

Village of Caledonia Special Board Meeting Minutes
November 5, 2005, 10:00 a.m.

- I. Meeting was called to order at 10:02 a.m. at the Caledonia Fire Station.
- II. Roll Call:
 - Susan Siek, President - Present
 - Susan Yakey, Clerk & Acting Treasurer - Present
 - Colleen Blaney, Trustee - Present
 - Garrett Havens, Trustee - Present
 - Teresa Hunt, Trustee - Present
 - Todd Moore, Trustee - Absent
 - Jack Nicholson, Trustee - Present
 - Jeff Nye, Trustee - Present
- III. Mr. Nye motioned to approve the agenda. Mrs. Hunt seconded and the motion carried. All were in favor.
- IV. President Siek opened the meeting thanking us for giving up our Saturday morning. She then turned the meeting over to Attorney Dave Kurlinkus who handed out an outline titled Orientation for Caledonia Board Members 11/5/05 (See attached)
 - I. Mr. Kurlinkus gave an overview of how we, the board, can make our meetings go more smoothly, whether it's a committee meeting or a board meeting. The first thing Mr. Kurlinkus talked about is being one of six trustees. We function as six people-you are one of six trustees; you can't function as one. Second, he talked about addressing questions from the public and sharing information with each other. If a member of the community comes to you with a problem and you have no answer, you find who on the board would most likely have the answer. People want things solved now-not days or weeks later. It is important how we handle ourselves. Also, public comment should be just that-public comment. But we often think a response is needed. Most questions should be referred to committee level. The public has a right to ask questions but does not have the right to a response. We have to remember public comment is NOT public debate. An example of this is the Planning Commission Hearing on Plats-there was too much debate that went on. That lengthens the time a meeting takes. Third, he went on to say that what you discuss at committee level does not need to be rehashed at board level. Take bills, for instance, you discuss it at the Budget & Finance Committee and bring to the board a listing of what bills were paid and how much. A bill should not be passed around the table. If you give every trustee copy of the treasurer's report before committee meeting, then if any questions, it could be asked then. Fourth item is our behavior on the board and off. It is extremely important in keeping solidarity. We should try to avoid arguments or heated discussions because the meetings are open to

the public. It has no place at board meetings. Speaking as a member of the community you can express your feelings; but when you are behind the table as a board member you are not a participant of the public. There is a very thin line as a board member and as a community member. You listen to the public during public comments. You are not there to give your opinion. We should be working together; not separately. The fifth item he talked about is Roberts Rules and the conduct of meetings. It is a way of helping us with procedures. You can find a Q & A of Roberts Rules online. Also, in publication right now is the new version of the Illinois Municipal Handbook.

- II. Next, Mr. Kurlinkus talked about open and closed sessions. You need to follow certain criteria for having a closed session. Take today's meeting for an example. It does not fall under the criteria for holding a closed session. But if a representative from the Illinois Municipal League Risk Management Association were to give this workshop, it could be a closed session. There are "Sunshine Laws" that allow the public to be present when voting is going to take place. Under the Open Meetings Act, three or more trustees constitutes a meeting and therefore needs to have notice of meeting 48 hours prior to the meeting.
- III. The next item Mr. Kurlinkus talked about was the agenda. If you want to vote on something, it needs to be on the agenda otherwise you can only discuss it. Also, you can't vote on items while in closed session nor can you vote on an item that has been amended to the agenda. This is so the public knows what will be voted on and can decide if they want to attend or not. The agenda needs to be posted no later than 48 hours in advance of the meeting time.
- IV. Next, he talked about the authority of the board. The President acts more like a chairman. Runs the show but does not vote except to break a tie. Trustees are all ex-officio members of the committees. You have the right to be there because of the office you hold, but you have no more rights than anyone else in public comment. The Planning Commission is strictly an advisory committee. If we get a negative review from the Planning Commission, it requires a 2/3-majority vote.
- V. Lastly, Mr. Kurlinkus brought up other issues like roll call vote. A roll call vote is needed in some instances instead of by acclamation. If, as a chairman of a committee, you ask for the motion and then get a seconded, if its unanimous then the vote can be by acclamation. Otherwise, you would need a roll call vote. Mr. Nicholson asked if you can put questions to the public to try and get answers. Mr. Kurlinkus said that you can. Next, Ms. Blaney asked what the difference is between a super and a simple majority. In our case, a super majority is a simple majority, a 2/3- vote. Then, she asked how you go about changing a previous vote. There are procedures to follow. You need to ask the President to put it on the agenda and then at the board meeting,

you need to make the motion and if it's seconded then you can discuss it, but if it's not seconded then the motion dies and nothing more is done.

- V. At 12:05 p.m. Mr. Nye motioned to adjourn the meeting. Mr. Havens seconded and the motion carried. All were in favor.