Otherwise, this should come from the secretary or the entity/person who has placed it on the agenda.
- 7.) Prepare the agenda for the Village President to review by Wednesday preceding the VB meeting. Make changes as directed.
- 8.) Once approved by Village President distribute to Village Board members, press and interested citizens, if applicable. Upload to Municode. Place hard copy in shadow box by municipal entrance.
- 9.) Make the packet and distribute to VB members by Friday preceding the VB meeting. Upload to Municode.
- 10.) Prepare hard copies for members whom request them and place in metal box near employee entrance.

Timeline: Optimum is to have an agenda completed by Wednesday of the week prior to the Village Board meeting to provide enough time to have Village President review and approve and then get packets to the Village Board members for their review.