

**Special Meeting  
Agenda  
July 25, 2018  
6:00 pm**

1. (6:00) CALL TO ORDER
2. (6:00) EXECUTIVE SESSION - matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or persons.
3. (7:00) ADJOURNMENT

## **MEETING RULES OF PROCEDURE**

Meetings of the Village Board are open to the public, and residents are encouraged to attend. In an effort to foster an orderly meeting process, attendees will kindly observe the following rules and guidelines.

### **GENERAL RULES OF PROCEDURE**

Meeting format will generally follow Roberts' Rules of Order unless otherwise stated. The Mayor shall preside at meetings. In the Mayor's absence the Deputy Mayor shall preside.

The presiding officer may debate, move and take other action that may be taken by other members of the Board.

Board members are not required to rise but must be recognized by the presiding officer before making motions and speaking. The presiding officer may waive this requirement at any time to allow for open discussion among the Board.

A Board member, once recognized shall not be interrupted when speaking unless it be to call him/her to order. If a Board member, while speaking, be called to order, they shall cease speaking until the question of order be determined, and, if in order, he shall be permitted to proceed.

There is no limit to the number of times a Board member may speak on a question.

Motions to close or limit debate may be entertained but shall require a four-fifths vote of the Board.

### **GUIDELINES FOR PRIVILEGE OF THE FLOOR**

Members of the public shall be allowed to speak only during Privilege of the Floor or at such other time as a majority of the Board shall allow.

Speakers must stand and be recognized by the presiding officer before speaking.

Speakers must state their name for the record.

As a courtesy to other members of the public in attendance who may wish to speak, speakers should be mindful that, in the interest of time, Privilege of the Floor is limited. Preference will be given to Village residents.

Board members may, with the permission of the presiding officer, interrupt a speaker during their remarks, but only for the purpose of clarification or information.

All remarks shall be addressed to the Board as a body, or the Mayor, but not to any other individual Board member.

Speakers shall observe commonly accepted rules of courtesy, decorum, dignity and good taste.

Interested parties or their representatives may address the Board by written communications.

### **ADJOURNMENT**

Meetings shall be adjourned by motion.

### **AMENDMENTS TO THE RULES OF PROCEDURE**

The foregoing procedures may be amended by a majority vote of the board.