

Committee/Commission Meetings

Some Village Trustees are designated as chairpersons, vice-chairpersons or liaisons to various commissions, committees and task forces. Issues to be considered by the committees or commissions are often referred by the Board of Trustees, and findings and/or recommendations are generally returned to the Board of Trustees for possible action. Commission or committee meetings may be less formal than Village Board meetings; however, all audience participation must be directed through the chairperson.

As in the Village Board meetings, an item is scheduled for discussion at a committee meeting and a recommendation vote is taken. The item is then scheduled for Village Board consideration at a regularly scheduled Board meeting.

Meeting Schedule

Zoning Board of Appeals
First Monday of each month

Historic Preservation Commission
First Tuesday of each month

Golf Advisory Committee
Third Monday of each month

Community Relations Forum
Third Wednesday of the month each quarter

Finance Committee
Third Tuesday of each month

Plan Commission
Fourth Wednesday of each month

Please check the Village website confirm meeting dates & times.

Village Board

The President and Board of Trustees are the governing body of the Village of Glencoe and, as your elected representatives, they welcome your comments and concerns.

Village President

Lawrence Levin
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Trustees

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Village of Glencoe

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Citizens' Guide to Village Meetings



www.villageofglencoe.org

CITIZENS' GUIDE TO VILLAGE MEETINGS

Village Board Meeting Agenda

The Village Board meets on the third Thursday of the month at 7:00 p.m. in the Village Hall Council Chamber. The formal agenda is posted on the Village Hall bulletin board and the Village website on the Friday before the regularly scheduled meeting. Questions regarding the Village Board agendas may be directed to the Village Manager's office by calling (847) 835-4114.

Workshop Session/ Special Meeting

Periodically, the Village Board may meet for a Workshop Session. Voting action is not taken at these meetings as they are for the purposes of gathering information and discussion only. If voting action is required, the agenda will be listed as a Special Meeting.

Closed Session

Following a regular Board meeting, the President, Village Board and Village Manager may convene into Closed Session. Closed Session discussions are closed to the general public, and are generally limited by State law to matters pertaining to land acquisition and disposition, pending/threatened litigation, and personnel. No final action can be taken in Executive Session as final actions and voting by the Village Board must occur in open session.



Addressing the Village Board and Committees/Commissions

- The agenda of every regular and special meeting of all Public Bodies will include a time near the beginning of the meeting for public comment.
- Citizens wishing to address the Village Board or Committees/Commissions on any specific item that appears on the agenda will have an opportunity to do so when that agenda item is under consideration.
- Citizens wishing to address the Village Board or Committee/Commission members on any topic not listed on the agenda may do so at the time designated as "Public Comment Time".
- Each speaker must state his or her name and address in a clear matter so that it can be recorded in the minutes of the meeting. If a speaker is representing, or speaking on behalf of an individual, group, or association, the speaker must state the nature of that representation.
- The total amount of time allocated for Public Comment Time shall not exceed 15 minutes, unless determined otherwise by the President or Chairperson. Speakers shall be entitled to address the Public Body on a first-recognized, first-served basis; provided, however, that a speaker may, in advance of a public meeting, request in writing to the President or Chairperson of a Public Body the opportunity to speak at such meeting. In the event that all persons desiring to speak during Public Comment Time are not able to do so within the time limit allowed, the President or Chairperson shall have the option (but not the obligation) of extending the time allocated for Public Comment Time, either at the point designated on the agenda, or at such later point on the agenda, or as the Public Body may otherwise determine.
- No person shall speak during Public Comment Time for more than three minutes, unless the President or Chairperson designates a longer or shorter time period.
- Although Public Comment Time may be used to address questions to the Public Body, a speaker is not entitled to a response to any such question during Public Comment Time.

- Anyone wishing to display items using Village facilities in response to a specific agenda item or a non-agenda item is required to submit the items to be displayed in a form compatible with the Village facilities to the Village Manager's Office at least 8 hours in advance of the scheduled meeting. This does not include materials presented directly to the meeting participants not intended for public display.
- No person may be discourteous, belligerent, impertinent, threatening, disparaging, or otherwise uncivil. The President/Chairman may limit the comments of any person who engages in this conduct. No person may continue to speak after the President/Chairman has taken the floor from any such individual.
- Interruptions and Other Disturbances: No person shall interrupt the proceedings of a Public Body or cause any other form of disturbance or disruption.
- Enforcement: Any person violating the standards of process and decorum set forth in these Rules may be evicted from the premises of the meeting at the order of the President or a majority of the Trustees, or be subject to other action as deemed necessary by the President and Trustees.
- Written Submissions: Any person shall have the right at any time to provide written comments to any Public Body or any other Village official by addressing those comments to: The Village of Glencoe, c/o Village Manager, 675 Village Court, Glencoe, IL 60022, and delivering the comments via any of the following methods.
 - ⇒ By personal delivery at the front desk of the Village Hall between 8:00 a.m. and 4:30 p.m. Monday through Friday;
 - ⇒ By mail, courier, or any similar delivery service;
 - ⇒ By facsimile to 847-835-1785, or
 - ⇒ By email to info@villageofglencoe.org.

Any questions regarding information contained herein, please contact the Village Manager's office.