



# VILLAGE OF WINNEBAGO

## MEMORANDUM

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<b>Prepared By:</b>	Joseph Dienberg
<b>Meeting Name:</b>	Village Board Meeting
<b>Meeting Date:</b>	May 13, 2024
<b>Item Name:</b>	First and Second Reading of Ordinances/Resolutions

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### **Background:**

In an effort to remain transparent and allow for public engagement in Village processes, it has been suggested that the village adopt a “First and Second Reading” process for the passage of all Village of Winnebago Ordinances and Resolutions. Currently, the village operates within these parameters in practice, this would formalize and require that practice. An example of this process can be seen below:

### *Introduction of Ordinance—First Reading*

- 1) The “first reading” of an ordinance shall be its introduction, whereupon a Board member shall move to introduce the same into business and another Board member shall second that motion. Following the proper introduction of an ordinance into Board business at either a Village Board Meeting, Committee of the Whole Meeting, or designated Committee meeting, and if agreed by a majority of the members present at the meeting, any member shall, at his or her option, read the entire ordinance or provide a summary description of same. No vote shall be taken on any ordinance at its “first reading”, except on motions to amend the ordinance, unless otherwise permitted by Board rules.
- 2) At the “first reading”, any Village Committee member may move to recommend the adoption of such ordinance or resolution by the village board. This recommendation must be seconded by a member of the committee and voted on by a majority of its members to be made.

*Two Readings Required for Ordinances.*

- 1) All ordinances brought before the Village Board for a final vote must have been previously presented for a “first reading” at either a Village Board Meeting, Committee of the Whole Meeting, or designated Committee meeting. This provision may be waived if the Village Board votes unanimously in the affirmative to suspend the rules following the “first reading” and act upon the ordinance at the same meeting in which it is introduced to the Village Board.
- 2) A unanimous vote shall be defined as all of members present voting in the affirmative. Abstentions shall be considered as voting in the negative in this instance.
- 3) The Village President may choose to hold over an ordinance to the next regular or specially held Board meeting, without sending said ordinance to a committee. If an objection to this action is made by a Board member, a majority vote of the membership of the Board is required to overrule the President’s action.

*Voting Requirements for Passage of Ordinances and Resolutions.*

All ordinances and resolutions of the Village Board shall, unless otherwise expressly required by applicable Illinois statute, require a majority vote for passage.

**Recommendation:** Staff is seeking input from the Village Board of Trustees on if the village should adopt an ordinance requiring the first and second reading of ordinances