

Village of Libertyville

Citizens' Guide to Village Board Meetings



118 West Cook Avenue
Libertyville, Illinois

Citizens' Guide to Village Board Meetings

Welcome to the Board of Trustees meeting of the Village of Libertyville. The President and Board of Trustees are the governing body of the Village and your elected representatives, and they welcome your comments and concerns. We invite you to participate in the meeting and ask that you comply with some these simple procedures.

Operation of the Meeting

The Village President (more commonly referred to as the Mayor) chairs the Village Board meeting. The Mayor generally introduces items from the agenda and presents background information to the Village Board. If the agenda item involves a development application, the Mayor may request that the petitioner make a brief presentation to the Village Board. The application will be discussed by the Village Board and then opened for public comment. The Village Clerk is responsible for calling the roll for those agenda items which require a vote by the Village Board.

Addressing the Village

All audience participation must be recognized by the Mayor including questions and comments directed to other Board members or petitioners. Citizens wishing to address the Mayor and Village Board on any specific item which appears on the agenda will have an opportunity to do so when that agenda item is under consideration and discussion. After being recognized by the Mayor, please walk to the podium and state your name and address for the record. When there is a controversial issue or large group present, the Mayor may limit the amount of time allocated to those who wish to speak, and all who speak are asked to comply with the established time limit. Because the Village Board often has a full agenda and must complete the work of the Village, you are respectfully asked not to repeat comments or questions that have already been presented. Citizens wishing to address the Village Board on any topic not listed on the agenda may do so under the section "Items not on the Agenda."

Presentation of items not on the agenda will be limited to three minutes per issue.

Committee Meetings

Each of the Village Trustees is assigned by the Mayor to serve on a Committee. Each Committee has a chairperson and two trustees. The issues discussed by each Board Committee are generally limited to those matters referred to the Committee by the Mayor and Board. These meetings are less formal than Village Board meetings; however, all audience participation must be directed through the Committee Chair. Generally an item is scheduled for discussion at the Committee meeting and a recommendation vote is taken. The item is then scheduled for Village Board consideration at the next regular Board meeting. Occasionally Committee discussion and board action may take place on the same day when there is some urgency to the issue/action.

Agenda Information

The Village Board meets on the second and fourth Tuesday of each month at 8 p.m. at the Village Hall. Copies of the formal agenda are posted in the Village Hall on Friday before the regularly scheduled Tuesday evening meeting and on the Village website at www.libertyville.com. Information regarding the Village Board and Committee agendas may be obtained from the Village Administrator's office at (847) 362-2430. An agenda of specific business items is prepared for each meeting. The general order of business for all Village Board meetings is:

- Pledge of allegiance
- Roll call
- Citizens wishing to address the Board for items not on the agenda
- Omnibus vote agenda
- New business
- Petitions and communication
- Adjournment

Executive Session

Periodically the Mayor and Village Board may find it necessary to go into “Executive Session” which is generally scheduled at the end of a regular meeting. Executive Session discussions are closed to the general public and are limited by State law to matters pertaining to land acquisition, litigation/potential litigation and personnel. No final action can be taken in Executive Session; rather, final actions and votes by the Village Board must occur in public.

Village President

The Village President (Mayor) is the chief executive officer of the Village and is elected for a four-year term. The Mayor presides at all Village Board meetings and ceremonial occasions. Although the Mayor is not required to vote on every issue, he may exercise voting rights under certain circumstances.

Board of Trustees

The six trustees of the Village Board are elected at large to serve four-year overlapping terms and maybe elected for an infinite number of terms. The Village Board is the legislative body of the Village government and determines all matters of Village policy, approves all Village ordinances and resolutions and adopts the annual Village budget.

Village Clerk

The Clerk is elected at large for a four-year term and is the recording officer of the Village. The Clerk is responsible for attending all meetings of the Board of Trustees and keeping records of the proceedings.

Village Administrator and Staff

During Village Board and committee meetings, the Village Administrator or Administrative Staff may be called upon to present reports or to respond to questions. The Administrator is the chief administrative officer of the Village and is appointed by the Village President and approved by the Board

the Mayor and Village Board for the administration of all activities, functions and programs of the Village in accordance with State law, and the policies and guidelines adopted by the Village Board.

Filming/Taping Procedures

Citizens wishing to either video tape or audio tape a Village Board meeting must adhere to the following policies.

- Please notify the Mayor or Village Staff member prior to the meeting of your interest in recording the proceedings.
- Video and/or audio recording must be done in such a way that the do not interfere with the operation of the meeting.
- Arrangements for placement of any special microphones or lighting equipment must be made with a Village staff member prior to the start of the meeting.
- Those using video cameras to record the meeting should be located behind the audience area.
- Any citizen recording the proceedings must adhere to the wishes of any other citizen who expresses a desire not to be video or audio recorded.

Libertyville Village Board meetings
are usually held on the second and fourth
Tuesday of each month, 8:00 p.m. at

Village Hall
118 West Cook
Libertyville, IL 60048

To confirm meeting schedules,
you may call **(847) 362-2430**
or visit **www.libertyville.com**.

