



REPORT TO VILLAGE BOARD

ITEM NAME:	Procedure for First Committee Meetings
MEETING DATE:	April 28, 2025
PRESENTING COMMITTEE:	
COMMITTEE CONTACT:	David Baker
STAFF CONTACT:	Jennifer Poyer
PREPARED BY:	Jennifer Poyer

ISSUE: Due to the lack of a chairperson or vice chairperson at the first meeting of the new committee cycle, the regular meeting procedure cannot be followed.

OBJECTIVES:

ISSUE BACKGROUND/PREVIOUS ACTIONS:

PROPOSAL:

- The committee clerk will create the agenda with assistance from staff members, Village trustees, committee members and previous meeting items.
- The clerk will conduct the meeting until a chairperson is nominated and approved. The chairperson will then conduct the meeting.
- Duties of the Administrative Policy Committee, CLIPP Committee and Utility Committee will be verbally detailed and reviewed by the committee after the chairperson and vice chairperson are selected. This review will be done by the Village clerk or Village president. *Village Ordinances 14.20 (F), 14.21(F), 14.22(F)*

ADVANTAGES:

DISADVANTAGES:

ITEMIZE ALL ANTICIPATED COSTS (Direct or Indirect, Start-Up/One-Time, Capital, Ongoing & Annual, Debt Service, etc.)

RECOMMENDED ACTION:

OTHER OPTIONS CONSIDERED:

TIMING REQUIREMENTS/CONSTRAINTS:

FUNDING SOURCE(s) – Must include Account Number/Description/Budgeted Amt CFY/% Used CFY/\$

ATTACHMENTS (describe briefly):