

officer. Such appeal is not debatable and must be sustained by a majority of the members present, exclusive of the presiding officer.

(2) Absence of President. If the President is absent from any meeting the, Clerk shall call the meeting to order and preside until the Board selects a trustee to preside for the meeting.

(3) Participation in Debate. The presiding officer may speak upon any question or make any motion if he vacates the chair and designates a trustee to preside temporarily.

#### 2.04 COMMITTEES. (Am. August 10, 2021)

(1) Committee Appointments. At the first regular meeting in May the President shall appoint a trustee to each of the following standing committees:

(a) Committee on Finance (including licenses and permits, employee relations etc.).

(b) Committee on Public Works, Safety, and Health (including police, fire, streets, sewer, lighting, water, etc.).

The President shall be ex-officious chairperson of the Committee on Finance and shall designate the chairperson of other standing committees. They shall appoint all special committees and designate the chairperson of each. All committee appointments, except designation of chairperson, shall be subject to confirmation by a majority vote of the Board.

(2) Committee Reports. Each committee shall at the next regular board meeting submit a written report on all matters referred to it. Such report shall recommend a definite action on each item and shall be signed by a majority of the committee. Any committee may require any Village officer to confer with it and supply information in connection with any matter pending before it.

#### 2.05 AGENDA.

The Agenda for every meeting shall be posted in one public place in the Village of Ridgeway and posted on the Village Website, [www.villageofridgeway.com](http://www.villageofridgeway.com), at least 24 hours prior to meeting time. Said Agenda is to be approximately as follows and coincide with 2.07, General Rules.

#### 2.06 ORDINANCES AND RESOLUTIONS. (Am. June 9, 2020)

(1) Ordinances, resolutions, by-laws, communications and other matters submitted to the Board shall be read by title and author and referred to the appropriate committee by the President. No ordinance, resolution or by-law shall be considered unless presented in writing by a trustee. No ordinance, resolution or by-law need be read