

**VILLAGE OF BELLEVUE, ILLINOIS**

Ordinance No. 316

**AN ORDINANCE SETTING FORTH THE DUTIES  
OF THE MAYOR AND TRUSTEES**

**SECTION 1**

**MAYOR AND TRUSTEES**

**1.1 DESIGNATION AS MAYOR.** Pursuant to Chapter 24, Section 1-1-2.1 of the Illinois Municipal Code, as set forth in the Illinois Revised Statutes, the Village President may be referred to as the Mayor of this Village.

**1.2 ELECTION; TERM OF OFFICE.** The Mayor shall be elected for a term of four (4) years and until his or her successor is elected and qualified, as provided by Statute, and shall be the President of the Board of Trustees.

**1.3 BOND, OATH AND COMPENSATION.** Before entering upon the duties of his or her office, the Mayor shall give a bond with sureties to be approved by the Board of Trustees conditioned upon the faithful performance of his or her duties in the sum established by the Board of Trustees. He or she shall take the oath of office as prescribed by statute, and shall receive such compensation for the performance of his or her duties as Mayor, as may be from time to time established by the Board of Trustees.

**1.4 PRESIDENT PRO-TEM; ACTING PRESIDENT.**

A. During the temporary absence of disability of the Mayor, the Board of Trustees shall elect one of its members to act as President pro-tem, who, during the absence or disability of the Mayor, shall perform the duties pertinent to the office.

B. Whenever vacancy in the office of the Mayor occurs during his or her term, the vacancy shall be filled for the remainder of the term at the next election of trustees, unless the vacancy is filled by a special election, as provided by Statute. During the period from the time that the vacancy occurs until a Mayor is elected, and has qualified, the vacancy

may be filled by the election of an acting Mayor by the Board of Trustees.

**1.5 DUTIES.**

A. General. The Mayor shall be the chief executive officer of the Village, and he or she shall perform all such duties as may be required of him by Statute or ordinance. He or she shall have supervision over all employees of the Village. He or she shall have the power and authority to inspect, at any reasonable time, all books and records kept by any Village officer and employee.

B. Designation of Duties. Whenever there is a question as to the respective powers or duties of any appointed officer of the Village, this shall be settled by the Mayor and he or she shall have the power to delegate to any such officer, any duty which is to be performed when no specific officer has been directed to perform the duty.

C. Issuance of Permits and Licenses. The Mayor shall sign all permits granted by the Board of Trustees and grant all licenses, except as otherwise provided by law or ordinance or this Code.

**1.6 POWERS AS TO LITIGATION.** The Mayor shall sign, and is authorized to sign on behalf of the Village, all instruments necessary to the prompt prosecution or defense of any or all actions brought by or against the Village, including bonds for injunction.

**SECTION 2**

**VILLAGE BOARD OF TRUSTEES**

**2.1 ELECTION; FUNCTIONS.** The members of the Board of Trustees, consisting of six (6) persons, shall be elected to office for four (4) year terms, according to the method provided by Statute. This Board shall be the legislative department of the Village government and shall perform such duties and have such powers as may be delegated by Statute to it.

**2.2 OATH, SALARY.** The members of the Board of Trustees shall take the oath of office prescribed by Statute. They shall

receive such compensation for performance of their duties as Trustees as may be from time to time fixed by ordinance.

### SECTION 3

#### **MEETINGS OF THE BOARD OF TRUSTEES**

##### **3.1 REGULAR AND SPECIAL MEETINGS.**

A. Time of Regular Meetings. The Board of Trustees shall hold its regular meetings at such time, date and place as provided in the annual notice and schedule of regular meetings given in accordance with the Illinois Open Meetings Act.

B. Special Meetings. Special meetings may be called by the Mayor or any three (3) Trustees upon at least twenty four (24) hours' notice to all members and the Mayor; provided that if the Mayor and all of the Trustees are present at a special meeting no notice of such meeting shall be necessary and such notice shall be deemed waived. Meeting calls shall be in writing duly signed and shall be presented to the Village Clerk who shall proceed immediately to prepare notices of such meetings and shall cause them to be served on the Mayor and members of the Board of Trustees personally or by mail; such notices shall describe in brief the nature or objections of the special meeting.

C. Meetings Open To The Public. All regular or special meetings of the Board of Trustees shall be open to the public except as otherwise provided by law.

D. Quorum. A majority of the Trustees or three (3) Trustees and the Mayor shall constitute a quorum of the Board of Trustees.

3.2 MAYOR AS PRESIDING OFFICER. The Mayor shall be the presiding officer of all regular and special meetings of the Board of Trustees at all times when the Board meets as a committee of the whole. The Mayor shall be an ex-officio member of all committees and boards of the Village but without the power to vote except as otherwise designated.

### 3.3 COMMITTEES.

A. The Mayor shall also appoint individual Trustees to review matters in the following subject areas and to make recommendations to the Village Board regarding the same:

Parks and Recreation  
Planning, Zoning and Land Use  
Finance and Administration  
Public Safety  
Public Works  
Personnel

B. All special committees shall be appointed by the Mayor with the consent of the Board of Trustees.

### 3.4 VOTING REQUIREMENTS.

A. Mayor to Have Deciding Vote. The Mayor shall not vote on any ordinance, resolution or motion except (1) where the vote of the Trustees has resulted in a tie; or (2) where one-half (1/2) of the Trustees elected have voted in favor of an ordinance resolution or motion even though there is no tie vote; or (3) where a vote greater than a majority of the corporate authorities is required by law to adopt an ordinance, resolution or motion. In each instance specified, the Mayor shall vote. Nothing in this Section shall deprive an acting Mayor or Mayor pro-tem from voting in his or her capacity as Trustee but he or she shall not be entitled to another vote in his or her capacity as acting Mayor or Mayor pro-tem.

#### B. Voting on Ordinances; Veto.

1. Every ordinance and resolution shall be reduced in writing and presented to the Mayor and Board of Trustees before vote thereon by members is taken.

2. (a). The passage of all ordinances for whatever purposes, and of any resolution or motion (1) to create any liability against the Village or (2) for the expenditure or appropriation of its money, shall require the concurrence of a majority of all members then holding office on the Board of Trustees, including the Mayor, unless otherwise expressly provided by law.

(b). All such designated resolutions and motions and all ordinances shall be decided by a roll call vote, the result of which vote shall be recorded, and all ordinances passed by the Village Board shall be deposited with the Village Clerk. If the Mayor approves all of them, he or she shall sign them. Those of which he or she disapproves he or she shall return to the Board of Trustees with his or her written objections, at the next regular meeting of the Board occurring not less than five (5) days after their passage. The Mayor may disapprove of any one or more sums appropriated in any ordinance, resolution, or motion making a appropriation, and, if so, the remainder shall be effective. However, the Mayor may disapprove entirely of an ordinance, resolution or motion making an appropriation. If the Mayor fails to return any ordinance, resolution or motion with his or her written objections, within the designated time, it shall become effective despite the absence of his or her signature.

(c). Every resolution, motion, and ordinance which is returned to the Board of Trustees by the Mayor shall be reconsidered by the Board. If, after such reconsideration, two-thirds (2/3) of all the Trustees then holding office on the Board shall agree to pass an ordinance, resolution or motion notwithstanding the Mayor's refusal to approve it, then it shall be effective. The vote on the question of passage over the Mayor's veto shall be by yeas and nays and shall be recorded.

No vote of the Board shall be reconsidered or rescinded at a special meeting unless there are present at the special meeting as many Trustees as were present when the vote was taken.

3.5. RULES OF ORDER. The following rules of order shall, in all cases, be adhered to, but the same may be suspended when no objections are made, or upon a vote of a majority of the Board, except Rules 4, 7 and 12.

Rule 1. The order of business at all regular meetings of the Village Board shall be as follows:

1. A fifteen (15) minute period prior to the beginning of the regular meeting for an informal gathering of the Mayor and Board of Trustees to receive citizen comments.

2. Roll Call.

3. The minutes of the proceedings of the last meeting shall be read and approved.

4. Reports of the Village Officers.

5. Payment of Bills.

6. Petitions and Communications.

7. Citizens wishing to address the Board on agenda items.

8. Consent Agenda. Any item shall be removed from the Consent Agenda at the request of any one Trustee. Any such item so removed shall then be considered during unfinished business. A roll call shall be taken on approval of the Consent Agenda and recorded in the minutes.

9. Reports of General Business.

A. Planning, Zoning and Land Use.

B. Finance and Administration.

C. Public Works.

D. Public Safety.

E. Parks and Recreation.

F. Personnel.

10. Reports of Special Committees.

11. Unfinished Business.

12. New Business.

13. Adjournment.

Rule 2. The Mayor shall decide all questions or order and in all cases where these rules are not applicable, the Village Board shall be governed by parliamentary law as laid down in Roberts' Rules of Order.

Rule 3. Members discussing a question shall address the Mayor and no member shall be deemed to have the floor until recognized by the Mayor.

No person, except a member of the Village Board, shall be permitted to address the same unless by the consent of the Board.

Rule 4. The yeas and nays shall be taken upon the passage of all ordinances, and upon all propositions to create any liability against the Village, or for the expenditure or appropriation of its money, and in all other cases at the request of any member, which shall be entered on the journal of its proceedings and the concurrence of a majority of all the members of the Board of Trustees shall be necessary to the passage of any such ordinance or proposition unless otherwise provided by Statute; and provided, that it shall require two-thirds (2/3) of all the Trustees to sell any Village property.

Rule 5. All resolutions and amendments thereto shall be reduced to writing before action shall be taken thereon.

Rule 6. Standing and special committees, to whom references are made, shall in all cases report in writing to the State of facts with their opinion thereon.

Rule 7. Any report to the Board of trustees shall be deferred for final action thereon, to the next regular meeting of the Village Board after the report is made, upon the request of any two (2) Trustees present.

Rule 8. No bill against the Village shall be allowed by the Board until the same has been referred to the Board of Trustees for examination unless otherwise ordered, and in all cases, receipts for money paid out and proper vouchers shall accompany each bill.

Rule 9. Every member who shall be present when a question is stated by the chair shall vote thereon, unless excused by the Board, or unless he or she is directly interested in the question, in which case he or she shall not vote.

Rule 10. When a question is before the Board, no motion shall be in order but these: (1) to adjourn; (2) to lay on the table; (3) for the previous question; (4) to postpone indefinitely; (5) to postpone to a certain time; (6) to commit; (7) to amend. And these motions shall be privileged and have

precedence in the order in which they are made to succeed each other by this rule; and motions to adjourn, to lay on the table, and for the previous question shall be decided without debate.

Rule 11. A motion to adjourn shall always be in order except (1) when a member is in possession of the floor; (2) when the yeas and nays are being called, (3) when the members are voting, (4) when adjournment was the last preceding motion, (5) when it has been decided that the previous question shall be taken; and the "previous question" shall be as follows: "Shall the main question now be put?"

Rule 12. No vote of the Board shall be reconsidered or rescinded at a special meeting unless at such special meeting there shall be present as large a number of Trustees as were present when the vote was taken.

Rule 13. The Village Clerk, under the direction of the Mayor of the Village, shall prepare an agenda for each meeting of the Village Board, including the Consent Agenda. The Consent Agenda shall include all items of a routine and noncontroversial nature. The Village Clerk shall be responsible for determining what items are subject to placement on the Consent Agenda. The Consent Agenda shall include a specific enumeration of the various items and the proposed action relating thereto. Any such item on the Consent Agenda is subject to removal at the request of any one Trustee at the Board meeting as indicated above in Rule 1.

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Mayor

ATTEST:

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Village Clerk