



MANAGER’S MEMO ITEM

ITEM: Village Council Policy for Council Meeting Agenda Preparation
WORKSHOP DATE: January 10, 2006
PREPARED BY: Cara Pavlicek, Village Manager
BID AMOUNT: n/a **ACCOUNT:** _____
BUDGET AMOUNT: n/a

PURPOSE: To establish uniform guidelines for the preparation of Village Council meeting agendas and Village Workshop meeting agendas with appropriate items for the special recognition, proclamation, consent agenda, resolution, ordinance and discussion.

BACKGROUND:

The Village Manager is responsible for the determination of whether various items are placed on the Council meeting agenda or Council workshop agenda for consideration pursuant to Chapter 2, Article 1, 2.5 Rules 5 & 6 of the Municipal Code.

In order to ensure that the Village Manager and Village staff are responding to various requests and directions of the governing body as a whole, the Mayor and members of the Village Council may direct the Village Manager to place a topic — germane to the Village’s proceedings — on an upcoming Council meeting agenda as late as the Wednesday prior to the meeting, at 9:00 a.m. Such topic shall be a discussion item only to allow for the Council as an elected body to direct whether staff and legal counsel should research the issue and prepare the appropriate form of action for consideration at a later date.

The Village Manager will also receive items for placement on a Workshop Agenda from Department Directors via the Village Attorney no later than the Friday the week prior to the meeting at 9:00 a.m.

Residents or members of the public may address the Mayor and Village Council — regarding any item germane to the Village’s proceedings — at any regularly scheduled meeting of the Village Council under the agenda item designated *Public Comments and Questions*.

ATTACHMENTS:

Draft Council Agenda Policy.

STAFF RECOMMENDATION:

Approval of the proposed Council Policy.

REQUESTED COURSE OF ACTION:

Placement of this item for approval on the active agenda at the January 17, 2006 Council Meeting.



Village of Downers Grove

Official Village Policy Approved by Village Council

Description:	COUNCIL AGENDAS	
Res. or Ord. #:	Res.	Effective Date: 00/00/00
Category:	Legislative and General Management	
	<input checked="" type="checkbox"/> New Council Policy	
	Amends Previous Policy Dated: _____	
	Description of Previous Policy (if different from above): _____	

RESOLUTION NO. ____

**A RESOLUTION ESTABLISHING A
VILLAGE COUNCIL POLICY REGARDING
PREPARATION OF VILLAGE COUNCIL AGENDAS
AND VILLAGE WORKSHOP AGENDAS**

WHEREAS, the Council of the Village of Downers Grove has determined that it is necessary and desirable to establish various procedures and rules governing the preparation of the agenda for Village Council meetings and Village Workshop meetings; and

WHEREAS, the purpose of this policy statement is to establish uniform guidelines for the preparation of Village Council meeting agendas and Village Workshop meeting agendas with appropriate items for the special recognition, proclamation, consent agenda, resolution, ordinance and discussion.

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Downers Grove, DuPage County, Illinois, as follows:

1. The Village Council generally meets on the first, second, third and fourth Tuesday of each month. The Village Clerk is responsible for the preparation of the Village Council meeting agenda. The Village Manager is responsible for the preparation of the Village Workshop meeting agenda. Determination of whether various items are placed on the Council meeting agenda or Council workshop agenda for consideration is made by the Village Manager pursuant to Chapter 2, Article 1, 2.5 Rules 5 & 6 of the Municipal Code.
2. The Mayor and members of the Village Council may direct the Village Manager to place a topic — germane to the Village’s proceedings — on an upcoming Council meeting agenda as late as the Wednesday prior to the meeting, at 9:00 a.m. Such topic shall be a discussion item only to allow for the Council as an elected body to direct whether staff and legal counsel should research the issue and prepare the appropriate form of action for consideration at a later date.
3. Department Directors shall submit items to the Village Attorney for the Council workshop agenda no later than the Friday the week prior to the meeting at 9:00 a.m. Department Directors should reference the Administrative Regulations for details. Variance in the deadline may be established by the Village Attorney *in advance* due to holidays or similar reasons.

4. Residents or members of the public may address the Mayor and Village Council — regarding any item germane to the Village’s proceedings — at any regularly scheduled meeting of the Village Council under the agenda item designated *Public Comments and Questions*. In addressing the Mayor and Village Council the public shall limit comments to a maximum of five minutes per person.
5. Members of the public who require special accommodations to attend a Council meeting or workshop should contact the Village Clerk at 434-5535 in advance.
6. The Village Council meeting or workshop agenda will be available in the Office of the Village Clerk for public inspection 48 hours in advance of the Village Council meeting or workshop.
7. That the validity of any ordinance, resolution or other action otherwise taken in accordance with applicable law shall not be invalidated, impaired or otherwise affected by noncompliance with the criteria or procedures set forth herein.
8. That all resolutions or parts of resolutions in conflict with the provisions of this Resolution are hereby repealed.
9. That this Resolution shall be in full force and effect from and after its passage as provided by law.

Brian J. Krajewski, Mayor

Passed:

Published:

Attest: April K. Holden, Village Clerk

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