

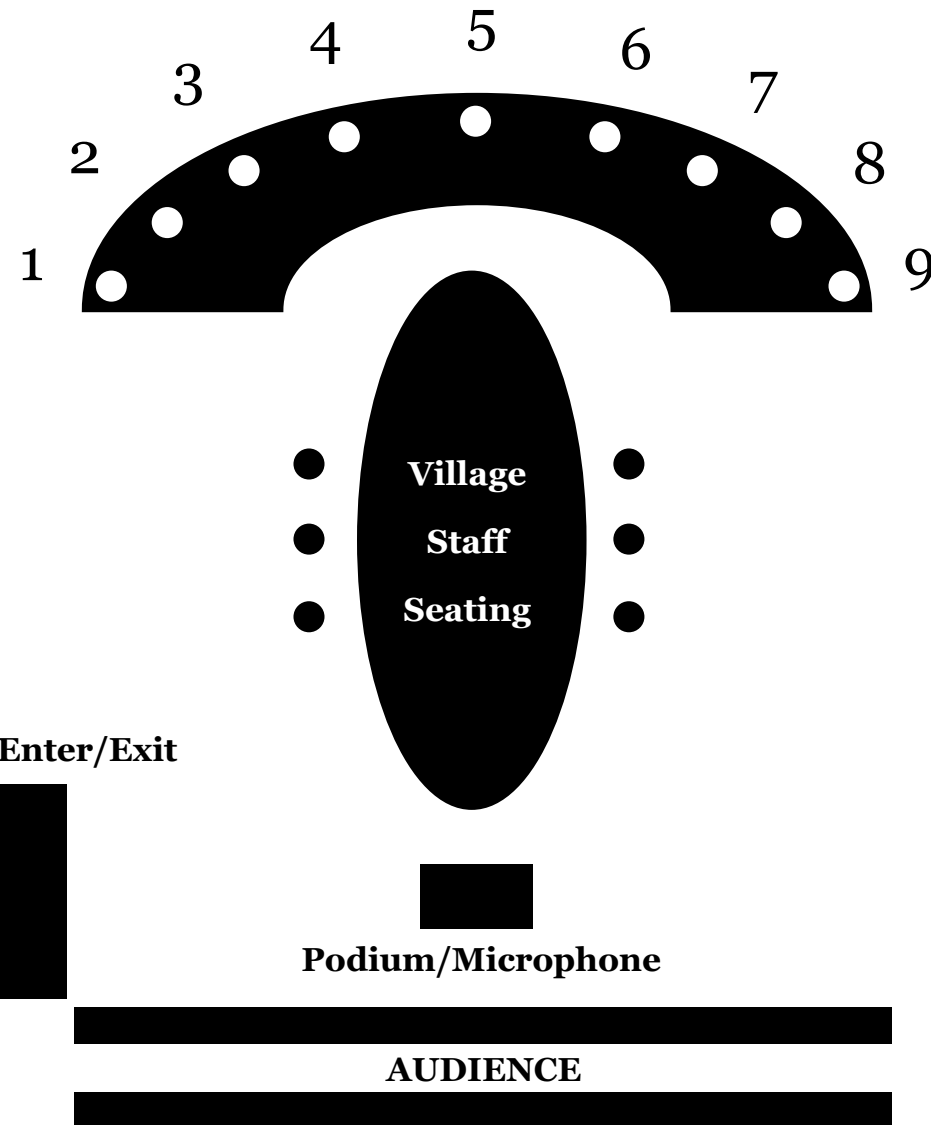
## SAFETY FOR YOU AND OTHERS

The Mokena Village Boardroom has a limited seating capacity which is established for safety purposes. The Village Boardroom cannot always accommodate every individual wishing to attend a meeting due to these restrictions which are for everyone's safety. Often, large crowds attending the Board meetings are the result of controversial land development issues. To accommodate overflow crowds and people who wish to address the Board, we suggest that spokespeople be selected to address the Board, or that once someone has addressed the Board, they exit the Chambers and allow someone else to enter. If there are people out in the hallway that wish to address the Board, a sign up sheet can be circulated and those signing up will be called upon by the Mayor. A television will be in the hallway tuned to Channel 6 so those not able to get into the Chambers due to space limitations may observe the proceedings "live". If you are in the hall and signed up to speak, when you are called by the Mayor, a Police Officer will assist you entering and exiting the Chambers during overflow periods and also ensure that the exit way remains clear. Please help us with this effort during overflow periods. Officers are also present to ensure the safety of everyone attending these meetings and the safety of those who come to work the following day. The presence of a law enforcement officer ensures safety of the entire building during Public Meetings when access to the facility is more open than during normal business hours. This practice was initiated shortly after September 11, 2001.



## VILLAGE BOARD SEATING

1. Trustee Terence Smith
2. Trustee Melissa Fedora
3. Trustee George J. Metanias
4. Village Attorney
5. Mayor Frank A. Fleischer
6. Clerk Melissa Martini
7. Trustee Debbie Engler
8. Trustee Rob Dauphinais
9. Trustee Terry G. Germany



### ***For more information please contact:***

Village of Mokena  
11004 Carpenter Street  
Mokena, IL 60448  
T: (708) 479-3900; F: (708) 479-4844  
Email: [administration@mokena.org](mailto:administration@mokena.org)  
Website: [www.mokena.org](http://www.mokena.org)

# WELCOME TO A VILLAGE BOARD MEETING



Mayor Frank A. Fleischer  
Clerk Melissa Martini  
Trustee Rob Dauphinais  
Trustee Debbie Engler  
Trustee Melissa Fedora  
Trustee Terry G. Germany  
Trustee George J. Metanias  
Trustee Terence Smith

## **INTRODUCTION**

Meetings of the Village Board are held on the second the fourth Mondays of each month at 7:00 p.m. in the Council Chambers, Mokena Village Hall, 11004 Carpenter Street, unless otherwise specified. The second and fourth meetings are regular meetings; while the third Monday of the month is commonly scheduled as a work session. All meeting agendas are posted no later than the Friday before the meeting at the Village Hall, on Mokena Cable Channel 6 and Mokena's website (www.mokena.org). Regular Board meetings, held on the second and fourth Mondays of each month, are televised live and also played on a tape delay several times the week following the Board Meeting.

The regular meetings of the Village Board follow an agenda format with topics compiled by the Village Administrator, consisting of the following items:

### **CALL TO ORDER**

The Mayor officially calls the meeting to order.

### **PLEDGE OF ALLEGIANCE**

Immediately following call to order, all rise and face the flag for the Pledge of Allegiance.

### **ROLL CALL**

The Village Clerk takes a roll call of the six Board members and Mayor and a quorum is determined.

### **DISCOVER MOKENA**

A pre-scheduled business owner or civic group provides pertinent information to the Board and audience regarding his/her business or activities.

### **PUBLIC COMMENTS**

The Public is invited to present questions or comments regarding any topic. Comments are limited to no more than three minutes

### **CONSENT AGENDA**

The Mayor introduces this action by having the Village Administrator summarize the items on the Consent Agenda which are believed to be non-controversial and administrative in nature. Consent agenda items are addressed individually only if a Trustee specifically requests that an item be removed from the agenda for the purpose of specific discussion. If an item is removed, the action requested regarding the Consent Agenda is modified to delete the specific item which will be addressed separately. The Mayor requests a motion and second to approve the Consent Agenda, asks for comments from the audience and then calls for the Clerk to take a roll call vote.

### **FINANCE REPORT**

This item is scheduled on the first regular agenda each month. During this agenda topic, the Finance Director presents the monthly accounts payable listing for consideration by the Village Board. From time to time there may be special accounts payable listings presented to the Board. Interested parties may participate in these discussions after the Mayor calls for input from participants.

### **APPOINTMENTS/PROCLAMATIONS/PRESENTATIONS**

This portion of the agenda includes the appointment of individuals to various positions, the reading of Mayoral Proclamations and the presentation of awards, plaques and special recognition of citizens and groups. The appointment of individuals to various positions is the only action item of the three listed under this agenda item. Proclamations and presentations are ceremonial in nature.

### **PRE-SCHEDULED PROPOSALS/PRESENTATION AND VISITORS**

This portion of the meeting provides for interested parties to be pre-scheduled to address the Village Board. The process to be placed on this portion of the agenda is managed through the Village Administrator.

### **PUBLIC HEARINGS**

Public Hearings are scheduled for the specific purpose of gathering public comments. Public Hearings are officially "opened" by the Village Board and after a summary of the topic, the Mayor will request comments from the public. Once public input is heard, the Village Board will officially "close" the Public Hearing and has the option of taking action as them appropriate. Once the Public Hearing has been closed, the public comment period will be considered completed.

### **OLD BUSINESS**

During this agenda category, items are normally presented for Board action that have previously been discussed by the Village Board during a work session or regular Village Board meeting. Items normally scheduled under this agenda topic are intended to be acted upon. Interested parties may participate in these discussions after the Mayor calls for input from participants.

### **NEW BUSINESS**

Trustees may introduce items previously not discussed for discussion and direction. Items are then usually scheduled for future meeting agendas.

### **ADMINISTRATOR'S COMMENTS**

During this time, the Village Administrator may update the Board and public on various issues without any action occurring.

### **TRUSTEE'S COMMENTS**

During this agenda category, Village Board Members may make individualized comments about various matters. No action or business is requested with this portion of the agenda.

### **CLERK'S COMMENTS**

During this agenda category, the Village Clerk may make individualized comments about various matters such as community events and notable civic issues. No action or business is requested with this portion of the agenda.

### **MAYOR'S COMMENTS**

During this agenda category, the Mayor may make individualized comments, announcements and summarize issues as he/she sees fit. The only action ever requested during this agenda category would be to enter into executive session for defined reasons. The Board must officially adjourn to executive session.

### **EXECUTIVE SESSION**

The Village Board recesses to meet in closed session to discuss matters such as Personnel-Hiring and Firing, Collective Bargaining, Litigation, and Land Acquisition. No final action is ever taken in Executive Session. The Village Board reconvenes back into regular session where they may take action on matters discussed in Executive Session, but must do so after reconvening the regular session..

### **ADJOURNMENT**

The Mayor officially calls for a motion to adjourn the Meeting. A vote is taken and the Meeting concludes. If there is a work session, the motion to adjourn will include a specific notation to enter into work session. Normally, a brief "break" period is taken after the regular session and prior to the work session.

### **WORK SESSION**

The Village Board convenes in work session to discuss a variety of topics. These topics are normally scheduled for open discussion and are utilized for the elected officials, staff and citizens to interact during the policy process well before any decision point is reached. Public input is also welcome during the work session. The Mayor will acknowledge those wishing to address the Board.

### ***AM I WELCOME TO PARTICIPATE WITH THE VILLAGE BOARD?***

Interested parties are welcome to attend and participate in the Board meeting proceedings. There are several ways for interested parties to participate during a Board meeting. Interested parties may be pre-scheduled to make a formal presentation before the Board. To accomplish this, the party requesting the opportunity to be a pre-scheduled visitor must complete the proper procedural requirements through the Village Administrator. Once these procedures have been completed, an interested party will be scheduled for an upcoming Village Board Meeting based on established guidelines.

When Public Hearings are held, interested parties may participate by providing public input and comments. Interested parties are not required to sign up in advance or to complete any form of pre-registration to participate when there is a Public Hearing.

Interested parties may also provide comments for the Village Board during the public comment period on the agenda. There is no sign up requirement to participate in this part of the meeting and the subject matter is up to the individual addressing the Village Board.

### **HOW DO I GET RECOGNIZED TO SPEAK AND WHAT SHOULD I DO THEN?**

Individuals may address the Village Board only after being recognized by the Village President. This can be accomplished by raising your hand in a manner that indicates you wish to be recognized. When you are selected to address the Village Board, please proceed to the microphone in the center of the room and clearly state your name and address. Also, make sure that you speak clearly and loud enough so that the entire Board and audience can hear you and your comments are heard by those watching on the cable access channel. Individual comments are limited to three minutes. If there are a large number of persons present at the meeting to address the Village Board, the Village President may further facilitate comments and input by seeking spokespeople and requesting that statements not be repeated. The Mayor retains the right to moderate, facilitate and maintain an orderly environment to conduct public business.

### **RULES FOR PUBLIC COMMENT**

Public comments shall be made from the podium.

Each Public commenter shall be limited to 3 minutes individually.

The total time allowed for Public Comment shall be 30 minutes. Those members of the public wishing to speak upon the expiration of the time allowed for under Public Comment shall be given preference for speaking at the next meeting of the public body and encouraged to email or make an appointment with village staff to discuss their concerns (unless the Village Trustees, by a majority vote at the meeting, agree to allow the Public Comment period to exceed thirty (30) minutes for that particular meeting).

Public comments shall be addressed to the presiding officer of the meeting.

Public comment as provided for by these Rules of Order shall not be a time for a question and answer forum with the public body but an opportunity for members of the public to address the public body.

Members of the public speaking during public comment shall be respectful, shall not use profanity and shall not be disruptive of the meeting of the public body.

Pursuant to 10 ILCS 5/9-25.1, no person may utilize public comment to campaign for election for himself/herself or on behalf of another.

The rules of public comment recited herein shall apply to public bodies of the Village of Mokena organized under Title 2 of the Village of Mokena Code of Ordinances.